



## Advisory & Finance Committee

The following meeting of the Advisory & Finance Committee has been posted and will be held

At: Great Hall, Town Hall / Zoom Cloud Meetings Video Conference

On: Wednesday, July 12, 2023 7:00 PM

Items on the agenda will include but are not limited to the following.

Other discussion may include items that were not reasonably anticipated by the Chair 48-hours in advance of the meeting posting.

### Call to Order

**RECEIVED**

By Kelly McElreath at 9:10 am, Jul 10, 2023

### Announcements

- **Hybrid Meeting:** This meeting is likely to be conducted in a hybrid format, with some participants attending physically and others attending virtually via a video conference application
- **Ways to Watch:** The meeting will be airing on Comcast 15, Verizon 47, or on PACTV's YouTube channel which can be viewed at [pactv.org/stream](https://pactv.org/stream).
- **Public Comment:** Any speaker giving public comment is allotted up to 5 minutes in which to speak. Public Comment can be made at the beginning or end of each meeting, or in regard to a particular agenda item the speaker wishes to be heard on
- **Zoom Login Information:** Anyone who wants to attend the meeting virtually, including members of the public who wish to give public comment, can use one of the following methods in which to do so:
  - **Join via Zoom application:** Download the Zoom meeting application on your device, press/click on "Join", then enter Meeting ID: **995 2986 0638**, and then the Meeting Password: **100131**, or
  - **Join via website** (requires microphone): Go to [www.zoom.us](https://www.zoom.us), click "Join A Meeting" on the top righthand side, and enter the meeting ID: **995 2986 0638**, and then the meeting password **100131**, or
  - **Join via Telephone (voice only):** Dial **929-205-6099** and Enter Meeting ID: **995 2986 0638** and enter Meeting Password: **100131**

### Public Comment

### Agenda Items

Introduce new members

Re-organization of the Advisory & Finance Committee

**Minutes:** Approve May 24, 2023, meeting minutes

**End of Year Transfer Request** – Fire Dept – Rehabilitate Pumping Engine (1)

**Request to Rescind Partial Amount Requested for Reserve Fund Transfer FY23-2**

**Reserve Fund Transfer Request to Snow & Ice**

**End of Year Transfer Request** - Human Resources

### Old/New/Other Business

### Public Comment

### Adjournment

**ADVISORY AND FINANCE COMMITTEE**  
**Minutes**  
**May 24, 2023, Hybrid Meeting**

**PRESENT**     **13 members of the committee were present:** Louis Cabana, Brian Dunn, Daniel Green, Bruce Howard, Steven Keith, Joe Lalley, Timothy Lawlor, Steve Nearman, Ashley Shaw, Christine Richards, Bethany Rogers, Evelyn Strawn, and Robert Zupperoli.

**ABSENT**     **1 member of the committee was absent:** Gail Butler

**Call to Order** - The meeting was called to order by 1<sup>st</sup> Chair Ashley Shaw at 7:00 PM.

**Announcements**

- **Hybrid Meeting:** This meeting is likely to be conducted in a hybrid format, with some participants attending physically and others attending virtually via a video conference application.
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**Public Comment**

**Agenda Items**

Ms. Ashley Shaw announced that she would be Chairing the May, June, and July meetings due to the fact that the current Chair, Kevin Canty, was recently elected to the Select Board and therefore resigned his position on the Advisory & Finance Committee, pursuant to the Town Charter. Mr. Canty has served on the committee since 2014, for the past few years he has been the Chair, he has been an integral member of the committee and will be missed.

**Minutes:**

- Approve February 23, 2023, meeting minutes – Mr. Cabana motioned to approve the minutes as written. Mr. Lawlor second. Motion carried unanimously (12-0-0).
- Approve March 15, 2023, meeting minutes – Mr. Dunn motioned to approve the minutes as written. Mr. Cabana second. Motion carried 10-0-2, Ms. Richards and Ms. Rogers abstained.

**End of Year Transfer Request – Town Clerk – Increase Postage –** Ms. McElreath, Town Clerk, is requesting an increase to the postage budget as a result of the increased cost of postage, costs have gone up 3 cents per mailing, and the additional required notices that get mailed to residents. As such, the original budget is insufficient for the Town's needs for the remainder of the fiscal year.

Ms. McElreath noted that she has implemented new programs and received \$69,000 from the State for early voting reimbursement.

Mr. Zupperoli motioned to approve the End of Year Transfer Request. Ms. Rogers second. Motion carried unanimously (12-0-0).

**Amend Revolving Fund Spending Cap – Recreation** – Ms. Slusser, Recreation Director, is requesting an increase to Recreation Revolving Fund spending cap due to increased class registration. Mr. Dunn said that it was his understanding, regardless of the spending cap, that the spending can't exceed the revenue received. Ms. Slusser advised that the spending can't exceed the revenue received.

Mr. DiNardo, Precinct 17, Town Meeting Member, noted that he spoke with past Chair Kevin Canty regarding the Advisory & Finance conducting a review of the Revolving Funds and that Mr. Canty agreed. Ms. Shaw acknowledged that Mr. Canty had passed this information on to her and suggested that the Advisory & Finance undertake this review prior to the next budget cycle.

Mr. Green motioned to approve the increase to the Revolving Fund Spending Cap. Mr. Lalley second. Motion carried unanimously (12-0-0).

Old/New/Other Business – Ms. Strawn inquired about the reorganization process. Ms. Shaw advised that she would Chair the May and June meetings and then at the July meeting the first order of business is voting a new chair, 1<sup>st</sup> chair and 2<sup>nd</sup> chair. Once the vote on the chair is done, the new chair will take over the meeting.

Public Comment – None.

Adjournment – Mr. Howard motioned to adjourn. Ms. Richards second. Motion carried unanimously (12-0-0). The Meeting adjourned at 7:21 PM.

Submitted by  
Jeanette White  
Budget Analyst

# REQUEST FOR END-OF-YEAR APPROPRIATION TRANSFER

MGL Chapter 44 Section 33B: Transfer of appropriations; restrictions

as amended by 2016, 218, Sec. 76

(b) A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the finance committee or other entity established under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation.  
(c) No approval other than that expressly provided in this section shall be required for any transfer under this section.

## REQUEST FOR FUNDING:

Division Requesting Funding: #220 Fire Department

Budget Line Org/Obj: 00102206 524200 Line Description: R & M Vehicles

Amount Requested: \$45,000.00

Current Yr Budgeted: \$26,835.00 Balance in Account: \$-9,729.20

Please explain in detail the reason for this request (attach additional pages or memo if needed):

See attached

Division Head:

(Signature)

Date:

Department Head:

(Signature)

Date: 06-28-2023

## SOURCE(S) OF FUNDING:

(1) Division Providing Funding: #220 Fire Department

Budget Line Org/Obj: 00102205 511001 Line Description: Salaries & Wages

Amount of Transfer: \$45,000.00 Balance in Account: \$1,353,595.04

Division Head:

(Signature)

Date:

(2) Division Providing Funding:

Budget Line Org/Obj: Line Description:

Amount of Transfer: \$ Balance in Account: \$

Division Head:

(Signature)

Date:

## AUTHORIZATIONS:

Finance Director:

(Certify - Availability of Funds)

Date:

Town Manager:

Date:

### Action by Board of Selectmen:

Approved: Yes \_\_\_ No \_\_\_

Signature of Chairman: Date:

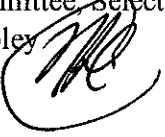
### Action by Advisory & Finance Committee:

Approved: Yes \_\_\_ No \_\_\_

Signature of Chairman: Date:

**Town of Plymouth  
Fire Department  
Chief's Office**

# MEMO

To: Jeanette White, Budget Analyst  
CC: Finance Committee, Selectboard, Director of Finance, Town Manager  
From: Chief Neil Foley 

Date: June 28, 2023

**RE: End of Year Transfer / Rehabilitation of 2011 Pumping Engine**

The fire department is requesting an end-of-year transfer of \$45,000.00 from Salaries and Wages to complete the rehabilitation of our 2011 Pumping engine.

For fiscal 2023, the fire department received capital funding to rehabilitate our 2011 E-One Pumping Engine (Engine 1). On November 28, 2022, Engine 1 went to the dealer to begin rehab.

On February 6, 2023, I received notification from our dealer representative that Engine 1 had sustained an electrical fire in the engine compartment while at a repair shop. The extent of the damage and what may or may not be covered under an insurance claim was not fully realized until this week.

I had planned to use operational funds as the project progressed and uncovered hidden wear and corrosion; however, the scope of the rehab repair cost has returned much higher than anticipated, likely compounded due to the fire. Additionally, the time Engine 1 spent idle while waiting for the insurance process and completing the additional repairs related to the fire negatively impacted our line item for apparatus repair because of the extra maintenance costs we had using our reserve engine on the frontline.

The estimated cost to complete the project is currently \$43,600.44. I am requesting \$45,000.00 to account for the "TBD" cost of the speedometer repair.

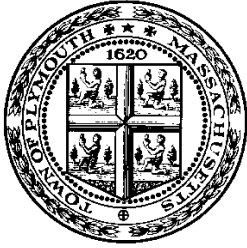
This project aligns with the department's apparatus replacement and rehabilitation program. Once the rehab is completed, we expect an additional ten years of service for Engine 1: five years frontline and five years in reserve. Replacement of a new pumping engine exceeds \$1M, making this rehab worth the cost.

Picture of fire damage and breakdown of additional repair items attached.



Air compressor leaking oil & turbo VGT	10,008.53
Tailboard harness	1,673.75
DRIVER'S WINDOW GLASS HAS CHIPS ALONG	306.01
REAR TEMPERATURE CONTROL SWITCH IS	982.32
SIREN SPEAKER IS MUFFLED AND FULL OF	470.32
DRIVER'S MIRROR COVER IS BROKEN	413.15
DRIVER'S HUB SEAL COVER IS LEAKING	491.23
R3 ELECTRICAL BOX IS FULL OF CORROSION	1,170.00
MULTIPLE DOOR AJAR SWITCHES INOP	3,551.22
RIGHT REAR SCBA DOOR FULL OF CORROSION (INSPECT)*	349.37
DRIVER'S MAP LIGHT IS BROKEN*	T & M
OFFICER'S MIRROR BRACKETS ARE LOOSE AND	739.32
OPTICOM IS INOP*	3,255.00

STAINLESS TRIM AT DRIVER'S DOOR	1,377.38
CAB PISTONS ARE LEAKING	4,163.64
VOGEL SYSTEM IS NOT WORKING. LIGHT COMES (INSPECT)*	SUPPLEMENT
BOTH WATEROUS PACKINGS ARE LEAKING	6,922.87
TRUCK DOES NOT HOLD A PRIME	8,800.00
TANK FILL HOSE IS DRY ROTTED	633.73
PRECONNECT #3 BLOW OUT SNUBBER IS INOP	251.47
DRIVER'S <u>SIREN</u> FLOOR SWITCHES STICK	394.99
A/C COMPRESSOR IS LEAKING AT TOP HOSES	2,729.50
SPEEDOMETER DISPLAYS 75 MPH. GPS SHOWS*	TBD
QUICK RELEASE VALVE IS DELAYED TO SET	457.66
Total:	<b>43,600.44</b>



# TOWN OF PLYMOUTH

TOWN MANAGERS OFFICE

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508) 747-1620 EXTENSION 10100

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To: Advisory & Finance Committee  
From: Brad Brothers, Assistant Town Manager  
Date: July 5, 2023  
Re: Unused Funds from Reserve Fund Transfer (Charter Mailings)

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The Town Managers Office is requesting \$8,000 be rescinded by A&F from the original \$60,000 amount requested and approved for the Charter mailing. The official cost of printing and mailing came in below the \$60,000 initial quote leaving a surplus of \$8,000 in the account.

Attached for reference is the initial request from 2/6/23.



**ADVISORY AND FINANCE COMMITTEE**  
**Reserve Fund Transfer Request Form      FY23-2**

Chapter 40, Section 6 of M.G.L. "To provide for extraordinary or unforeseen expenditures, a town may, at an annual or special town meeting, appropriate or transfer a sum or sums...to be known as the Reserve Fund."

Date: \_\_\_\_\_ 2/6/2023 \_\_\_\_\_

**Amount Requested \$ 60,000**

Line Description: Charter – Printing

Budget Line Org/Object 00101156 -534004

Balance in Account \$ \$5,000

<b><u>Budget Information</u></b> <small>(This Budget Item Only)</small>	
<b>Current FY Budget: \$ 5,000</b>	<b>Prior FY Budgeted: \$ 0</b>
<b>Prior FY Actual: \$ - 0 -</b>	<b>Previous FY Transfer Approved: Yes ___ No X</b>
<b>If Yes, Amount of Transfer \$ _____ N/A _____</b>	
<b>****You must provide a copy of both your current and prior Year-to-date budget detail report with this request.****</b>	

**Transfer Information**

Please explain in detail the reason for this request. (Attach additional sheets if more room is needed.)

\_\_\_ See Memo  
attached \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this transfer impact next Fiscal Year's budget: Yes \_\_\_ No X If Yes, please explain.

\_\_\_\_\_ Charter Vote will be completed \_\_\_\_\_

**Sign-offs for Submission**

Division Head: \_\_\_\_\_ Title: \_\_\_\_\_

Department Head: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of **BOTH** Finance Director and Town Manager required before submission to Advisory and Finance Committee.

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>Action by Advisory and Finance Committee</u></b>	
Date: _____ Approved: Yes ___ No ___ Partial ___ If partial, indicate amount: \$ _____	
If No or Partial, please explain: _____	
Signature of Chairman: _____	Date: _____

**SUBMIT ORIGINAL FORM TO THE ADVISORY AND FINANCE COMMITTEE OFFICE  
COMPLETE WITH ALL SIGNATURES, PRIOR & CURRENT YEAR-TO-DATE BUDGET REPORTS.  
INCOMPLETE FORMS & INFORMATION WILL NOT BE ACCEPTED OR ACTED ON BY THE COMMITTEE.**

**CHARTER COMMISSION  
FINAL FY23 BUDGET UPDATE  
Prepared: May 1, 2023  
Updated July 5, 2023**

	Legal Services 00101156/530500	Printing 00101156/534004	Other Misc Expenses 00101156/570000	Totals
Balance	\$ 30,000.00	\$ 5,000.00	\$ 20,000.00	
<b>CHARTER COMMISSION EXPENSES</b>				
Special Counsel Final Invoices rec'd	\$ 13,667.00	\$ -	\$ -	
Balance due Collins Group	\$ 18,000.00	\$ -	\$ -	
Obtain 200 copies of OCM Preliminary Report (copies + mileage to Auburn)	\$ -	\$ -	\$ 146.25	
OCM Publication of Preliminary Report	\$ -	\$ -	\$ 9,602.79	
<b>INVOICE TOTALS</b>	\$ <b>31,667.00</b>	\$ <b>-</b>	\$ <b>9,749.04</b>	\$ <b>41,416.04</b>
Account Balance	\$ (1,667.00)	\$ 5,000.00	\$ 10,250.96	
<b>SELECT BOARD EXPENSES</b>				
A/F Reserve Fund Transfer for Select Board Expenses		\$ 60,000.00		
1000 clean Charter copies	\$ -	\$ 3,650.00	\$ -	
35000 Red lined Charter copies	\$ -	\$ 55,650.00	\$ -	
Postage	\$ -	\$ -	\$ 5,960.96	
<b>INVOICE TOTALS</b>	\$ <b>-</b>	\$ <b>59,300.00</b>	\$ <b>5,960.96</b>	\$ <b>65,260.96</b>
<b>Account Balance</b>	\$ <b>(1,667.00)</b>	\$ <b>5,700.00</b>	\$ <b>4,290.00</b>	\$ <b>8,323.00</b>

ADVISORY AND FINANCE COMMITTEE  
Reserve Fund Transfer Request Form

FY23-4

Chapter 40, Section 6 of M.G.L. "To provide for extraordinary or unforeseen expenditures, a town may, at an annual or special town meeting, appropriate or transfer a sum or sums...to be known as the Reserve Fund."

Date: 7/5/23

Amount Requested \$ 23,483.87

Line Description: Snow & Ice

Budget Line Org/Object: 00104235-513000

Balance in Account \$ 176,516.13

**Budget Information**

(This Budget Item Only)

Current FY Budget: \$ 680,638.00

Prior FY Budgeted: \$ 629,250.00

Prior FY Actual: \$1,548,298.15

Previous FY Transfer Approved: Yes X No \_\_\_ N/A

If Yes, Amount of Transfer \$73,800.00

**\*\*\*\*You must provide a copy of both your current and prior Year-to-date budget detail report with this request.\*\*\*\***

**Transfer Information**

Please explain in detail the reason for this request. (Attach additional sheets if more room is needed.)

Most years we spend more than we budget for Snow & Ice per the MGL Chapter 44 Section 31D. Our current practice is to transfer the Reserve Fund Balance to the Snow & Ice Budget to reduce the amount of the deficit that needs to be raised on our Tax Rate Recap.

Will this transfer impact next Fiscal Year's budget: Yes \_\_\_ No X If Yes, please explain.

**Sign-offs for Submission**

Division Head: \_\_\_\_\_

Title: \_\_\_\_\_

Department Head: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of BOTH Finance Director and Town Manager required before submission to Advisory and Finance Committee.

Finance Director: \_\_\_\_\_

Date: 7/5/23

Town Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**Action by Advisory and Finance Committee**

Date: \_\_\_\_\_ Approved: Yes \_\_\_ No \_\_\_ Partial \_\_\_ If partial, indicate amount: \$ \_\_\_\_\_

If No or Partial, please explain: \_\_\_\_\_

Signature of Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT ORIGINAL FORM TO THE ADVISORY AND FINANCE COMMITTEE OFFICE  
COMPLETE WITH ALL SIGNATURES, PRIOR & CURRENT YEAR-TO-DATE BUDGET REPORTS.  
INCOMPLETE FORMS & INFORMATION WILL NOT BE ACCEPTED OR ACTED ON BY THE COMMITTEE.**

Close | 
 Output | 
 Print | 
 Display | 
 PDF | 
 Save | 
 Excel | 
 Display Find Criteria | 
 Exit Totals

Account Inquiry [TOWN OF PLYMOUTH]

Fund: \_\_\_\_\_ Acct: \_\_\_\_\_ Account Notes: \_\_\_\_\_  
 Org: \_\_\_\_\_ Acct name: \_\_\_\_\_  
 Object: \_\_\_\_\_ Type: \_\_\_\_\_ Status: \_\_\_\_\_  
 Project: \_\_\_\_\_ Rollup: \_\_\_\_\_  
 Sub-Rollup: \_\_\_\_\_  
 Multiple Fund: \_\_\_\_\_

4 Year Comparison    Current Year    History    4 Year Graph    History Graph

Yr/Per 2023/08	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2024
Original Budget	680,638.00	629,250.00	604,250.00	705,638.00
Transfers In	400,000.00	1,123,800.00	909,635.00	.00
Transfers Out	-200,000.00	-1,050,000.00	-834,000.00	.00
Revised Budget	880,638.00	703,050.00	679,885.00	705,638.00
Actual (Memo)	703,393.87	1,548,298.15	1,203,610.46	.00
Encumbrances	728.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	176,516.13	-845,248.15	-523,725.46	705,638.00

# REQUEST FOR END-OF-YEAR APPROPRIATION TRANSFER

MGL Chapter 44 Section 33B: Transfer of appropriations; restrictions

as amended by 2016, 218, Sec. 76

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(c) No approval other than that expressly provided in this section shall be required for any transfer under this section.

## REQUEST FOR FUNDING:

Division Requesting Funding: Human Resources

Budget Line Org/Obj: 00101525/513000 Line Description: Overtime

Amount Requested: \$3,340.05

Current Yr Budgeted: \$3,379.00 Balance in Account: -\$3,340.05

Please explain in detail the reason for this request (attach additional pages or memo if needed):

**Prolonged staff absence due to medical reasons. New position approved in in FY24 should provide an additional measure of redundancy that should help avoid this issue in the future.**

Division Head: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Department Head: [Signature] Date: 7/6/2023  
(Signature)

## SOURCE(S) OF FUNDING:

(1) Division Providing Funding: Human Resources

Budget Line Org/Obj: 001101526 Line Description: Technical Svcs.

Amount of Transfer: \$3,340.05 Balance in Account: \$27,453.10

Division Head: [Signature] Date: 7/6/2023  
(Signature)

(2) Division Providing Funding: \_\_\_\_\_

Budget Line Org/Obj: \_\_\_\_\_ Line Description: \_\_\_\_\_

Amount of Transfer: \$ Balance in Account: \$

Division Head: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

## AUTHORIZATIONS:

Finance Director: [Signature] Date: 7/5/23  
(Certify - Availability of Funds)

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

### Action by Board of Selectmen:

Approved: Yes \_\_\_ No \_\_\_

Signature of Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

### Action by Advisory & Finance Committee:

Approved: Yes \_\_\_ No \_\_\_

Signature of Chairman: \_\_\_\_\_ Date: \_\_\_\_\_