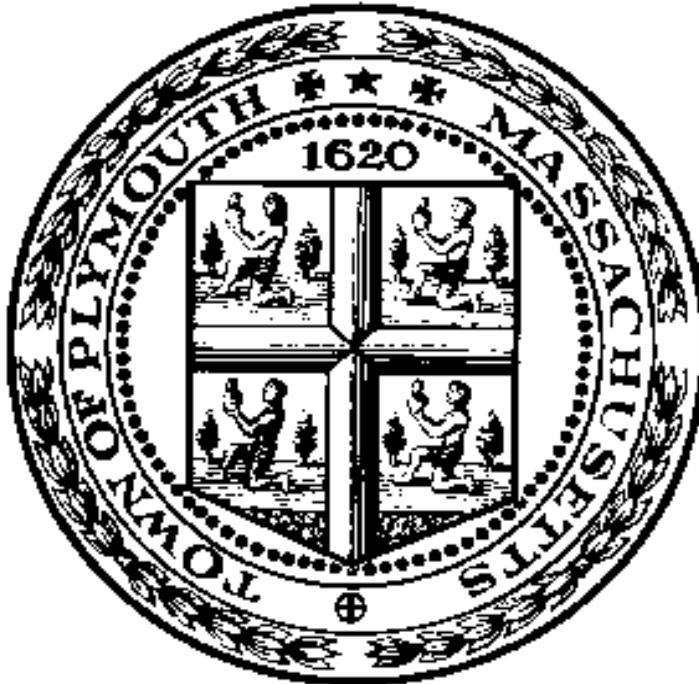


TOWN OF PLYMOUTH

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REPORT  
& RECOMMENDATIONS  
OF THE  
ADVISORY AND FINANCE  
COMMITTEE



Presented at the  
April 11, 2015

SPRING ANNUAL  
TOWN MEETING

## SPRING ANNUAL TOWN MEETING

April 11, 2015

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# REPORT & RECOMMENDATIONS



# REPORT & RECOMMENDATIONS OF THE ADVISORY & FINANCE COMMITTEE

Spring Annual Town Meeting - April 11, 2015

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**ARTICLE 1:** To choose all necessary Town Officers, the following to be voted for all on one ballot, viz.:

One Selectman for three years; One Selectman for one year; Three members of the Plymouth School Committee for three years; One member of the Planning Board for five years and One Member of the Planning Board for three years; One member of the Redevelopment Authority for five years; One member of the Housing Authority and also a total of Forty-nine (49) Town Meeting Members, Three members from each precinct for three years, One member from Precinct 7, Two members from Precinct 11, and One member from Precinct 13 for one year;

Further, and in the name of the Commonwealth, you are directed to notify and warn the Inhabitants of Plymouth qualified to consider and vote on articles at the Annual Business Meeting of the Town of Plymouth to meet at Plymouth North High School, on Saturday, the Eleventh Day of April, 2015, at 8:00AM to act on the following articles to wit:

**RECOMMENDATION: No action necessary**

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**ARTICLE 2:** To hear the reports of the several Boards and Officers and Committees of the Town thereon, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 12-0-1).** The Advisory & Finance Committee advises Town Meeting to approve Article 2. Approval of this article allows boards and committees to place their reports on file with the Town Clerk. Most Board and Committee reports can be found in the Annual Town Report.

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**ARTICLE 3:** To see what action the Town will take under the provisions of G.L. c.44, §53E 1/2 regarding the establishment, annual re-authorization or renewal as the case may be of revolving funds, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 10-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 3. Town Meeting approval is required to reauthorize and establish revolving funds on an annual basis in accordance with G.L. c.44, §53E ½. In addition to reauthorization of revolving funds, the following are changes in the spending caps for FY2016:

• Plymouth Center Village Parking	Increase of	\$ 84,596.86	to	\$ 114,597.86
• State Boat Ramp	Decrease of	\$ 3,000	to	\$ 60,000
• Recreation Revolving	Increase of	\$ 10,000	to	\$ 430,000
• Cable Services	Decrease of	\$ 5,000	to	\$ 33,000
• Vocational/Technical Services	Decrease of	\$325,000	to	\$325,000
• Plymouth Beach	Decrease of	\$ 10,600	to	\$228,700
• Cemetery Repair & Beautification	Increase of	\$ 6,000	to	\$ 18,000
• Fire Alarm Services	Increase of	\$ 10,000	to	\$ 75,000
• Hedges Pond Recreation	Increase of	\$ 5,000	to	\$ 40,000
• CPA Conservation Land Revolving	Decrease of	\$ 1,500	to	\$ 1,000
• 1820 Court House	Decrease of	\$ 19,999	to	\$ 1

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**ARTICLE 4:** To see what action the Town will take pursuant to Chapter 173 of the General By-Laws regarding the formation, reformation, organization, continuation or discharge of existing Committees created by vote of Town Meeting, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 4. Town Meeting approval of this article will authorize the West Plymouth Steering Committee, Manomet Steering Committee, and Plymouth Harbor Committee to continue, with a review in three years at the 2018 Annual Town Meeting.

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**ARTICLE 5:** To see if the Town will vote to amend the Classification and Compensation Plans and the Personnel By-Law and Collective Bargaining Agreements contained therein, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: No Motion No Action**

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**ARTICLE 6:** To see what action the Town will take pursuant to G.L. c.41, §108 with regard to fixing the salaries of elected Town Officials, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 6. Approval of this article will authorize the annual stipends for the Board of Selectmen and Town Moderator. There are no changes to the stipend amounts this year; the Chairman of the Board of Selectmen will receive \$4,500, the four remaining Selectmen will receive \$4,000 each and the Moderator will receive \$2,000.

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**ARTICLE 7A:** To see what action the Town will take to provide a reserve fund and to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town, including debt and interest, for the ensuing twelve month period beginning July 1, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$186,300,014 (Unanimous, 10-0-0).**

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**ARTICLE 7B:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the water enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$3,487,031 (Unanimous, 10-0-0).**

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**ARTICLE 7C:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the sewer enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$4,499,224 (Unanimous, 10-0-0).**

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**ARTICLE 7D:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the solid waste enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION:** Approval \$2,277,243 (Unanimous, 10-0-0).

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**ARTICLE 7E:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the airport enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION:** Approval \$2,772,590 (Unanimous, 10-0-0).

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**ARTICLES 7A-E: Total Recommendations: \$199,336,102.**

The Advisory & Finance Committee advises Town Meeting to approve Articles 7A, 7B, 7C, 7D and 7E comprising the FY2015 Operating Budget of \$199,336,102. Details of each departmental budget can be found in the [FY2016 General Government Proposed Operating Budget Book](#).

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**ARTICLE 8:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the repair and/or purchase and/or lease and/or replacement of departmental equipment for the various departments substantially as follows:

A	Procurement	New Telephone Equipment for Police & Building
B	Procurement	New Telephone System for Animal Control
C	Information Tech.	Clerk - MUNIS Animal Licensing Program
D	Information Tech.	Police - Backup Server/File Server (*)
E	Information Tech.	Police - Acronis Imaging Software
F	Information Tech.	Police - PC for MIRCS and Trackstar (*)
G	Information Tech.	Police - Electronic Document Management Software
H	Information Tech.	Police - Officer Scheduling System
I	Police	Unmarked 4x4 (*)
J	Police	Marked 4x4 (*)
K	Police	Marked Utility Vehicle (*)
L	Police	Marked Sedan (*)
M	Police	Marked K-9 (*)
N	Fire	Station Maintenance for all 7 Stations (*)
O	Fire	Self Contained Breathing Apparatus Cylinder (*)
P	Fire	Portable Radio (*)
Q	Fire	Multi Gas Meter (*)
R	Fire	Calibration Station (*)
S	Fire	Cold Water Rescue/Survival Suits (*)
T	Fire	SCBA Scott Pak (*)
U	Emergency Mgmt	Infectious Disease Control Personal Protective Equip.
V	DPW-Operations	Engr - Autocad Training
W	DPW-Operations	Highway - Concrete/Sidewalk Grinder

X	DPW-Operations	Highway - Plate Compactor
Y	DPW-Operations	Highway - Skid Steer Grapple Bucket
Z	DPW-Operations	Highway - Skid Steer Brush Mower
AA	DPW-Operations	Highway - Skid Steer Power Rake
BB	DPW-Operations	Highway - Hooklift Stake Body for Existing Vehicle
CC	DPW-Operations	Highway - 9' Sander for Existing Truck
DD	DPW-Operations	Highway - Convert Existing Trucks for Power Angle Plows
EE	DPW-Operations	Highway - Walk Behind Roller
FF	DPW-Operations	Highway - 8 Ton Tilt Trailer
GG	DPW-Operations	Maint - Animal Shelter Building Repairs (*)
HH	DPW-Operations	Maint - Crematory Building Repairs (*)
II	DPW-Operations	Maint - Nelson Park Restroom Repairs (*)
JJ	DPW-Operations	Maint - Stephens Field Concession Repairs (*)
KK	Marine & Env. Affairs	HM - Acoustic Buoys
LL	Marine & Env. Affairs	HM - Small Outboard Motor
MM	Marine & Env. Affairs	HM - Re-Power Safe Boat (*)
NN	Marine & Env. Affairs	HM - Re-Power Pump-Out Boat (*)
OO	DPW-Solid Waste	8 Yd. Containers (*)
PP	DPW-Solid Waste	4 Yd. Containers
QQ	DPW-Utilities	Sewer - Rigid Inspection Camera (*)
RR	DPW-Utilities	Sewer - Monitoring System (*)
SS	DPW-Operations	Crematory - Chamber Floor in Unit 3 (*)
TT	DPW-Operations	Cemetery - 52" Hydro Mower (*)
UU	DPW-Operations	Cemetery - 50' Flag Pole at Vine Hills (*)
VV	DPW-Operations	Cemetery - Weed Wackers (*)
WW	DPW-Grounds & Rec	Parks - 36" Walk Behind Mower (*)
XX	DPW-Grounds & Rec	Parks - 72" Zero Turn Mower (*)
YY	DPW-Grounds & Rec	Parks - Split Rim Beach Tires
ZZ	DPW-Grounds & Rec	Parks - 18' Equipment Trailer (*)
AAA	DPW-Grounds & Rec	Parks - Weed Wackers (*)
BBB	DPW-Grounds & Rec	50' Flag Pole at West Rec Ball Fields
CCC	DPW-Grounds & Rec	Rec - Rescue Board (*)
DDD	DPW-Grounds & Rec	Rec - Emergency Radio (*)
EEE	1749 Court House	Window Shades

or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$678,693 (Unanimous, 11-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 8. Approval of this article will authorize the purchase of the departmental equipment indicated above. The FY2016 Article 8 department requests totaled \$714,986.40 of which \$678,693 is being recommended. The funding sources for these items will be \$14,592 from Sewer Enterprise Retained Earnings, \$43,750 from Waterways Fund, \$14,950 from Cemetery Perpetual Care, \$4,000 from grants, and the remaining \$601,401 will be funded from General Fund free cash.

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**ARTICLE 9:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the construction and/or repair and/or purchase and/or lease and/or replacement of departmental buildings and/or equipment and/or capital facilities for various departments of the Town and/or for feasibility and other types of studies as follows:

A1	Information Technology	Infrastructure Replacement
A2	Police Department	Network Video Server
A3	Fire Department	Replace Structural Firefighting Gear
A4	Fire and Police Departments	Public Safety Remote Receiver
A5	Information Technology	Fire Server Replacement or Public Safety Tech
A6	Fire Department	Replace and Equip Tanker 2
A7	DPW	School Street Retaining Wall
A8	DPW	Stormwater Phase11
A9	DPW	Public Roads Pavement Preservation
A10	DPW	Town Building Repair Program
A11	School Department	School Building Repair Program
A12	DPW	Wicking Well – Manomet Ave
A13	DPW	Town Vehicle and Equipment Replacement
A14	School Department	School Vehicle and Equipment Replacement
B1	DPW	School Street Retaining Wall
C1	Marine & Environmental	Plymco Dam Removal
C2	Sewer	Sewer System Upgrade
C3	Sewer	Replace Utility Truck
C4	Water	MUNIS Utility Billing Software Module
C5	Water	Meter Replacement
C6	Water	Water Infrastructure
C7	Water	Replace 2006 Sedan
C8	Water	Steel Plates for Road Construction
C9	Airport	Runway 24 and 33 Stopways
C10	Airport	Purchase State Police Bldg
C11	Airport	Administration Bldg – Design & Construction
C12	Aiport	Signs on South Meadow Road
C13	Solid Waste	Replace 50 Yard Recycling Containers
C14	Solid Waste	Replace 50 Yard Open Top Containers

or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval of \$15,537,909 (Unanimous, 11-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 9. The Advisory & Finance Committee is in agreement with the Town Manager's Recommendation for Capital Projects. Capital requests totaled \$31.8 million for FY16 of which \$15,537.909 is recommended by the Town Manager. The General Fund Capital requests total \$14,020,109 to be funded with \$2,427,073 from free cash, \$5,333,036 from grants, and \$6,260,000 from debt. The Enterprise Fund Capital requests recommended are \$590,000 from Sewer Enterprise Fund, \$586,000 from Water Enterprise Fund, \$267,000 from Airport Enterprise Fund, and \$74,800 from Solid Waste Enterprise Fund.

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**ARTICLE 10:** To see if the Town will vote to authorize the charge for each written demand issued by the collector a fee of \$30.00 to be added to and collected as part of the tax, as authorized by Massachusetts General Laws Chapter 60, Section 15, effective as of July 1, 2015.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 11-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 10. Town Meeting approval of this article will raise the demand fee for delinquent tax payments from \$5 to \$30. The current \$5 fee does not cover the cost of processing and mailing the demands.

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**ARTICLE 11:** To see if the Town will vote to appropriate from the Town Promotion Fund created pursuant to Chapter 4 of the Acts of 1993, a sum or sums of money for programs and projects that enhance the beautification, recreational resources, public safety, promotional and marketing activities, events, services and public improvements, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$535,839 (Unanimous, 13-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 11. Town Meeting approval of this article will allow expenditures from the Town's Promotion Fund. The Promotion Fund, created by special legislation, is funded with 45% of the receipts from the Hotel/Motel Tax and is used to fund special events and celebrations. The Town Promotion Fund also is used to pay a marketing and promotions contract with Destination Plymouth, which provides the Town with television and print advertising around the country, maintains a waterfront information booth, and provides access to a Destination Plymouth website.

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**ARTICLE 12:** To see if the Town will vote to appropriate a sum of money from available funds as the State's share of the cost of work under G.L. c.90, §34 (2)(a) of the Massachusetts General Laws, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 10-0-0).** The Advisory & Finance committee advises Town Meeting to approve Article 12. Positive action on this article will enable the Town to accept State Highway (Chapter 90) Funds for repairs and reconstruction of public roads. While the actual amount of Chapter 90 funds for FY16 was not known at the time this report was prepared, Plymouth did receive almost \$1.5 million for FY15. The Town expects a similar amount in FY16 unless there is change in policy and/or the state's financial health.

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**ARTICLE 13:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the following Stabilization Funds, as authorized by the provisions of G.L. c.40, §5B as amended,

• Nuclear Plant Mitigation Stabilization Fund  
or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$500,000 (Unanimous, 11-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 13. Approval of this article would authorize the Town to set aside funds in the Nuclear Plant Stabilization Fund, which will provide for future mitigation of the tax impact to the residents when, and if, the tax payment from Entergy declines. As with all Stabilization Funds, a 2/3rds vote of Town Meeting would be required for additions to or withdrawals from the stabilization fund.

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**ARTICLE 14:** To see if the Town will vote to transfer the following parcels from the Town Treasurer to the Conservation Commission for the purpose of maintaining protected open space:

Parcel ID	Road	Legal Reference	Tax Title
108-000-010-023	Peter Road	Certificate: 56486	#5932
108-000-010-075		Document: 367535	
108-000-010-092		(Final Judgment)	

Or take any other action relative thereto.

OPEN SPACE COMMITTEE

**RECOMMENDATION: Approval (9-1-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 14. Town Meeting approval of this article will transfer the parcels from the Town Treasurer to the Conservation Commission for maintaining open space. The three parcels were originally designated by the Planning Board as open space within the David Estates subdivision and were subsequently taken by the Town through a tax lien proceeding. The parcels, comprising a total of nearly 30 acres, protect the headwaters of the Wewiantic River and surrounding wetlands and provide for passive recreation.

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**ARTICLE 15:** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise fund \$500,000 in improvements to Private Roads including all costs necessary and related thereto, consistent with the provisions of Chapter 112 of the Acts of 2012 as signed by the Governor on June 13, 2012, or take any other action relative thereto.

ROADS ADVISORY COMMITTEE

**RECOMMENDATION: Approval \$500,000 (Unanimous, 10-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 15. Town Meeting approval will authorize the appropriation of \$500,000 to be used for the maintenance and improvement of private roads.

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**ARTICLE 16A:** To see if the Town will vote to amend the vote taken under Article 16A of the 2014 Spring Annual Town Meeting by reducing the \$4,500,000 borrowing authorization approved there under for the restoration for 1820 Court House by the sum of \$500,000 and further to transfer \$500,000 for fiscal 2016 Community Preservation Act revenues for purposes of future restoration of said 1820 Court House, including construction, demolition, renovation, operation, and related costs, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval (Unanimous, 10-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 16A. Town Meeting approval of this article will authorize a \$500,000 reduction to the \$4,500,000 borrowing authorization for the restoration of the 1820 Court House and authorize the Community Preservation Committee to set aside \$500,000 of FY16 CPA revenue for 1820 Court House restoration expenses. This will enable the Community Preservation Committee to reduce borrowing for the project, thereby saving the Town money on interest costs.

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**ARTICLE 16B:** To see if the Town will vote to appropriate \$2,000,000.00 for the creation and/or restoration and rehabilitation of land for recreational use pursuant to the Community Preservation Act, which land is commonly known as Stephens Field, and is shown as Assessors Map 23, Lot 16b, 16c, 17c, 23, 24 and 26, and specifically for the creation and rebuilding Stephens Field as described in the Final Schematic Plan design by Ray Dunetz Landscape Architecture Dated August 2014 as voted and adopted by the Stephens Field Planning & Design Committee ("SFPDC") on October 8, 2014; and revisions to the Final Schematic Plan shall be presented to the Community Preservation Committee (CPC) for review and if the CPC determines that the revision is significant, the SFPDC will be requested to approve the revision and as funding therefor to appropriate said sum from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow pursuant to G.L. c.44B or any other enabling authority and to authorize the Treasurer, with the approval of the Board of Selectmen to borrow said sum and issue notes and bonds therefor; and, in connection therewith, to authorize the Board of Selectmen to grant to a nonprofit or charitable corporation a restriction in said land meeting the requirements of G.L. c.184, §§31-33; provided however, that prior to expenditure of the funds appropriated hereunder, shall execute a mutually acceptable Grant Agreement between the Community Preservation Committee and the Town of Plymouth; or take any other action related thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval \$2,000,000 (Unanimous, 10-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 16B. Approval of this article will appropriate \$2,000,000 from the Community Preservation Fund for use in the renovation of Stephens Field for recreational purposes. The total estimated cost of the project, which is expected to begin in approximately two years, is \$4 million. In the meantime, CPC will be pursuing grants to offset project costs.

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**ARTICLE 16C:** To see if the Town will vote to appropriate the sum of \$200,000 for the acquisition, and to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, for the acquisition of open space and to create, restore and/or rehabilitate land for recreational purposes pursuant to the Community Preservation Program, and to accept the deed to the Town of Plymouth, of a fee simple interest or less to 0.07 acres of land, more or less, in the Town of Plymouth located at 161 Taylor Avenue, Plymouth, shown on Assessor's Map 45B as Lot 14-24, and further that said land shall be held under the care, custody, and control of the Conservation Commission, and to authorize appropriate Town officials enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; further to appropriate the sum of \$30,000 for the removal of infrastructure, restoration and rehabilitation of land for recreational use, shown as Assessors Map 45B Lot 14-24, including all costs incidental and related thereto; and as funding therefor to appropriate the total sum of \$230,000 from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum for such purposes pursuant to G.L. c.44B or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen to borrow said sum and issue notes and bonds therefor; and further to authorize the Board of Selectmen to grant a conservation restriction in said property pursuant to G.L. c.44B, §12 and G.L. c.184, §§31-33; and shall execute a mutually acceptable Grant Agreement with the Community Preservation Committee and the Town of Plymouth; or take any other action related thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval \$230,000 (9-1-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 16C. Approval of this article will appropriate \$230,000 from the Community Preservation Fund for open space purposes. \$200,000 will be used to acquire 161 Taylor Avenue and \$30,000 to remove the structures and septic systems on the property. The objective of the acquisition is to gain better emergency access to White Horse Beach as well as access to the Bartlett Brook for environmental protection. Removal of the failed septic systems will also improve the area. The lot will be clear of structures and will be fenced and gated.

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**ARTICLE 16D:** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land located off Black Cat Road in the Town of Plymouth comprised of 50 acres, more or less, shown on Assessors' Map 98 as Lot 68 and including Assessors' Parcels 090-000-025A, 090-000-039-001 & 090-000-025B-00Z, said land to be held under the care, custody and control of the Conservation Commission, to appropriate \$425,000 for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum which shall be reduced by the amount of any grants received by the Town pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L.c.44B, section 12 meeting the requirements of G.L. c. 184, sections 31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.

COMMUNITY PRESERVATION

**RECOMMENDATION: \$425,000 (Unanimous, 11-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 16D. Approval of this article will appropriate \$425,000 from the Community Preservation Fund for open space purposes. Funds will be used to acquire approximately 50 acres off Black Cat Road, which will aid in preserving the headwaters of Town Brook.

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**ARTICLE 16E:** To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2016 Community Preservation Budget and to appropriate from the Community Preservation Fund a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2016, future appropriation amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation, and preservation of land for open space, and including restoration and rehabilitation of land for recreational use, a sum of money for acquisition, preservation, restoration and rehabilitation of historic resources, and a sum of money for the acquisition, creation, preservation and support of community housing, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval \$2,695,168 (Unanimous, 10-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 16E. Town Meeting approval of this article will allow the Community Preservation Committee to set aside for later spending 10% of the annual revenues of the Community Preservation Fund for each of the following: a) open space in the amount of \$269,517; b) historic resources in the amount of \$269,517; and c) community housing in the amount of \$269,517. Also, \$107,807 (4%) of the annual revenues of the Community Preservation Fund will be set aside for the purpose of funding administrative and operational expenses. The balance of the annual CPA revenue, \$1,778,811, will be held as a reserve balance which can be used for any CPA purpose at future Town Meetings.

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**ARTICLE 17:** To see if the Town will vote to transfer the following parcels from the Town Treasurer to the Affordable Housing Trust for the purpose of affordable housing:

Parcel ID	Road	Legal Reference	Tax Title
050-001-329-000	17 Cutter Drive	Land Court #103055	#12069

Or take any other action relative thereto.

#### AFFORDABLE HOUSING

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Finance & Advisory Committee advises Town Meeting to approve Article 17. Town Meeting approval of this article will transfer the property from the Town Treasurer, who acquired the property through the tax title process, to the Affordable Housing Trust for demolition of the existing structure and marketing of the parcel to builders for construction of an affordable home to supplement the Town's affordable housing inventory. Plymouth is currently at approximately 3 ½% compared to the State's 10% guideline.

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**ARTICLE 19:** To see if the Town will vote, to receive the report of the Charter Review Committee, or take any other action relative thereto.

#### CHARTER REVIEW COMMITTEE

**RECOMMENDATION: No Motion No Action**

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**ARTICLE 20:** To see if the Town will vote to amend the General Bylaws by adopting a bylaw establishing regulations to swear in all appointees as, a copy of which is on file in the Town Clerk's office; or take any other action relative thereto.

#### BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance committee advises Town Meeting to approve Article 20. Town Meeting approval of this article will adopt a new bylaw establishing regulations for the swearing in of all appointed officials. Mass General Law, Chapter 41 §107, requires members of every board or commission of a town to take an oath of office before serving. This bylaw will require appointed officials to be qualified by the Town Clerk within 30 days, unless a different period is specified in the General Laws, or be subject to termination of their appointment. Similar bylaws or ordinances are in effect in the Town of Blackstone and the City of Woburn.

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**ARTICLE 22:** To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 6, Section 172 B ½, to adopt a new General By-law enabling the Police Department to conduct State and Federal Fingerprint Based Criminal History checks for individuals applying for the following licenses: Hawking and Peddling or other Door-to-Door Salespeople, Manager of Alcoholic Beverage License, Owner or Operator of Public Conveyance, Dealer of Second-hand Articles, Pawn Dealers, Hackney Drivers and Ice Cream Truck Vendors and to adopt appropriate policies and procedures to effectuate the purposes of this bylaw, a copy of which is on file in the Town Clerk's office, or take any other action relative thereto.

#### BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 10-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 22. Town Meeting approval of this article will authorize the Police Department to conduct state and federal fingerprint-based criminal history checks for individuals applying for certain licenses as specified in the By-law. The goal is to better protect residents since current state background checks do not include offenses that have occurred in other states. This Article was on the Warrant for the Fall 2014 Town Meeting but was withdrawn because FBI approval had not been received. Plymouth has since received approval from the FBI to conduct these fingerprint-based criminal history checks.

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**ARTICLE 27:** To see if the Town will vote to authorize the Board of Selectmen to accept and allow as a public way the following street or portions thereof as laid out by the Board of Selectmen and reported to the Town, and as shown on plans on file with the Town Clerk; to authorize the Board of Selectmen to acquire by gift, or eminent domain an easement or easements to use said ways for all purposes for which public ways are used in the Town of Plymouth, and all associated easements; and further, accept gifts for this purpose and any expenses related thereto; and authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisition(s), or take any other action relative thereto..

- Lunn's Way

DEPARTMENT OF PUBLIC WORKS

**RECOMMENDATION: Approval (8-2-1).** The Advisory & Finance Committee advises Town Meeting to approve Article 27. Approval of this article would allow the Town to accept Lunn's Way as a public way. Lunn's Way is a major East-West corridor connecting Long Pond Road to Bourne Road. Residents petitioned the Town requesting that the road become public and the Roads Advisory Committee has its acceptance. Adding the approximately 3.7 miles of road to the public roads total will increase Chapter 90 funding from the state.

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**ARTICLE 28:** To see if the Town will vote to authorize the Board of Selectmen to accept perpetual easement for public way purposes over the property located on Russell Street, Plymouth, MA and shown as Plymouth Assessor's Parcels No. 017-000-065-000 on file with the Town Clerk; to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain an easement to use said way for all purposes for which public ways are used in the Town of Plymouth; and further, to raise and appropriate, transfer from available funds, accept gifts or borrow a sum of money for this purpose and any expenses related thereto; and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS

**RECOMMENDATION: Approval (Unanimous, 10-0-1).** The Advisory & Finance Committee advises Town Meeting to approve Article 28. Approval of this article will enable the town to accept a public easement for a sidewalk in front of the old Registry of Deeds building which is being converted to a condominium complex. The need for the easement is the result of a condition the Zoning Board of Appeals placed in the agreement when approving the condominium complex. The sidewalk has been used publicly for decades when it was a county property. Now that it is a private property, this easement is needed.

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**ARTICLE 29:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of \$60,000 (Sixty Thousand Dollars) for the construction and/or purchase, and the installation and maintenance of a play area structure(s) for Elmer Raymond Play Area, or take any other action relative thereto.

BY PETITION: Anthony R. Schena, et al

**RECOMMENDATION: Approval \$60,000 (8-1-1).** The Advisory & Finance Committee advises Town Meeting to approve Article 29. This article will appropriate \$60,000 to re-build a playground at Elmer Raymond Park in Cedarville. In 2008, the Parks Director identified that the playground would need to be replaced soon and placed it on the capital request list. It has been on the list each year and has not received funding. In 2013 the equipment became a hazard and was removed. The Parks Department, Cedarville Steering Committee, and countless youth sports organizations that use Elmer Raymond Park support this article.

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**ARTICLE 30:** To see if the Town will vote, pursuant to the provisions of G.L. c.59, §38H, to authorize the Board of Selectmen and Board of Assessors to negotiate and enter into a payment in lieu of tax agreement with the lessee/operator of the solar photovoltaic energy generating facility to be developed on Lot 47B, Herring Pond Road, as shown on Plan No. '11-496 in Plan Book 56, Page 1084 at Plymouth Deeds, upon such terms and conditions as the Board of Selectmen and Assessors shall deem to be in the best interest of the Town, or take any other action relating thereto.

BY PETITION: Richard Serkey, et al

**RECOMMENDATION: Approval (Unanimous, 9-0-1).** The Advisory & Finance Committee advises Town Meeting to approve Article 30. Approval of this article will allow the Town to negotiate a PILOT agreement with Renewable Energy Development Partners. Renewable Energy has obtained permits from the town for the installation and operation of a 600kW solar facility on a 9.4 acre plot of land at 136R Herring Pond Road.

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**ARTICLE 31:** To see if the Town will vote to authorize the Board of Selectmen to sell and convey a portion of the parcel of land located off the easterly side of Herring Pond Road shown as Lot 59A on Assessors Map 56 and, in exchange therefor, to purchase and acquire a parcel of land located off the southwesterly side of Long Pond Road shown as Lot 25 on Assessors Map 113, upon such terms and conditions as the Board of Selectmen shall deem to be in the best interest of the Town, or take any other action relating thereto.

BY PETITION: Richard Serkey, et al

**RECOMMENDATION: Approval (Unanimous, 9-0-1).** The Advisory & Finance Committee advises Town Meeting to approve Article 31. Town Meeting approval of this article will allow the town to swap a 6 acre portion (appraised at \$105,000) of a 17.6 acre parcel it owns off the easterly side of Herring Pond Road with an 8.25 acre parcel of land (appraised at \$150,00) owned by Joseph G Callahan/Testamentary Trust. The land the town will receive in the swap is located in the middle of a large undeveloped area and is adjacent to other lands owned by the Town or other conservation entities.

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**ARTICLE 32:** To see if the Town will vote to amend the Zoning Bylaw, Official Zoning Map of the Town of Plymouth, by changing the zoning designation of land on Commerce Way shown as Lots 44, 14K-39C and 14K-40B on Plymouth Assessors Map 103 from Light Industrial (LI) to Mixed Commerce (MC), as well as to amend associated sections, provisions, definitions, tables, charts and procedures pertaining thereto, or to take any other action relative thereto.

BY PETITION: Robert C. Betters, et al

**RECOMMENDATION: Approval (Unanimous, 10-0-0).** The Advisory & Finance Committee advises Town Meeting to approve Article 32. Town Meeting approval of this article will change the zoning of the 6.6 acre former MassDOT Park and Ride lot on Commerce Way from Light Industrial to Mixed Commerce. The adjacent lots on Commerce Way are zoned Mixed Commerce as is Colony Place across the street. Saxon Partners, owners of Colony Place and the winning bidder of the auctioned MassDOT property, would like to convert the lot to something complementary to Colony Place. The rationale for changing the zoning is that it would create a more attractive entrance to the Commerce Way retail and office area. Analysis of such changes in other communities suggests that allowing road front retail would result in a higher assessment for tax purposes. The Selectmen, Planning Board, West Plymouth and North Plymouth Steering Committees support this article.

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**ARTICLE 33:** To see if the Town will vote to amend its Zoning Bylaw, Section 205-55, Mixed Commerce (MC), by modifying and/or adding certain uses, requirements, conditions and/or definitions therein, including but not limited to those pertaining to multi-family use, as well as to amend associated sections, provisions, definitions, tables, charts and procedures pertaining thereto, or to take any other action relative thereto.

BY PETITION: Robert C. Betters, et al

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**RECOMMENDATION: No Motion No Action at the Request of the Petitioner**

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# **ROLL CALL VOTING CHARTS**



## ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART

**Y** - For

**N** - Against

**A** - Abstain

**X** - Absent

**Ch** - Chair did not vote

### ARTICLES

		Cornelius Bakker	Kevin Canty	Richard Gladdys	Michael Hanlon	Harry Helm	Kevin Hennessey	Michael Hourahan	Shelagh Joyce	Ethan Kusmin	Kevin Lynch	Christopher Merrill	John Moody	Harry Salerno	Marc Sirico	Charles Stevens	VOTE TOTAL FOR-AGAINST-ABSTAIN	
<b>2</b>	Reports of Boards, Officers & Committees	Y	Y	Y	Y	X	Y	Y	Y	A	Y	Ch	Y	Y	Y		<b>12 - 0 - 1</b>	
<b>3</b>	Re-Authorization of Revolving Funds	Y	Y	Y	Y	X	Y	X	Y	X	X	Y	Ch	Y	Y	Y		<b>10 - 0 - 0</b>
<b>4</b>	Continuation of Committees	Y	Y	Y	Y	X	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y		<b>13 - 0 - 0</b>
<b>6</b>	Salaries of Elected Town Officials	Y	Y	Y	Y	X	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y		<b>13 - 0 - 0</b>
<b>7A</b>	Reserve Fund Budget	Y	Y	Y	Y	X	Y	X	Y	X	X	Y	Ch	Y	Y	Y		<b>10 - 0 - 0</b>
<b>7B</b>	Water Enterprise Budget	Y	Y	Y	Y	X	Y	X	Y	X	X	Y	Ch	Y	Y	Y		<b>10 - 0 - 0</b>
<b>7C</b>	Sewer Enterprise Budget	Y	Y	Y	Y	X	Y	X	Y	X	X	Y	Ch	Y	Y	Y		<b>10 - 0 - 0</b>
<b>7D</b>	Solid Waste Enterprise Budget	Y	Y	Y	Y	X	Y	X	Y	X	X	Y	Ch	Y	Y	Y		<b>10 - 0 - 0</b>
<b>7E</b>	Airport Enterprise Budget	Y	Y	Y	Y	X	Y	X	Y	X	X	Y	Ch	Y	Y	Y		<b>10 - 0 - 0</b>
<b>8</b>	Departmental Equipment	Y	Y	Y	Y	X	Y	X	Y	X	Y	Y	Ch	Y	Y	Y		<b>11 - 0 - 0</b>
<b>9</b>	Capital Outlay	Y	Y	Y	Y	X	Y	X	Y	X	Y	Y	Ch	Y	Y	Y		<b>11 - 0 - 0</b>
<b>10</b>	Demand Fee Increase	Y	Y	X	Y	Y	Y	X	Y	Y	Y	Y	Ch	X	Y	Y		<b>11 - 0 - 0</b>
<b>11</b>	Town Promotion Fund	Y	Y	Y	Y	X	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y		<b>13 - 0 - 0</b>
<b>12</b>	Chapter 90 - Highway Funds	Y	X	X	Y	Y	Y	X	Y	Y	Y	Y	Ch	X	Y	Y		<b>10 - 0 - 0</b>
<b>13</b>	Nuclear Plant Mitigation Stabilization Fund	Y	Y	Y	Y	X	Y	X	Y	X	Y	Y	Ch	Y	Y	Y		<b>11 - 0 - 0</b>

## ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART

**Y** - For

**N** - Against

**A** - Abstain

**X** - Absent

**Ch** - Chair did not vote

### ARTICLES

		Cornelius Bakker	Kevin Canty	Richard Gladdys	Michael Hanlon	Harry Helm	Kevin Hennessey	Michael Hourahan	Shelagh Joyce	Ethan Kusmin	Kevin Lynch	Christopher Merrill	John Moody	Harry Salerno	Marc Sirrico	Charles Stevens	VOTE TOTAL FOR-AGAINST-ABSTAIN
<b>14</b>	Transfer Parcel to Conservation Comm - Peter Road	Y	X	X	Y	Y	Y	X	Y	Y	N	Y	Ch	X	Y	Y	<b>9 - 1 - 0</b>
<b>15</b>	Private Road Improvement Fund	Y	Y	X	Y	X	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	<b>10 - 0 - 0</b>
<b>16A</b>	CPC -Reduce Borrowing for 1820 Court House	Y	Y	X	Y	X	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	<b>10 - 0 - 0</b>
<b>16B</b>	CPC - Stephens Field	Y	Y	X	Y	X	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	<b>10 - 0 - 0</b>
<b>16C</b>	CPC - Acquire 161 Taylor Avenue	Y	Y	X	Y	X	X	X	Y	Y	Y	Y	Ch	Y	Y	N	<b>9 - 1 - 0</b>
<b>16D</b>	CPC - Acquire 50 Acres off Black Cat Road	X	Y	Y	Y	Y	Y	X	X	Y	Y	Y	Ch	Y	Y	Y	<b>11 - 0 - 0</b>
<b>16E</b>	CPC - Budget	Y	Y	X	Y	X	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	<b>10 - 0 - 0</b>
<b>17</b>	Transfer Parcel to Affordable Housing - Cutter Drive	Y	Y	Y	Y	X	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	<b>13 - 0 - 0</b>
<b>20</b>	New Bylaw Regs: Swearing in Appointees	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	<b>13 - 0 - 0</b>
<b>22</b>	New Bylaw Regs: Fingerprint Criminal History Check	Y	Y	X	Y	X	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	<b>10 - 0 - 0</b>
<b>27</b>	Accept Public Way - Lunn's Way	A	Y	X	Y	Y	Y	X	N	Y	N	Y	Ch	X	Y	Y	<b>8 - 2 - 1</b>
<b>28</b>	Accept Easement - Russell Street	Y	Y	X	Y	A	Y	X	Y	Y	Y	Y	Ch	X	Y	Y	<b>10 - 0 - 1</b>
<b>29</b>	Elmer Raymond Play Area	Y	Y	X	Y	X	X	X	A	Y	Y	Y	Ch	Y	Y	N	<b>8 - 1 - 1</b>
<b>30</b>	Solar Pilot - Herring Pond Road	Y	Y	X	A	X	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	<b>9 - 0 - 1</b>
<b>31</b>	Land Swap - Herring Pond/Long Pond	Y	Y	X	A	X	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	<b>9 - 0 - 1</b>
<b>32</b>	Zoning - Commerce Way	Y	Y	X	Y	X	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	<b>10 - 0 - 0</b>

ARTICLE  
SUPPORTING  
DOCUMENTATION



## **ARTICLE 1:**

ARTICLE 1: To choose all necessary Town Officers, the following to be voted for all on one ballot, viz.:

One Selectman for three years; One Selectman for one year; Three members of the Plymouth School Committee for three years; One member of the Planning Board for five years and One Member of the Planning Board for three years; One member of the Redevelopment Authority for five years; One member of the Housing Authority and also a total of Forty-nine (49) Town Meeting Members, Three members from each precinct for three years, One member from Precinct 7, Two members from Precinct 11, and One member from Precinct 13 for one year;

Further, and in the name of the Commonwealth, you are directed to notify and warn the Inhabitants of Plymouth qualified to consider and vote on articles at the Annual Business Meeting of the Town of Plymouth to meet at Plymouth North High School, on Saturday, the Eleventh Day of April, 2015, at 8:00AM to act on the following articles to wit:

### **RECOMMENDATION: No action necessary**

## **ARTICLE 2:**

ARTICLE 2: To hear the reports of the several Boards and Officers and Committees of the Town thereon, or take any other action relative thereto.

BOARD OF SELECTMEN

### **RECOMMENDATION: Approval (Unanimous, 12-0-1).**

The Advisory & Finance Committee advises Town Meeting to approve Article 2. Approval of this article allows boards and committees to place their reports on file with the Town Clerk. Most Board and Committee reports can be found in the Annual Town Report.



## ARTICLE 3:

ARTICLE 3: To see what action the Town will take under the provisions of G. L. c.44, §53E 1/2 regarding the establishment, annual re-authorization or renewal as the case may be of revolving funds, or take any other action relative thereto.

### BOARD OF SELECTMEN

#### **RECOMMENDATION: Approval (Unanimous, 10-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 3. Town Meeting approval is required to reauthorize and establish revolving funds on an annual basis in accordance with G.L. c.44, §53E ½. In addition to reauthorization of revolving funds, the following are changes in the spending caps for FY2016:

• Plymouth Center Village Parking	Increase of	\$ 84,596.86	to	\$114,597.86
• State Boat Ramp	Decrease of	\$ 3,000	to	\$ 60,000
• Recreation Revolving	Increase of	\$ 10,000	to	\$430,000
• Cable Services	Decrease of	\$ 5,000	to	\$ 33,000
• Vocational/Technical Services	Decrease of	\$325,000	to	\$325,000
• Plymouth Beach	Decrease of	\$ 10,600	to	\$228,700
• Cemetery Repair & Beautification	Increase of	\$ 6,000	to	\$ 18,000
• Fire Alarm Services	Increase of	\$ 10,000	to	\$ 75,000
• Hedges Pond Recreation	Increase of	\$ 5,000	to	\$ 40,000
• CPA Conservation Land Revolving	Decrease of	\$ 1,500	to	\$ 1,000
• 1820 Court House	Decrease of	\$ 19,999	to	\$ 1



**Town of Plymouth  
Finance Department**

TO:                   Board of Selectmen  
                         Advisory & Finance Committee  
FROM:                Lynne A. Barrett, Finance Director  
RE:                   **53E ½ Revolving Funds**  
DATE:                January 21, 2015

Attached is a listing of all revolving funds recommended for town meeting totaling \$1,827,459 for thirteen different departments/divisions. Chapter 44, Section 53 E ½ allows a Town to annually authorize one or more revolving funds by one or more departments which shall be accounted for separately from all other monies in such town and to which shall be credited only the departmental receipts received in connection with the programs supported by such revolving fund. Expenditures may be made from such funds without appropriation subject to the following provisions:

1. Expenditures shall not be made or liabilities incurred in excess of the amount authorized by town meeting, except for during the fiscal year with the approval of both the Board of Selectmen and the Finance Committee.
2. Expenditures shall not be made in excess of the balance in such fund.
3. Interest earned on all revolving funds remains in the general fund.

4. No such revolving fund may be established if the aggregate limit of all revolving funds exceeds 10% of the amount raised by taxation of the most recent fiscal year.

Fiscal 2015 Estimated Tax Levy	\$138,443,888
10% Limit	\$ 13,844,389

5. No revolving fund shall be for the purpose of full time salaries unless the appropriate fringe benefits are charged.

6. No one department is authorized to spend more than 1% of the amount raised by taxation of the most recent fiscal year in all of their revolving funds.

1% Limit	\$ 1,384,439
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In my review, all revolving funds recommended for Fiscal 2016 in Article 3, of the April Annual Town Meeting, meet the statute requirements.

Attached, as required by the statute, is a report of all revolving fund activity. This report displays the total receipts, expenditures, and balances for each revolving fund for the prior fiscal year and the current fiscal year through December 31, 2014. Each department is required by statute to report to the Annual Town Meeting this information; therefore, this report will be included in the warrant booklet given to town meeting.

Thank you for your consideration in reviewing this article.

**TOWN OF PLYMOUTH, MASSACHUSETTS**

**Revolving Funds Chapter 44, Section 53E ½**

**Fiscal Year 2016 Revolving Fund Requests**

<b>Spending Authority</b>	<b>Revolving Fund</b>	<b>Revenue Source</b> The departmental receipts credited to this fund shall be:	<b>Use of Fund</b>	<b>Spending Limit</b>
Planning Board	Manomet Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$ 0
Planning Board	Cedarville Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$ 0
Planning Board	West Plymouth Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$ 0
Planning Board	No. Plymouth Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$ 0
Planning Board	Plymouth Center Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$114,597.86
Director of Marine and Environmental Affairs	Animal Shelter Adoption	Those identified as those arising from deposits/spaying & neutering.	In accordance with G.L c.140 §139A, all animals placed for adoption must be spayed or neutered. This fund provides for other expenditures as authorized by §139A as well as a refund of a \$30 deposit, when proof of spaying or neutering procedure is provided. To be used for the care, health & welfare of the animals, equipment & supplies	\$ 10,000
Director of Marine and Environmental Affairs	State Boat Ramp	Those identified as relating to State Boat Ramp parking sticker receipts.	This fund shall be used salaries and benefits of full-time staff and part-time staff and other expenses for the purposes of managing, controlling and providing a higher level of public safety at the boat ramp.	\$ 60,000
Recreation Director	Recreation Fund	Those identified as relating to recreational programs.	This fund shall be used for salaries and benefits of full-time staff, part-time and seasonal staff, for recreational programs, salary, and benefits of the program coordinator as well as facility expenses and other expenses related to recreation programs.	\$ 430,000

<b>Spending Authority</b>	<b>Revolving Fund</b>	<b>Revenue Source</b> The departmental receipts credited to this fund shall be:	<b>Use of Fund</b>	<b>Spending Limit</b>
Town Manager	Cable Services Fund	Those identified as arising from cable-related franchise fees.	This fund shall be for cable-related programs and purposes such as legal/consulting services associated with enforcement of the contracts and compliance issues and any repairs or upgrades.	<b>\$33,000</b>
School	Vocational Technical Services Fund	Those identified as arising from the Vocational/Educational Studies Programs enumerated above	This fund shall be for the salaries, benefits & expenditures of the following programs: a) Automotive b) CAD/CAM c) Carpentry d) Child Care e) Computer Science f) Marine Technology g) Culinary Arts h) Distributive Education i) Design & Visual Communication j) Electronics k) Graphic Arts l) Metals/Welding m) Plumbing n) Cosmetology o) Electrical p)	<b>\$325,000</b>
Director of Marine and Environmental Affairs	Plymouth Beach Fund	Those identified as all non-resident parking receipts at Plymouth Beach, in addition to one-hundred percent (100%) of Plymouth Long Beach 4x4 sticker fees.	This fund shall be used for salaries and benefits of full time staff, part-time salaries of seasonal NRO's, police details and for the purposes of providing maintenance and public safety of Plymouth Long Beach and repairs to the seawall.	<b>\$ 228,700</b>
DPW Director	Cemetery Repair & Beautification Fund	Those arising from foundation revenue.	This fund shall be used for beautifying, restoring, researching, and repairing town cemeteries.	<b>\$ 18,000</b>
Community Services Director	Council On Aging Programs Fund	Those identified as relating to Council on Aging programs.	This fund shall be for contractual services and other expenses related to programs for senior citizens.	<b>\$ 45,000</b>
Community Services Director	Council On Aging Meals on Wheels	Those identified as relating to donations for the Council on Aging Meals on Wheels program.	This fund shall be for payment to Old Colony Elder Services for meals.	<b>\$ 30,000</b>
Fire Chief	Fire Safety and Prevention	Those identified as relating to permits issued and inspections performed by the Plymouth Fire Department, Fire Prevention Division.	This fund shall be for salaries and benefits and to support the operational cost of services provided within the Fire Prevention Division.	<b>\$125,000</b>
Fire Chief	Fire Alarm Master Box Services	Those identified as relating to fire alarm services performed by the Plymouth Fire Department, Fire Alarm Division.	This fund shall be for salaries, benefits, public safety equipment and materials used in accordance with Fire Alarm Services.	<b>\$75,000</b>

Spending Authority	Revolving Fund	Revenue Source	Use of Fund	Spending Limit
Fire Chief	Local Hazardous Materials Program	Those identified as relating to fees collected by the Fire Department as a result of responding and mitigating hazardous materials incidents either in Plymouth or by mutual aid responses.	This fund shall be to replace, repair and/or purchase equipment and supplies used during hazardous materials incidents and to support the operational cost of services provided within the Fire Department Local Hazardous Materials Program.	\$60,000
Fire Chief	Cedarville Community Center	Those identified as fees collected from the hourly rental fees for the use of the Cedarville Community Center.	The funds will be used to pay for regular cleaning of the facility as well as to replace, repair, or purchase supplies used for the cleaning and up-keep of the Community Room.	\$ 12,000
DPW Director	Memorial Hall	Those identified as relating to rental fees associated with Memorial Hall	This fund shall be for salaries and benefits of full-time staff and part-time staff maintenance and operation of Memorial Hall.	\$110,000
DPW	Solid Waste Enterprise	Those identified as relating to the sale of compost bins.	This fund shall be for purchasing compost bins.	\$5,160
Recreation Director and Park Superintendent	Hedges Pond	Those identified as program fees from Recreation Dept. Day Program, daily-parking fees, special event & rental fees.	The funds will be used to cover Recreation Dept. seasonal salaries and operational expenses for the facility. Excess funds will be used for future capital improvements.	\$40,000
Director of Marine & Environmental Affairs	CPA Conservation Land	Those identified as fees from the harvest and/or lease of the Center Hill Cranberry Bog.	The funds will be used to for the care, maintenance, and necessary signage and other improvement of the land acquired with CPA funds.	\$1,000
School	School Custodial Details	Those received from fees from rental of school facilities.	This fund shall be for payment of Custodial Overtime Salaries for building use.	\$100,000
Town Manager in consultation with the Community Preservation Committee	1820 Court House Maintenance Revolving Fund	Those received from fees and other revenues, including lease proceeds, collected with respect to use of the 1820 Court House and Court House Green	The fund shall be for the maintenance of the 1820 Court House, façade, roof, cupola, courtroom and Vermont Marble Staircase.	\$ 1

**Revolving Fund Report to Annual Town Meeting**  
 In accordance to Massachusetts General Laws Chapter 44 Section 53E 1/2, receipts and expenditures of the previous fiscal year and of the current year through December 31,  
 2014 of all Revolving Funds are as follows:

Revolving Fund	Beg. Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
<b>Manomet Village Parking:</b>								
7/1/13-6/30/14: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
7/1/14-12/31/14: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
<b>Cedarville Village Parking:</b>								
7/1/13-6/30/14: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
7/1/14-12/31/14: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
<b>W. Plymouth Village Parking:</b>								
7/1/13-6/30/14: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
7/1/14-12/31/14: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
<b>N. Plymouth Village Parking:</b>								
7/1/13-6/30/14: \$	2,160.00	\$	- \$	- \$	- \$	\$ 2,160.00		
7/1/14-12/31/14: \$	2,160.00	\$	- \$	- \$	- \$	\$ 2,160.00		
<b>Plymouth Center Village Parking:</b>								
7/1/13-6/30/14: \$	190,890.37	\$	- \$	- \$	- \$	\$ 175,488.23		
7/1/14-12/31/14: \$	175,488.23	\$	800.00	\$	- \$	\$ 176,288.23	\$ 114,597.86	\$ 30,001.00
<b>Animal Adoption:</b>								
7/1/13-6/30/14: \$	20,933.50	\$	1,090.00	\$	- \$	\$ 1,647.53	\$ 20,375.97	\$ 84,596.86
7/1/14-12/31/14: \$	20,375.97	\$	250.00	\$	- \$	\$ 2,867.71	\$ 17,758.26	\$ 10,000.00
<b>State Boat Ramp:</b>								
7/1/13-6/30/14: \$	81,167.59	\$	33,426.35	\$	\$ 41,890.80	\$ 13,109.20	\$ 59,593.94	
7/1/14-12/31/14: \$	59,593.94	\$	19,345.75	\$	\$ 20,476.43	\$ 11,871.38	\$ 46,591.88	\$ 60,000.00
<b>Recreation:</b>								
7/1/13-6/30/14: \$	567,861.32	\$	454,750.78	\$	\$ 198,805.05	\$ 221,660.66	\$ 602,146.39	
7/1/14-12/31/14: \$	602,146.39	\$	167,871.50	\$	\$ 111,280.68	\$ 130,748.44	\$ 527,988.77	\$ 430,000.00
<b>Cable Services:</b>								
7/1/13-6/30/14: \$	53,586.13	\$	10,771.00	\$	- \$	\$ 1,259.90	\$ 63,097.23	\$ 38,000.00
7/1/14-12/31/14: \$	64,357.13	\$	- \$	- \$	- \$	- \$	- \$	- \$

**Revolving Fund Report to Annual Town Meeting**  
 In accordance to Massachusetts General Laws Chapter 44 Section 53E 1/2, receipts and expenditures of the previous fiscal year and of the current year through December 31,  
 2014 of all Revolving Funds are as follows:

Revolving Fund	Beg. Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
<b>Vocational/Technical Services:</b>								
7/1/13-6/30/14:	\$ 52,335.05	\$ 272,367.22	\$ 14,644.11	\$ 271,250.53	\$ 38,807.63			
7/1/14-12/31/14:	\$ 38,807.63	\$ 125,354.17	\$ -	\$ 52,009.52	\$ 112,152.28	\$ 325,000.00	\$ 650,000.00	\$ (325,000.00)
<b>Plymouth Beach:</b>								
7/1/13-6/30/14:	\$ 100,848.30	\$ 205,459.50	\$ 170,833.53	\$ 44,833.64	\$ 90,640.63			
7/1/14-12/31/14:	\$ 90,640.63	\$ 126,920.00	\$ 86,103.90	\$ 14,745.74	\$ 116,710.99	\$ 228,700.00	\$ 239,300.00	\$ (10,600.00)
<b>Cemetery Repair &amp; Beautification:</b>								
7/1/13-6/30/14:	\$ 148,808.96	\$ 17,275.00	\$ -	\$ 69,080.76	\$ 97,003.20			
7/1/14-12/31/14:	\$ 97,003.20	\$ 12,400.00	\$ -	\$ 3,045.49	\$ 106,357.71	\$ 18,000.00	\$ 12,000.00	\$ 6,000.00
<b>Council on Aging Programs:</b>								
7/1/13-6/30/14:	\$ 769.49	\$ 18,832.20	\$ -	\$ 18,702.20	\$ 899.49			
7/1/14-12/31/14:	\$ 899.49	\$ 7,673.30	\$ -	\$ 8,376.30	\$ 196.49	\$ 45,000.00	\$ 45,000.00	\$ -
<b>Council on Aging Meals on Wheels:</b>								
7/1/13-6/30/14:	\$ 2,101.72	\$ 14,774.54	\$ -	\$ 14,794.54	\$ 2,081.72			
7/1/14-12/31/14:	\$ 2,081.72	\$ 5,278.78	\$ -	\$ 5,816.28	\$ 1,544.22	\$ 30,000.00	\$ 30,000.00	\$ -
<b>Fire Safety &amp; Prevention:</b>								
7/1/13-6/30/14:	\$ 111,103.00	\$ 101,568.05	\$ 23,803.76	\$ 97,765.62	\$ 91,101.67			
7/1/14-12/31/14:	\$ 91,101.67	\$ 41,757.10	\$ 14,883.39	\$ 40,561.20	\$ 77,414.18	\$ 125,000.00	\$ 125,000.00	\$ -
<b>Fire Alarm Services:</b>								
7/1/13-6/30/14:	\$ 71,026.69	\$ 66,650.00	\$ 28,742.18	\$ 31,678.96	\$ 77,255.55			
7/1/14-12/31/14:	\$ 77,255.55	\$ 25,320.58	\$ 15,312.27	\$ 27,547.76	\$ 59,716.10	\$ 75,000.00	\$ 65,000.00	\$ 10,000.00
<b>Fire Local Hazardous Waste:</b>								
7/1/13-6/30/14:	\$ -	\$ 5,067.76	\$ -	\$ 734.00	\$ 4,333.76			
7/1/14-12/31/14:	\$ 4,333.76	\$ -	\$ -	\$ 1,501.00	\$ 2,832.76	\$ 60,000.00	\$ 60,000.00	\$ -
<b>Fire Cedarville Community Room:</b>								
7/1/13-6/30/14:	\$ 2,507.74	\$ 1,195.00	\$ -	\$ -	\$ 3,702.74			
7/1/14-12/31/14:	\$ 3,702.74	\$ 640.00	\$ -	\$ -	\$ 4,342.74	\$ 12,000.00	\$ 12,000.00	\$ -

## **Revolving Fund Report to Annual Town Meeting**

In accordance to Massachusetts General Laws Chapter 44  
2014 of all Revolving Funds are as follows:

... accordance to Massachusetts General Law 2014 of all Revolving Funds are as follows:

# Memo

To: Lynne A. Barrett, Finance Director  
Director of Finance

From: Lee Hartmann  
Director of Planning and Development

Date: January 6, 2015

Re: Revolving Funds – Annual Town Meeting

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There are five (5) Off-Street Parking Funds established as Revolving Funds by Town Meeting. As provided by Section 205-23 of the Zoning Bylaw, these funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications. Payments made to the Town in lieu of on-site parking are deposited in this account.

It is recommended that each of these funds be re-established for the coming year.

The Town has previously authorized the expenditure of \$130,000 from the Plymouth Center Parking Fund for engineering and design work associated with the parking garage at Memorial Hall. Of this appropriation, \$114,597.86 has not yet been expended. Therefore, re-authorization to expend the remaining funds previously authorized (\$114,597.86) is requested. The current account balance (which includes the \$114,597.86 authorized) is \$176,288.23.

Thank you.



**Town of Plymouth, Massachusetts**  
**Department of Marine and Environmental Affairs**

11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



# MEMO

**To:** Lynne Barrett, Director of Finance

**From:** David Gould, Marine and Environmental Affairs Director

**Re:** Chapter 53E ½ Revolving Fund – Animal Shelter Adoption Fund

**Date:** December 11, 2014

This fund has been established to facilitate the adoption policy of the Plymouth Animal Control Facility. According to M.G.L C140 Sec.139, all animals placed for adoption must be spayed or neutered within sixty days of adoption or the animal becoming six months of age. Our adoption policy requires a thirty dollar deposit, to be returned when proof of the procedure is provided. These deposits are placed in the revolving fund and refunds are made from this fund when proof of the procedure is received. Oversight responsibility of this fund lies with the Department of Marine and Environmental Affairs.

I would request the FY 2016 fund be renewed at the current \$10,000.00 cap on expenditures and will be used towards the care, health and welfare of the animals. As this fund is entirely funded by deposits from adopting parties no initial funding is needed. All expenditures will be refunds of monies deposited previously by adopting parties or as authorized by Sec.139. If you have any further questions, please do not hesitate to contact me at 508-747-1620 x 134.

**C:** Kere Gillette, Budget Analyst



**Town of Plymouth, Massachusetts**  
**Department of Marine and Environmental Affairs**

11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



## Memo

**To:** Lynne Barrett, Director of Finance  
**From:** Chad Hunter, Plymouth Harbormaster  
**Re:** Reauthorization of Revolving Funds (State Boat Ramp)  
**Date:** December 11, 2014

I would like to request the re-authorization of the revolving fund in place for the State Boat Ramp for FY 2016.

- This fund shall be for the purposes of managing, controlling and providing a higher level of public safety at the boat ramp.
- The departmental receipts credited to this fund shall be any and all revenue relevant to the State Boat Ramp program.
- The Harbormaster shall be empowered with the authorization to make expenditures from this fund.
- The limit for expenditure authorized for FY 2016 shall not exceed \$60,000
- This revolving fund will be used to provide partial-funding (56%) for one full time Assistant Harbormaster (Boat Ramp Manager) with benefits and full-funding for two seasonal Harbormaster Assistants earning \$12.37 an hour without benefits.

### FY2016 Boat Ramp Revolving Account Budget

Assistant Harbormaster (56% salary)	\$29,408
Assistant Harbormaster (56% benefits)	\$10,293
Seasonal Harbormaster Assistants	
\$7,917 each x 2 =	\$15834
Maintenance and Materials	\$2,000
Uniforms	\$1,000
Total: \$58,535	

**C:** David Gould, Director of Marine & Environmental Affairs

# Memo

To: Kere Gillette  
From: Barry DeBlasio, Recreation Director  
Date: 1/12/15  
Re: CH 44, Sec. 53E ½ Revolving Accounts (Recreation)

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## **Recreation Department Revolving Fund**

The Recreation Department Revolving fund is used primarily to pay for 100% of the part-time/seasonal staff salaries for Recreation Instructors. These positions include all of our recreation program staff, (swimming, art, tennis, basketball, baseball, kayaking, dance, golf, gymnastics, archery, etc.). It also covers the salaries of the referees that are used for different sport events. It also pays the salaries of the part-time employees at the Manomet Youth Center. In addition, the funds are used to pay the full salary and benefits for the Recreation Program Coordinator and the Recreation Assistant and a portion of the Recreation Directors salary & benefits.

The revolving account also pays certain facility expenses for Forges Field and Manomet Youth Center, such as electricity bills, security personnel and certain repair items. All expenses associated with special events are paid for out of this account.

Income that is deposited into the account comes primarily from fees charged for Recreation classes and clinics. Other income includes field rental fees and donations/sponsorships.

It is important to realize that the vast majority of income is collected each year during April, May and June. The vast amount of expenses paid in June, July, August and September of each year.

We are requesting that the fund be re-authorized and the spending cap be set at \$430,000 for FY16 and that any balance at the end of FY16 be carried forward to FY17.

The Recreation Director is authorized to spend out of this fund.

## REVOLVING - RECREATION

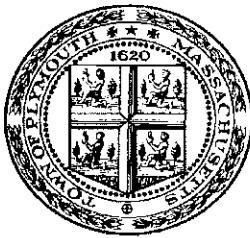
FY16

	<b>Starting balance July 1, 2015 (Projected)</b>	\$665,060
<b>REVENUES:</b>		
Program Revenue (Class Fees)		\$430,000
Field Rentals		\$46,000
<b>TOTAL:</b>		\$476,000
<b>EXPENSES:</b>		
<b>Full Time Payroll*</b>		\$127,500
Recreation Program Supervisor		
Recereation Program Assistant		
Recreation Director (25%)		
<b>Part Time/Seasonal Payroll</b>		\$80,000
Manomet youth center staff		
Camp staff		
Referees		
Swimming instructors		
Birthday party staff		
<b>Instructional Services</b>		\$115,000
All contract employee services		
<b>Supplies &amp; Materials</b>		\$18,000
Camp supplies, Field trip , special events, <b>Gymnastics Equip.</b>		
<b>Printing</b>		\$16,500
Progam Guides		
<b>Electricity</b>		\$15,000
<i>Lights at Forges Field (triple E)</i>		
<b>General Fund</b>		\$41,000
<i>Full Time Employee Benefits</i>		
<b>Other</b>		\$17,000
<i>Credit card processing fees, field maintenace</i>		
<b>TOTAL:</b>		\$430,000
<b>Net +/-</b>		\$46,000
<b>Projected Fund Balance June 30, 2016</b>		\$711,060

**SPENDING CAP:** \$430,000

### NOTES:

\*The full time salaries and benefits for the Recreation Program Supervisor & Recreation Assistant are paid out of this account, as well as 25% of the Recreation Directors salary



# TOWN OF PLYMOUTH

BOARD OF SELECTMEN / TOWN MANAGER  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 106 AND 100  
FAX (508) 830-4140

## MEMORANDUM

To: LYNNE BARRETT, DIRECTOR OF FINANCE  
MELISSA ARRIGHI, TOWN MANAGER  
PAM BORGATTI, BUDGET ANALYST

FROM: MICHAEL GALLA, ASSISTANT TOWN MANAGER

SUBJECT: FY16 CABLE REVOLVING FUNDS (ARTICLE 3); FUND 2602

DATE: JANUARY 20, 2015

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Please be advised that the Town Manager's Office is requesting that the Cable Revolving Fund be continued through FY16 and that the Town Manager be authorized to expend up to \$38,000 from this fund (\$5,000 for consulting funds and \$33,000 for relicensing).

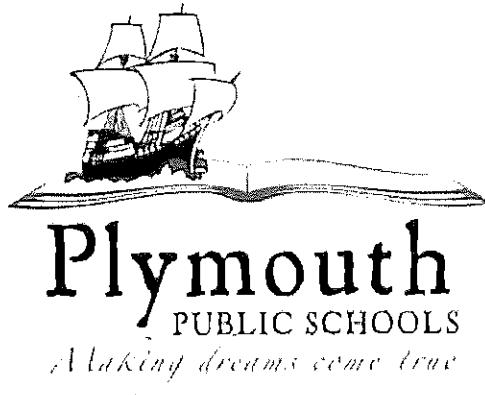
Revolving funds are made up of fees that are collected; however, we need your permission to spend those funds. As at previous town meetings, we will again be asking for \$5,000 to be authorized for appropriation out of the cable revolving account to fund legal/consulting services associated with our cable contract. This represents a standard appropriation amount that has historically represented the amount needed to assist the Town in enforcing compliance issues of the Comcast and Verizon contracts. In addition to that amount, we are requesting \$33,000 for expenses related to relicensing contracts as FY16 will involve contract renewal negotiations.

GARY E. MAESTAS Ed. D.  
SUPERINTENDENT OF SCHOOLS

CHRISTOPHER S. CAMPBELL  
ASSISTANT SUPERINTENDENT  
ADMINISTRATION AND INSTRUCTION

PAMELA A. GOULD Ed. D.  
ASSISTANT SUPERINTENDENT  
HUMAN RESOURCES

GARY L. COSTIN R.S.B.A  
SCHOOL BUSINESS ADMINISTRATOR



ADMINISTRATION BUILDING  
253 SOUTH MEADOW ROAD  
PLYMOUTH, MA 02360

TEL. (508) 830-4300  
FAX (508) 746-1873

[www.plymouth.k12.ma.us](http://www.plymouth.k12.ma.us)

TO: Mélissa Arrighi, Town Manager  
FROM: Gary L. Costin, School Business Administrator *GC*  
RE: ATM Warrant Article 3 for FY16  
DATE: January 12, 2015

Please include the following request in Article 3 on the Fiscal Year 2016 Spring Annual Town Meeting Warrant.

- **Article 3, Chapter 44, Section 53 E 1/2 Revolving Accounts:** Reauthorization for \$ 325,000.  
SCHOOL COMMITTEE. Explanation: This routine article authorizes a technical studies (culinary, auto, carpentry, child care, cosmetology, etc.) revolving account under Chapter 44, Section 53 1/2. Infrequent wages will be charged to this account (which are paid to staff and students) for additional services related to vocational activities. This provision requires an annual reauthorization by the town meeting. The school district reauthorization request for FY 16 is \$325,000 in total annual expenditures.

ORG	OBJECT	DESCRIPTION	
24020171	500001	TECH REV'L PROF/CERT SALARIES	23,000
24020171	500004	TECH REV'L CONTR SERV - STUDENT SALARIES	2000
24020171	500006	TECH REV'L OTHER EXPENSES - DECA, SKILLSUSA, OSHA	24,000
24020174	500004	TECH REV'L CONTRACTED SERVICES - INSTRUCTIONAL	2000
24021700	500005	TECH VOCATIONAL ADMIN - Supplies	75,000
24021710	500005	TECH VOCATIONAL AUTO - Supplies	12,000
24021720	500005	TECH VOCATIONAL CAD - Supplies	2400
24021730	500005	TECH VOCATIONAL CARPENTRY - Supplies	15,600
24021740	500005	TECH VOCATIONAL CHILD CARE - Supplies	7,000
24021750	500005	TECH VOCATIONAL COMP SCIENCE	6,000
24021760	500005	TECH VOCATIONAL COSMETOLOGY - Supplies	12,800
24021770	500005	TECH VOCATIONAL CULINARY - Supplies	90,000
24021780	500005	TECH VOCATIONAL ELECTRICITY - Supplies	7,000
24021800	500005	TECH VOCATIONAL GRAPHIC ARTS - Supplies	18,000
24021810	500005	TECH VOCATIONAL MARINE - Supplies	3,000
24021820	500005	TECH VOCATIONAL MARKETING - Supplies	9,000
24021830	500005	TECH VOCATIONAL METAL FAB - Supplies	2,400
24021840	500005	TECH VOCATIONAL PLUMBING - Supplies	3,000
24021850	500005	TECH VOCATIONAL HEALTH - Supplies	1500
2402ROB6	500006	TECH VOCATIONAL ENGINEERING - Other Expenses Robotics Supplies	9,300
24022020	500007	TECH REVOLVING REVENUE	305,000
2402ROB7	500007	REVENUE - ROBOTICS	20,000
<b>TOTAL REVENUES</b>			<b>325,000</b>
<b>TOTAL EXPENSES</b>			<b>325,000</b>



**Town of Plymouth, Massachusetts**  
**Department of Marine and Environmental Affairs**

11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



## MEMO

**To:** Lynne Barrett, Director of Finance  
**From:** Kerin McCall, Environmental Technician  
**Re:** Reauthorization of the Plymouth Long Beach Revolving Fund  
**Date:** December 11, 2015

The Plymouth Long Beach Revolving Fund is used for salaries of full-time and seasonal staff, police details, maintenance of Plymouth Long Beach, and implementation of the Plymouth Long Beach Management Plan.

Please see the attached spreadsheets for details of the estimated costs for FY16, including employee salaries and benefits. The estimated costs for seasonal salaries include an increase in the hourly rates to comply with an increase of the minimum wage to \$10.00 per hour in January 2016. For budgeting purposes, the hourly rate for the Natural Resources Officers and the rate steps for the Natural Resources Assistants/Technicians have been increased for May and June of 2016. The percentages between the steps and between the two positions have been maintained. The increased rates will be submitted to Fall 2015 Town Meeting for approval prior to implementation in January 2016.

The revenue sources for this account are the fees for Long Beach 4x4 Stickers and the daily parking fees at Plymouth Beach.

I would like to request that the Plymouth Beach Revolving Fund be reauthorized for FY16, and that the maximum spending cap be set at \$228,700 to provide for beach management and maintenance. The Director of Marine and Environmental Affairs will be authorized to expend these funds.

cc: David Gould, Director of Marine & Environmental Affairs

**FY16 Plymouth Long Beach Revolving Fund:**

<b>Full Time Salaries</b>		<b>\$42,920.00</b>
Environmental Manager (20%)	\$20,615.00	
Environmental Tech I (33%)	\$22,305.00	
<b>Benefits</b>		<b>\$10,811.00</b>
<b>Police Patrols</b>		<b>\$18,000.00</b>
<b>Seasonal Salaries</b>		<b>\$120,097.78</b>
Natural Resources Assistants	\$79,736.66	
Natural Resources Officers	\$20,240.00	
Natural Resources Technicians	\$20,121.12	
<b>Equipment/Materials</b>		<b>\$21,800.00</b>
Educational Materials	\$5,000.00	
Uniforms	\$1,000.00	
Optical (Binoculars)	\$300.00	
Fencing/Posts	\$3,000.00	
Supplies (twine, tools, signs, etc)	\$4,500.00	
Fill	\$8,000.00	
<b>Storm Damage Contingencies</b>		<b>\$15,000.00</b>
<b>Total Funding Request</b>		<b>\$228,700.00</b>

**FY16 Plymouth Long Beach Revolving Fund -- Salaries and Benefits for Full Time Staff**

Title	Total Salary	Beach Revolving Fund %	Beach Revolving Fund Salary	Benefits %	Beach Revolving Fund Benefits	Beach Revolving Fund Total
MEA Director	\$103,072.04	20%	\$20,615.00	35%	\$7,215.00	\$27,830.00
Environmental Technician I	\$67,591.28	33%	\$22,305.00	15%	\$3,346.00	\$25,651.00
Uniform Allowance					\$250.00	
<b>Total</b>			<b>\$42,920.00</b>		<b>\$10,811.00</b>	<b>\$53,481.00</b>

## FY16 Plymouth Long Beach Revolving Fund-- Estimated Costs for Seasonal Staff

Position	FY16 Jul-Dec 2015	Hourly	Weekly	No. of Weeks	Jul-Dec Total	FY16 Jan-Jun 2016	Hourly	Weekly	No. of Weeks	Jan-Jun Total	FY16 Total	FY15 Budget	Difference FY15 to FY16
<b>Natural Resources Officers</b>													
NIRO	na	\$15.30	\$612.00	10	\$6,120.00	na	\$16.67	\$666.67	6	\$4,000.00	\$10,120.00	\$9,792.00	\$328.00
NRO	na	\$15.30	\$612.00	10	\$6,120.00	na	\$16.67	\$666.67	6	\$4,000.00	\$10,120.00	\$9,792.00	\$328.00
<b>Natural Resources Technicians</b>													
Tech	3	\$10.11	\$404.33	10	\$4,043.28	4	\$11.64	\$465.78	6	\$2,794.67	\$6,837.95	\$6,228.53	\$609.42
Tech	3	\$10.11	\$404.33	10	\$4,043.28	4	\$11.64	\$465.78	6	\$2,794.67	\$6,837.95	\$6,228.53	\$609.42
Tech	2	\$9.51	\$380.26	10	\$3,802.56	3	\$11.01	\$440.44	6	\$2,642.67	\$6,445.23	\$5,953.54	\$491.69
<b>Natural Resources Assistants</b>													
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
Asst	3	\$10.11	\$404.33	11	\$4,447.61	4	\$11.64	\$465.78	5	\$2,328.89	\$6,776.50	\$6,228.53	\$547.97
Asst	4	\$10.69	\$427.58	11	\$4,703.42	4	\$11.64	\$465.78	5	\$2,328.89	\$7,032.31	\$6,608.78	\$423.53
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
Asst	4	\$10.69	\$427.58	11	\$4,703.42	4	\$11.64	\$465.78	5	\$2,328.89	\$7,032.31	\$6,608.78	\$423.53
Asst	4	\$10.69	\$427.58	11	\$4,703.42	4	\$11.64	\$465.78	5	\$2,328.89	\$7,032.31	\$6,608.78	\$423.53
Asst	3	\$10.11	\$404.33	11	\$4,447.61	4	\$11.64	\$465.78	5	\$2,328.89	\$6,776.50	\$6,228.53	\$547.97
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
Asst	3	\$10.11	\$404.33	11	\$4,447.61	4	\$11.64	\$465.78	5	\$2,328.89	\$6,776.50	\$6,228.53	\$547.97
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
<b>Total NR Seasonal Payroll</b>													
											\$120,097.78	\$112,227.74	\$7,870.03

## CY 2015 Wage Rates

Position	Step	Rate
Natural Resources Techs & Assistants	1	9.1800
Natural Resources Techs & Assistants	2	9.5064
Natural Resources Techs & Assistants	3	10.1082
Natural Resources Techs & Assistants	4	10.6896
Natural Resources Officers	na	15.3000

## CY 2016 Min. Wage Increased to \$10

Position	Step	Rate
Natural Resources Techs & Assistants	1	10.0000
Natural Resources Techs & Assistants	2	10.3556
Natural Resources Techs & Assistants	3	11.0111
Natural Resources Techs & Assistants	4	11.6444
Natural Resources Officers	na	16.6667

# TOWN OF PLYMOUTH

Department of Public Works

11 Lincoln Street

Plymouth, Massachusetts 02360

## MEMO

To: Lynne Barrett, Director of Finance

From: Ted Bubbins, Cemetery Superintendent

Ref: FY 2016 Cemetery Revolving Fund Reauthorization

Date: December 30, 2014

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The cemetery revolving fund named Cemetery Repairs and Beautifications has a current balance of \$106,357. I am requesting the reauthorization of the spending cap to be set at \$13,000 for fiscal year 2016. The funds requested for reauthorization are used for cemetery needs. These needs may include specialized equipment such as a crane for tree removal or purchase of materials for needed road, fence, lot, headstone or water repairs. Funds accredited to this account come from the sale of cemetery foundations and the cemetery superintendent has the authority to expend these funds for cemetery needs. Salaries are not paid from this account.

Anticipated receipts to this account for fiscal year 2016 are \$18,000

Appropriations and expenditures:

Fiscal Year	Receipts	Expenditures	Authorized Spending
2012	\$12,500	\$6,860	\$7,000
2013	\$14,500	\$7,120	\$8,000
2014	\$17,275	\$9,154	\$10,000
2015 7/2014-12-2014	\$14,650	\$3045	\$12,000

**To:** Kere Gillette, Finance Dept  
**From:** Conn DiLego, Director of Elder Affairs-COA  
**CC:** Lynne Barrett, Finance Director  
**Date:** 01/07/2015  
**Re:** Revolving Funds

The following revolving accounts are for the use in the Council on Aging Department.

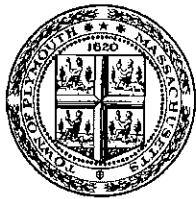
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**2622-541 – Council on Aging Programs Fund**

1. Identified as relating to the Council on Aging programs for contractual services related to senior programs and activities for senior citizens. Payments are made to each instructor for such programs and activities.
2. The departmental receipts credited to this fund shall be those identified as relating to the Council on Aging programs and activities.
3. Authorized to expend from such fund: Dinah O'Brien, Director of Community Services; Conn DiLego, Director of Elder Affairs; Donna Souza, COA Admin Assist.
4. The total amount that may be expended from this account - \$45,000.
5. There are no salaries or benefits paid from this fund.

**2626-541- Meals on Wheels and congregate meal program –**

1. Title IIIC Nutrition Program for seniors; all payments to Old Colony Elder Services for meals.
2. The departmental receipts credited to this fund shall be those identified as relating donations for the Council on Aging Meals on Wheels and congregate meal program
3. Authorized to expend from such fund: Dinah O'Brien, Director of Community Services; Conn DiLego, Director of Elder Affairs; Donna Souza, COA Admin Assist.
4. The total amount that may be expended from such fund - \$30,000.
5. There are no salaries or benefits paid from this fund.



Town of Plymouth  
**Fire Department**  
114 Sandwich Street  
Plymouth, Massachusetts 02360  
508-830-4213  
Fax 508-830-4174

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 23, 2014

**RE: Reauthorization of Fire Safety and Prevention Revolving Account FY 2016**

---

In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of the Fire Safety and Prevention account.

The revenues from this account are to cover the costs to;

- support public fire and life safety education through the S.A.F.E. Program (Student Awareness of Fire Education),
- Identify and provide counseling and education of youths who light fires through the Juvenile Fire Setters Intervention Program
- Continue funding ½ the year's salary and benefits of a clerical position (Administrative Assistant C5) which supports the Fire Prevention Division.
- Supplies, materials and equipment used by Fire Prevention personnel.
- Purchase department safety and rescue equipment

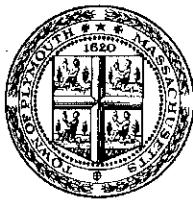
The receipts that are deposited into this account are from fees of new permits and inspections, fees for plan reviews, 21E searches and other similar fire prevention requests.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$125,000.00.

Plymouth Fire Department  
Anticipated Revolving Account Appropriations

<b>Fire Safety and Prevention</b>	Org	Obj	Amount
<b>Revenue</b>	26242200	434000	70,175
Inspection fees/plan reviews			
 <b>Personal Services</b>			
Salaries & Wages	26242205	511001	22,175
Overtime	26242205	513000	4,100
Fringe Benefits	26242205	515000	7,395
 <b>Expenses</b>			
Purchase & Services	26242206	520000	
Meetings & Education & Training	26242206	530101	3,100
Legal Services	26242206	530500	
Telephone	26242206	534000	
Supplies & Materials	26242206	540000	32,905
Dues & Memberships	26242206	573000	500
Trs to General Funds	26242206	596000	



Town of Plymouth  
**Fire Department**  
114 Sandwich Street  
Plymouth, Massachusetts 02360  
508-830-4213  
Fax 508-830-4174

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 23, 2014

**RE: Reauthorization of Fire Alarm Master Box Revolving Account FY 2016**

---

In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of the Fire Alarm Master Box Fees and Licensing account.

The revenues from this account are to cover the costs of maintaining the current fire alarm master-box system and the costs of the radio communication system which extends throughout the town.

The revenues will also allow for the expansion and updating of these systems as needs arrive.

The revenues from this account are to cover the costs to;

- Overtime costs incurred in the use of fire and police personnel to assist with road details
- Equipment and supplies to maintain the radio boxes and hardwired systems
- Repairs from motor vehicle accidents and other maintenance issues and repairing and replacement of equipment
- Funding 40% the year's salary and benefits Fire Alarm Superintendent, PS-6.
- Supplies, materials and equipment used to maintain the Department's radio systems.

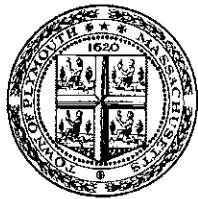
The receipts that are deposited into this account are from licensing Alarm Technicians, fees due to nuisance false alarms, and yearly fees for Master Box connections.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund is \$75,000.00.

Plymouth Fire Department  
Anticipated Revolving Account Appropriations

<b>Fire Alarm Services</b>	Org	Obj	Amount
<b>Revenue</b>			
Fees - master boxes /short arm	2625220	434000	68,100
Reimbursement Fees		484002	
<b>Personal Services</b>			
Salaries & Wages	26252205	511001	40,556
Overtime	26252205	513000	3,200
Fringe Benefits	26252205	515000	9,197
<b>Expenses</b>			
Purchase & Services	26252206	520000	
Meetings & Education & Training	26252206	530101	
Supplies & Materials	26252206	540000	15,147
Trs to General Funds	26252206	596000	



Town of Plymouth  
**Fire Department**  
114 Sandwich Street  
Plymouth, Massachusetts 02360  
508-830-4213  
Fax 508-830-4174

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 23, 2014

**RE: Authorization of Local Haz Mat Revolving Account FY 2016**

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In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of a revolving account called Local Haz Mat Program.

The revenues from this account are to cover costs to replace, repair or purchase equipment and supplies used during the mitigation of hazardous materials incidents.

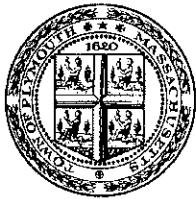
The receipts that will be deposited into this account will be fees collected from responsible parties when the Fire Department responds to and mitigates hazardous materials incidents in Plymouth and when responding to mutual aid calls in other municipalities.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$60,000.00.

Plymouth Fire Department  
Anticipated Revolving Account Appropriations

<b>Local Hazmat Program</b>	<b>Org</b>	<b>Obj</b>	<b>Amount</b>
<b>Revenue</b>	2228220	484002	1,350
<b>Expenses</b>			
<i>Repair &amp; Maintenance Equip</i>	22282207	5244000	800
<i>Hazmat Supplies – speedy dry &amp; other absorbents materials</i>	22282207	5530007	550



Town of Plymouth  
**Fire Department**  
114 Sandwich Street  
Plymouth, Massachusetts 02360  
508-830-4213  
Fax 508-830-4174

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 23, 2014

**RE: Revolving Account for the Cedarville Community Center FY 2016**

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In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of The Cedarville Community Center Maintenance Revolving Account.

The revenue into this account is the fees collected from the hourly rental fees for the use of the Cedarville Community Center. The Town currently collects an hourly rate for the use of the room, town committees and boards are exempt from the rental fees.

The funds will be used to pay for regular cleaning of the facility as well as to replace, repair or purchase supplies used for the cleaning and up-keep of the Community Room.

The EOC project included complete renovations to the Community Room, this was completed July 2011. This fund will ensure we are able to keep the room in great condition.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$12,000.00.

**Plymouth Fire Department**  
**Anticipated Revolving Account Appropriations**

<b>Cedarville Community Room</b>	<b>Org</b>	<b>Obj</b>	<b>Amount</b>
<b>Revenue</b>			
Rental Income	2621220	436000	1200
<b>Expenses</b>			
Purchases of Services	26212207	520000	585
Supplies & Materials	26212207	540000	615

# Memo

To: Kere Gillette  
From: Barry DeBlasio, Recreation Director  
Date: 1/12/15  
Re: CH 44, Sec. 53E ½ Revolving Accounts (Memorial Hall)

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## **Memorial Hall Revolving Fund**

The Memorial Hall Revolving fund is used primarily to pay for custodial overtime and minor hall improvements. In addition, 50% of the salary for the Memorial Hall Manager and respective benefits will be charged to the account. Income that is deposited into the account comes primarily from rental fees & custodial reimbursements from scheduled events.

We are requesting the re-authorization of this account.

We are requesting that the spending cap be set at \$110,000 for FY16 and that any balance at the end of FY16 be carried forward to FY17. The individuals authorized to spend out of this account are the Recreation Director, DPW Director & Assistant Director.

Department of Public Works  
REVOLVING - MEMORIAL HALL  
Dept 630 - Org 2623

FY16

<b>Starting balance July 1, 2015 (Projected)</b>	<b>\$290,431</b>
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**REVENUES:**

Rental Income	\$100,000
Custodial Reimbursement	\$42,000
Alchohol sales split	\$15,000
<b>TOTAL:</b>	<b>\$157,000</b>

**EXPENSES:**

Manager Salary (50%)	\$32,811
Custodial Payroll	\$41,000
Purchase of Service	\$6,000
General Fund Transfer (benefits)	\$8,500
<b>TOTAL:</b>	<b>\$88,311</b>

**NET:** **\$68,689**

<b>Projected Fund Balance June 30, 2016</b>	<b>\$359,120</b>
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**SPENDING CAP:** **\$110,000**



**TOWN OF PLYMOUTH**  
**DEPARTMENT OF PUBLIC WORKS**

159 Camelot Drive  
Plymouth, Massachusetts 02360

FAX: (508) 830-4165

**MEMO**

To: Lynne Barrett, Director of Finance  
From: Dennis Westgate, Asst. DPW Director *(DWD)*  
Re: Reauthorization of the Compost Bin Revolving Fund  
Date: January 6, 2015

The Compost Bin Revolving Fund was established to maintain the Solid Waste Division's Compost Bin Program. The program was set up through a grant of start up funds from the MA Department of Environmental Protection. The initial grant, and any future grants that may be received, requires that the Bin Program operate through an independent account, and that funds received be used to purchase additional compost bins. Monies credited to this account come from payments collected from residents for the purchase of compost bins.

I would like to request that the Compost Bin Revolving Fund be reauthorized for FY 2016 and that the spending cap be set at \$5,160 so that compost bins can be reordered as needed to maintain the program. This amount will allow for the purchase of 120 compost bins. When these bins are sold, \$5,160 will be collected. This revolving funds falls under the authority of the Director of Public Works.

cc: Jonathan Beder, Public Works Director  
Kere Gillette, Budget Analyst

# Memo

To: Kere Gillette  
From: Barry DeBlasio, Recreation Director  
Date: 1/12/15  
Re: CH 44, Sec. 53E ½ Revolving Accounts (Hedges Pond)

---

## **Hedges Pond Revolving Fund**

The Hedges Pond Revolving fund is used primarily to pay for seasonal operational expenses for the facility. Excess funds will be used for future capital improvements. Income that is deposited into the account comes primarily from program fees and day camp program. Other income will include daily parking fees, special event & rental fees.

We are requesting that the spending cap be set at \$40,000 for FY16 and that any balance at the end of FY16 be carried forward to FY17. The individuals authorized to spend out of this account are the Recreation Director.

Department of Public Works  
**REVOLVING - HEDGES POND**  
 Dept 630 - Org 2617

FY16

<b>Starting balance July 1, 2015 (Projected)</b>	<b>\$102,618</b>
--	------------------

**REVENUES:**

Parking Fees	\$3,800
Program Income	\$40,000
<b>TOTAL:</b>	<b>\$43,800</b>

**EXPENSES:**

Seasonal Staff	\$17,500
Half Day Program supplies	\$1,000
Other	\$1,200
<i>Well monitoring expense</i>	
<b>TOTAL:</b>	<b>\$19,700</b>

<b>NET:</b>	<b>\$24,100</b>
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<b>Projected Fund Balance June 30, 2016</b>	<b>\$126,718</b>
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<b>SPENDING CAP:</b>	<b>\$40,000</b>
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**NOTES:**

The parking fees consist of vehicles that pay the daily rate to use the facility. 80% of users are Plymouth Residents and purchase seasonal beach sticker.



Town of Plymouth, Massachusetts  
**Department of Marine and Environmental Affairs**

11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



# MEMO

**To:** Lynne Barrett, Director of Finance

**From:** David Gould, Marine and Environmental Affairs Director

**Re:** Conservation Land Revolving Fund

**Date:** December 11, 2014

The Department of Marine and Environmental Affairs respectfully requests re-authorization of the Conservation Land Revolving Fund. This fund was established by the approval of Article 16B of the 2013 Spring Annual Town Meeting. Proceeds from the harvest and/or lease of the Center Hill Cranberry Bog are utilized for the care and maintenance of land acquired with Community Preservation Act funds including but not limited to signage, access and other capital improvements. Spending authority is with the Director of Marine and Environmental Affairs in consultation with the Community Preservation Committee.

We would request the FY 2016 cap on expenditures be set at \$1,000.00. Thank you.

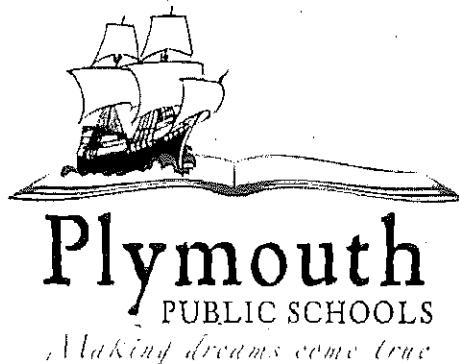
**C:** Pamela Borgatti, Budget Analyst

GARY E. MAESTAS Ed. D.  
SUPERINTENDENT OF SCHOOLS

CHRISTOPHER S. CAMPBELL  
ASSISTANT SUPERINTENDENT  
ADMINISTRATION AND INSTRUCTION

PAMELA A. GOULD Ed. D.  
ASSISTANT SUPERINTENDENT  
HUMAN RESOURCES

GARY L. COSTIN R.S.B.A.  
SCHOOL BUSINESS ADMINISTRATOR



ADMINISTRATION BUILDING  
253 SOUTH MEADOW ROAD  
PLYMOUTH, MA 02360

TEL. (508) 830-4300  
FAX (508) 746-1873

[www.plymouth.k12.ma.us](http://www.plymouth.k12.ma.us)

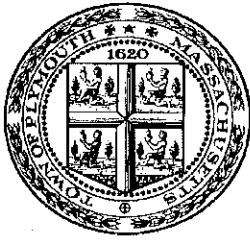
TO: Melissa Arrighi, Town Manager  
FROM: Gary L. Costin, School Business Administrator  
RE: ATM Warrant Article 3 for FY16  
DATE: January 12, 2015

*gk*

Please include the following request in Article 3 on the Fiscal Year 2016 Spring Annual Town Meeting Warrant.

- **Article 3, Chapter 44, Section 53 E 1/2 Revolving Accounts**: Authorization for \$ 100,000. SCHOOL COMMITTEE. Explanation: This article authorizes a school custodial details revolving account under Chapter 44, Section 53 1/2. Overtime salaries related to building usage will be charged to this account. This provision requires an annual reauthorization by the town meeting. The school district reauthorization request for FY 16 is \$100,000 in total annual expenditures.

CUSTODIAL REVOLVING ACCOUNT	FY 2016 EXPENSES	FY 2016 REVENUE
MT PLEASANT ELEM SCHOOL		
24980102 500007 MT PLEASANT CUST REVENUE		\$
24980103 500003 MT PLEASANT CUSTODIAL SAL	\$	
COLD SPRING ELEMENTARY SCHOOL		
24980502 500007 COLD SPRING CUST REVENUE		\$ 166
24980503 500003 COLD SPRING CUSTODIAL SAL	\$ 166	
FEDERAL FURNACE ELEM SCHOOL		
24980602 500007 FEDERAL FURNACE CUST REVENUE		\$ 648
24980603 500003 FEDERAL FURNACE CUST SALARIES	\$ 648	
INDIAN BROOK ELEMENTARY SCHOOL		
24980802 500007 IND BROOK CUST REVENUE		\$ 1,250
24980803 500003 IND BROOK CUSTODIAL SALARIES	\$ 1,250	
MANOMET ELEMENTARY SCHOOL		
24980902 500007 MANOMET CUSTODIAL REVENUE		\$ 1,500
24980903 500003 MANOMET CUSTODIAL SALARIES	\$ 1,500	
NATHANIEL MORTON ELEM SCHOOL		
24981002 500007 NATH MORTON CUSTODIAL REV		\$ 953
24981003 500003 NATH MORTON CUSTODIAL SALARY	\$ 953	
SOUTH ELEMENTARY SCHOOL		
24981202 500007 SOUTH EL CUSTODIAL REVENUE		\$ 431
24981203 500003 SOUTH EL CUSTODIAL SALARIES	\$ 431	
WEST ELEMENTARY SCHOOL		
24981402 500007 WEST CUSTODIAL REVENUE		\$ 1,050
24981403 500003 WEST CUSTODIAL SALARIES	\$ 1,050	
PLYMOUTH COMMUNITY INTRM SCHL		
24982102 500007 PCIS CUSTODIAL REVENUE		\$ 16,106
24982103 500003 PCIS CUSTODIAL SALARIES	\$ 16,106	
PLYMOUTH SOUTH MIDDLE SCHOOL		
24982202 500007 PSMS CUSTODIAL REVENUE		\$ 18,463
24982203 500003 PSMS CUSTODIAL SALARIES	\$ 18,463	
PLYMOUTH NORTH HIGH SCHOOL		
24983102 500007 PNHS CUSTODIAL REVENUE		\$ 49,510
24983103 500003 PNHS CUSTODIAL SALARIES	\$ 49,510	
PLYMOUTH SOUTH HIGH SCHOOL		
24983202 500007 PSHS CUSTODIAL REVENUE		\$ 9,923
24983203 500003 PSHS CUSTODIAL SALARIES	\$ 9,923	
GRAND TOTAL	\$ 100,000	\$ 100,000



# TOWN OF PLYMOUTH

BOARD OF SELECTMEN / TOWN MANAGER  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 106 AND 100  
FAX (508) 830-4140

## MEMORANDUM

To: LYNNE BARRETT, DIRECTOR OF FINANCE  
MELISSA ARRIGHI, TOWN MANAGER  
PAM BORGATTI, BUDGET ANALYST

FROM: MICHAEL GALLA, ASSISTANT TOWN MANAGER

SUBJECT: FY16 1820 COURTHOUSE MAINTENANCE REVOLVING FUND

DATE: JANUARY 20, 2015

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Please be advised that the Town Manager's Office is requesting that the 1820 Courthouse Maintenance Revolving Fund be continued through FY16 and that the Town Manager be authorized to expend up to \$1 from this fund.



## ARTICLE 4:

ARTICLE 4: To see what action the Town will take pursuant to Chapter 173 of the General By-Laws regarding the formation, reformation, organization, continuation or discharge of existing Committees created by vote of Town Meeting, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 4. Town Meeting approval of this article will authorize the West Plymouth Steering Committee, Manomet Steering Committee, and Plymouth Harbor Committee to continue, with a review in three years at the 2018 Annual Town Meeting.



**TOWN OF PLYMOUTH**  
**ADVISORY & FINANCE COMMITTEE**

TO: Board of Selectmen  
Advisory and Finance Committee

FROM: Kere Gillette  
Budget Analyst

RE: Article 4 – Town Meeting Committees

DATE: January 7, 2015

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Attached please find a data sheets corresponding to the Town Meeting Committees scheduled for review at the 2015 Annual Town Meeting - Article 4.

**West Plymouth Steering Committee**

Continue for review in three years at the 2018 Annual Town Meeting with no changes.  
A report will be placed on file with the Town Clerk to be included in the Annual Town Report.  
Please see the attached data sheet.

**Manomet Steering Committee**

Continue for review in three years at the 2018 Annual Town Meeting with no changes.  
A report will be placed on file with the Town Clerk to be included in the Annual Town Report.  
Please see the attached data sheet.

**Plymouth Harbor Committee**

Continue for review in three years at the 2018 Annual Town Meeting with no changes.  
A report will be placed on file with the Town Clerk to be included in the Annual Town Report.  
Please see the attached data sheet.

## TOWN MEETING COMMITTEES

Committee:	<b>West Plymouth Steering Committee</b>		
Article/Year:	Art. 38 - 1994 Annual		
Members:	7		
Appointing Authority:	6 - Planning Board 1 - Board of Selectmen		
	"Any Town Meeting members who live within the defined West Plymouth Village Service Area who are not appointed to the committee shall be non-voting 'ex-officio' members."		
Purpose:	"...implementing the recommendations outlined in the West Plymouth Village Master Plan. The Committee to be advisory in nature and its primary function to assist in the implementation of the West Plymouth Village Master Plan, and to advocate for the needs of the area."		
Temporary/Permanent:	Permanent		
Review Date:	1997 ATM 2000 ATM 2003 ATM	2006 ATM 2009ATM	2012 ATM 2015 ATM
Next Review Date:	2018 ATM		
Term:	3 year overlapping terms		
Report Required:	Oral report at Town Meeting or written report placed on file with the Town Clerk for inclusion in the Annual Town Report.		
<b>2015 Recommendation:</b>	<b>Continue Committee for review at the 2018 Annual Town Meeting.</b>		

## TOWN MEETING COMMITTEES

Committee:	<b>Manomet Steering Committee</b>		
Article/Year:	Art. 27 - 1991 Annual		
Members:	7		
Appointing Authority:	6 - Planning Board 1 - Selectmen		
	Any Town Meeting members who live within the defined Manomet Village Service Area who are not appointed to the committee shall be non-voting "ex-officio" members.		
Purpose:	"...implementing the recommendations outlined in the Manomet Village Master Plan. The Committee to be advisory in nature and its primary function to assist in the implementation of the Manomet Village Master Plan, and to advocate for the needs of the area."		
Temporary/Permanent:	Permanent		
Review Dates:	1994 ATM 1997 ATM 2000 ATM	2003ATM 2006 ATM 2009 ATM	2012 ATM 2015 ATM
Next Review Date:	2018 ATM		
Term:	3 year overlapping terms		
Report Required:	Annual Town Report		
<b>2015 Recommendation:</b>	<b>Continue Committee for review at 2018 Annual Town Meeting.</b>		

## TOWN MEETING COMMITTEES

Committee:	<b>Plymouth Harbor Committee</b>		
Article/Year:	Art. 102 - 1962 ATM	Art. 4 - 1990 ATM	Art. 4 - 1994 ATM
Term:	3 years		
Members:	11		
Appointing Authority:	Board of Selectmen, as follows: 1 from Chamber of Commerce 1 Lobster Fisherman 1 member of Plymouth Yacht Club 1 party boat owner 6 Citizens at large, preferably dragger fisherman, pleasure boat owner, or boat yard operator, but no more than two members from each of these categories.		
	The Harbormaster shall serve as a non-voting member.		
Purpose:	"...To study all phases of the shore frontage of the Town, including the harbor and the use and operation of any and all waterfront facilities, shore protection, landings and beaches. Said Committee to make recommendations to the Board of Selectmen and to draft suggested rules and regulations for the operation and conduct of any waterfront or harbor facilities and to assist said Board in its duties in connection with the entire waterfront. Said Committee shall issue a report of their yearly activities to the Annual Town Meeting."		
Temporary/Permanent:	Temporary		
Review Dates:	1986 ATM continued to 1988	1997 ATM	2009 ATM
	1988 ATM continued to 1991	2000 ATM	2012 ATM
	1990 ATM membership changed	2003 ATM	2015 ATM
	1993 ATM	2006 ATM	
Next Review Date:	2018 ATM		
Term:	Annual Appointment		
Report Required:	Annual Report		
<b>2015 Recommendation:</b>	<b>Continue Committee for review at 2018 Annual Town Meeting.</b>		

## **ARTICLE 6:**

ARTICLE 6: To see what action the Town will take pursuant to G. L. c.41, §108 with regard to fixing the salaries of elected Town Officials, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 6. Approval of this article will authorize the annual stipends for the Board of Selectmen and Town Moderator. There are no changes to the stipend amounts this year; the Chairman of the Board of Selectmen will receive \$4,500, the four remaining Selectmen will receive \$4,000 each and the Moderator will receive \$2,000.



**TOWN OF PLYMOUTH  
11 Lincoln Street  
Plymouth, MA 02360  
(508) 747-1620**

**OFFICE OF TOWN MANAGER  
MEMORANDUM**

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To: Board of Selectmen  
Advisory and Finance Committee Members

From: Michael Galla, Assistant Town Manager

Date: January 6, 2015

Re: **Annual Town Meeting, Article 6 – Fixing the Salaries of Elected Officials**

*ARTICLE 6: To see what action the Town will take pursuant to G.L. c.41, §108 with regard to fixing the salaries of elected Town Officials, or take any other action relative thereto.*

**BOARD OF SELECTMEN**

In order to comply with MGL Chapter 41, Section 108, the Town of Plymouth must annually vote at town meeting the salary and compensation of all elected officers.

As backup information, prior to 2010, the salaries were \$2500 for Chairman of the Selectmen, \$1500 for Selectmen, and \$300 for Town Moderator. That was reduced in 2010 to \$2000 for Chairman and \$1000 for Selectmen (no change for the Moderator).

At the October 2010 Town Meeting, the legislative body voted to petition the state to enact special legislation that would eliminate the Town's contribution to elected officials' health insurance beginning after their current terms expire. That has since been signed by the Governor on November 2, 2011.

In January 2011, while the Act was winding its way through the state process, the Board of Selectmen formed a committee to recommend what stipends should be voted for the Selectmen and Moderator. The minutes reflect that the deliberations were based in part on the assumption that the health insurance legislation referenced above would pass. The Majority Report of the Stipends Committee recommended the following:

\$4,500 – Chairman of the Board of Selectmen  
\$4,000 – Selectmen  
\$2,000 - Moderator

The salaries shown above were approved for FY 15 and I recommend fixing these salaries at the same rate for FY16 in Article 6. Thank you for your consideration.



## **ARTICLE 7A-E:**

ARTICLE 7A: To see what action the Town will take to provide a reserve fund and to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town, including debt and interest, for the ensuing twelve month period beginning July 1, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$186,300,014 (Unanimous, 10-0-0).**

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ARTICLE 7B: To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the water enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$3,487,031 (Unanimous, 10-0-0).**

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ARTICLE 7C: To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the sewer enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$4,499,224 (Unanimous, 10-0-0).**

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ARTICLE 7D: To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the solid waste enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$2,277,243 (Unanimous, 10-0-0).**

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ARTICLE 7E: To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the airport enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$2,772,590 (Unanimous, 10-0-0).**

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**ARTICLES 7A-E: Total Recommendations: \$199,336,102.**

The Advisory & Finance Committee advises Town Meeting to approve Articles 7A, 7B, 7C, 7D and 7E comprising the FY2015 Operating Budget of \$199,336,102. Details of each departmental budget can be found in the FY2016 General Government Proposed Operating Budget Book.

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**TOWN OF PLYMOUTH**  
**FY2016 OPERATING BUDGET**

ITEM #	DEPARTMENT/CATEGORY	2015 Original Budget	2015 Revised Budget	2015 Expended	2016 Advisory & Finance Committee Recommendation	\$\$\$ Over/Under 2016 to 2015 Revised Budget
<b>ADMINISTRATIVE SERVICES</b>						
<b>TOWN MANAGER</b>						
1	Personal Services	469,777	476,631	311,382	498,082	21,451
2	All Other Expenses	420,200	420,200	207,532	420,200	(2,000)
	<b>Total Budget Request</b>	<b>889,977</b>	<b>896,831</b>	<b>518,914</b>	<b>918,282</b>	<b>19,451</b>
<b>HUMAN RESOURCES</b>						
3	Personal Services	216,997	222,348	149,946	220,399	(1,949)
4	All Other Expenses	90,645	100,645	41,488	87,645	(14,000)
	<b>Total Budget Request</b>	<b>307,642</b>	<b>322,993</b>	<b>191,433</b>	<b>308,044</b>	<b>(15,949)</b>
<b>TOWN CLERK</b>						
5	Personal Services	291,793	297,777	199,437	295,647	(2,130)
6	All Other Expenses	200,609	200,609	56,138	201,890	1,281
	<b>Total Budget Request</b>	<b>492,402</b>	<b>498,386</b>	<b>255,576</b>	<b>497,537</b>	<b>(849)</b>
<b>DEPARTMENT OF FINANCE</b>						
<b>ALL DIVISIONS</b>						
7	Personal Services	1,845,339	1,889,303	1,257,317	1,889,320	17
8	All Other Expenses	868,629	878,629	540,489	938,352	(34,271)
	<b>Total Budget Request</b>	<b>2,713,968</b>	<b>2,767,932</b>	<b>1,797,805</b>	<b>2,827,672</b>	<b>(34,254)</b>
<b>DEPARTMENT OF COMMUNITY RESOURCES</b>						
<b>COUNCIL ON AGING</b>						
9	Personal Services	294,480	305,206	207,776	312,256	7,050
10	All Other Expenses	68,182	72,182	37,403	75,732	3,550
	<b>Total Budget Request</b>	<b>362,662</b>	<b>377,388</b>	<b>245,179</b>	<b>387,988</b>	<b>10,600</b>
<b>VETERANS SERVICES</b>						
11	Personal Services	103,892	106,490	73,035	109,102	2,612
12	All Other Expenses	859,770	859,770	543,888	860,125	(9,645)
	<b>Total Budget Request</b>	<b>963,662</b>	<b>966,260</b>	<b>616,924</b>	<b>969,227</b>	<b>(7,033)</b>
<b>DISABILITIES</b>						
13	All Other Expenses	200	200	-	250	50
	<b>Total Budget Request</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>250</b>	<b>50</b>
<b>LIBRARY</b>						
14	Personal Services	1,150,840	1,213,294	829,502	1,234,494	21,200
15	All Other Expenses	443,079	443,079	332,663	476,958	33,879
	<b>Total Budget Request</b>	<b>1,593,919</b>	<b>1,656,373</b>	<b>1,162,165</b>	<b>1,711,452</b>	<b>55,079</b>
<b>1749 COURT HOUSE</b>						
16	Personal Services	7,744	7,744	5,462	13,159	5,415
17	All Other Expenses	6,000	6,000	2,044	6,825	825
	<b>Total Budget Request</b>	<b>13,744</b>	<b>13,744</b>	<b>7,507</b>	<b>19,984</b>	<b>6,240</b>

**TOWN OF PLYMOUTH**  
**FY2016 OPERATING BUDGET**

ITEM #	DEPARTMENT/CATEGORY	2015 Original Budget	2015 Revised Budget	2015 Expended	2016 Advisory & Finance Committee Recommendation	\$\$\$ Over/Under 2016 to 2015 Revised Budget
<b>DEPARTMENT OF INSPECTIONAL SERVICES</b>						
	<b>ALL DIVISIONS</b>					
18	Personal Services	776,964	807,636	544,071	864,475	56,839
19	All Other Expenses	59,800	59,800	26,627	48,706	(11,284)
	<b>Total Budget Request</b>	<b>836,764</b>	<b>867,436</b>	<b>570,697</b>	<b>913,181</b>	<b>45,555</b>
<b>DEPARTMENT OF PLANNING &amp; DEVELOPMENT</b>						
	<b>PLANNING &amp; DEVELOPMENT</b>					
20	Personal Services	435,782	447,122	302,288	447,787	665
21	All Other Expenses	239,461	239,461	65,046	309,511	70,050
	<b>Total Budget Request</b>	<b>675,243</b>	<b>686,583</b>	<b>367,334</b>	<b>757,298</b>	<b>70,715</b>
<b>REDEVELOPMENT AUTHORITY</b>						
22	All Other Expenses	41,340	41,340	20,090	21,340	(20,000)
	<b>Total Budget Request</b>	<b>41,340</b>	<b>41,340</b>	<b>20,090</b>	<b>21,340</b>	<b>(20,000)</b>
<b>DEPARTMENT OF PUBLIC SAFETY</b>						
	<b>POLICE DEPARTMENT</b>					
23	Personal Services	8,657,407	9,741,569	6,277,794	9,873,501	131,055
24	All Other Expenses	323,945	398,102	213,001	338,139	(68,049)
	<b>Total Budget Request</b>	<b>8,981,352</b>	<b>10,139,671</b>	<b>6,490,795</b>	<b>10,211,640</b>	<b>63,005</b>
	<b>FIRE DEPARTMENT</b>					
25	Personal Services	9,519,424	9,594,589	6,661,846	9,750,303	155,671
26	All Other Expenses	239,198	239,198	151,292	252,998	11,301
	<b>Total Budget Request</b>	<b>9,758,622</b>	<b>9,833,787</b>	<b>6,813,138</b>	<b>10,003,301</b>	<b>166,972</b>
	<b>EMERGENCY MANAGEMENT</b>					
27	All Other Expenses	19,900	19,900	16,743	69,900	49,163
	<b>Total Budget Request</b>	<b>19,900</b>	<b>19,900</b>	<b>16,743</b>	<b>69,900</b>	<b>49,163</b>
	<b>PARKING ENFORCEMENT</b>					
28	Personal Services	31,204	33,227	22,935	33,361	134
	<b>Total Budget Request</b>	<b>31,204</b>	<b>33,227</b>	<b>22,935</b>	<b>33,361</b>	<b>134</b>
<b>DEPARTMENT OF MARINE &amp; ENVIRONMENTAL AFFAIRS</b>						
	<b>ALL DIVISIONS</b>					
29	Personal Services	703,603	752,013	506,490	810,941	58,928
30	All Other Expenses	89,175	105,357	41,990	106,250	(14,977)
	<b>Total Budget Request</b>	<b>792,778</b>	<b>857,370</b>	<b>548,481</b>	<b>917,191</b>	<b>43,952</b>
<b>DEPARTMENT OF PUBLIC WORKS</b>						
	<b>ALL DIVISIONS</b>					
31	Personal Services	4,610,081	4,829,413	3,116,478	4,925,595	93,950
32	All Other Expenses	1,147,131	1,147,131	700,024	1,231,375	82,290
	<b>Total Budget Request</b>	<b>5,757,212</b>	<b>5,976,544</b>	<b>3,816,502</b>	<b>6,156,970</b>	<b>176,240</b>
<b>TOTAL TOWN DEPARTMENTS</b>		<b>34,232,591</b>	<b>35,955,965</b>	<b>23,462,217</b>	<b>36,724,619</b>	<b>629,071</b>

**TOWN OF PLYMOUTH**  
**FY2016 OPERATING BUDGET**

ITEM #	DEPARTMENT/CATEGORY	2015 Original Budget	2015 Revised Budget	2015 Expended	2016 Advisory & Finance Committee Recommendation	\$\$\$\$ Over/Under 2016 to 2015 Revised Budget
<b>FIXED COSTS</b>						
	<b>Salary Reserve Account</b>					
33	Personal Services	-	628,338	627,397	-	(628,338)
34	Personal Services	100,000	100,000	-	100,000	-
	<b>Total Budget Request</b>	<b>100,000</b>	<b>728,338</b>	<b>627,397</b>	<b>100,000</b>	<b>(628,338)</b>
	<b>Fuel and Utilities</b>					
35	All Other Expenses	1,973,904	1,973,904	1,008,578	1,894,000	(147,016)
	<b>Total Budget Request</b>	<b>1,973,904</b>	<b>1,973,904</b>	<b>1,008,578</b>	<b>1,894,000</b>	<b>(147,016)</b>
	<b>Finance Committee Reserve Account</b>					
36	Reserve Fund	130,000	122,368	-	130,000	7,632
	<b>Total Budget Request</b>	<b>130,000</b>	<b>122,368</b>	<b>-</b>	<b>130,000</b>	<b>7,632</b>
	<b>Tax Title Foreclosures</b>					
37	All Other Expenses	365,202	365,202	69,658	365,202	-
	<b>Total Budget Request</b>	<b>365,202</b>	<b>365,202</b>	<b>69,658</b>	<b>365,202</b>	<b>-</b>
	<b>Medicaid Program</b>					
38	Personal Services	177,499	177,499	113,136	187,453	9,954
39	All Other Expenses	40,000	40,000	8,975	55,300	(19,373)
	<b>Total Budget Request</b>	<b>217,499</b>	<b>217,499</b>	<b>122,111</b>	<b>242,753</b>	<b>(9,419)</b>
	<b>Out of District Transportation</b>					
40	All Other Expenses	64,552	64,552	7,720	29,500	(35,052)
	<b>Total Budget Request</b>	<b>64,552</b>	<b>64,552</b>	<b>7,720</b>	<b>29,500</b>	<b>(35,052)</b>
	<b>School Disposal Costs</b>					
	<b>Total Budget Request</b>					
	<b>Snow &amp; Ice Removal</b>					
42	All Other Expenses	485,000	3,085,000	1,596,464	510,000	(2,575,000)
	<b>Total Budget Request</b>	<b>485,000</b>	<b>3,085,000</b>	<b>1,596,464</b>	<b>510,000</b>	<b>(2,575,000)</b>
	<b>Member Benefits</b>					
43	All Other Expenses	4,981,465	5,276,116	3,823,042	5,592,454	281,060
	<b>Total Budget Request</b>	<b>4,981,465</b>	<b>5,276,116</b>	<b>3,823,042</b>	<b>5,592,454</b>	<b>281,060</b>
	<b>Pensions</b>					
44	All Other Expenses	9,797,679	9,797,679	9,797,679	10,575,494	777,815
	<b>Total Budget Request</b>	<b>9,797,679</b>	<b>9,797,679</b>	<b>9,797,679</b>	<b>10,575,494</b>	<b>777,815</b>
	<b>Unemployment Compensation</b>					
45	All Other Expenses	100,000	100,000	100,000	200,000	100,000
	<b>Total Budget Request</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>200,000</b>	<b>100,000</b>
	<b>Member Insurance</b>					
46	All Other Expenses	28,088,797	28,449,447	14,019,284	31,541,090	3,091,643
	<b>Total Budget Request</b>	<b>28,088,797</b>	<b>28,449,447</b>	<b>14,019,284</b>	<b>31,541,090</b>	<b>3,091,643</b>

**TOWN OF PLYMOUTH**  
**FY2016 OPERATING BUDGET**

ITEM #	DEPARTMENT/CATEGORY	2015 Original Budget	2015 Revised Budget	2015 Expended	2016 Advisory & Finance Committee Recommendation	\$\$\$\$ Over/Under 2016 to 2015 Revised Budget
<b>OPEB Trust Funding</b>						
47	All Other Expenses	145,000	145,000	145,000	650,000	505,000
	<b>Total Budget Request</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>	<b>650,000</b>	<b>505,000</b>
<b>Compensated Absences</b>						
48	All Other Expenses	100,000	100,000	100,000	125,000	25,000
	<b>Total Budget Request</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>125,000</b>	<b>25,000</b>
<b>All Town Insurance</b>						
49	All Other Expenses	820,810	855,810	851,113	983,510	127,700
	<b>Total Budget Request</b>	<b>820,810</b>	<b>855,810</b>	<b>851,113</b>	<b>983,510</b>	<b>127,700</b>
<b>TOTAL FIXED COSTS</b>		<b>47,369,908</b>	<b>51,280,915</b>	<b>32,268,045</b>	<b>52,939,003</b>	<b>1,521,025</b>
<b>NON-ENTERPRISE DEBT</b>						
50	All Other Expenses	11,345,732	10,600,862	3,893,590	12,499,491	1,898,629
	<b>TOTAL DEBT SERVICE</b>	<b>11,345,732</b>	<b>10,600,862</b>	<b>3,893,590</b>	<b>12,499,491</b>	<b>1,898,629</b>
<b>PLYMOUTH SCHOOLS</b>						
51	School Budget Request	80,900,750	82,423,692	47,678,734	84,136,901	1,010,742
	<b>TOTAL SCHOOL REQUEST</b>	<b>80,900,750</b>	<b>82,423,692</b>	<b>47,678,734</b>	<b>84,136,901</b>	<b>1,010,742</b>
	<b>TOTAL GENERAL FUND</b>	<b>173,848,981</b>	<b>180,261,434</b>	<b>107,302,585</b>	<b>186,300,014</b>	<b>5,059,467</b>

**TOWN OF PLYMOUTH**  
**FY2016 OPERATING BUDGET**

ITEM #	DEPARTMENT/CATEGORY	2015 Original Budget	2015 Revised Budget	2015 Expended	2016 Advisory & Finance Committee Recommendation	\$\$\$ Over/Under 2016 to 2015 Revised Budget
<b><u>AIRPORT BUDGET</u></b>						
<b>  AIRPORT OPERATING</b>						
52	Personal Services	465,739	486,222	321,471	490,175	3,953
53	All Other Expenses	2,073,170	2,073,170	1,319,077	2,282,415	206,603
	<b>Total Operating</b>	<b>2,538,909</b>	<b>2,559,392</b>	<b>1,640,548</b>	<b>2,772,590</b>	<b>210,556</b>
54	Indirect Cost	194,979	194,979	194,979	194,979	-
	<b>Total Airport Budget</b>	<b>2,733,888</b>	<b>2,754,371</b>	<b>1,835,527</b>	<b>2,967,569</b>	<b>210,556</b>
<b><u>SEWER BUDGET</u></b>						
<b>  SEWER OPERATING</b>						
55	Personal Services	322,780	283,894	166,784	282,147	(1,747)
56	Other Expenditures	1,970,707	1,970,707	1,251,111	2,025,633	35,778
57	Sewer Enterprise Debt	2,156,677	2,064,985	1,909,897	2,191,444	126,459
	<b>Total Operating</b>	<b>4,450,164</b>	<b>4,319,586</b>	<b>3,327,792</b>	<b>4,499,224</b>	<b>160,490</b>
58	Indirect Cost	352,692	323,048	323,048	288,161	(34,887)
	<b>Total Sewer Budget</b>	<b>4,802,856</b>	<b>4,642,634</b>	<b>3,650,840</b>	<b>4,787,385</b>	<b>125,603</b>
<b><u>WATER BUDGET</u></b>						
<b>  WATER OPERATING</b>						
59	Personal Services	1,013,672	1,070,186	745,740	1,068,529	(1,657)
60	Other Expenditures	1,221,881	1,221,881	502,963	1,231,610	(30,789)
61	Water Enterprise Debt	1,008,818	895,668	178,081	1,186,892	291,224
	<b>Total Operating</b>	<b>3,244,371</b>	<b>3,187,735</b>	<b>1,426,785</b>	<b>3,487,031</b>	<b>258,778</b>
62	Indirect Cost	1,182,317	1,182,317	1,182,317	1,240,540	58,223
	<b>Total Water Budget</b>	<b>4,426,688</b>	<b>4,370,052</b>	<b>2,609,102</b>	<b>4,727,571</b>	<b>317,001</b>
<b><u>SOLID WASTE BUDGET</u></b>						
<b>  SOLID WASTE OPERATING</b>						
63	Personal Services	320,935	336,848	172,599	315,689	(21,159)
64	Other Expenditures	1,882,419	1,492,017	782,898	1,961,554	437,967
	<b>Total Operating</b>	<b>2,203,354</b>	<b>1,828,865</b>	<b>955,496</b>	<b>2,277,243</b>	<b>416,808</b>
67	Indirect Cost	303,491	270,761	270,761	268,198	(2,563)
	<b>Total Solid Waste Budget</b>	<b>2,506,845</b>	<b>2,099,626</b>	<b>1,226,257</b>	<b>2,545,441</b>	<b>414,245</b>
<b>TOTAL ENTERPRISE FUNDS</b>		<b>14,470,277</b>	<b>13,866,683</b>	<b>9,321,726</b>	<b>15,027,966</b>	<b>1,067,406</b>
<b>TOTAL FY2016 BUDGET</b>		<b>188,319,258</b>	<b>194,128,117</b>	<b>116,624,311</b>	<b>201,327,980</b>	<b>6,126,873</b>

## FY2016 ADVISORY & FINANCE COMMITTEE – BUDGET SUB-COMMITTEES

### **A Administration/Misc/Marine & Environmental Affairs**

#123 Town Manager/Board of Selectmen	#292 Animal Control	#482 Airport Enterprise
#152 Human Resources	#295 Harbor Master	#910 Member Benefits
#161 Town Clerk	#427 Natural Resources	#945 Town Insurance

### **B Department of Finance**

#114 Moderator	#146 Treasury & Collections	#755 Bond Issuance
#129 Salary Reserve Fund	#155 Information Technologies	#911 Pension Contributions
#130 Fuel/Utility Fund	#158 Tax Title Foreclosures	#913 Unemployment Compensation
#132 FinComm Reserve Fund	#710 Long Term Debt	#914 Member Insurance
#133 Finance & Accounting Division	#750 Long Term Interest	#915 OPEB Trust Funding
#138 Procurement	#752 Short Term Interest	#916 Compensated Absences
#141 Assessing	#753 Misc Interests	

### **C Public Safety Services**

#210 Police Department	#291 Emergency Management
#220 Fire Department	#293 Parking Enforcement

### **D Public Works**

#411 Engineering	#425 Fleet Maintenance	#490 Crematory
#420 Highway	#433 Solid Waste-Town & School	#491 Cemetery
#421 DPW Administration	#433 Solid Waste Enterprise	#492 Parks & Forestry
#422 Building Maintenance	#440 Sewer Enterprise	#630 Recreation
#423 Snow & Ice	#450 Water Enterprise	

### **E Planning & Development/Community Resources/Inspectional Services**

#175 Community Planning	#510 Board of Health	#549 Disabilities Commission
#189 Redevelopment Authority	#541 Council on Aging	#610 Library
#241 Building & Zoning	#543 Veterans Services	#695 1749 Courthouse

### **F Public Schools**

#300 Plymouth Public Schools	#390 Medicaid Reimbursement	#391 Out of District Transportation
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To: Advisory & Finance Committee  
From: Budget Sub-Committee A- Administrative /Airport/ Clerk/Misc Services/ Marine & Environmental  
Shelagh Joyce, Chair  
Committee Members - Cornelius Bakker, Ethan Kusmin, Kevin Lynch, John Moody, Harry Salerno  
Date: February 25, 2015  
Subject: Sub-Committee A - FY2016 Budget Review & Recommendations

### **Budget Summary: #123 Town Manager**

Proposed FY2016 Budget	Total:	\$918,282	Personnel:	\$498,082	Other:	\$420,200
FY2015 Budget	Total:	\$896,831	Personnel:	\$476,631	Other:	\$420,200
FY2014 Actual	Total:	\$845,769	Personnel:	\$462,594	Other:	\$384,815

### **Department Synopsis**

The Town Manager provides for the professional day to day management of town government as well as carrying out the policies and directives set by the Board of Selectmen. The Town Manager's office includes five full time personnel. Assistant town manager Michael Galla met with the Sub-Committee.

Town Manager: Melissa Arrighi

Assistant Town Manager: Michael Galla

### **Budget Observations**

Total town manager's budget shows an overall 2.4% increase or \$21,451. Two line items in personnel services account for the overall 4.5% or \$21,451. increase. One increase is the salary raise for the town manager of \$25,113. The other increase is from a one time lump sum sick and vacation payout of \$17,750. for the town manager. In FY15 the budgeted buy back provision was \$9,000. In last years budget the town manager opted not to exercise this benefit. There has been budgeted a salary decrease from FY15 to FY16 of \$7,509. for the vacant administrative position in the town manager's office.

The town manager has spending authority over the Cable Services Revolving Fund. The FY16 budget request is for \$38,000 - \$5,000. for consulting/legal services and \$33,000. for expenses related to relicensing the Verizon and Comcast contracts. The Comcast contract expires in 2023; a 15 year contract. The Verizon contract expires in 2016. The balance of the fund on 12/31/14 is \$63,097.23.

### **Initiatives & Opportunities**

Reduce the amount of the cable services revolving fund request from \$38,000. to \$33,000; \$5,000. for consulting and reduce the relicensing expense amount from \$33,000. to \$28,000. This recommendation is based on the Verizon contract expiring in calendar year 2016. The Comcast contract is expiring in 2023; eight years from now. In the last ten years the cable services revolving fund has been funded with different dollar amounts – FY06 and FY07 was \$5,000; FY08 was \$11,000; FY09 and FY10 was \$15,000; FY2011 was \$30,000; FY2012 was \$10,000; FY13, FY14 and FY15 was \$38,000.

### **Recommendations**

The Sub-Committee recommends the town manager's budget be approved as submitted at \$918,282 and the cable services revolving fund be approved at \$33,000; \$5,000. less than requested.

**Comments / Other** With the leaving of the special assistant and the promotion of the BOS admin assistant to this special assistant's position there will be a net decrease in salaries of \$6,854. in FY15 by doing some reconfiguring of these two positions.

## **Budget Summary: #152 Human Resources**

Proposed FY2016 Budget	Total:	\$308,044	Personnel:	\$220,399	Other:	\$87,645
FY2015 Budget	Total:	\$322,993	Personnel:	\$222,348	Other:	\$100,645
FY2014 Actual	Total:	\$257,650	Personnel:	\$196,244	Other:	\$61,406

### **Department Synopsis**

The Human Resources department oversees all Human Resources of the Town. This includes hiring, benefits, in-service medical evaluations and managing healthcare and benefit consultants. The department consists of three full time personnel.

Human Resources Director: Cindy DePina

### **Budget Observations**

Total budget shows an overall 4.63% decrease or \$14,949. There is a 8.53% decrease in technical services or \$5,550; which is a result of no expected collective bargaining reclassifications.

We wanted to share the past three years calendar years of employment related statistics.

Active employees went from 478 in 2012 to 499 in 2013 to 511 in 2014; an overall increase from 2012 to 2014 of 7%. Seasonal/temp employees remained fairly consistent – 123 in 2012 and 2013, increasing to 128 in 2014.

New hires in 2012 and 2013 were the same amount; 24 new hires in each year. In 2014 there was a significant increase of 42 new hires; an increase of 75%. Out of the 42 new hires in 2014 there were 17 new police officers and 2 firefighters; 45% of the 2014 new hires.

Employees that retired/terminated/resigned was fairly consistent in each year – 29 in 2012, 33 in 2013 and 30 in 2014. This is an attrition rate of 6%.

Number of promoted employees varied from year to year – 24 in 2012, 12 in 2013 and 31 in 2014.

In 2014 a total of 54 claims were filed for unemployment benefits; 40 were former School employees.

### **Initiatives & Opportunities**

We applaud the results of the new contracted services with Health Express. In addition to the monetary advantage that the Health Express agreement offers there are additional benefits. They include Health Express providing weekend hours, providing faster turnaround on services needed by employees out on workmen's compensation and offering additional conveniences for employees e.g. X-Ray services on site. These services were previously obtained at Jordan Hospital.

### **Recommendations**

The Sub-Committee recommends the human resources budget be approved as submitted at \$308,044.

### **Comments / Other**

In 2014 there were a total of 1957 employees. There are 1446 school employees; 1021 FT and 425 PT. The remaining 511 are in the police, fire and town non-school divisions. Out of the 1957 employees there were 217 or 11% injured on the job/in the line of duty. The school department had 102 injured employees; there were 24 firefighters injured; the police department had 49 police officers injured and the Town non-school had 42 injured employees.

### **Budget Summary: #161 Town Clerk**

Proposed FY2016 Budget	Total:	\$497,537	Personnel:	\$295,647	Other:	\$201,890
FY2015 Budget	Total:	\$498,386	Personnel:	\$297,777	Other:	\$200,609
FY2014 Actual	Total:	\$473,119	Personnel:	\$253,289	Other:	\$219,830

### **Department Synopsis**

The Town Clerk's office has five full time personnel who perform services related to the administration and maintenance of all public records. These records include town meeting warrants and minutes, vital records, meeting postings and minutes, vote certification, town census, as well as dog registration and enforcement.

Town Clerk: Laurence Pizer

### **Budget Observations**

Total budget shows a .2% decrease or \$849. The most significant increases are 36.67% or \$880. for book binding and a 13.64% or \$300. for dog licenses. The most significant decreases are 8.02% or \$3,599. in temporary salaries and wages; a result of one less scheduled election and 16.49% or \$521 in overtime.

### **Initiatives & Opportunities**

### **Recommendations**

The Sub-Committee recommends the town clerk's budget be approved as submitted at \$497,537.

### **Comments / Other**

### **Budget Summary: #292 Animal Control**

Proposed FY2016 Budget	Total:	\$143,202	Personnel:	\$136,402	Other:	\$6,800
FY2015 Budget	Total:	\$123,123	Personnel:	\$119,623	Other:	\$3,500
FY2014 Actual	Total:	\$117,405	Personnel:	\$112,405	Other:	\$5,000

### **Department Synopsis**

The Animal Control department has three employees; two full time and one part time. The department operates the town's animal shelter, enforces the town's animal by-laws and provides support for resident encounters with wildlife. It is one of three departments within Marine and Environmental Affairs.

Marine & Environmental Director: David Gould

### **Budget Observations**

Total budget shows a 16.3% increase or \$20,079. The most significant increase is a request for a 2<sup>nd</sup> part time position for \$17,990. There is also an increase of 71.4% or \$2500 for supplies and materials and a brand new line item of \$800 for uniform supplies. The increase in supplies would assist in providing pet food and veterinary care; utilizing the gift account is not a sustainable practice. In prior years the expenses for uniform supplies was charged to the line item of supplies and materials. We feel requesting monies specific for uniform expenses is an appropriate change. The most significant decrease is 100% or \$1125 for uniform allowances.

The director of Marine and Environmental Affairs has spending authority over the Animal Shelter Adoption revolving fund. Over the period of 7/1/13-12/31/14 receipts totaled \$1340 and expenditures totaled \$4515.24. The balance in the account as of 12/31/14 was \$17,758.26. The budget request for FY16 is for \$10,000. in the animal shelter adoption fund. The fund is to be used for the care, health and wealth of the animals, equipment and supplies.

### **Initiatives & Opportunities**

The request for the second part time staffer (19 hrs/week) would cover afternoons, vacations and weekends in the summer months. Requesting a 2<sup>nd</sup> part time position versus combining the two part time positions into one full time position is a less expensive scenario for the town. Part time positions do not involve additional benefit expenses vs. having a full time position does incur higher benefit costs. There was no request to decrease the \$1800. requested for overtime. As department director Gould would prefer to pay overtime versus having to utilize comp time. In Gould's opinion comp time only makes the need for additional staff more acute.

### **Recommendations**

The Sub-Committee recommends the animal control budget be approved as submitted at \$143,202.

### **Comments / Other**

The town's kennel is scheduled to be staffed 7am-4pm seven days a week.

### **Budget Summary: #295 Harbor Master**

Proposed FY2016 Budget	Total:	\$347,053	Personnel:	\$320,653	Other:	\$26,400
FY2015 Budget	Total:	\$328,612	Personnel:	\$304,787	Other:	\$23,825
FY2014 Actual	Total:	\$323,776	Personnel:	\$299,351	Other:	\$24,425

### **Department Synopsis**

The Harbor Master provides for the protection of life, property and natural resources on Plymouth's waterways. The department is responsible for search and rescue, responds to boating emergencies, enforces boating laws, and management of moorings, shellfish, dockage and maintenance of town piers. The department consists of four full time employees. One of these four employees is allocated between the harbor (44%) and the state boat ramp (56%). There are also four part time employees and six seasonal employees.

Department Manager: Chad Hunter

### **Budget Observations**

Total budget requests amount to an overall increase of \$18,441. or 5.61%. Personnel services are an increase of \$15,866. or 5.2%. Harbor Master expenses are an increase of \$2,575. or an increase of 10.8%. The major increase is \$10,120. or 13.4% in seasonal salaries. Other small dollar increases are \$150. (7.32%) for meetings and \$400. (8.89%) for supplies and materials.

The Harbor Master has spending authority over the State Boat Ramp revolving fund of an amount not to exceed \$60,000. This fund is to be used for FT and PT staff as well as for expenses managing the boat ramp. The fund allocation is broken down into 56% of salary and benefits for the assistant harbormaster (\$29,408 salary plus \$10,293 benefits); two seasonal harbormaster assistants at \$7,917. each; \$2,000. for materials and maintenance and \$1,000. = \$58,535. The balance in the account as of 12/31/14 was \$59,593.94.

### **Initiatives & Opportunities**

#### **Recommendations**

The Sub-Committee recommends the harbor master control budget be approved at \$345,053.; \$2,000. less than requested. The \$2,000. is a result of eliminating for this year the seeds for the shellfish propagation program.

#### **Comments / Other**

In FY15 the harbormaster division was able to secure grants and state funds totaling \$2,889,232. This is comprised of \$2,750,000 for T-Wharf reconstruction, \$124,000 for port security training and equipment, \$12,232 for harbor pump out replacement and \$3,000 for aquaculture.

The seasonal harbor assistants work a 20 week calendar; late May – early October.

The Harbor Master has requested four capital equipment items that cost a total of \$47,750. The requests include two acoustic buoys (\$4,000); a re-power safe boat (\$36,000); a re-power pump-out boat (\$3,750) and a small outboard motor (\$4,000). The pump-out system helps keep the harbor and beaches clean and the shellfish beds open.

### **Budget Summary: #427 Natural Resources (formerly Environmental Management)**

Proposed FY2016 Budget	Total:	\$426,936	Personnel:	\$353,386	Other:	\$73,050
FY2015 Budget	Total:	\$402,003	Personnel:	\$327,603	Other:	\$74,400
FY2014 Actual	Total:	\$359,252	Personnel:	\$264,590	Other:	\$94,663

#### **Department Synopsis**

The Natural Resources division provides services that help ensure the protection and maintenance of Plymouth's natural resource assets which include Long Beach, lakes, ponds and inland fisheries. As part of its duties the department conducts biological and nutrient monitoring programs, water sampling and water testing. Every year it also coordinates Hazardous waste collections days in the fall and spring. The department consists of five employees including the Director of Marine and Environmental Affairs, two environmental technicians and one natural resource warden.

Marine & Environmental Director: David Gould

#### **Budget Observations**

Total budget increases amount to \$20,999. or 6.2%. There are four significant increases requested. They consist of a request for an additional FT natural resource warden at a salary cost of \$49,047. As the town continues to acquire conservation land via purchasing hundreds of acres every year with CPC funds or obtaining land by non payment of taxes the Natural Resources division acreage increases exponentially. There is also a request for an operating expense of \$6,000. that would pay for a software "Park Watch" system. This watch system would allow the public to report violations via the web or from their mobile device, provide a GPS location of the suspected violation and allow data collection and reporting on the violations. The third increase shows an increase of \$3934. for a sick time buyback for the department manager . The fourth large increase is \$2,500. or 50% as a result of increased DEP compliance fees. This increase is needed due to the uptick in developers wanting to potentially build on land that may have contaminated soil in the area. The most significant decrease is \$1,900. or 55.88% from a reduction in meetings and training workshops.

The director of Marine and Environmental Affairs has spending authority over the Plymouth Beach fund .This fund is used for FT and PT salaries of seasonal staff and police detail coverage. It is also used for providing maintenance and services on Plymouth Long Beach as well as repairs to the seawall. There is also a \$15,000. line item for storm damage contingencies. The balance in the account as of 12/31/14 was \$116,710.99. The budget request for FY16 for the Plymouth Beach revolving fund is \$228,700. Revenue sources for this account are from Long Beach 4X4 stickers and daily parking fees at Plymouth Beach. The director of Marine and Environmental Affairs also has spending authority over the CPA Conservation Land fund of \$1,000. This fund is used for the care, maintenance, necessary signage and other improvements related to land acquired with CPA funds. The balance in the account as of 12/31/14 was \$813.68. The budget request for FY16 is for \$1,000.

#### **Initiatives & Opportunities**

#### **Recommendations**

The Sub-Committee recommends the natural resources budget to be approved as submitted at \$426,936.

#### **Comments / Other**

In FY15 the natural resources division was able to secure funds, some of it being state funds, totaling \$995,475. This is comprised of ten different line items ranging from \$712,738. for the Plymco Dam removal, \$54,095. for the dam off Billington St to \$8,808. for trail grant improvements.

### **Budget Summary: #482 Airport Enterprise**

Proposed FY2016 Budget	Total:	\$2,772,590	Personnel:	\$490,175	Other:	\$2,282,415
FY2015 Budget	Total:	\$2,559,392	Personnel:	\$486,222	Other:	\$2,073,170
FY2014 Actual	Total:	\$2,084,843	Personnel:	\$403,083	Other:	\$1,681,760

### **Department Synopsis**

The Airport Enterprise fund provides for the development, operation and maintenance of the Plymouth Municipal Airport in a safe, efficient and fiscally responsible manner that promotes general aviation, it helps stimulate the economy and supports the local community. Airport management is responsible for adhering to all federal, state and local regulations.

Revenue generated by airport operations includes the sale of aviation fuel, landing/tie down fees and land leases; which funds the budget in its entirety. Airport staff consists of 6 full time (FT) staff and 2 part time (PT) staff. There are 3 vacant positions – one FT and 2 PT. They will continue to not be filled due to the decreased airport volume from prior years (2008-2009) that have not sufficiently recovered.

Airport Manager: Tom Maher

### **Budget Observations**

Total budget requests show a 10.1% increase or \$209,245. The most significant increases are a 19.3% increase or \$11,000 in electricity and a 10.5% increase or \$200,000 in aviation fuel. The most significant decreases are 11.7% or \$1,420 in repair and maintenance vehicles and 10.0% or \$500 in office supplies.

The amount of fuel purchased is partially dictated by the airport's storage capacity. Fuel is usually purchased every 7-8 days.

The overtime budget of \$39,000 is used primarily for snow and ice removal and for off hours coverage. YTD FY15 for overtime is \$33,150. Snow and ice removal is done by airport staff.

Insurance premiums are projected to only increase by 2.2% due to the decreased number of aircraft disasters. The airport liability coverage is \$20,000,000.

### **Initiatives & Opportunities**

Many taxiway lights were converted to LED lights last year. The plan is for other lights to be converted to LEDs. The total transition to LED lights will take approximately 4-5 years to complete.

### **Recommendations**

The Sub-Committee recommends the airport enterprise fund to be approved as submitted at \$2,772,590.

### **Budget Summary: #910 Member Benefits**

Proposed FY2016 Budget	Total:	\$5,592,454	Personnel:	0	Other:	\$5,592,454
FY2015 Budget	Total:	\$5,276,116	Personnel:	0	Other:	\$5,276,116
FY2014 Actual	Total:	\$4,392,758	Personnel:	0	Other:	\$4,392,758

### **Department Synopsis**

The Member Benefits budget funds programs that provide benefits and coverage for town employees. Programs include employment coverage for Workers Compensation, disability insurance, life insurance and healthcare coverage for retirees. Other programs include a deferred compensation match, a wellness program and benefits for in-service injury and illness.

### **Budget Observations**

The overall budget for FY16 shows an overall increase of 6.0%. The primary drivers for the increase includes 50.38% or \$67,000 in 111F claims (workmen comp claims by police or fire); 102.48% or \$70,705. for life insurance for active employees and retirees; \$108,880 or 12.4% for Managed Blue and \$100,849 or 7.13% for Medicare Part B premiums. The 111F increase has two contributing factors – an increase in claims and an increase in payroll costs due to a larger employee base. The life insurance increase is broken down into the two categories of staff - \$27,482. for active town staff and their retirees; \$43,223. for active school staff and their retirees. The budgeted Managed Blue increase of 12.4% is based on a projected 5% increase in the premium and an increase in employees participating in the benefit. Medicare Part B premiums rise every year due to the historical 6-7% increase in retirees.

Two significant decreases are \$90,023 or 33.97% for deferred compensation match and \$23,000. or 13.53% for Medicare Part B penalty. The major budgeted decrease for the deferred compensation match is due to less police personnel taking advantage of the recently instituted compensation match than anticipated. The budgeted decrease in Part B penalty funds is due to the continuing decreasing number of retirees that fall under this category.

### **Initiatives & Opportunities**

The increase in 111F claims has increased significantly in recent years. This increase is due to the rise of more serious injuries incurred by police and fire personnel as well as the overall increase of police officers on the force. The committee suggests the town look into the opportunity of increasing the offerings and participation of employee in wellness like programs; this may possibly help contribute to a decrease in claim activity. The amount of 100B claims is budgeted in FY16 at \$270,000. Plymouth's 100B claims are higher than other towns. We recommend the town research the factors contributing to the high claims and suggest possible ways to improve upon the claim activity.

### **Recommendations**

The Sub-Committee recommends the member benefits be approved as submitted at \$5,592,454.

### **Comments / Other**

We recommend that town administrators and employees work collaboratively exploring low cost-high yield benefit offerings that would be sensitive to the needs of the Plymouth taxpayer as well as the active employee population.

### **Budget Summary: #945 Town Insurance**

Proposed FY2016 Budget	Total:	\$983,510	Personnel:	0	Other:	\$983,510
FY2015 Budget	Total:	\$851,113	Personnel:	0	Other:	\$851,113
FY2014 Actual	Total:	\$794,373	Personnel:	0	Other:	\$794,373

#### **Department Synopsis**

This budget covers the Town's property and liability insurance costs.

#### **Budget Observations**

Total budget shows a 14.92% increase or \$127,700.

#### **Initiatives & Opportunities**

The town takes advantage of a 4% discount by paying the premium in early July. The town utilizes the power of the MIA to negotiate for best pricing. Plymouth also receives other discounts via training sessions they participate in periodically. They have investigated the possibility of increasing deductibles to help lower premium costs.

#### **Recommendations**

The Sub-Committee recommends the town insurance budget be approved as submitted at \$983,510.

#### **Comments / Other**

The formulation of the town insurance budget is done in conjunction with the town manager's office. Last year the town bought a new policy; namely a harbor master policy. Money is returned to the town at the end of the year in the form of dividends based on claim activity.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee B Department of Finance  
 Harry Salerno (Chair), Michael Hanlon, Christopher Merrill, Marc Sirrico  
 Date: February 18, 2015  
 Subject: Sub-Committee B Budget Review & Recommendations

The sub-committee would like to thank the Finance Director Lynne Barrett and the other finance division heads for taking the time to meet with our sub-committee to review the FY '16 budget.

The Finance department and its divisions support and perform all the financial functions of the town, from revenue billing, collection, financial reporting, recording, auditing, maintaining, expense disbursements, procurement, payroll and technology. Many of the critical functions of the Finance Department are required under Massachusetts General Laws, the Department of Revenue, and Division of Local Services.

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#### **Department of Finance: 114 Moderator**

	Total	Personnel	Other
Proposed FY16 Budget	\$2,100	\$2,000	\$100
Current FY15 Budget	\$2,100	\$2,000	\$100
Prior Year FY14 Actual	\$2000	\$2000	\$0

#### **Department Synopsis**

This is an annual stipend paid monthly for the Town Moderator. There was an increase in 2014 when the Moderator stopped receiving town funded health insurance. The \$2,000 recommended stipend is the result of a citizen's committee study in 2011 and subsequent approval by Town Meeting. There was a new \$100 expense in FY15 to cover the cost of the Moderators Association Conference, which in past practice had been charged to the Finance Department.

**Recommendation:** The sub-committee recommends approval of a budget of \$2,100.00 for the Town Moderator. Funding for this elected position is voted by Town Meeting annually as Article 6.

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#### **Department of Finance: 132 FinComm Reserve Fund**

	Total	Personnel	Other
Proposed FY16 Budget	\$130,000	\$0	\$130,000
Current FY15 Budget	\$126,000	\$0	\$126,000
Prior Year FY14 Actual	\$130,000	\$0	\$130,000

#### **Department Synopsis**

The FinComm Reserve is budgeted for \$130,000. This item is used to fund unexpected emergency Town expenses due to unforeseen circumstances. Examples include special elections, fuel and utilities, and town wharf emergency repairs. As requests for funds are made to the Finance Committee and are approved the funds are transferred out of this reserve to the appropriate account. Thus the balance in this account is reduced by these transfers. The entire amount of the FY14 was expended. There is no expectation for special Solid Waste Reserve for FY2016 as was done for FY2014.

	FY14	FY15
Fire Department	Repair & Maint. Vehicles	\$ 25,000
DPW	Snow & Ice Deficit	\$105,000
Council on Aging	Repairs sewer backup	\$ 4,000
Harbor Master	Repairs boat engine	\$ 3,632
Current balance		\$122,368

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$130,000.

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### **Department of Finance: 129 Salary Reserve Fund**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed FY16 Budget	\$100,000	\$0	\$100,000
Current FY15 Budget	\$728,338	\$0	\$728,338
Prior Year FY14 Actual	\$241,828	\$0	\$241,828

#### **Department Synopsis**

The Salary Reserve Fund is budgeted to cover salary issues that have not been resolved. The reserve account for FY'16 has decreased by \$628,338.

**Budget Observations:** While the union contracts are all up for renegotiation this year, no amount has been put into this account for possible increases as the amount is not reasonably estimable at this time.

This account is intended to cover some overtime issues and the impact of the raise in the minimum wage on personnel costs, particularly seasonal employees.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectman recommended budget of \$100,000.

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### **Department of Finance: 133 Finance and Accounting Division**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed Budget	\$574,184	\$444,821	\$129,363
Current Budget	\$584,162	\$451,042	\$133,120
Prior Yr. FY14 Actual	\$533,924	\$410,260	\$123,664

#### **Department Synopsis**

The Department has a staff of 6 including the Director. The Finance and Accounting Division is responsible for maintaining the Town's financial records and budget analysis. The Town's Internal Auditor reports into this division administratively.

**Budget Observations :** Personnel Services has decreased by \$6,221 or 1.4% from 2015 budget. Salaries and Wages decreased \$4,371 (1%), Overtime decreased \$500 (11%) and Sick Leave Buyback decreased by \$1,350 (45%) taking effect in FY16.

All the department of finance salaries will be up for renegotiation this year. New union contracts will be negotiated for 2016, 2017, and 2018. Nonunion employee salaries will also need to be addressed. There is no provision in these accounts for these potential adjustments.

There is a net decrease in the Division's Other Expenses of \$3,757 (3%). The largest item to change in this area is an estimated decrease of \$14,625 in the Accounting and Auditing expenses.

The Division continues to employ and receive the benefit from the Internal Auditor. The auditor follows work programs designed by the Town's outside auditors. The position of internal auditor has not only benefitted the Finance Department but all other departments throughout the town as it will hopefully create department efficiencies and streamline departments to become more cross-functional resulting in increased productivity and lower cost for individual departments. This position was instrumental in the unraveling of the Board of Health situation. In addition, the Town was able to negotiate a flat price of \$81,000 for fiscal year 2014, 2015 and 2016 audits. The Town Manager signed that contract in May 2014. Management was able to use the Internal Auditor as a source of support for that.

**Initiatives & Opportunities:** The ongoing implementation of several modules within the MUNIS system, including Benefits Enrollment and Employment Application and On-Boarding are anticipated to keep improving the efficiency of those processes by replacing paper-based process with electronic. A minor increase in Training costs supports those initiatives.

**Recommendation:** The sub-committee recommends approval of the Board of Selectmen recommended budget of \$574,184.

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### **Department of Finance: 138 Procurement**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed FY16 Budget	\$479,288	\$163,525	\$315,763
Current FY15 Budget	\$449,435	\$161,176	\$288,259
Prior Year FY14 Actual	\$465,182	\$153,026	\$312,156

#### **Department Synopsis**

The Procurement Department is responsible for organizational purchasing services for the Town. Organizational purchasing is substantially different from consumer purchasing. Within the constraints of legal and statutory regulations organizational purchasing has the objective of ensuring effective operations, strategic planning, and competitiveness. The core principles of centralized purchasing are economies of scale, standardization of products, consolidations of supplies, purchasing policies, financial controls, and common information. The Department has one Procurement Officer, a procurement assistant and an administrative assistant.

**Budget Observations:** Total budget has increased by \$29,853 or 6.6% from the 2015 budget. There are some relatively minor swings in several of the accounts. These are dwarfed by the increase in Office Supplies of \$27,000 (34.2%). This is the result of a decision to make a realistic assessment of the costs. In the past the Division has consistently overspent this account and would like the budget to reflect a more experienced based amount. categories. The next largest increase is in personnel of \$2,349 (1.5%).

As in the past, the unexpended amount in the current budget for Printing is ultimately expected to be spent. These are seasonal expenses and are expected to catch up with the budget.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$479,288.

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### **Department of Finance: 141 Assessing**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed FY16 Budget	\$465,957	\$417,422	\$48,535
Current FY15 Budget	\$492,656	\$418,941	\$73,715
Prior Year FY14 Actual	\$395,551	\$379,332	\$16,220

#### **Department Synopsis**

This department works with the five-member appointed Board of Assessors and is responsible for valuing all real and personal property; annually submitting a tax rate recapitulation summary (recap sheet) for approval by the Massachusetts Department of Revenue and every three years recertifying the value of the town by doing field and data review of the community in an attempt to maintain equitable values. Additionally, the department is responsible for the Motor Vehicle Excise bills.

**Budget Observations:** The department has a staff of 8. The majority of the expenses for this department are personnel costs. The size of the staff and the salary levels reflect that the Department does all of the real estate assessments and the revaluations in-house.

The revaluation process was contracted out at \$40,000 last year instead of adding a full-time employee. The \$40,000 budgeted in this year is for the annual cost of cyclical inspections. In addition, last year there was an additional \$25,000 included in the budget for valuation services of electrical generation facilities that is not in this year's budget. It should be noted that the budget has thus decreased by \$26,699 or (5.4%).

As noted in last year's report, the bookbinding costs have been eliminated this year as documents are captured electronically.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$465,957.

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### **Department of Finance: 146 Treasury and Collection**

	Total	Personnel	Other
Proposed FY16 Budget	\$551,230	\$528,645	\$22,585
Current FY15 Budget	\$545,055	\$523,895	\$21,160
Prior Year FY14 Actual	\$541,919	\$540,248	\$1,672

#### **Department Synopsis**

The department is responsible for collecting taxes quarterly, vehicle excise, beach stickers, dump stickers and most other taxes and fees the Town collects. In addition the department is responsible for the Treasury functions for the Town including cash management, debt issuance, investing Town funds etc.

**Budget Observations:** The department has a full time staff of 10 people as well as four seasonal workers. The seasonal staff will cost \$18,600 which is a reduction from 6 seasonal people in prior years. In addition, this year the seasonal staff will be staggered; with some working 7 weeks and others working 12 weeks, for an expense reduction of \$1,920. They will work during the busy late spring and early summer season to sell stickers for the transfer station and beaches and to help with the data entry. The other large expense is \$19,400 for Financial and Banking Services. Other expenses are minimal the largest being training specific to the Treasurer's office (\$1,500). There is also an expense of \$1,350 for mileage reimbursement (see below).

**Initiatives & Opportunities:** The Committee questioned the mileage reimbursement and determined that the bulk of it is for trips to the bank to make deposits. Since deposits are made quite frequently, the Committee recommends looking into an Armored Car service to pick up deposits. The amount of cash deposits can vary based on the time of year and what may be due. While such a service would not produce a cost savings, it could cost the Town upwards of \$9,000, nonetheless it may be a wise course for the Town to follow. The cost could probably be managed downwards if scheduled seasonally and not daily.

**Recommendation:** The sub-committee recommends approval of the Board of Selectmen recommended budget of \$551,230.

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### **Department of Finance: 155 Information Technologies Division**

	Total	Personnel	Other
Proposed FY16 Budget	\$754,913	\$332,907	\$422,006
Current FY15 Budget	\$694,524	\$332,249	\$362,275
Prior Year FY14 Actual	\$632,564	\$312,379	\$320,185

#### **Department Synopsis**

The goals of the division are to maintain a municipal area network connecting all town buildings; train town personnel on the use of new computer technologies; support and maintain the town's municipal area network; provide a stable infrastructure on which to build; and implement technologies allowing other departments to more efficiently accomplish their goals. Plymouth has more than 50 miles of fiber optic cables installed throughout town that connect all town and school buildings.

#### **Budget Observations:**

The department has a staff of 4, one of whom serves the Police Department. Personnel costs have an increase of a nominal amount (\$658 or 0.2%) mainly through a reduction in budgeted overtime of \$2500.

The increase of \$59,731 (16.5%) under "other expense" is mainly the result of a \$25,000 increase in the Tyler-Munis maintenance contract and the addition of a maintenance contract on the Zobrio Cash Management System of \$25,700. There is also an increase in budgeted consulting fees of \$4,200. Consulting Fees will allow the Department Head to bring in a specialist for a quick fix in any area where they do not have the in house expertise.

The IT department manager generates revenue (app. \$2,500 annually) for the town by selling advertisements through the Town Website and supporting the General Fund operating budget.

**Note:** The glitch in the payroll system that enjoyed some notoriety this fiscal year is expected to be fixed in the Spring release of a new version of Munis. Changes with the bank controls have also been implemented to reduce the possibility of a reoccurrence.

**Recommendation:** The sub-committee recommends approval of the Board of Selectman recommended budget of \$754,913.

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### **Department of Finance: 130 Fuel/Utility Fund**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed FY16 Budget	\$1,894,000	\$0	\$1,894,000
Current FY15 Budget	\$1,973,904	\$0	\$1,973,904
Prior Year FY14 Actual	\$1,939,734	\$0	\$1,939,734

#### **Department Synopsis**

This fund is a central cost center for all of the Town's electricity, heat and vehicle fuel.

#### **Budget Observations:**

The 2015 budget reflects a net decrease of 4.0% or \$79,904. This is the result of rather substantial reduction in anticipated costs of Vehicle fuel. The combined vehicle & marine fuel reduction is \$145,100. This reduction is supplemented by an increase by Net Metering Credits as follows:

	<b>FY2015</b>	<b>FY2016</b>
Solar Farm Electricity	\$194,888	\$232,000
Net Metering Credits	(\$317,734)	(\$394,000)
Net reduction in Utility Expense	(\$122,846)	(\$162,000) (\$39,154)

The difference is made up of line item increases in heat and electricity costs.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$1,894,000.

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### **Department of Finance: 158 Tax Title Foreclosure**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed FY15 Budget	\$365,202	\$0	\$365,202
Current FY14 Budget	\$365,202	\$0	\$365,202
Prior Year FY14 Actual	\$238,354	\$0	\$238,354

#### **Department Synopsis**

The '16 budget is level funded from FY14. Land court recordings and legal services are the primary costs in this budget. These costs, primarily associated with real estate tax liens and foreclosures, are usually recovered by the Town when the taxes are ultimately paid. Land Court recordings are allowed to be raised on the Recap and not included in the budget which was the practice historically. However, the Town and FinComm believe that including this expenditure in the budget provides more visibility and transparency.

#### **Budget Observations**

The Land Court filing fee is \$515. The budget is estimated at 275 filings which is the same as the number of filings in last year's budget. This is based on anticipated Land Court filings. This is usually ultimately recovered.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$365,202.

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### **Department of Finance: Debt and Interest**

Cost Center	2012	2013	2014	2015	2016	Variance
710 Long Term Debt	6,887,182	5,806,687	7,157,299	6,636,095	7,761,947	1,125,852
750 Long Term Interest	3,346,083	3,190,501	3,982,699	3,773,137	4,468,544	695,407
752 Short Term Interest	64,022	183,834	2,812	136,630	214,000	77,370
753 Misc. Interest	5,000	55,348	2,057	5,000	5,000	0
755 Bond Issuance Costs	44,246	17,596	1,500	50,000	50,000	0
TOTAL	10,346,533	9,253,966	11,146,367	10,600,862	12,499,491	1,898,629

#### **Budget Observations**

Long term debt reflects principal payments due on existing debt. The two largest increases are \$400,000 and \$310,000 for South High School and Federal Furnace HVAC respectively. This budget reflects an increase of 17% in principal payments.

Long term interest is the interest on existing debt. This budget reflects an 18.4% increase.

Short term interest is on new approved projects in their early stages before a long term bond would be issued. Bonds are generally sold every two years which happened last year. There are only 2 items in this years budget, New Town Hall Complex \$200,000 and the Waterfront Promenade design \$14,000.

Miscellaneous interest is primarily interest paid on tax abatements and other such items.

Bond Issuance Costs are the costs of issuing bonds and Bond Anticipation Notes paid up front such as legal, printing, etc. that are not covered by bond premiums. Generally borrowing is done every two years and FY 2015 was a major borrowing year.

However there may be some short term borrowing this year.

Total outstanding debt at 6/30/2014 is:	Long Term	\$109,967,294
	Short Term	\$ 18,327,800
	Total	\$128,295,094

**Recommendation:** The sub-committee is recommending approval of the Board of Selectmen recommended amounts for each of the debt and interest budgets.

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### **Department of Finance: 911 Pension Contributions**

	Total	Town	School
Proposed FY16 Budget	\$10,575,494	\$7,988,268	\$2,587,226
Current FY15 Budget	\$9,797,679	\$7,450,949	\$2,346,730
Prior Year FY14 Actual	\$9,086,569	\$6,701,506	\$2,385,063

#### **Department Synopsis**

This represents the Town's normal pension funding based on current employees and retirees using actuarial calculations plus an amount needed to amortize the unfunded prior liability. This is done using the State schedule with a long-term goal of being fully funded by 2032. The chart above reflects the town employees and non-education based school employees. The Trust is managed and invested by the Plymouth Retirement Board, a five-member board that meets on a regular basis. The actuarial reports (not reviewed by the subcommittee) indicate that the town is on track to have its pension plans fully funded by 2032. This breaks down as follows (all numbers approximate and in \$000's):

Normal Cost	\$3,700
Amortization of Unfunded Liability	\$6,900

The unfunded liability as of January 1, 2014 is \$128,877,000. Once the Pension is fully funded, the Town's obligation will revert to the then current calculation of the Normal Cost.

**Recommendation:** The sub-committee recommends Approval of the Board of Selectmen requested appropriation of \$10,575,494.

**Initiatives & Opportunities:** The A&F Committee may wish to create a sub-committee to review the Pension, its funding, management and actuarial assumptions. This sub-committee could meet and develop a package of material for review and discussion by the full Committee outside of budget season to develop a broader understanding of the issues within the community. This is a major financial issue for the Town and deserves to have a detailed and thorough review with a goal of understanding the long term plan.

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### **Department of Finance: 914 Member Insurance**

Proposed FY2016 Budget	Total:	\$31,541,090	Personnel:	\$0	Other:	\$31,541,090
FY2015 Budget	Total:	\$28,449,447	Personnel:	\$0	Other:	\$28,449,447
FY2014 Actual	Total:	\$26,491,562	Personnel:	\$0	Other:	\$26,491,562

#### **Department Synopsis**

Member Insurance represents the taxpayer-funded employer contributions to the Healthcare Trust Funds (one for Medical and one for Dental).

#### **Budget Observations**

Overall, the Member Insurance budget shows an increase of \$3,091,643 above the FY2015 appropriation, a 10.87% increase. That increase, while higher than the anticipated national health care trend of 6.9% for private insurance, appears appropriate given Plymouth's claims trend and the balance projections for the Health Insurance Trust Fund.

Plymouth's claims trend for the first five months of FY2015 reflects an average 8.3% month-to-month trend and a 12% increase over FY2014 costs for the same period. The proposed budget increase reflects a conservative approach to funding the Health Insurance Trust Fund by minimizing premium increases for employees and ensuring adequate funding of the Trust to pay estimated claims.

The projected balance of the Health Insurance Trust Fund is expected to fall to approximately \$2.1 million at the end of FY2015, effectively a zero balance since the \$2.1 million represents a reserve for claims incurred but not yet presented for payment, known as Incurred But Not Reported (IBNR) in the insurance industry. The Town is required to raise any negative balance, net of the IBNR, through an increase in the next year's tax rate.

The proposed budget anticipates funding the health care expenses for FY2016 while leaving a balance in the Health Insurance Trust Fund, net of the IBNR, of approximately \$1 million at the end of FY2016. The sub-committee believes that to be a reasonable reserve target to account for the fluctuations in estimated health care costs.

#### **Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended budget amount of \$31,541,090.

#### **Comments / Other**

The sub-committee acknowledges the effort of the Town Manager, Finance Director and Insurance Advisory Committee in establishing conservative funding approach for the Health Insurance Trust. We recognize the substantial challenge that projecting health care costs 18 months into the future represents and supports a conservative approach to ensuring adequate funding of the Health Insurance Trust while minimizing the unencumbered balance carried forward from year-to-year. Excessive conservatism in funding the Trust reduces capital that might be put to better use elsewhere in the Town.

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### **Department of Finance: 915 OPEB Trust Funding**

Proposed FY2016 Budget	Total:	\$650,000	Personnel:	\$0	Other:	\$650,000
FY2015 Budget	Total:	\$145,000	Personnel:	\$0	Other:	\$145,000
FY2014 Actual	Total:	\$146,564	Personnel:	\$0	Other:	\$146,564

#### **Department Synopsis**

The purpose of the OPEB Trust Funding Cost Center is to put aside funds for the Other Post-Employment Benefits obligations of the Town to its employees. The primary component of that liability is retiree health insurance benefits.

#### **Budget Observations**

The FY2016 appropriation is \$650,000, an increase of \$505,000 over the FY2015 funding. The original department request was \$1 million, but was reduced to \$650,000 by the Board of Selectmen. The proposed appropriation is a significant increase (approximately 350%) over FY2015 funding, but remains considerably below the actuarially recommended funding amount (Annual Required Contribution, or ARC) of \$38.98 million.

Because Plymouth currently funds the OPEB liability on a Pay-As-You-Go (PAYGO) basis, a portion of the annual contribution is included in the amount Plymouth funds for Member Insurance for current retirees. The estimated value of that contribution is approximately \$16.4 million (based on the projections in the Actuarial Valuation as of January 1, 2013), leaving a net funding shortfall of \$22.6 million for the Fiscal Year.

While current accounting standards and regulations do not require a municipality to fully fund the ARC, not doing so causes the liability to continue to grow over time in much the same way that a personal credit card balance will grow if an individual makes only the minimum payment.

As of January 1, 2013, the Town's estimated unfunded Actuarial Accrued Liability (or balance due) for the Fiscal Year ending June 30, 2016 is \$537,380,378, assuming no additional contributions to the OPEB Trust for FY2014 through FY2016 (other than income earned on the existing balance). The Actuarial Accrued Liability represents the amount the Town will need to pay over the next 30 years to meet its post-employment benefit obligations to its employees.

#### **Recommendations**

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$650,000.

#### **Comments / Other**

The sub-committee believes it is important to note that funding OPEB liabilities is a significant challenge that Plymouth shares with virtually every other government entity in the United States. Addressing the challenge will require action by parties outside of Plymouth's borders in addition to a cooperative and concerted effort of all directly involved parties – Town Management, Town Employees, union representatives, elected officials, and the taxpayer – to satisfy the Town's current obligation and to limit the continued growth of the liability.

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#### **Department of Finance –Fixed Costs: 913 Unemployment Compensation**

	Total	Personnel	Other
Proposed FY16 Budget	\$200,000	\$0	\$200,000
Current FY15 Budget	\$100,000	\$0	\$100,000
Prior Year FY14 Actual	\$100,000	\$0	\$100,000

#### **Department Synopsis**

This expenditure represents a transfer to the Unemployment Compensation Trust. This item has been moved to the normal operating budget effective fiscal 2014, having previously been handled as a separate Article.

The unemployment trust fund at June 30, 2014 had a balance of **negative \$149.80**. On July 1 an additional \$100,000 was added. The current balance is \$5500. The average annual payment has been running around \$200,000 over the past several years although that included a couple of years in which there were layoffs.

#### **Recommendation:**

The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$200,000.

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#### **Department of Finance: 916 Compensated Absences**

	Total	Personnel	Other	Total Contributions	Fund Balance
Proposed FY16 Budget	\$125,000	\$0	\$125,000	\$125,000	est \$172,000
Current FY15 Budget	\$100,000	\$0	\$100,000	\$0	\$46,634
Prior Year FY14 Actual	\$0	\$0	\$0	\$0	\$0

#### **Department Synopsis**

This is a new account adopted at the Fall 2013 Town Meeting. It covers costs such as vacation and sick days paid to employees who leave during the fiscal year.

FY 15 Contribution	\$100,000
Less Payouts	\$ 53,432
Add Interest	\$ 66
Balance	\$ 46,634

#### **Recommendation:**

The sub-committee recommends approval of the Town Manager/Board of Selectmen budget appropriation of \$125,000.

To: Advisory & Finance Committee  
From: Budget Sub-Committee C, Charles Stevens (Chair), Richard Gladdys, Marc Sirrico, Kevin Hennessey, Michael Hourahan  
Date: Feb 25, 2015  
Subject: Sub-Committee C FY2016 Budget Review & Recommendations: Public Safety

### **Budget Summary: Police**

Proposed FY2016 Budget	Total:	\$10,211,640	Personnel:	\$9,873,501	Other:	\$338,139
FY2015 Budget	Total:	\$10,139,671	Personnel:	\$9,741,569	Other:	\$398,102
FY2014 Actual	Total:	\$8,853,880	Personnel:	\$8,248,446	Other:	\$335,433

### **Department Synopsis**

Chief Michael Botieri is responsible for delivering police protection to the Town of Plymouth through the leadership of his department.

### **Budget Observations**

Chief Botieri is requesting a 0.7% increase in his budget versus fiscal year 2015. The increase stems from contracted pay increases across the department.

### **Initiatives & Opportunities**

The committee is pleased to hear that the consolidation of the dispatchers function is finally being addressed. This consolidation should save money for the town over the long run and improve the response times of needed emergency response units. We are also pleased to see the cost containment and reduction efforts on behalf of the Department to offset the impact of the salary increases on the overall Department budget request.

### **Recommendations**

The Sub-Committee recommends:

1. The Town continues its hiring of additional officers for the police department. The nine officers gained in recent years have all been absorbed by the Street Crime Unit. As discussed in last year's committee recommendations, the police department is still below recommended staffing levels for a town the size Plymouth. Not only would the increase in size of the department put more officers on the street, it could also lower the amount of overtime wages paid by the department.
2. The committee recommends the acceptance of the Selectmen's suggested FY2016 budget.

To: Advisory & Finance Committee  
From: Budget Sub-Committee C Charles Stevens, Chair, Richard Gladdys, Marc Sirrico, Kevin Hennessey, Michael Hourahan members  
Date: Feb 25, 2016  
Subject: Draft Sub-Committee C FY2016 Budget Review & Recommendations: Fire Department

### **Budget Summary: Fire Department**

Proposed FY2016 Budget	Total:	\$10,003,301	Personnel:	\$9,750,303	Other:	\$252,998
FY2015 Budget	Total:	\$9,833,787	Personnel:	\$9,594,589	Other:	\$239,198
FY2014 Actual	Total:	\$9,306,302	Personnel:	\$9,065,634	Other:	\$240,668

### **Department Synopsis**

The Plymouth Fire Department, comprised of 123 sworn members and 5 civilian members is led by Chief Edward Bradley is charged with providing fire protection to the Town of Plymouth.

### **Budget Observations**

The budget request for 2016 is a 1.7% increase over the FY 2015 budget. It is driven primarily by contracted salary increases and equipment replacement.

### **Initiatives & Opportunities**

As discussed in the Police budget Initiatives and Opportunities review, the committee is pleased to see the dispatcher consolidation project underway. When completed, four professionally trained firefighters will be returned to the duties they were originally hired for.

### **Recommendations**

The Sub-Committee recommends:

1. Chief Bradley pointed out to the committee a request for an increase in the maintenance line item for 62 self-contained breathing apparatus. These units were purchased in 2008. Chief Bradley forecasts that the maintenance costs for these units will accelerate as they age. The units must be replaced en masse due to safety concerns for the firefighters. The committee recommends a detailed, written cost analysis be performed by the department prior to the start of the 2017 budget cycle.
2. A solution to the ongoing situation at the North Plymouth Fire Station needs to be presented by the Town Manager and the Fire Department. The station is outdated and its maintenance costs are increasing, taking valuable maintenance funds away from other town structures. This situation was mentioned in FY 2015 committee recommendations, but no visible progress towards a solution to this problem is evident.
3. The committee recommends the adoption of the Fire Department budget as presented.

### **Comments / Other**

See recommendations above

To: Advisory & Finance Committee  
From: Budget Sub-Committee C, Charles Stevens, Chair, Richard Gladdys, Marc Sirrico, Kevin Hennessey, Michael Hourahan  
Date: Feb 25, 2015  
Subject: Sub-Committee C FY2016 Budget Review & Recommendations: Office of Emergency Management

### **Budget Summary: Office of Emergency Management**

Proposed FY2016 Budget	Total:	\$69,900	Personnel:	\$	Other:	\$69,900
FY2015 Budget	Total:	\$19,900	Personnel:	\$	Other:	\$19,900
FY2014 Actual	Total:	\$19,020	Personnel:	\$	Other:	\$19,020

### **Department Synopsis**

The Office of Emergency Management is a division of the Plymouth Fire Department staffed by Aaron Wallace, Emergency Management Director and Nancy Eriksson, Administrative Assistant. The responsibilities of the Office include the activation of the Emergency Operations Center, acting as liaison with local, state and federal public safety and emergency management officials, and coordinating emergency planning, response and recovery operations.

### **Budget Observations**

The Office of Emergency Management's 2016 Budget Request has increased by 251.3 % versus FY2015. This increase stems from a proposed Debris Management budget expenditure project line item. The proposed increase is based on accumulated costs experienced by Emergency Management for debris management over consecutive disaster declarations. The proposed Debris Management project line item is to be used to fund a pre-qualified debris management contract for use during a Declaration of Local Emergency. The bulk of the operating funds for the Office are provided through grants from Entergy, Inc. and FEMA.

### **Initiatives & Opportunities**

No recommendations

### **Recommendations**

The Sub-Committee recommends:

1. The Town Manager and Treasurer be made aware of a significant budget increase request from OEM for FY 2017 for replacement of the Emergency Operations Center's Uninterruptible Power Supply (UPS) System batteries used to support utility outage protections to the EOC and the Town's back-up Information Technology server. The initial quote for this replacement is \$9500.00 to be funded through the Equipment line item in the budget
2. The committee recommends the approval of the OEM budget as presented to the Selectmen

To: Advisory & Finance Committee  
From: Budget Sub-Committee C Charles Stevens, Chair, Richard Gladdys, Marc Sirrico, Kevin Hennessey, Michael Hourahan  
[Members]  
Date: Feb 25, 2015  
Subject: Sub-Committee C FY2016 Budget Review & Recommendations Parking Enforcement

### **Budget Summary: Parking Enforcement**

Proposed FY2016 Budget	Total:	\$33,361	Personnel:	\$33,361	Other:	\$0
FY2015 Budget	Total:	\$33,227	Personnel:	\$33,227	Other:	\$0
FY2014 Actual	Total:	\$31,204	Personnel:	\$31,204	Other:	\$0

### **Department Synopsis**

The Parking Enforcement Department is tasked with the enforcement of parking regulations throughout the town of Plymouth

### **Budget Observations**

The budget recommendation for FY 2016 is up 0.4% over the FY 2015 funding level due to increased salary expense for the department

### **Initiatives & Opportunities**

None

### **Recommendations**

The Sub-Committee recommends the adoption of the Selectmen's budget recommendation for the Parking Enforcement Department

To: Advisory & Finance Committee  
From: Sub-Committee D – Department of Public Works  
Michael Hanlon (Chair), Richard Gladdys, Harry Helm, Kevin Lynch, Charles Stevens  
Date: February 19, 2015  
Subject: Sub-Committee D - FY 2016 Budget Review & Recommendations

**DEPARTMENT OF PUBLIC WORKS (Total Department not including enterprise funds and snow & ice):**

Proposed Budget - FY16	Total:	\$6,157,971	Personnel:	\$4,925,596	Other:	\$1,232,375
Current Budget - FY15	Total:	\$5,976,544	Personnel:	\$4,829,413	Other:	\$1,147,131
Prior Year Actual - FY14	Total:	\$5,137,298	Personnel:	\$4,212,900	Other:	\$924,398

**Department Synopsis**

The Department of Public Works (DPW) maintains the Town's physical and environmental infrastructure for the residents, businesses, and visitors of the town making it a desirable place to live, work, and visit. The department's services include the maintenance of streets, urban forests, sidewalks, pathways, waterways, oceanfront, water mains, sanitary sewers, storm drains, buildings, vehicles, streetlights, and traffic signals. In addition, the department manages community programs, beautification, and clean-up projects, solid waste and recycling, and graffiti abatement.

**Budget Observations**

The proposed Public Works Department budget for Fiscal Year 2016 has increased by \$181,427 (3.0 percent) from the prior fiscal year. This increase is due in part to the addition of 2.25 new positions in the Highway, Fleet Maintenance, and Crematory Divisions. In addition, the Pavement Marking budget was increased by \$20,000, and the Project Details budget was increased by \$50,000. Other Expenses have been mostly level funded. The cost of solid waste disposal for town and school buildings has been included in a separate budget for FY 2016 so that this cost is not supported by customers in the solid waste enterprise fund.

**Recommendations**

**The Sub-committee recommends the approval of the DPW budget in the amount of \$6,157,971 for FY 2016. Additionally, the Sub-committee has reviewed the proposed departmental equipment budget in Article 8 and the proposed capital facilities budget in Article 9, and concurs with the Town Manager's recommendations.**

The following is a summary of the FY 2016 Department of Public Works (DPW) budget by division:

**Public Works Department: Engineering Division (411)**

Proposed Budget - FY16	Total:	\$537,861	Personnel:	\$470,132	Other:	\$67,729
Current Budget - FY15	Total:	\$516,040	Personnel:	\$468,302	Other:	\$47,738
Prior Year Actual - FY14	Total:	\$572,148	Personnel:	\$507,801	Other:	\$64,347

**Division Synopsis**

The Engineering Division manager is Mr. Sid Kashi, Town Engineer. The Division currently has a staff of six (6) full-time employees, and is responsible for providing engineering, field surveying services, and technical support related to all town-owned land, rights-of-way, and infrastructure. One full-time employee's salary was transferred to the Water and Sewer Divisions in FY 2015.

**Budget Observations**

The Engineering Division budget for FY 2016 has increased by \$21,821 (4.2 percent) from FY 2015. After discussion with Mr. Kashi the Sub-committee recommendations increasing the "Pavement Marking" expense line item by an additional \$20,000 to provide a greater level of safety for the driving public. All other expense line items have been essentially level funded.

**Recommendation**

**The Sub-committee recommends approval of the Engineering Division budget of \$537,861 for FY 2016.**

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### **Public Works Department: Highway Division (420)**

Proposed Budget - FY16	Total:	\$1,878,333	Personnel:	\$1,653,763	Other:	\$224,570
Current Budget - FY15	Total:	\$1,891,097	Personnel:	\$1,671,527	Other:	\$219,570
Prior Year Actual - FY14	Total:	\$1,551,419	Personnel:	\$1,379,441	Other:	\$171,978

#### **Division Synopsis**

The division manager is Mr. Dennis Wood, who replaced Edward Buckley last year. The Highway Division provides repair, maintenance, and construction services for approximately 430 miles of public and private roadways in Plymouth. There are currently thirty-four (34) full-time positions in the Highway Division. One new position will be added in FY 2016. Four (4) positions are currently vacant, but have been posted to be filled. According to accepted standards of APWA and the UMass Bay State Roads Program, the Highway Division should have 10 employees for every 100 miles of roadway, which would bring the staff up to 43. At 34 employees they are still under-staffed.

#### **Budget Observation**

The Highway Division budget for FY 2016 has decreased by \$12,764 (0.7 percent) from FY 2015. This decrease is due primarily to a decrease in the overtime budget. Under Other Expenses a line item has been added for "Traffic Signal Maintenance" for \$25,000, which will be out-sourced to a private vendor. This cost will be partially off-set by a \$20,000 decrease in the "Signage and Paint Supplies" budget. Other expense line items have been level funded.

#### **Initiatives & Opportunities**

As previously mentioned the Highway Division has four vacancies, and is seeking to fill the positions. It is our understanding that the Division has had difficulty filling vacant positions in the past due to collective bargaining requirements that employees possess certain licenses and certifications that may not be necessary. We recommend that management review these requirements at the next opportunity.

#### **Recommendation**

**The Sub-committee recommends approval of the Highway Division budget of \$1,878,333 for FY 2016.**

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### **Public Works Department: DPW Administration (421)**

Proposed Budget - FY16	Total:	\$486,113	Personnel:	\$470,232	Other:	\$15,881
Current Budget - FY15	Total:	\$426,677	Personnel:	\$419,796	Other:	\$6,881
Prior Year Actual - FY14	Total:	\$459,038	Personnel:	\$454,100	Other:	\$4,938

#### **Division Synopsis**

The division manager is Mr. Jonathan Beder, Director of Public Works. The DPW Administration Division provides leadership and management of a full-service public works department, and includes three (3) full-time employees including the Director, Assistant Director, and an Administrative Assistant.

#### **Budget Observations**

The DPW Administration budget for FY 2016 increased by \$59,436 (13.9 percent), which is the result of an increase of \$50,000 for Project Police Details in order to provide a greater level of safety for work crews, and \$9,000 in the "License Renewals" expense line item for state-mandated continuing education for license renewals. Other expenses have been level funded.

#### **Initiatives & Opportunities**

The DPW budget includes \$243,600 for "Police Details" for traffic control. Several years ago the Governor signed legislation that allowed the use of "flagmen" for traffic control on state highways in an effort to reduce costs and save money. This issue should be reviewed by town management with the goal of reducing the cost of traffic control details in Plymouth while ensuring the safety of both the travelling public and construction workers. The DPW has tried to reduce this cost by being more selective in the use of traffic control details.

#### **Recommendation**

**The Sub-committee recommends approval the DPW Administration budget of \$486,113 for FY2016.**

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### **Public Works Department: Building Maintenance Division (422)**

Proposed Budget - FY16	Total:	\$579,261	Personnel:	\$369,261	Other:	\$210,000
Current Budget - FY15	Total:	\$581,693	Personnel:	\$371,693	Other:	\$210,000
Prior Year Actual - FY14	Total:	\$489,670	Personnel:	\$283,012	Other:	\$206,658

#### **Division Synopsis**

The division manager is Mr. Dennis Westgate, Assistant Director of Public Works. The Building Maintenance Division is responsible for the maintenance of 36 town-owned buildings, and currently has eight (8) full-time employees and one (1) half-time administrative assistant. One full-time employee is shared with the Solid Waste Division. Many of the specialty services provided by the division, including fire extinguishers, sprinklers systems, fire-alarms, HVAC, plumbing, electrical, elevators, and back-up generators, are out-sourced to private contractors. This budget does not include buildings owned and managed by the School Department.

#### **Budget Observation**

The Building Maintenance Division budget for FY 2016 has decreased by \$2,432 (0.4 percent), all of which was in "Personnel Services". Other Expenses have been level funded.

#### **Initiatives & Opportunities**

The Building Maintenance Division commissioned an asset management study of all town-owned buildings under their jurisdiction. The recommendations of that study, if fully implemented, will significantly add to the division's operating budget in the next fiscal year, and will also include significant capital expenditure under Article 9 to provide sufficient funds for the very large backlog of maintenance and repairs that are recommended.

#### **Recommendation**

**The Sub-committee recommends approval the Building Maintenance Division budget of \$579,261 for FY 2016.**

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### **Public Works Department: Fleet Maintenance Division (425)**

Proposed Budget - FY16	Total:	\$667,042	Personnel:	\$332,722	Other:	\$344,320
Current Budget - FY15	Total:	\$611,998	Personnel:	\$292,678	Other:	\$319,320
Prior Year Actual - FY14	Total:	\$513,439	Personnel:	\$268,095	Other:	\$245,344

#### **Division Synopsis**

The division manager is Dennis Westgate, Assistant Director of Public works. The Fleet Maintenance Division is responsible for maintaining town-owned vehicles belonging to the Public Works and the Police departments (approximately 178 vehicles), and currently has five (5) full-time employees. Fire Department and School Department vehicles are not maintained by this division.

#### **Budget Observation**

The Fleet Maintenance Division budget for FY 2016 has increased by \$55,044 (9.0 percent). Personnel Services increased by \$30,044 to cover the cost of one new mechanic. Other Expenses increased by \$25,000 in the Vehicle Maintenance Supplies line item in order to cover the anticipated costs for maintaining an aging fleet of vehicles. All other expenses were level funded.

#### **Recommendation**

**The Sub-committee recommends approval of the Fleet Maintenance Division budget of \$667,042 for FY 2016.**

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### **Public Works Department: Crematory Division (490)**

Proposed Budget - FY16	Total:	\$167,668	Personnel:	\$131,568	Other:	\$36,100
Current Budget - FY15	Total:	\$156,305	Personnel:	\$121,205	Other:	\$35,100
Prior Year Actual - FY14	Total:	\$146,177	Personnel:	\$112,630	Other:	\$33,547

#### **Division Synopsis**

The division is managed by Mr. Theodore Bubbins. The Crematory Division is responsible for the operation and maintenance of the Vine Street Crematorium, and has one (1) full-time and two (2) part-time employees. The Administrative Assistant is a full-time employee shared 50/50 with the Cemetery Division.

#### **Budget Observation**

The Crematory Division budget has increased by \$11,363 (7.3 percent) in FY 2016, which includes a small increase in "Personnel Services" to cover the cost of a part-time clerical position. After discussion with Mr. Bubbins the Sub-committee recommends the addition of \$1,000 under "Other Charges & Expenditures" to cover the cost of advertising in order to increase revenues from operations. All other expenses have been level funded. This division generated almost \$350,000 in net revenues in FY 2014, which was returned to the general fund, and is used to pay down the debt and interest.

#### **Recommendation**

**The Sub-committee recommends approval of the Crematory Division budget of \$167,668 for FY 2016.**

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### **Public Works Department: Cemetery Division (491)**

Proposed Budget - FY16	Total:	\$297,111	Personnel:	\$279,880	Other:	\$17,231
Current Budget - FY15	Total:	\$292,149	Personnel:	\$274,912	Other:	\$17,237
Prior Year Actual - FY14	Total:	\$246,150	Personnel:	\$230,385	Other:	\$15,765

#### **Division Synopsis**

The division manager is Mr. Theodore Bubbins. The Cemetery Division is responsible for maintenance and management of 6 active and 26 inactive cemeteries owned by the Town, and has five (5) full-time employees, one (1) part-time administrative assistant, and four (4) seasonal employees. The Administrative Assistant is a full-time employee shared with the Crematory Division.

#### **Budget Observation**

The Cemetery Division budget has increased by \$4,962 (1.7 percent) for FY 2016 due to some minor salary & wage adjustments. Other Expenses have been essentially level funded. The Cemetery Division manages one revolving fund called the "Cemetery Repair & Beautification Fund" with an annual spending limit of \$10,000. The fund has a sizeable balance of approximately \$94,000, which is available for use on other cemetery projects.

REVOLVING FUND	SPENDING LIMIT	PERSONNEL	EXPENSES	TOTAL	REVENUE	NET REVENUE
Cemetery	\$13,000	\$0	\$13,000	\$13,000	\$18,000	\$5,000

#### **Recommendation**

**The Sub-committee recommends approval of the Cemetery Division budget of \$297,111 for FY 2016.**

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### **Public Works Department: Parks & Forestry Division (492)**

Proposed Budget - FY16	Total:	\$1,006,187	Personnel:	\$828,085	Other:	\$178,102
Current Budget - FY15	Total:	\$989,287	Personnel:	\$816,768	Other:	\$172,519
Prior Year Actual - FY14	Total:	\$829,808	Personnel:	\$664,157	Other:	\$165,651

#### **Division Synopsis**

The division is managed by Mr. Theodore Bubbins. The Parks & Forestry Division is responsible for the maintenance and management of seventy individual recreation areas totaling over 950 acres throughout the Town, and has sixteen (16) full-time employees, and six (6) seasonal employees.

#### **Budget Observation**

The Parks & Forestry budget has increased by \$16,900 (1.7 percent) for FY 2016. Most of this money is in the salary & wages (\$11,137) and "Landscape supplies" (\$4,987) expense line item. Other expense line items have been essentially level funded.

#### **Recommendations**

**The Sub-committee recommends approval of the Parks & Forestry Division budget of \$1,006,187 for FY 2016.**

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### **Public Works Department: Recreation Division (630)**

Proposed Budget - FY16	Total:	\$370,152	Personnel:	\$353,832	Other:	\$16,320
Current Budget - FY15	Total:	\$362,455	Personnel:	\$46,160	Other:	\$16,295
Prior Year Actual - FY14	Total:	\$329,449	Personnel:	\$313,279	Other:	\$16,170

#### **Division Synopsis**

The division is managed by Mr. Barry DeBlasio, Recreation Director. The Recreation Division provides recreational opportunities for the residents of Plymouth as well as scheduling 28 recreational fields, supervising staff at four town beaches, managing Memorial Hall, and overseeing the operation of the Manomet Youth Center and the Hedges Pond Recreation area. This division has three (3) full-time employees, and approximately one hundred (100) seasonal employees.

#### **Budget Observation**

The Recreation Division budget has increased by \$7,897 (2.1 percent) for FY 2016. This amount is entirely due to an increase in the salary & wages line item. All other expenses have been level funded except for a minor increase in "Dues & Memberships".

#### **Initiatives & Opportunities**

In our discussion with the division staff it was suggested that our recreation fee structure is significantly lower than other similar communities in the area, and that the Town should seriously consider raising the fees for using the town's recreational facilities.

This division has three significant revolving accounts for recreation programs, Memorial Hall, and Hedges Pond. These revolving fund budgets for FY 2016, which are summarized below, more than double the Recreation Division's annual operating budget. Last year the Sub-committee asked for, and received, more detailed budgets for all DPW revolving fund accounts, which included starting and ending balances, and detailed revenue and expense projections. We believe this methodology has enhanced transparency and accountability.

REVOLVING FUND	SPENDING LIMIT	PERSONNEL	EXPENSES	TOTAL	REVENUE	NET REVENUE
Recreation	\$430,000	\$207,500	\$211,000	\$430,000	\$476,000	\$46,000
Memorial Hall	\$100,000	\$73,811	\$14,500	\$88,311	\$157,000	\$68,689
Hedges Pond	\$40,000	\$17,500	\$2,200	\$19,700	\$43,800	\$24,100
<b>TOTAL – 2015</b>	<b>\$570,000</b>	<b>\$298,811</b>	<b>\$227,700</b>	<b>\$538,011</b>	<b>\$676,800</b>	<b>\$138,789</b>

#### **Recommendations**

**The Sub-committee recommends approval of the Recreation Division budget of \$370,152 for FY 2016.**

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**Public Works Department: Solid Waste – Town & Schools (433)**

Proposed Budget - FY16	Total:	\$168,243	Personnel:	\$46,121	Other:	\$122,122
Current Budget - FY15	Total:	\$148,843	Personnel:	\$46,372	Other:	\$102,471
Prior Year Actual - FY14	Total:	\$0	Personnel:	\$0	Other:	\$0

**Budget Observation**

This budget has increased by \$19,400 (13.0 percent) for FY 2016. This amount is almost entirely due to the increase in the contract tipping fee at SEMass. This was a new budget in FY 2015 that includes all solid waste disposal costs for all Town and some School Department owned buildings. Related personnel services and expenses have been removed from the Solid Waste Enterprise Fund so that these costs are not supported by customers in the solid waste enterprise fund. Other Expenses includes \$50,000 for landfill monitoring of the Cedarville and Manomet landfills.

**Recommendation**

**The Sub-committee recommends the approval of the Solid Waste – Town & School budget of \$168,243 for FY 2016.**

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**ENTERPRISE FUND BUDGETS:****Public Works Department: Sewer Enterprise Account (440)**

SEWER ENTERPRISE FUND	FY 2016 BUDGET	FY 2015 BUDGET	FY 2014 ACTUAL
Personnel Services	\$282,147	\$283,894	\$264,272
Other Expenses	\$2,025,633	\$1,970,707	\$2,037,852
Indirect Costs	\$214,251	\$323,048	\$306,467
Long-term Debt	\$1,853,049	\$1,740,857	\$1,897,621
Long-term Interest	\$318,995	\$298,330	\$338,921
Short-term Interest	\$14,400	\$20,798	\$0
Bond Issuance Costs	\$5,000	\$5,000	\$0
<b>TOTAL</b>	<b>\$4,713,475</b>	<b>\$4,642,634</b>	<b>\$4,845,133</b>

**Division Synopsis**

The division manager is Mr. Gary Frizzell. The Sewer Division is responsible for the operation and maintenance of the wastewater collection and treatment systems, and has two (2) full-time employees, and two (2) part-time employees. The system is operated and maintained by Veolia Water under a long-term contract with the Town. The Town is reimbursed by Veolia for all of their salary and benefit costs. One of the leased employees has retired, and will be replaced by Veolia Water.

**Budget Observation**

The Sewer Enterprise Fund budget has increased by \$70,841 (1.5 percent) for FY 2016. This increase is primarily due to increases in the Veolia contract, long-term debt and interest, and additional heat and electricity for the new Samoset Street pump station. There was a significant drop in indirect expenses.

**Recommendations**

**The Sub-committee recommends approval of the Sewer Enterprise Fund budget of \$4,713,475 for FY 2016, which includes the operating budget, indirect costs, and long-term and short-term debt and interest.**

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**Public Works Department: Water Enterprise Account (450)**

WATER ENTERPRISE FUND	FY 2016 BUDGET	FY 2015 BUDGET	FY 2014 ACTUAL
Personnel Services	\$1,068,529	\$1,070,186	\$921,371
Other Expenses	\$1,231,610	\$1,221,881	\$886,241
Indirect Costs	\$1,240,540	\$1,182,317	\$1,152,634
Long-term Debt	\$814,002	\$609,778	\$605,513
Long-term Interest	\$362,890	\$251,540	\$269,806
Short-term Interest	\$0	\$24,350	\$0
Bond Issuance Costs	\$10,000	\$10,000	\$0
<b>TOTAL</b>	<b>\$4,727,571</b>	<b>\$4,370,052</b>	<b>\$3,835,565</b>

**Division Synopsis**

The division manager is Mr. Richard Tierney. The Water Division is responsible for the operation and maintenance of the water treatment, transmission, and distribution systems including six (6) separate pressure zones, and has eighteen (18) full-time employees, and one (1) full-time water & sewer engineer shared with the Sewer Division.

**Budget Observation**

The Water Enterprise Fund budget has increased by \$357,519 (8.2 percent) for FY 2016. This increase is primarily due to the increases in long-term debt and interest to fund the jacketed water main replacement, and the Samoset water tank restoration projects. The Water Enterprise Fund is fully funded by rate payers.

**Recommendations**

**The Sub-committee recommends approval of the Water Enterprise Fund budget of \$4,727,571 for FY 2016, which includes the operating budget, indirect costs, and long-term and short-term debt and interest.**

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**Public Works Department: Solid Waste Enterprise Account (433)**

SOLID WASTE ENTERPRISE	FY 2016 BUDGET	FY 2015 BUDGET	FY 2014 ACTUAL
Personnel Serv.-Trans. Sta.	\$305,330	\$321,970	\$296,241
Other Expenses-Trans. Sta.	\$563,891	\$331,967	\$642,808
Personnel Serv.-Curbside	\$10,359	\$14,878	\$0
Other Expenses-Curbside	\$1,397,663	\$1,160,050	\$503,643
Indirect Costs – Trans. Sta.	\$215,383	\$216,660	\$188,975
Indirect Costs - Curbside	\$52,814	\$54,101	\$117,528
Long-term Debt	\$0	\$0	\$49,583
Long-term Interest	\$0	\$0	\$1,488
Short-term Interest	\$0	\$0	\$0
Bond Issuance Costs	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$2,545,440</b>	<b>\$2,099,026</b>	<b>\$1,800,266</b>

**Division Synopsis**

The division manager is Mr. Dennis Westgate, Assistant Director of Public Works. The Solid Waste Division is responsible for the management of the curb-side collection program, and operation and maintenance of the Manomet transfer stations with recycling, materials transport, administration of sticker sales, and violation processing. The division has six (6) full-time employees, including a new Solid Waste Manager/Recycling Coordinator hired this year, and one (1) part-time employee shared with the Building Maintenance Division.

**Budget Observation**

The Solid Waste Enterprise Fund budget has increased by \$446,414 (21.3 percent) for FY 2016. This increase is due primarily to the increase in the contract fee for curbside collection, and the contract tipping fee at SEMass. All operating costs contained in the Solid Waste Enterprise Fund are fully funded by user fees.

**Recommendations**

**The Sub-committee recommends approval of the Solid Waste Enterprise Fund budget of \$2,545,440 for FY 2016, which includes the operating budget, indirect costs, and long-term and short-term debt and interest.**

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**SNOW & ICE BUDGET:****Public Works Department: DPW Snow & Ice (423)**

Proposed Budget - FY16	Total:	\$510,000	Personnel:	\$115,000	Other:	\$395,000
Current Budget - FY15	Total:	\$485,000	Personnel:	\$115,000	Other:	\$370,000
Prior Year Actual - FY14	Total:	\$1,505,433	Personnel:	\$272,891	Other:	\$1,232,542
Prior Year Actual - FY13	Total:	\$1,142,315	Personnel:	\$258,421	Other:	\$883,894

**Budget Observation**

The Snow & Ice budget has increased by \$25,000 (5.2 percent) for FY 2016. This increase is due entirely to increases in various expense line items all of which are necessary to keep the snow plowing equipment in good working order. In the past we have supported an annual increase because the base budget is too low based on prior year's expenditures. The Sub-committee believes this is an improvement over the FY 2015 budget.

**Recommendations**

**The Sub-committee recommends the approval of the DPW Snow & Ice budget of \$510,000 for FY 2016.**

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To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Date: Ethan Kusmin (Chair), Kevin Carty, Harry Helm, Mike Hourahan, John Moody  
Subject: February 18, 2015  
Sub-Committee E FY2016 Budget Review & Recommendations: Planning & Development

### **Budget Summary: Planning & Development (175)**

Proposed FY2016 Budget	Total:	\$757,298	Personnel:	\$447,787	Other:	\$309,511
FY2015 Budget	Total:	\$688,583	Personnel:	\$447,122	Other:	\$239,461
FY2014 Actual	Total:	\$534,563	Personnel:	\$420,612	Other:	\$113,951

#### **Department Synopsis**

Planning & Development provides planning, conservation, zoning and other development services to the community. It provides substantial technical and administrative services for the Planning Board. The Department Head is Lee Hartmann, Director of Planning & Development.

The department operates with a staff seven in addition to the Department Head. Positions include Town Planner, Conservation Planner, Planning Technician/Energy Officer, and four administrative assistants (one part-time).

Planning & Development also includes the Office of Community Development, headed by Bruce Arons, which employs three people including Mr. Arons. The Office of Community Development is funded entirely from federal and state funds, including Community Development Block Grants, Title V Septic Loan Program, Microenterprise Small Business Loan Program, Commercial Façade Improvement Loan Program, and the Plymouth Municipal Affordable Housing Trust.

#### **Budget Observations**

Overall, the FY2016 budget shows a \$70,715 (10.3%) increase over the FY2015 appropriation. The increase is chiefly the result of the addition of \$70,000 to Administrative Services by the Board of Selectmen to increase the Town's support for 2020 activities (total funding now at \$150,000). Modest increases to Dues & Memberships (\$50), Sick Leave Buyback (\$10), and Salaries for step adjustments (\$655) comprise the balance of the increase.

One position within the budget (Conservation Planner) is partially funded with \$30,000 from Conservation Receipts (approximately 51% of total salary).

#### **Initiatives & Opportunities**

The Director discussed the impact of not having an Economic Development Director (expected to be filled by close of the first quarter). He indicated the chief impact is the loss of jobs and reduced ability to attract new business (and jobs) to Town. The Economic Development Director works for the Economic Development Foundation, which the Town partially funds with an appropriation of \$125,000 (increased from \$89,309 in FY2015 when the Chamber of Commerce withdrew from the foundation). The Economic Development Director had been instrumental in attracting new business to Town, and supporting expansion of existing businesses, through Tax Increment Financing (TIF) agreements. Mr. Hartmann observed that we do not currently have the expertise in-house to develop and negotiate such agreements.

#### **Recommendations**

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$757,298.

#### **Comments / Other**

The appropriation to the Economic Development Foundation is a long-standing budget item. The Foundation partners with other agencies to provide workshops on business and financial planning for small businesses, supports businesses expressing an interest in relocating to Plymouth, and assists the Town with infrastructure improvement efforts through Tax Increment Financing (TIF) arrangements and other consultation.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Date: Ethan Kusmin (Chair), Kevin Carty, Harry Helm, Mike Hourahan, John Moody  
Date: February 18, 2015  
Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Redevelopment Authority

### **Budget Summary: Redevelopment Authority (189)**

Proposed FY2016 Budget	Total:	\$21,340	Personnel:	\$0	Other:	\$21,340
FY2015 Budget	Total:	\$41,340	Personnel:	\$0	Other:	\$41,340
FY2014 Actual	Total:	\$37,331	Personnel:	\$0	Other:	\$37,331

### **Department Synopsis**

The Redevelopment Authority is independent of the Town and the budget provides partial funding for the PRA's staff and activities. In addition, the Town supports the operation of the Redevelopment Authority through provision of office space and use of Town equipment such as computers, printers, fax and copiers. The budget is managed by Laura Schaefer, Executive Director of the PRA.

Services provided by the Redevelopment Authority include counseling programs for residents on subjects such as HUD, reverse mortgages, first-time homebuyer, and foreclosure. The Authority also participates in active programs such as the Massachusetts Housing Rehabilitation Agency's Get the Lead Out program and the Plymouth Community Housing Inc.'s affordable housing projects.

### **Budget Observations**

Overall, the FY2016 budget for the Redevelopment Authority shows a reduction of \$20,000 (-48.4%) from the FY2015 appropriation. The decrease is the result of the elimination of appropriations for maintenance (\$5,000) and insurance (\$15,000) for the 1820 Courthouse, which is now maintained and insured directly by the Town as it moves forward with the Town Hall project. The remainder of the budget is level-funded at FY2015 levels.

The budget chiefly consists of Technical Services (\$10,400), which provides partial funding of compensation for the Executive Director, who performs grant and program management services, and Administrative Services (\$10,840), which provides funds to compensate a part-time administrative assistant.

The Plymouth Redevelopment Authority requested an increase of the Technical Services appropriation to \$13,000 to further offset the total compensation of the Executive Director. The Town Manager did not support the request and the sub-committee concurs.

In addition to the Town's budget appropriations, the Plymouth Redevelopment Authority receives funds from a variety of State and Federal programs, including a HUD grant, and from consulting fees.

### **Initiatives & Opportunities**

None

### **Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended budget of \$21,340.

### **Comments / Other**

The Plymouth Redevelopment Authority is an independent agency comprised of a five-member board with four of the positions elected by Town residents and one appointed by the State.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee E  
 Kevin Carty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
 Date: February 19, 2015  
 Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Building Dept

### **Budget Summary: – Building and Zoning**

Proposed FY2016 Budget	Total:	\$653,472.00	Personnel:	\$648,072.00	Other:	\$5,400.00
FY2015 Budget	Total:	\$599,846.00	Personnel:	\$594,446.00	Other:	\$5,400.00
FY2014 Budget	Total:	\$564,650.00	Personnel:	\$560,174.00	Other:	\$4,477.00

### **Department Synopsis**

Building & Zoning is headed by Director of Inspectional Services Paul McAuliffe. In this role Mr. McAuliffe also oversees the Health Department. The Building Department is in charge of building code enforcement in the town, both commercial and residential. This includes inspections of all phases of construction, both renovations and new construction. On average, a new home built in Plymouth requires a minimum of ten field inspections by the department.

### **Budget Observations**

The department is requesting a budget of \$653,472 which is an increase of \$53,626 over 2015. Much of this increase is their request to add a full time inspector at a cost of \$52,516. The need for a new inspector is driven by continued growth in town along with several large scale projects expected to start in FY 2016 which are noted below. They are removing one part time employee, while at the same time adding to the Temporary Salary and Wages line item. This allows flexibility to call in help when needed at an hourly rate for various inspectors rather than keep a part time employee on the books throughout the year.

This department continues to be one of the top revenue producing departments in the town. In CY 2014 the department collected \$1,727,367 in fees and issued roughly 7,700 permits (FY 2015). This is more than double the requested budget for FY 2016. Revenues from the Building Department go into the General Fund.

### **Initiatives & Opportunities**

The department expects to exceed revenues of fiscal 2015, driven by several large projects currently underway or expected to begin in FY 2016. These projects include:

1. Ongoing construction at the Pinehills
2. Construction of the new Plymouth South High School
3. Red Brook, the Makepeace project in south Plymouth, has begun and will result in more than 1500 new homes, along with a new YMCA and other community buildings
4. Construction of the new Town Hall Project

### **Recommendations**

The sub-committee recommends approval of the budget, as the Building Department continues to provide a valuable source of income to the town. With major new projects expected to start in Fiscal Year 2015 (see above), we confirm the need for a new full time inspector as well as the anticipated need for part time help on an as needed basis.

### **Comments / Other**

Discussions regarding putting the application/permitting process into an online format were discussed as an opportunity to streamline the permitting process and thus reduce departmental costs. Mr. McAuliffe is in support of these initiatives, but due to constraints regarding the current town wide use of the Munis System, the opportunity is not yet available. He intends to continue working towards a process that would allow applications and permits to be submitted and processed online.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Ethan Kusmin (Chair), Kevin Carty, Harry Helm, Mike Hourahan, John Moody  
Date: February 15, 2015  
Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Board of Health

### **Budget Summary: Board of Health (510)**

Proposed FY2016 Budget	Total:	\$259,708	Personnel:	\$216,402	Other:	\$43,306
FY2015 Budget	Total:	\$267,590	Personnel:	\$213,190	Other:	\$54,400
FY2014 Actual	Total:	\$255,440	Personnel:	\$201,562	Other:	\$53,878

### **Department Synopsis**

The Board of Health provides medical and inspection services throughout Town. Inspection services include Title V inspections and PERC tests as well as food safety inspections of the food service facilities and markets in Town. Medical services focus on communicable disease follow-ups, a change from prior years when the Board of Health provided flu vaccinations, blood pressure clinics and other health awareness programs. The Board of Health is managed by Michelle Roberts, under Inspectional Services Director Paul McAuliffe

The Department employs 4 people, including the department head, and one part-time Animal Inspector.

### **Budget Observations**

Overall, the Board of Health budget reflects a reduction of \$7,882, or 2.9%. The reduction is primarily the result of \$13,694 reduction in Nursing Services (from \$19,000 to \$5,306) driven by the shift in service focus for medical services to focus on communicable disease follow-up.

Personnel Expenses show a \$3,212 increase in salaries (1.5%), representing salary steps for personnel. There is no provision for overtime costs.

Other Expenses show a reduction of \$11,094 (20.4%), representing the previously noted reduction in Nursing Services offset by \$2,600 in increases to expense categories. The largest of those increases is a \$1,000 increase to Title V Inspections, reflecting an anticipated increase in the need for those services; the department has already used more than 60% of its FY2015 budget. Other increases include \$200 for Meetings, Education & Training, \$300 for Health Inspection Supplies, \$500 for Mileage Reimbursement, and \$600 for Dues & Membership.

Mileage Reimbursement is paid only to the part-time Animal Inspector, who, as a 1099 position, uses a personal vehicle.

### **Initiatives & Opportunities**

None

### **Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/ Board of Selectmen recommended budget of \$259,708.

### **Comments / Other**

Fee and fine revenue has increased approximately \$30,000 to \$471,491, making the Board of Health a revenue center that generates approximately \$1.75 in revenue for every budget dollar appropriated.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Kevin Carty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
Date: February 10, 2014  
Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Council on Aging

### **Budget Summary: #541– Council on Aging**

Proposed FY2016 Budget	Total:	\$387,988.00	Personnel:	\$309,256.00	Other:	\$75,732.00
FY2015 Budget	Total:	\$377,388.00	Personnel:	\$302,206.00	Other:	\$72,182.00
FY2014 Budget	Total:	\$297,526.00	Personnel:	\$277,387.00	Other:	\$20,139.00

### **Department Synopsis**

The Council on Aging provides a variety of services to Plymouth's older residents in order to "provide our community with a safe, trusted, physical and virtual environment where information and access to programs and services foster a healthy and vital lifestyle throughout the aging process." The department has 9 employees including Constance DiLeggo, Direct of Elder Affairs, an administrative assistant, a volunteer coordinator, an activities coordinator, a coordinator of support services, a meal distribution coordinator, two social workers, and a receptionist.

### **Budget Observations**

The Department is seeking to increase the salary of one social worker position by \$2,000 and change the nature of that position to an Assistant Director because the current director spends a significant amount of time dealing with issues that would be best handled by a social worker. The total increase in personnel salaries is \$7,050, which includes this \$2,000 and in total is only a 2.3% increase from 2015's Budget.

The Department is also seeking to increase its postage expenses from \$5,000 in 2015 to \$7,500, which it says is based upon the reality that the mailings are increasing in size while postage rates are also increasing. This seems like a fairly significant increase, but understandable given the realities of the Postal Service and older citizens' general preference for physical mediums over digital distribution. Other increases in Other Expenses are in Meetings/Education/Training (\$550) and Dues and Memberships (\$500). In total, Other Expenses is increasing by 4.9%.

The increases in these two areas account for a total increase of the Budget of \$10,600, amounting to 2.8%

### **Initiatives & Opportunities**

The Department's Budget increases are based upon consideration and furtherance of their directives and seem reasonable.

However, the Department seems to be spending a significant amount of money (\$10,000) every year on Repair and Maintenance of the Grounds. The figure was the same in 2015 as is requested in 2016. This seems like a lot of money for what appears to be a small and relatively new area. Ms. DiLeggo acknowledges the high cost in her presentation, but indicates that the design and lay-out of the grounds are the drivers for the high cost. The committee believes the maintenance cost is high and, as indicated in last year's report, encourages exploring and pursuing opportunities to reduce the cost.

### **Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended budget of \$387,988.
- Exploration of opportunities to control/reduce the annual cost of grounds maintenance and repair .

### **Comments / Other**

None

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Kevin Carty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
Date: February 10, 2014  
Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Veterans' Services

### **Budget Summary: #543 – Veterans' Services**

Proposed FY2016 Budget	Total:	\$969,227.00	Personnel:	\$109,102.00	Other:	\$860,125.00
FY2015 Budget	Total:	\$966,260.00	Personnel:	\$106,490.00	Other:	\$859,770.00
FY2014 Budget	Total:	\$928,271.00	Personnel:	\$100,814.00	Other:	\$827,457.00

### **Department Synopsis**

Veterans Services are provided in Massachusetts communities in accordance with MGL Chapter 115, which specifies a program of services to its resident, eligible, veteran population. Massachusetts is the only state in the country that provides additional Veteran support services in this manner. Large communities, such as Plymouth, have a Veterans Agent that coordinates and operates the programming. Roxanne Whitbeck, the Director of Veterans' Services in Plymouth, is also Plymouth's Veterans' Agent. Her primary responsibilities and duties are to advise and assist resident veterans and their dependents about Federal and/or State benefits they are eligible for and in disbursing and administrating the State benefits they are eligible for (including financial and medical benefits). The Department has two employees, Ms. Whitbeck and an administrative assistant.

### **Budget Observations**

The Personnel section of the Department's Budget asks for an increase of \$2,612, which represents a 2.5% increase.

The Other Expenses section asks for an increase of only \$355, which amounts to a less than 1% increase. The Other Expenses section of the Budget makes up the vast majority of the Department's Budget, and this modest increase is commendable. Our veterans often require a myriad of programs and services in many different areas, some of which are lifelong, and the Department's ability to provide this level of service at such a consistent rate is impressive.

The largest budget item is Veterans Benefits, which has been level-funded at \$850,000 since FY2014. Veterans Benefits provides veterans with direct financial assistance in paying medical premiums, reimbursement of healthcare costs, and other eligible benefits. Veterans Benefits provided by the Town are partially reimbursed (75%) by the State since the services represent administration of a State program for veterans.

The Department's total increase over 2015 is \$2,967, which comes to a 0.3% increase.

### **Initiatives & Opportunities**

The Department is controlling its costs very well and the Sub-Committee hopes it continues to carry on its great work in that regard.

### **Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended budget of \$969,227.

### **Comments / Other**

The services of this Department are very important to members of our community. Plymouth residents that have served in our nation's military often require a wide array of programs of services from within many different areas and from many different disciplines and coordinating all of that must be a challenge. The Department's ability to do all of this while keeping costs down is admirable.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Kevin Carty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
Date: February 10, 2014  
Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Disabilities Commission

### **Budget Summary: #549 – Disabilities Commission**

Proposed FY2016 Budget	Total:	\$250.00	Personnel:	\$0.00	Other:	\$250.00
FY2015 Budget	Total:	\$200.00	Personnel:	\$0.00	Other:	\$200.00
FY2014 Budget	Total:	N/A	Personnel:	N/A	Other:	N/A

### **Department Synopsis**

The Department serves as a resource to the Plymouth community to address accessibility, equal rights, and other issues of concern to people with disabilities. Keven Joyce is the Chair of the Commission, though there are no paid employees.

### **Budget Observations**

In 2015, the Department spent its entire Budget of \$200 on Meetings/Education/Training. However, it now seeks to spend only \$75 in that field. It also seeks to spend \$100 on Office Supplies and \$75 on Subscriptions and Publications, areas it has apparently never spent money on in the past.

### **Initiatives & Opportunities**

The Department is operated by volunteers, which saves the Town considerable money on salaries. Its other expenses are very reasonable in their size and scope.

### **Recommendations**

The Sub-Committee recommends:

That the Department's Budget be approved as presented for the amount of \$250.

### **Comments / Other**

The work of these volunteers in providing services that further and improve the lives of some of our community's most vulnerable residents should be commended.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Date: Kevin Carty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
Subject: February 18, 2015  
Sub-Committee E FY2016 Budget Review & Recommendations: Library Division

### **Budget Summary: Library (610)**

Proposed FY2016 Budget	Total:	\$1,711,452	Personnel:	\$1,234,494	Other:	\$476,958
FY2015 Budget	Total:	\$1,656,373	Personnel:	\$1,213,294	Other:	\$443,079
FY2014 Actual	Total:	\$1,535,487	Personnel:	\$1,133,233	Other:	\$432,255

### **Department Synopsis**

Under the direction of Dinah O'Brien, the Library Division is responsible for the operation and maintenance of the Main Library and the Manomet Branch, providing a significant contribution to the education and quality of life in our community. The division has 23 full-time and 5 part-time employees.

### **Budget Observation**

The Library Division budget has increased by \$55,079 (3.3%) in FY 2016, which includes a small increase in "Personnel Services" which will help retain 2 staff members who have recently completed their Master of Library Science degrees. The increase in "Other Expenses" is largely attributable to an additional \$30,000 needed for books and periodicals which will help to continue our libraries' vibrancy and relevance to the residents of Plymouth.

While not affecting the FY2016 budget, management has successfully included Sunday as a standard workday in Library staff contracts. Currently, staff are paid at an overtime rate for Sundays; new hires at the Library will be subject to the new contractual language, which should serve to reduce, or at least control, overtime cost increases in the future.

Management expects an uptick in staff turnover in FY2016 as some staff become eligible for retirement.

### **Recommendations**

The Sub-Committee recommends the approval of the Library Division budget in the amount of \$1,711,452 for FY2016.

### **Comments / Other:**

Library card holders continues to grow – now at 38,000-plus; more than 240,000 visits, including non-residents, to the Library are logged annually.

De-certification of the Wareham Library has resulted in some problems for Library staff when they have to refuse material check-out to Wareham residents since its Library is no longer part of the network; a Library is de-certified when it fails to meet minimum state standards.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Date: Kevin Carty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
Subject: February 18, 2015  
Sub-Committee E FY2016 Budget Review & Recommendations: 1749 Court House

### **Budget Summary: 1749 Court House (695)**

Proposed FY2016 Budget	Total:	\$14,984	Personnel:	\$8,159	Other:	\$6,825
FY2015 Budget	Total:	\$13,744	Personnel:	\$7,744	Other:	\$6,000
FY2014 Actual	Total:	\$6,927	Personnel:	\$6,643	Other:	\$284

### **Department Synopsis**

The 1749 Court House, a free museum in town center, provides residents and tourists a unique opportunity to learn the entirety of Plymouth's history through interesting displays of historic artifacts. It also is the oldest free-standing wooden building and the longest-used municipal building in America. The museum is open from June to September and has 2 part-time employees.

The 1749 Court House hosts 12,000 to 15,000 visitors annually during its limited season that runs from April through October.

### **Budget Observation**

The 1749 Court House budget has increased by \$ 1,240 (9.02%) in FY 2016, which includes a \$415 increase in salaries and Wages for Miscellaneous D (1099) services and an \$825 increase in Building Supplies

### **Initiatives & Opportunities**

Currently, the 1749 Court House is open for a relatively limited season. Expanding the season, which would require additional funding for Salaries and Wages, would make the 1749 Court House resources available to a larger number of visitors, including school visits. This would increase not only its usage but also public awareness of this great attribute of visiting or residing in our community.

### **Recommendations**

The Sub-Committee recommends the addition of \$5,000 to the Personnel Services line of the FY2016 1749 Court House budget, bringing the total budget to \$19,984 for FY2016.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee Members: Christopher Merrill; Chair, Cornelius Bakker, Shelagh Joyce, Kevin Carty, Kevin Hennessey  
 Date: February 25<sup>th</sup>, 2015  
 Subject: Sub-Committee FY2016 Budget Review & Recommendations: Plymouth Public Schools

**Budget Summary: Schools**

Proposed FY2016 Budget	Total:	\$84,166,901	Personnel:	\$64,832,931	Other:	\$19,333,970
FY2015 Budget	Total:	\$82,432,692	Personnel:	\$64,270,402	Other:	\$18,153,290
FY2014 Actual	Total:	\$79,263,075	Personnel:	\$60,549,829	Other:	\$18,713,247

**Department Synopsis**

The school budget requires using information about school staff, students, and facilities to meet student learning needs and goals. The current staffing levels for the Plymouth Public Schools is at 1,126 members of which instructional staff make up the most in the staffing levels at 632 while Service, Operations and Maintenance make up 121 staffing members.

**Budget Observations**

In opening, the sub-committee would like to thank Dr. Maestas, Mr. Costin and the School Committee for taking time out of their schedules to meet with us during the FY16 budget process. The sub-committee applauds the Superintendents and his Administrative office staff in providing site-based budget approach. The site-based budget approach has become an effective tool for the Plymouth Public Schools as it provides school leaders and staff a voice in determining how resources are spent.

The Town of Plymouth including the School department is continuing to experience budget tightness for FY16. The process for the budget for the Plymouth Schools has become a great challenge due to significant reduction to State and Local aid hampering the key services to educate our children from grades K-12. Although the National and State economies are recovering year over year since the economic decline in 2008, the Plymouth Public Schools have increased the budget to help keep educational services in place due to the past Federal Stimulus funding the Schools received in past years.

The Education Reform Act of 1993 dramatically overhauled the formula for providing state education aid to the State of Massachusetts K-12 school districts, in large part by creating the State's foundation budget (Chapter 70 Aid), a calculation of adequate baseline spending amounts for every district individually. The foundation budget has been in place for almost two decades now and has yet to be comprehensively re-examined. As evidenced the Plymouth Public Schools have seen a steady level in Chapter 70 funding from a low of \$21.7 million in 2012 to \$23.6 million in 2015, an increase of 8%. However, compared year over year the increases have been marginal to say the least. This creates major gaps between what the foundation budget says a districts needs are for certain cost categories. Inflation adjustments have not been fully implemented, causing foundation to lag behind true costs.

As of October 2014, a Foundation Review Commission was re-established to address the noted issues (Adjustment for health insurance assumption, adjust assumed in district special education students, increase allowance for special education students tuition out of district to programs required by their educational plans, increase allowance for low-income students to qualify for Free Lunch, move salary allowances closer to average actual teaching professional salary, and to continue to use inflation factors in calculating the foundation budget).

In an era of aggressive public education reform, it is important to ask not only whether these new initiatives are effective in raising student achievement; but also how they can best maximize current investments in teaching and learning.

The School Committee and Board of Selectmen have recommended a budget increase for the schools of 2.1% or \$1,743,209 million. The Plymouth Public Schools FY16 budget includes salaries of \$64,832,931 or 77% and non-salaries or \$19,333,970 or 23%. It should be important to note if health insurance was factored into the school budget for FY16 it would be \$104,345,526. The cost of health insurance was added onto the Town's budget a few years ago

as it was more cost effective to add all School staff to the Town side for health insurance. The increase is comprised of the following elements:

Salary: Total **\$64,832,931**

- Certified Salaries increased by \$492,211 or (1%)
- Clerical Salaries increase by \$11,942 or (Under 1%)
- Other Salaries increased by \$58,376 or (Under 1%)

Non-Salary: Total **\$19,333,970**

- Contracted Services increased by \$770,875 or (5%)
- Supplies & Materials increased by \$397,076 or (17%)
- Other Expenses increased by \$12,729 or (2%)

Other Decrease/Increases:

- School energy cost increased marginally by \$87,915 in FY16. The increases were seen in electricity (up \$44,893), propane/natural gas (up \$38,194), and oil (up \$4,828). Although electrical rates have increased over the past year it should be noted that the schools saw a net benefit in electrical cost of \$833,844 which has been deducted from the total electrical expense for FY16 utility budget. Total electrical cost without the solar generation benefit would have totaled \$1,786,081. The benefits of the solar generation plants across the State of Massachusetts have greatly benefited the Plymouth Public Schools significantly year over year.
- Increase in substitute teachers daily pay rate (\$65 to \$80 for Certified and from \$65 to \$70 for non-certified which is an overall increase to the budget of \$100,000 for FY16.
- Probable retirements at the end of the School year. This is a particular cost savings for the School department because they can now hire entry-level teachers at a lower salary than a tenured teacher in the Plymouth Public Schools.

The FY16 budget for the Plymouth Public Schools has been a continuing challenge for this sub-committee by reviewing each line item and to find other areas to cut that are not critical to school operations. It has been this sub-committee's prerogative in the past to look for programs, supplies, or even positions to add into the budget. Spending reductions at state and local government of approximately 2+% have been incurred, necessitated by reduced property and sales tax revenues. Reduced local revenues from real estate taxes are due to home prices that continue to be below their 2006 levels in many areas for the State of Massachusetts.

The School Committee and this sub-committee have been challenged by the need to reduce the bottom-line budget without adversely affecting the overall levels of service deemed critical to the development of student's within the Plymouth Public Schools. The Town of Plymouth and the Plymouth Public Schools use their best practices in a new level of discipline of maintaining the existing level of public services while making every effort to hold down taxes even though two new high schools will be adding further increases to the Plymouth tax base over the next few years after Plymouth South High School is completed before 2018. The tax payers in the Town have already incurred the cost associated with the new Plymouth North High School that has been operating for three fiscal years.

The School Districts Vocational Educational programs are at a disadvantage compared to some other vocational programs around the state because state reimbursement is lower for programs that combine academics with vocational education in a traditional school setting versus those that are dedicated to vocational education. Plymouth receives approximately 50% less per student than do the vocational schools. Most of Plymouth's Vocational Education programs do provide services to the general public by allowing students to learn by doing. The programs generally charge fees for these services that are deposited to revolving funds, which support the programs.

The enrollment for FY15 is 7,784 students for K-12(as of 10.1.14). This is a marginal increase from prior year's total student population of 7,870. However over the last five years the student population has been continuing to decrease as parents have other opportunities to send their children to local area charter schools or private schools in the South Shore. Continuing a three-year trend, High School enrollment is expected to fall by 34 students. Given the continuing health of the economy and increasing private school tuition rates, there remains the possibility that the trend toward private school during the high school years could see a reversal, causing flat or increased High School enrollment for the Town of Plymouth.

Parental concerns about safety and overcrowding at the High School level may have been contributing factors in the private school trend, but the addition of school safety officers in both high schools and recent construction of Plymouth North High and the beginning phase to build the new Plymouth South High School may help alleviate those concerns over the next 3-4 years.

The sub-committee is recommending to the Advisory and Finance Committee that the School Committee and School Administration to consider the following proposals to alleviate the fiscal burdens the schools are facing for FY16. The sub-committee recommends:

### **Initiatives & Opportunities**

The Plymouth Public Schools continue to save the Town in utility savings year over year due to the implementation of the solar generation plants across the State. The schools have been able to access the net benefit from these solar fields which is 100% for FY16.

### **Recommendations**

The Sub-Committee recommends:

- ❖ Contracted Services (Custodial Services, Building & Maintenance) by having an outside vendor perform these duties for the multiple facilities that the School has under its jurisdiction. It would be beneficial to look for firms that can perform this type of contracted services as it may be cost effective.
- ❖ Implementation of employee wellness programs to reduce health benefit costs
- ❖ Reduction of the Band Uniforms, it is recommended by the sub-committee for a reduction from **\$94,000** to **\$64,000**, a decrease of \$30,000. It is recommended that the Schools pay for certain articles of the band uniforms while the band members can raise or pay out of pocket the other half of their uniform (Example pants)
- ❖ Recommend a strategic planning committee for the Plymouth Public Schools with the following representation (Representative from Board of Selectmen; Advisory & Finance Chairman; Chair of School Committee; Superintendent of Schools, School Teachers Union Official; and one citizen/town resident at large).
- ❖ Recommend the \$250,000 in technology request as it will help restore the technology budget back to level funding. The upgrade in technology will be used to improve the existing infrastructure to the network which will increase the Schools wireless capabilities and speed. Updating the Schools aging main data switches alone will cost up to \$179,000. The district is also looking to increase their bandwidth from 340 Mb to 500 Mb and to add wireless access points. With these technology upgrades it will allow for future additions of instructional devices for students and staff such as Chrome books and one-to-one computing for students. Technology will be a common theme for future budgets for the Plymouth Public Schools due to the environment of today's world. The students deserve the best possible tools to enable them to live and to work in an environment that is technology dependent. By approving this recommendation to the Schools budget request it will help embark both students and staff to stay ahead of the curve!
- ❖ **The Sub-Committee recommends a revised budget total of \$84,136,901 compared to the School Committee Approved budget request of \$84,166,901. The \$30,000 reduction is from the decrease from the Band Uniforms & Instruments. It is recommended that the Band members raise the appropriate monies for certain articles of their band uniforms.**

### **Comments / Other:**

In closing to the FY 16 School Budget/Recommendations it has become essential to prepare the current & graduating (12<sup>th</sup> grade) students in the Plymouth Public school system for college and career ready vocations. It has become ever more critical to protecting and securing the Town of Plymouth's economic future for the students of the Plymouth School system.

To: Advisory & Finance Committee  
From: Budget Sub-Committee F  
Christopher Merrill (Chair), Cornelius Bakker, Shelagh Joyce, Kevin Carty, Kevin Hennessey  
Date: February 20, 2015  
Subject: Sub-Committee F: FY2016 Budget Review & Recommendations: Medicaid Program

### **Budget Summary: Medicaid Program (# 390)**

Proposed FY2016 Budget	Total:	\$245,753	Personnel:	\$187,453	Other:	\$58,300
FY2015 Budget	Total:	\$217,499	Personnel:	\$177,499	Other:	\$40,000
FY2014 Actual	Total:	\$163,163	Personnel:	\$154,336	Other:	\$8,827

### **Department Synopsis**

The Medicaid Program cost center budget reflects the costs associated with the Medicaid Reimbursement program operated by Plymouth Public Schools. Some medical services provided to students by the schools are reimbursable by Medicaid and the costs for pursuing reimbursement are captured in this cost center.

Prior to FY2014, this program was funded by an annual Town Meeting article (Article 17A).

### **Budget Observations**

Overall, the FY2016 budget shows a \$28,254 (13.0%) increase over the FY2015 appropriation. Personnel costs increased \$9,954 (5.6%) as a result of step increases and an adjustment to one salary due to reduced grant funding. Other Expense increase totaled \$18,300 (45.8%) due to a \$5,000 increase in contracted billing service fee as well as several new line items added to the budget: shredding service (\$1,800), software support (\$6,200), and a copying service (\$1,800) under the Purchase of Services category and the addition of Supplies & Material line item (\$3,500), which had been present in the FY2014 budget, but not in the FY2015 budget.

In reviewing the budget, we analyzed costs and revenue results from FY2011 through FY2015, projecting FY2015 and FY2016 results at a 15% increase over the prior year results based on FY2014 increase of 14.4%. Using a multi-year trend rate of 10.5% was deemed inappropriate due to significant fluctuation in recoveries among the FY2011 to FY2013 period (see attached).

Anticipated reimbursements from the program are important to the budget since the contracted billing service (UMASS) receives 4% of reimbursed amounts as fee for its services, a highly competitive rate when compared to commercial recovery services that range upwards of 10%. Based on the analysis, we project Medicaid reimbursements for FY2016 to be approximately \$980,000, an increase of 32.3% over FY2014 reimbursements of \$741,528.

### **Initiatives & Opportunities**

None

### **Recommendations**

The Sub-Committee recommends:

- Approval of a FY2016 budget amount of \$242,753, a reduction of \$3,000 from the Town Manager/Board of Selectmen recommended budget.
- The \$3,000 reduction is to the requested \$45,000 appropriation for the billing service, adjusting that appropriation to \$42,000, which will cover reimbursements of \$1,050,000, 7% higher than the projected reimbursements.

The sub-committee further recommends:

- Inclusion of the budget detail for this account in the Plymouth Public Schools Budget Book instead of (or in addition to) in the Plymouth Town Budget.

- Review and approval of this budget cost center by the School Board since the cost center provides for the allocation of School Department resources.

#### Comments / Other

The additional operational recommendations are being made to ensure this cost center is adequately reviewed *in conjunction with* the overall School Budget, allowing the School Board and the sub-committee to better understand the allocation of School Department resources to this cost center.

Questions exist in the minds of some sub-committee members about the allocation of certain resources, specifically, those providing reimbursable services to students rather than having an accountability for effecting reimbursement, to this cost center. It is our understanding that the reimbursable services must be provided regardless whether they are reimbursed by Medicaid and, therefore, are more appropriately included in the School's operating budget.

#### Table of Historical Medicaid Reimbursements & Costs

*FY2015 and FY2016 Town Revenue amounts are estimates; actual receipt of reimbursements general don't begin until second half of the Fiscal Year.*

Fiscal Year	Appropriation	% Cost Change	Town Revenue	% Revenue Change	Return Rate	Billing Svc Fee
2011	\$249,059	N/A	\$668,568	N/A	\$2.68	\$27,857
2012	\$268,350	7.7%	\$419,741	-37.2%	\$1.56	\$17,489
2013	\$249,473	-7.0%	\$648,363	54.5%	\$2.60	\$27,015
2014	\$201,189	-19.4%	\$741,528	14.4%	\$3.69	\$30,897
2015	\$217,499	8.1%	\$852,757 *	15.0%	\$3.92	\$35,532
2016	\$245,753	13.0%	\$980,670 *	15.0%	\$3.99	\$40,861
FY11 - FY14	\$968,071		\$2,478,199	10.5%	\$2.56	
FY11 - FY16	\$1,431,323		\$4,311,626		\$3.01	

\* Estimates

To: Advisory & Finance Committee  
From: Budget Sub-Committee F  
Christopher Merrill (Chair), Cornelius Bakker, Shelagh Joyce, Kevin Carty, Kevin Hennessey  
Date: February 20, 2015  
Subject: Sub-Committee F: FY2016 Budget Review & Recommendations: Out-of-District Transportation

### Budget Summary: Out-of-District Transportation (# 391)

Proposed FY2016 Budget	Total:	\$29,500	Personnel:	\$0	Other:	\$29,500
FY2015 Budget	Total:	\$64,552	Personnel:	\$0	Other:	\$64,552
FY2014 Actual	Total:	\$62,977	Personnel:	\$0	Other:	\$62,977

### Department Synopsis

The Out-of-District Transportation cost center reflects the costs associated with transporting students to other schools that offer agricultural curriculum. Plymouth is required to pay transportation costs for students that select vocational curriculum that is not offered by Plymouth Public Schools.

Prior to FY2014, this program was funded by an annual Town Meeting article (Article 17B).

### Budget Observations

Overall, the FY2016 reflects a \$35,052 decrease (-54.3%) from the FY2015 appropriation. The reduction is the result of partnering with other local school districts (Silver Lake Regional and Wareham Public Schools) to share transportation services and costs for students attending Bristol County Agricultural High School in Dighton and Norfolk Agricultural High School in Walpole.

A total of four Plymouth Public School students are pursuing agricultural curriculum at the two schools. Plymouth Public Schools Business Manager, Gary Costin, indicates the partnership arrangements have in development for several years and the savings in future years may fluctuate in future years depending on students in the other school districts pursuing agricultural curriculum.

Mr. Costin also observed that he expects FY2015 expenses to come in well under budget because the partnership arrangements were actually implemented during the current school year.

### Initiatives & Opportunities

The partnerships developed by Plymouth Public Schools to control Out-of-District Transportation costs is a significant cost saving achievement. The sub-committee applauds the effort of Mr. Costin in negotiating and establishing this creative cost-saving measure.

### Recommendations

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended budget of \$29,500.

The sub-committee further recommends:

- Inclusion of the budget detail for this account in the Plymouth Public Schools Budget Book instead of (or in addition to) in the Plymouth Town Budget.
- Review and approval of this budget cost center by the School Board since the cost center involves collaborative agreements between Plymouth Public Schools and other school districts.

### Comments / Other

None

## ARTICLE 8:

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the repair and/or purchase and/or lease and/or replacement of departmental equipment for the various departments substantially as follows:

A	Procurement	New Telephone Equipment for Police & Building
B	Procurement	New Telephone System for Animal Control
C	Information Tech.	Clerk - MUNIS Animal Licensing Program
D	Information Tech.	Police - Backup Server/File Server (*)
E	Information Tech.	Police - Acronis Imaging Software
F	Information Tech.	Police - PC for MIRCS and Trackstar (*)
G	Information Tech.	Police - Electronic Document Management Software
H	Information Tech.	Police - Officer Scheduling System
I	Police	Unmarked 4x4 (*)
J	Police	Marked 4x4 (*)
K	Police	Marked Utility Vehicle (*)
L	Police	Marked Sedan (*)
M	Police	Marked K-9 (*)
N	Fire	Station Maintenance for all 7 Stations (*)
O	Fire	Self Contained Breathing Apparatus Cylinder (*)
P	Fire	Portable Radio (*)
Q	Fire	Multi Gas Meter (*)
R	Fire	Calibration Station (*)
S	Fire	Cold Water Rescue/Survival Suits (*)
T	Fire	SCBA Scott Pak (*)
U	Emergency Mgmt	Infectious Disease Control Personal Protective Equip.
V	DPW-Operations	Engr - Autocad Training
W	DPW-Operations	Highway - Concrete/Sidewalk Grinder
X	DPW-Operations	Highway - Plate Compactor
Y	DPW-Operations	Highway - Skid Steer Grapple Bucket
Z	DPW-Operations	Highway - Skid Steer Brush Mower
AA	DPW-Operations	Highway - Skid Steer Power Rake
BB	DPW-Operations	Highway - Hooklift Stake Body for Existing Vehicle
CC	DPW-Operations	Highway - 9' Sander for Existing Truck
DD	DPW-Operations	Highway - Convert Existing Trucks for Power Angle Plows
EE	DPW-Operations	Highway -Walk Behind Roller
FF	DPW-Operations	Highway - 8 Ton Tilt Trailer
GG	DPW-Operations	Maint - Animal Shelter Building Repairs (*)
HH	DPW-Operations	Maint - Crematory Building Repairs (*)
II	DPW-Operations	Maint - Nelson Park Restroom Repairs (*)

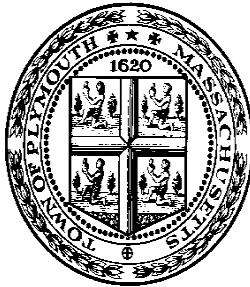
JJ	DPW-Operations	Maint - Stephens Field Concession Repairs (*)
KK	Marine & Env. Affairs	HM - Acoustic Buoys
LL	Marine & Env. Affairs	HM - Small Outboard Motor
MM	Marine & Env. Affairs	HM - Re-Power Safe Boat (*)
NN	Marine & Env. Affairs	HM - Re-Power Pump-Out Boat (*)
OO	DPW-Solid Waste	8 Yd. Containers (*)
PP	DPW-Solid Waste	4 Yd. Containers
QQ	DPW-Utilities	Sewer - Rigid Inspection Camera (*)
RR	DPW-Utilities	Sewer - Monitoring System (*)
SS	DPW-Operations	Crematory - Chamber Floor in Unit 3 (*)
TT	DPW-Operations	Cemetery - 52" Hydro Mower (*)
UU	DPW-Operations	Cemetery - 50' Flag Pole at Vine Hills (*)
VV	DPW-Operations	Cemetery - Weed Wackers (*)
WW	DPW-Grounds & Rec	Parks - 36" Walk Behind Mower (*)
XX	DPW-Grounds & Rec	Parks - 72" Zero Turn Mower (*)
YY	DPW-Grounds & Rec	Parks - Split Rim Beach Tires
ZZ	DPW-Grounds & Rec	Parks - 18' Equipment Trailer (*)
AAA	DPW-Grounds & Rec	Parks - Weed Wackers (*)
BBB	DPW-Grounds & Rec	50' Flag Pole at West Rec Ball Fields
CCC	DPW-Grounds & Rec	Rec - Rescue Board (*)
DDD	DPW-Grounds & Rec	Rec - Emergency Radio (*)
EEE	1749 Court House	Window Shades

or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$678,693 (Unanimous, 11-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 8. Approval of this article will authorize the purchase of the departmental equipment indicated above. The FY2016 Article 8 department requests totaled \$714,986.40 of which \$678,693 is being recommended. The funding sources for these items will be \$14,592 from Sewer Enterprise Retained Earnings, \$43,750 from Waterways Fund, \$14,950 from Cemetery Perpetual Care, \$4,000 from grants, and the remaining \$601,401 will be funded from General Fund free cash.



**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 177  
FAX (508) 830-4133

To: ADVISORY & FINANCE COMMITTEE  
BOARD OF SELECTMEN

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: ATM ARTICLE 8 – DEPARTMENT EQUIPMENT

DATE: JANUARY 30, 2015

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Article 8 includes all departmental equipment, furnishings, and repairs that don't fall within CIC guidelines and parameters. These requests totaled \$714,986.40 and were reviewed with Department & Division Heads during the budget process back in December.

The Town Manager is recommending \$678,693 of these requests.

I am recommending that the funding source for these be:

- \$ 14,592 from Sewer Enterprise Retained Earnings
- \$ 43,750 from Waterways fund
- \$ 14,950 from Cemetery Perpetual Care
- \$ 4,000 from grants
- \$ 601,401 from General Fund free cash.

Thank you.

DEPT #	DEPARTMENT	EQUIPMENT	EACH	REQUEST	TOWN MGR RECOMMENDS	FUNDING SOURCE
138	Procurement	New Telephone Equipment for Police & Building	1	\$1,750.00	\$1,750.00	\$1,750.00
138	Procurement	New Telephone System for Animal Control	1	\$6,000.00	\$6,000.00	\$6,000.00
155	Information Tech.	Clerk - MUNIS Animal Licensing Program	1	\$11,900.00	\$11,900.00	\$0.00
155	Information Tech.	Police - Backup Server/File Server (*)	1	\$5,000.00	\$5,000.00	\$5,000.00
155	Information Tech.	Police - Acronis Imaging Software	1	\$2,000.00	\$2,000.00	\$2,000.00
155	Information Tech.	Police - PC for MIRCS and Trackstar (*)	1	\$1,000.00	\$1,000.00	\$1,000.00
155	Information Tech.	Police - Electronic Document Management Software	1	\$10,000.00	\$10,000.00	\$10,000.00
155	Information Tech.	Police - Officer Scheduling System	1	\$14,000.00	\$14,000.00	\$0.00
210	Police	Police Vehicles (*)	9	\$265,262.40	\$265,262.40	\$250,000.00
220	Fire	Station Maintenance for all 7 Stations (*)	7	\$7,000.00	\$49,000.00	\$26,000.00
220	Fire	Self Contained Breathing Apparatus Cylinder (*)	20	\$748.00	\$14,960.00	\$14,960.00
220	Fire	Portable Radio (*)	6	\$2,492.00	\$14,952.00	\$9,968.00
220	Fire	Multi Gas Meter (*)	15	\$900.00	\$13,500.00	\$13,500.00
220	Fire	Calibration Station (*)	2	\$2,500.00	\$5,000.00	\$5,000.00
220	Fire	Cold Water Rescue/Survival Suits (*)	12	\$1,100.00	\$13,200.00	\$13,200.00
220	Fire	SCBA Scott Pak (*)	4	\$7,400.00	\$29,600.00	\$29,600.00
291	Emergency Mgmt	Infectious Disease Control Personal Protective Equip.	1	\$50,000.00	\$50,000.00	\$30,000.00
411	DPW-Operations	Engr - Autocad Training	2	\$1,200.00	\$2,400.00	\$2,400.00
420	DPW-Operations	Highway - Concrete/Sidewalk Grinder	1	\$7,500.00	\$7,500.00	\$7,500.00
420	DPW-Operations	Highway - Plate Compactor	2	\$5,500.00	\$11,000.00	\$5,500.00
420	DPW-Operations	Highway - Skid Steer Grapple Bucket	1	\$4,350.00	\$4,350.00	\$4,350.00
420	DPW-Operations	Highway - Skid Steer Brush Mower	1	\$5,850.00	\$5,850.00	\$5,850.00
420	DPW-Operations	Highway - Skid Steer Power Rake	1	\$8,850.00	\$8,850.00	\$8,850.00
420	DPW-Operations	Highway - Hooklift Stake Body for Existing Vehicle	1	\$12,500.00	\$12,500.00	\$12,500.00
420	DPW-Operations	Highway - 9' Sander for Existing Truck	1	\$10,000.00	\$10,000.00	\$10,000.00
420	DPW-Operations	Highway - Convert Existing Trucks for Power Angle Plows	2	\$10,600.00	\$21,200.00	\$10,600.00
420	DPW-Operations	Highway - Walk Behind Roller	1	\$2,990.00	\$2,990.00	\$2,990.00
420	DPW-Operations	Highway - 8 Ton Tilt Trailer	1	\$9,700.00	\$9,700.00	\$9,700.00
420	DPW-Operations	Highway - 6 Ton Tilt Trailer	1	\$6,999.00	\$6,999.00	\$0.00
422	DPW-Operations	Maint - Portable Cutting Torch	1	\$850.00	\$850.00	\$850.00

DEPT #	DEPARTMENT	EQUIPMENT	EACH	REQUEST	TOWN MGR RECOMMENDS	FUNDING SOURCE
425	DPW-Operations	Fleet - Pressure Washer (*)	1	\$5,277.00	\$5,277.00	
425	DPW-Operations	Fleet - Tire Changer (*)	1	\$13,826.00	\$13,826.00	
425	DPW-Operations	Fleet - Tire Balancer (*)	1	\$10,905.00	\$10,905.00	
425	DPW-Operations	Fleet - Stick Welder	1	\$6,000.00	\$6,000.00	
425	DPW-Operations	Fleet - Welding Helmets	4	\$335.00	\$1,340.00	\$0.00
427	Marine & Env. Affairs	HM - Acoustic Buoys	2	\$2,000.00	\$4,000.00	White Shark Con
427	Marine & Env. Affairs	HM - Small Outboard Motor	1	\$4,000.00	\$4,000.00	Waterways Uses
427	Marine & Env. Affairs	HM - Re-Power Safe Boat (*)	1	\$36,000.00	\$36,000.00	Waterways Uses
427	Marine & Env. Affairs	HM - Re-Power Pump-Out Boat (*)	1	\$3,750.00	\$3,750.00	Waterways Impr
433G	DPW-Solid Waste	8 Yd. Containers (*)	6	\$1,500.00	\$9,000.00	
433G	DPW-Solid Waste	4 Yd. Containers	6	\$1,000.00	\$6,000.00	
440	DPW-Utilities	Sewer - Rigid Inspection Camera (*)	1	\$8,000.00	\$8,000.00	Sewer Enterprise
440	DPW-Utilities	Sewer - Monitoring System (*)	1	\$6,592.00	\$6,592.00	Sewer Enterprise
490	DPW-Operations	Crematory - Chamber Floor in Unit 3 (*)	1	\$8,500.00	\$8,500.00	
491	DPW-Operations	Cemetery - 52" Hydro Mower (*)	1	\$6,450.00	\$6,450.00	Perpetual Care
491	DPW-Operations	Cemetery - 50' Flag Pole at Vine Hills (*)	1	\$8,500.00	\$8,500.00	Perpetual Care
491	DPW-Operations	Cemetery - Weed Wackers (*)	4	\$400.00	\$1,600.00	
492	DPW-Grounds & Rec	Parks - 36" Walk Behind Mower (*)	1	\$5,534.00	\$5,534.00	
492	DPW-Grounds & Rec	Parks - 72" Zero Turn Mower (*)	1	\$11,791.00	\$11,791.00	
492	DPW-Grounds & Rec	Parks - Split Rim Beach Tires	4	\$600.00	\$2,400.00	
492	DPW-Grounds & Rec	Parks - 18' Equipment Trailer (*)	1	\$6,600.00	\$6,600.00	
492	DPW-Grounds & Rec	Parks - Weed Wackers (*)	3	\$400.00	\$1,200.00	
492	DPW-Grounds & Rec	50' Flag Pole at West Rec Ball Fields	1	\$8,500.00	\$8,500.00	
630	DPW-Grounds & Rec	Rec - Rescue Board (*)	2	\$1,500.00	\$3,000.00	
630	DPW-Grounds & Rec	Rec - Emergency Radio (*)	4	\$300.00	\$1,200.00	
695	1749 Court House	Window Shades	10	\$100.00	\$1,000.00	
		<b>SUB-TOTAL</b>		<b>\$792,278.40</b>	<b>\$678,693.00</b>	
						-100% Perpetual Care (\$14,950.00)
						-100% Sewer Enterprise Fund (\$14,592.00)
						-100% Waterways Uses Acct (\$43,750.00)
						-100% White Shark Conservancy (\$4,000.00)
						<b>TOTAL</b> \$714,986.40
						\$601,401.00

\* indicates replacement item

FY15 Appropriation - \$629,828

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES**  
**NON-DPW ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Current Year Balance
<b>123 - TOWN MANAGER</b>									
20129A30	ATM APRIL 2012	Y	BUILDING FACILITY STUDY ART 9	100,000.00	-	100,000.00	60,825.00	-	39,175.00
2011F4E	FATM 2011 OCTOBER	Y	TOWN GREEN MONUMENT	10,000.00	-	10,000.00	-	-	10,000.00
2014F10	FATM 2014 OCTOBER	Y	PILGRIM PILOT ART 10 FY15 FATM	400,000.00	-	400,000.00	-	-	400,000.00
<b>133 - FINANCE AND ACCOUNTING</b>									
2014F24	FATM 2014 OCTOBER	Y	ART 24 FY15 FATM	8,335.69	-	8,335.69	-	-	8,335.69
<b>138 - PROCUREMENT</b>									
138009098	ATM MAY 2006	Y	FY07 ARTICLE 8	47,902.91	37,832.01	10,070.90	4,324.00	-	5,746.90
8A-II:CP\$- Software Upgrade									
CPS-Update Town Street Map (*)									
CPS- Desktop PC's (*)									
CPS - Network Printers (*)									
CPS- Cemetery - Self Contained Leaf Loader (*)									
CPS- Cemetery - 48" Scag Hydro Mower (*)									
CPS- Parks - 36" Scag Mower (*)									
CPS- Parks - Snow Thrower (*)									
CPS- Parks - Flag Pole at Sirrico Park (*)									
CPS- Recreation - Portable Radios (*)									
CPS- Engineering - Transportation Software (*)									
CPS - Engineering - Water/Sewer Software									
CPS - Maintenance - Radios (*)									
CPS - Maintenance - Carpenter Shop Generator (*)									
CPS - Maintenance - Paint Truck Bodies									
CPS - Maintenance - Wiring TOB Generator									
CPS- Maintenance - Paint Cruisers									
CPS - Replace Fencing at Landfill (*)									
CPS - Replace Fencing at Transfer Station (*)									
CPS - Trash Containers									
CPS - Recycling Container									
CPS - Pavement Saw									
CPS - Personnel Identification System									
CPS - 250hp Outboard Motor (*)									
CPS - Copier (*)									
CPS - Electric Door Opener									
CPS - Marked Cruisers (*)									
CPS - Marked 4-WD Vehicle (*)									
CPS - 4-WD Vehicle (*)									
CPS - Animal Control Pick-Up Truck (*)									
CPS - Copier (*)									
CPS - Telephone System (*)									
CPS - Telephone System Expansion									

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES**  
**NON-DPW ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Current Year Balance
13801008	ATM JUNE 2007	Y	FY08 ARTICLE 8	107,828.32	104,516.25	3,312.07	-	-	3,312.07

CPS - Sound System

CPS- Records Management

CPS-Electric HP Door Opener

CPS-Desktop PCs (\*)

CPS-Network Printers (\*)

CPS-Parks-Soccer Goals at West Rec (8)

CPS-Parks-Hustler Mower (\*)

CPS-Parks-Gravely Mower

CPS-Parks-Flag Pole at Newfield St Playground (\*)

CPS-Engineering - Traffic Engineering Software

CPS-Engineering - Sewer Modeling Software

CPS-Engineering - GPSModem

CPS-Highway - Plate Compactor (\*)

CPS-Highway - Portable Cement Mixer

CPS-Highway - VersaCAMM Printer (\*)

CPS-Maintenance-Gutter Repair at 159 Camelot Dr. (\*)

CPS-Maintenance-Roof Fan at 159 Camelot Dr.(\*)

CPS-Maintenance-Roof Repairs at Fire HQ (\*)

CPS-Maintenance-Pressure Washer at Police Station (\*)

CPS-Maintenance-Vacuum Cleaner at Police Station (\*)

CPS-Maintenance-Paint Police Cruisers (\*)

CPS-Maintenance-Paint Department Vehicles (\*)

CPS-Maintenance-Paint Truck Bodies (\*)

CPS-Maintenance-Floor Stripper (\*)

CPS-Maintenance-Sander (\*)

CPS-Maintenance-Planer (\*)

CPS-Maintenance-Vacuum Cleaner at TOB (\*)

CPS-Maintenance-Battery Jump Kit (\*)

CPS-Maintenance-Portable Oil Drain (\*)

CPS-Maintenance-Slack Adjustor Kit (\*)

CPS-Maintenance-Sandbaster

CPS-Maintenance-Brake Washer

CPS-Maintenance-Tool Kit for Volvo Trucks

CPS-FEMA-Compatible Software

CPS-CERT Response Team

CPS-Engraver

CPS-Mattresses (\*)

CPS-Radios

CPS-90HP Outboard Motor (\*)

CPS-Utility Trailer(\*)

CPS-Base Radios (\*)

CPS-Microfilm Reader/Printer (\*)

CPS-Printer,DMP Board, Workstation V

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES**  
**NON-DPW ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
			CPS-Marked Cruiser (*)						
			CPS-Marked 4WD Cruiser (*)						
			CPS-Marked 4WD Cruiser (*)						
			CPS-Copier (*)						
			CPS-Workstation						
			CPS-PA System Upgrades						
13801108	ATM APRIL 2008	Y	FY09 ART 8 PROCUREMENT	11,500.00		11,500.00			11,500.00
			Workstation Components	2,200.00					
			New Workstation & Equipment	3,000.00					
			Workstation Components	3,800.00					
			Workstation Components	2,500.00					
15501108	ATM APRIL 2008	Y	FY09 ART 8 IT	72,700.00		72,522.55	177.45		
			Desktop PCs (*)						
			Network Printers (*)						
			Network Scanners						
			Software & Equipment for EOC Dispatch						
342201108	ATM APRIL 2008	Y	FY09 ART 8 MAINTENANCE	43,709.00		38,301.81	5,407.19	4,913.99	
			Maintenance-Metal Chop Saw w/Blade						
			Maintenance-Police Vehicle Software Upgrade (*)						
			Maintenance-Truck Kingpin Tool (*)						
			Maintenance-Battery Charger (*)						
			Maintenance-Portable Table Saw (*)						
			Maintenance-Cleaning Equipment for Cellblock						
			Maintenance-Riding Mower (*)						
			Maintenance-Fencing						
			Maintenance-Paint Cruisers (*)						
			Maintenance-TOB Stair Treads (*)						
			Maintenance-Memorial Hall Cleaning Equipment						
			Maintenance-1749 C.H. Bathroom Repairs (*)						
			Maintenance-Paint One Ton Trucks(*)						
			Maintenance-Portable Radios for Assessing (*)						
			Maintenance-Vehicle Radios for DPW (*)						
			Maintenance-Boiler at Fire Station 2 (*)						
49201108	ATM APRIL 2008	Y	FY09 ART 8 PARKS	36,813.00		36,710.00	103.00	98.44	
			Parks-Infield Pro						
			Parks-Landscape Trailer (*)						
			Parks-Trash Receptacle (*)						
			Parks-Decorative Benches (*)						
			Parks-Picnic Tables (*)						

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES**  
**NON-DPW ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
630001208	ATM APRIL 2009	Y	ART 8 FY10 RECREATION	4,545.00	2,427.15	2,117.85	-	-	2,117.85
			Parks-PA System for Show mobile (*)						
			Parks-Folding Chairs for Show mobile (*)						
42201308	ATM APRIL 2010	Y	BLDG MAINT/ART 8-DEPT EQUIP	37,000.00	13,708.62	23,291.38	-	-	23,291.38
			Maint - 1749 Court House Chimney Liner (*)						
			Maint - Station 4 Heater (*)						
			Maint - Bathroom Repairs at Information Center						
			Maint - Security Gate at 159 Camelot Dr (*)						
			Maint - Paint Library Doors						
			Maint - Hydraulic Oil Cleaning Equipment						
21001408	ATM APRIL 2011	Y	POLICE/ART 8-DEPT EQUIP	259,610.97	253,270.13	6,340.84	475.00	1,935.80	3,930.04
42501408	ATM APRIL 2011	Y	FLEET MAINT/ART 8-DEPT EQUIP	9,048.00	8,499.34	548.66	-	-	548.66
49201408	ATM APRIL 2011	Y	PARKS & FORST/ART 8-DEPT EQUIP	16,582.00	15,170.95	1,411.05	-	1,409.53	1.52
61001408	ATM APRIL 2011	Y	LIBRARY/ART 8-DEPT EQUIP	3,190.00	1,599.00	1,591.00	-	-	1,591.00
63001408	ATM APRIL 2011	Y	RECREATION/ART 8-DEPT EQUIP	13,450.00	13,364.58	85.42	-	-	85.42
15501508	ATM APRIL 2012	Y	INFO TECH ART 8/DEPT EQUIP	72,500.00	69,266.09	3,233.91	1,231.73	2,002.18	-
16101508	ATM APRIL 2012	Y	TOWN CLERK/ART 8/DEPT EQUIP	5,000.00	-	5,000.00	4,999.94	-	0.06
21001508	ATM APRIL 2012	Y	POLICE/ART 8/DEPT EQUIP	354,336.00	352,363.70	1,972.30	-	1,972.30	-
29501508	ATM APRIL 2012	Y	HARBOR MASTER/ART 8/DEPT EQUIP	9,500.00	4,280.76	5,219.24	268.35	321.65	4,629.24
41101508	ATM APRIL 2012	Y	ENGINEERING/ART 8/DEPT EQUIP	12,000.00	11,983.00	17.00	-	-	17.00
42001508	ATM APRIL 2012	Y	HIGHWAY/ART 8/DEPT EQUIP	67,600.00	47,265.47	20,334.53	18,000.00	-	2,334.53
42201508	ATM APRIL 2012	Y	BLDG MAINT/ART 8 DEPT EQUIP	31,680.00	7,370.00	24,310.00	-	-	24,310.00
42501508	ATM APRIL 2012	Y	FLEET MAINT/ART 8/DEPT EQUIP	100,093.00	86,438.03	13,654.97	-	4,800.02	8,854.95
49001508	ATM APRIL 2012	Y	CREMATORI/ART 8/DEPT EQUIP	29,337.00	29,141.27	195.73	-	-	195.73
49101508	ATM APRIL 2012	Y	CEMETERY/ART 8/DEPT EQUIP	110,201.00	107,901.57	2,299.43	36.63	-	2,262.80
49201508	ATM APRIL 2012	Y	PARKS & FOREST/ART 8/DEPT EQUI	136,447.00	123,581.93	12,865.07	234.15	-	12,630.92
61001508	ATM APRIL 2012	Y	LIBRARY/ART 8/DEPT EQUIP	26,800.00	26,792.00	8.00	-	-	8.00

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES**  
**NON-DPW ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi- Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
				30,352.00	23,614.32	6,737.68	3,587.00	413.00	2,737.68
63001508	ATM APRIL 2012	Y	RECREATION/ART 8/DEPT EQUIP	47,700.00	27,368.52	20,331.48	-	8,200.00	12,131.48
15501608	ATM APRIL 2013	Y	INFO TECH ART 8/DEPT EQUIPMENT	208,330.00	208,324.00	6.00	-	-	6.00
21001608	ATM APRIL 2013	Y	POLICE ART 8 DEPT EQUIP	171,020.00	151,781.87	19,238.13	17,678.13	-	1,560.00
22001608	ATM APRIL 2013	Y	FIRE ART 8/DEPT EQUIPMENT	27,000.00	-	27,000.00	27,000.00	-	-
29101608	ATM APRIL 2013	Y	EMER MAN ART 8/DEPT EQUIPMENT	69,500.00	25,390.76	44,109.24	19,200.00	-	24,909.24
29501608	ATM APRIL 2013	Y	HARB MAST ART8/DEPT EQUIPMENT	46,500.00	13,505.00	32,995.00	-	2,020.00	30,975.00
42001608	ATM APRIL 2013	Y	HIGHWAY ART 8/DEPT EQUIPMENT	70,800.00	-	70,800.00	-	-	70,800.00
42201608	ATM APRIL 2013	Y	MAINT ART 8/DEPT EQUIPMENT	21,000.00	20,710.00	290.00	-	-	290.00
42501608	ATM APRIL 2013	Y	FLMAINT ART 8/DEPT EQUIPMENT	26,000.00	-	26,000.00	19,400.00	5,400.00	1,200.00
42701608	ATM APRIL 2013	Y	MAR ENV ART8/DEPT EQUIPMENT	39,100.00	10,673.38	28,426.62	2,429.49	13,921.00	12,076.13
49001608	ATM APRIL 2013	Y	CREMATORI ART 8/DEPT EQUIPMENT	15,600.00	13,962.09	1,637.91	-	-	1,637.91
49101608	ATM APRIL 2013	Y	CEMETERY ART 8/DEPT EQUIPMENT	40,705.00	36,961.97	3,743.03	3,453.50	-	289.53
49201608	ATM APRIL 2013	Y	PARKS ART 8/DEPT EQUIPMENT	24,000.00	23,844.50	155.50	-	-	155.50
4963001608	ATM APRIL 2013	Y	RECREATIN ART 8/DEPT EQUIPMENT	3,363.00	-	3,363.00	-	-	3,363.00
13801708	ATM APRIL 2014	Y	PROCUREMENT ART8/DEPT EQUIPMENT	5,000.00	-	5,000.00	-	-	5,000.00
15501708	ATM APRIL 2014	Y	INFO TECH ART 8/DEPT EQUIPMENT	8,700.00	-	8,700.00	8,700.00	-	-
16101708	ATM APRIL 2014	Y	CLERK ART 8/DEPT EQUIPMENT	368,340.00	-	368,340.00	321,818.00	91.66	46,430.34
21001708	ATM APRIL 2014	Y	POLICE ART 8/DEPT EQUIPMENT	61,077.00	-	61,077.00	31,496.58	-	29,580.42
22001708	ATM APRIL 2014	Y	FIRE ART 8/DEPT EQUIPMENT	34,500.00	-	34,500.00	723.28	4,467.85	29,308.87
29501708	ATM APRIL 2014	Y	HARB MSTR ART 8/DEPT EQUIPMENT	3,600.00	-	3,600.00	-	-	3,600.00
41101708	ATM APRIL 2014	Y	ENG ART 8/EPT EQUIPMENT	34,500.00	-	34,500.00	10,165.45	-	24,334.55
42001708	ATM APRIL 2014	Y	HIGHWY ART 8/DEPT EQUIPMENT	19,812.00	-	19,812.00	-	-	19,812.00
42201708	ATM APRIL 2014	Y	MAINT ART 8/DEPT EQUIPMENT	10,608.00	-	10,608.00	10,529.97	-	78.03
42501708	ATM APRIL 2014	Y	FLT MAINT ART 8/DEPT EQUIPMENT	8,500.00	-	8,500.00	6,023.38	-	2,476.62
49001708	ATM APRIL 2014	Y	CREM ART 8/DEPT EQUIPMENT	20,346.00	-	20,346.00	16,217.83	-	4,128.17
49101708	ATM APRIL 2014	Y	CEMETERY ART 8/DEPT EQUIPMENT	37,182.00	-	37,182.00	19,579.95	-	17,602.05
<b>152 - HUMAN RESOURCES</b>			UNPAID BILL ART 3 FY12 STM	188,299.62	188,073.43	226.19	-	-	-
2013SS	STM APRIL 2013								

## BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

### NON-DPW ARTICLES

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
2014F3A	FATM 2014 OCTOBER	Y	UNPAID BILL/HR ART 3 FY15 FATM	3,133.09	-	3,133.09	1,085.59	-	2,047.50
<b>155 - INFORMATION TECHNOLOGY</b>									
20099A10	ATM APRIL 2009	Y	IT MASTERPLAN PHASE V	130,650.00	105,023.92	25,626.08	23,120.96	580.00	1,925.12
20139A17	ATM APRIL 2013	Y	MICROSOFT UPGRADE/TRN ART9	84,282.00	48,265.50	36,016.50	26,856.87	641.16	8,518.47
20149A5	ATM APRIL 2014	Y	FIBER FOR EMERGENCY OP CENTER	80,000.00	-	80,000.00	-	-	80,000.00
<b>175 - PLANNING &amp; DEVELOPMENT</b>									
20139A15	ATM APRIL 2013	Y	ZONING BYLAW UPDATE ART9	80,000.00	31,723.08	48,276.92	30,904.78	-	17,372.14
<b>210 - POLICE</b>									
20129A2	ATM APRIL 2012	Y	2WAY RADIO REPL UPGRADE ART 9	287,590.00	258,882.54	28,707.46	-	8,597.70	20,109.76
20139A18	ATM APRIL 2013	Y	MOBIL DATA TERM REPL ART9	193,939.00	179,283.02	14,655.98	-	7,916.98	6,739.00
20149A29	ATM APRIL 2014	Y	POLICE TECHNOLOGY UPGRADES	20,000.00	-	20,000.00	-	-	20,000.00
2013F4G	FATM 2013 OCTOBER	Y	SECURITY/TOWN BLDGSFATM ART4G	597,500.00	-	597,500.00	432,590.33	4,436.80	160,472.87
<b>220 - FIRE</b>									
20119A2	ATM APRIL 2011	Y	FIRE-STA 1 GENERATOR-ART 9	74,000.00	70,636.39	3,363.61	-	-	3,363.61
2011A11	ATM APRIL 2011	Y	HAZARDOUS WASTE COLL-ART 11	50,000.00	35,463.03	14,536.97	-	-	14,536.97
20129A13	ATM APRIL 2012	Y	REFURB AERIAL LADDER ART 9	85,500.00	78,282.67	7,217.33	-	-	7,217.33
20129A14	ATM APRIL 2012	Y	REF BRUSH TRUCKS 177&375 ART9	87,840.00	85,097.03	2,742.97	-	-	2,742.97
20139A1	ATM APRIL 2013	Y	REP & REFURB BRUSH TOOLS ART9	91,640.00	91,404.06	235.94	-	-	235.94
20149A1	ATM APRIL 2014	Y	UPGRADE SCOTT FACE PIECES	90,480.00	-	90,480.00	85,480.00	2,720.00	2,280.00
20149A2	ATM APRIL 2014	Y	STRUCTUAL FIREFIGHTING GEAR	92,000.00	-	92,000.00	59,754.00	3,852.00	28,394.00
20149A24	ATM APRIL 2014	Y	REHAB & REPAIR ENGINE 4	46,550.00	-	46,550.00	7,624.72	38,325.00	600.28
20149A25	ATM APRIL 2014	Y	REPAIR BRUSH BREAKER 79	38,400.00	-	38,400.00	-	38,400.00	-
20149A26	ATM APRIL 2014	Y	REMOVE & REPLACE UNDER TANKS 5	48,790.00	-	48,790.00	-	-	48,790.00
20149A4	ATM APRIL 2014	Y	PUBLIC SAFETY MICROWAVE NETWORK	211,500.00	-	211,500.00	-	-	211,500.00
2014F4	FATM 2014 OCTOBER	Y	COMMNICATN TWR ART4 FY15 FATM	410,000.00	-	410,000.00	-	-	410,000.00
<b>295 - HARBOR MASTER</b>									
20149A6	ATM APRIL 2014	Y	REPAIRS TO TOWN WHARF	81,250.00	-	81,250.00	-	-	81,250.00
2013F4E	FATM 2013 OCTOBER	Y	TOWN WHARF PROJ FATM ART4E	32,440.00	12,270.00	20,170.00	5,550.00	14,620.00	-
2014F3B	FATM 2014 OCTOBER	Y	UNPAID BILL-HM ART3 FY15 FATM	600.00	-	600.00	600.00	-	-
<b>300 - SCHOOL</b>									

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES**  
**NON-DPW ARTICLES**

MUNIS Account #	Article Month & Year	Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
20119A6	ATM APRIL 2011	Y	MANOMET AC ROOFTOP UNIT-ART 9	283,047.00	256,654.75	26,392.25	-	-	-	26,392.25
20129A4	ATM APRIL 2012	Y	STOREFRONT GRNHSE PSHS ART9	113,568.00	112,532.00	1,036.00	-	-	-	1,036.00
20129A5	ATM APRIL 2012	Y	WOOD-PCIS ART 9	148,411.00	103,009.04	45,401.96	-	-	-	45,401.96
20129A8	ATM APRIL 2012	Y	OUTSIDE DOORS PCIS ART 9	75,000.00	68,776.00	6,224.00	-	-	-	6,224.00
30001508	ATM APRIL 2012	Y	SCHOOL/ART 8/DEPT EQUIP	239,840.00	233,028.24	6,811.76	-	-	-	6,811.76
20139A4	ATM APRIL 2013	Y	ROOF REPAIR/MT PLEASANT ART9	57,200.00	-	57,200.00	57,200.00	-	-	-
20139A5	ATM APRIL 2013	Y	ROOF REPAIRS HEDGE ELEM ART9	79,525.00	-	79,525.00	79,525.00	-	-	-
20139A6	ATM APRIL 2013	Y	ART & REC FLR IBES/WEST ART9	150,000.00	140,760.00	9,240.00	-	-	-	9,240.00
20139A7	ATM APRIL 2013	Y	OUTSIDE DOORS S ELEM ART9	85,544.00	55,730.00	29,814.00	-	-	-	29,814.00
20139A8	ATM APRIL 2013	Y	INSTALL LOCKERS/BES ART 9	52,000.00	49,975.00	2,025.00	-	-	-	2,025.00
20139A9	ATM APRIL 2013	Y	GENERATOR @ PCIS ART9	126,000.00	-	126,000.00	99,745.00	-	-	26,255.00
20149A10	ATM APRIL 2014	Y	REPLACE WINDOWS @ NMES	445,000.00	-	445,000.00	445,000.00	-	-	-
20149A11	ATM APRIL 2014	Y	REPLACE UTILITY SERVICE WINDOW	24,998.00	-	24,998.00	24,998.00	-	-	-
20149A12	ATM APRIL 2014	Y	REPL CEILING TILES/COLD SPRING	36,050.00	-	36,050.00	36,050.00	-	-	-
20149A3	ATM APRIL 2014	Y	TWO SCHOOL BUSES	165,750.00	-	165,750.00	165,750.00	-	-	-
20149A7	ATM APRIL 2014	Y	ROOF REPAIRS @ HEDGE SCHOOL	27,395.00	-	27,395.00	27,395.00	-	-	-
20149A8	ATM APRIL 2014	Y	ROOF REPAIRS @ MT PLEASANT	44,968.00	-	44,968.00	44,968.00	-	-	-
20149A9	ATM APRIL 2014	Y	REPLACE EXTERIOR DOORS @ PSHS	20,792.00	-	20,792.00	20,792.00	-	-	-
<b>610 - LIBRARY</b>										
20149A23	ATM APRIL 2014	Y	CLIMATE CONTROL UNION	42,500.00	-	42,500.00	-	-	-	42,500.00
2013F5B	FATM 2013 OCTOBER	Y	REMVE/RESTRE LIB MAT FATMART5B	26,639.04	26,637.40	1.64	-	-	-	1.64
<b>699 - TOWN PROMOTION</b>										
2011A12	ATM APRIL 2011	Y	TOWN PROMOTION 2011-ART 12	404,007.00	401,649.00	2,358.00	-	-	-	2,358.00
2012A12	ATM APRIL 2012	Y	TOWN PROMOTION ART 12	483,501.00	453,501.00	30,000.00	-	-	-	30,000.00
2013A13	ATM APRIL 2013	Y	TOWN PROMOTION ART13	472,626.00	430,588.67	42,037.33	7,524.00	-	-	34,513.33
2014A12	ATM APRIL 2014	Y	TOWN PROMOTION ART 12	515,134.00	-	515,134.00	403,283.65	76,600.00	35,250.35	
<b>TOTAL NON-DPW ARTICLES</b>										
					22,527,608.40	17,248,574.15	5,279,034.25	2,699,611.33	243,644.63	2,335,778.29

## BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

DPW ARTICLES		MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Current Year Balance
<b><u>411 - DPW ENGINEERING</u></b>											
20029A22	ATM APRIL 2002	Y	STORMWATER MASTER PLAN	100,002.98	68,861.43	31,141.55	6,903.29	875.00	23,363.26		
20039A21	ATM APRIL 2003	Y	ASSET MANAGEMENT PLAN	49,306.00	47,265.12	2,040.88	-	2,040.00		0.88	
20069A22	ATM MAY 2006	Y	EMERGENCY SIGNAL CEDARVILLE	60,000.00	-	60,000.00	-	-	60,000.00		
20119A18	ATM APRIL 2011	Y	ENG TWIN DRAINAGE INSTALL-ART 9	100,000.00	81,488.07	18,511.93	328.60	-	18,183.33		
20139A10	ATM APRIL 2013	Y	SAMOSET RWY IMP EASE ART9	100,000.00	81,600.00	18,400.00	10,100.00	-	8,300.00		
20139A11	ATM APRIL 2013	Y	RESTRIP PART SAMOSET ST ART9	100,000.00	-	100,000.00	-	-	100,000.00		
20139A12	ATM APRIL 2013	Y	NEWFIELD ST BRIDGE DESIGN ART9	300,000.00	23,848.99	276,151.01	56,450.00	131,000.00	88,701.01		
20139A13	ATM APRIL 2013	Y	DRAIN REHAB 2020 TOWN ART9	250,000.00	-	250,000.00	185,134.60	-	64,865.40		
2013A11	ATM APRIL 2013	Y	ART 11 PRIVATE ROADS IMPROVEMENT	500,000.00	206,391.60	293,608.40	25,219.20	1,464.00	266,925.20		
20149A27	ATM APRIL 2014	Y	PUBLIC RDS PAVEMENT PRESERVATION	250,000.00	-	250,000.00	250,000.00	-	-		
2014A27	ATM APRIL 2014	Y	ART A27 PRIVATE ROADS	500,000.00	-	500,000.00	-	-	500,000.00		
<b><u>420 - DPW HIGHWAY</u></b>											
20109A7	ATM APRIL 2010	Y	HIGHWAY/STREET SWEEPER-ART 9	232,000.00	231,335.46	664.54	-	-	664.54		
20119A14	ATM APRIL 2011	Y	HIGHWAY DUMP TRUCK-ART 9	197,000.00	193,833.70	3,166.30	-	-	3,166.30		
20119A16	ATM APRIL 2011	Y	VEHICLE & EQUIP PAINTING-ART 9	40,000.00	37,510.50	2,489.50	-	957.50	1,532.00		
20119A17	ATM APRIL 2011	Y	HIGHWAY TRAFFIC SIGNAGE-ART 9	20,000.00	3,466.70	16,533.30	-	-	16,533.30		
20129A16	ATM APRIL 2012	Y	PURCHASE EXAVATOR & TRAILER	235,000.00	202,000.00	33,000.00	-	-	33,000.00		
20129A17	ATM APRIL 2012	Y	REPL H322 MOTOR GRADER ART 9	280,000.00	279,988.94	11.06	-	-	11.06		
20139A20	ATM APRIL 2013	Y	CRUSHING OP/RECYCLE MAT ART9	23,595.00	15,800.00	7,795.00	-	-	7,795.00		
20149A17	ATM APRIL 2014	Y	REPLACE H349 VACTOR TRUCK	425,000.00	-	425,000.00	-	-	425,000.00		
20149A18	ATM APRIL 2014	Y	PURCHASE STREET SWEEPER	185,000.00	-	185,000.00	-	-	-		
20149A19	ATM APRIL 2014	Y	PURCHASE COMPACT TRACK LOADER	80,000.00	-	80,000.00	79,999.77	-	0.23		
20149A21	ATM APRIL 2014	Y	UNDERGROUND STORAGE TANK COMPL	68,400.00	-	68,400.00	-	-	68,400.00		
<b><u>422 - BUILDING MAINTENANCE</u></b>											
20079A2	ATM JUNE 2007	Y	BUILDING REPAIR PROGRAM	155,780.63	133,786.98	21,993.65	-	-	21,993.65		
200828	STM JUNE 2008	Y	MEMORIAL HALL PAINTING	39,540.00	20,022.00	19,518.00	-	-	215.50	19,302.50	
20119A10	ATM APRIL 2011	Y	FIRE STA 1 ROOF REPAIR-ART 9	30,000.00	10,715.25	19,284.75	-	-	4,789.75	14,495.00	
20129A11	ATM APRIL 2012	Y	ROOF REPLACE 5 LOC ART 9	110,555.00	-	110,555.00	7,955.00	-	102,600.00		

## BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

DPW ARTICLES		Multi-Year Fund		Description of Article		Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
MUNIS Account #	Article Month & Year										
20129A12	ATM APRIL 2012	Y	ROOF/BLDG REPAIRS 6 LOC ART 9	96,325.00	25,856.24	70,468.76	6,357.00	-	-	64,111.76	
20139A14	ATM APRIL 2013	Y	REPLACE VEHICLES ART9	575,000.00	497,118.79	77,881.21	70,798.25	-	-	7,082.96	
20139A2	ATM APRIL 2013	Y	REPR7REUP CHAIRS MEM HALL ART9	183,900.00	26,049.50	157,850.50	76,877.72	-	-	80,972.78	
20139A3	ATM APRIL 2013	Y	REPLACE CARPETING/LIBRARY ART9	140,400.00	-	140,400.00	-	89,411.64	-	50,988.36	
20149A13	ATM APRIL 2014	Y	FIRE STATION ONE DRAINAGE PRO	38,390.00	-	38,390.00	-	25,200.00	-	13,190.00	
20149A14	ATM APRIL 2014	Y	TOWN HALL REPAIRS	24,000.00	-	24,000.00	-	-	-	24,000.00	
20149A15	ATM APRIL 2014	Y	LUBE PIT DECOMMISSION & LIFT	104,000.00	-	104,000.00	-	-	-	104,000.00	
<b>427 - NATURAL RESOURCES</b>											
20129A15	ATM APRIL 2012	Y	POND RD STORMWATER MATCH ART 9	45,000.00	42,794.02	2,205.98	580.53	-	-	1,625.45	
20149A20	ATM APRIL 2014	Y	4-WHEEL DRIVE PICKUP TRUK	37,000.00	-	37,000.00	31,395.64	1,523.28	-	4,081.08	
2012F4F	FATM 2012 OCTOBER	Y	ENG & PERM FLOATS/GNGWY ART4F	5,195.00	2,900.00	2,295.00	1,050.00	1,245.00	-	-	
2013F4C	FATM 2013 OCTOBER	Y	AK FINNEY BLDG FATM ART 4C	150,000.00	135,798.48	14,201.52	-	14,201.52	-	-	
2013F4D	FATM 2013 OCTOBER	Y	WARREN'S COVE FATM ART4D	275,000.00	7,020.60	267,979.40	18,121.31	4,551.09	-	245,307.00	
<b>491 - CEMETERY</b>											
20099A15	ATM APRIL 2009	Y	CEMETERY SOFTWARE	18,000.00	12,301.49	5,698.51	-	776.66	-	4,921.85	
20109A13	ATM APRIL 2010	Y	BURIAL HL HEADSTONE PRES-ART 9	70,000.00	26,654.99	43,345.01	5,201.60	6,470.40	-	31,673.01	
20119A19	ATM APRIL 2011	Y	PARTING WAYS CEMETERY-ART 9	75,000.00	-	75,000.00	-	-	-	75,000.00	
20139A16	ATM APRIL 2013	Y	BURIAL HILL RENOVATION ART9	110,000.00	29,181.82	80,818.18	57,245.44	13,002.82	-	10,569.92	
20139A19	ATM APRIL 2013	Y	BURIAL RENOVATION TREE ART9	60,000.00	-	60,000.00	-	-	-	60,000.00	
20139A22	ATM APRIL 2013	Y	VINE HILLS/RD WATER REPAIR ART9	80,000.00	56.00	79,944.00	4,185.53	-	-	75,758.47	
20149A16	ATM APRIL 2014	Y	REPLACE 1996 EXCAVATOR	47,861.00	-	47,861.00	33,186.00	-	-	14,675.00	
<b>492 - PARKS AND FORESTRY</b>											
20039A4	ATM APRIL 2003	Y	FORGES FIELD PHASE II	10,866.42	9,988.09	878.33	178.03	-	-	700.30	
2004F4K	FATM OCTOBER 2004	Y	VETERANS FIELD MASTER PLAN	10,184.03	-	10,184.03	-	3,000.00	-	7,184.03	
20129A21	ATM APRIL 2012	Y	REPLAE WOOD CHIPPER ART 9	59,000.00	58,999.25	0.75	-	-	-	0.75	
20149A22	ATM APRIL 2014	Y	P62 DUMP TRUCK	74,764.00	-	74,764.00	-	-	-	74,764.00	
20149A28	ATM APRIL 2014	Y	RESURFACE NELSON PK & EROSION	29,500.00	-	29,500.00	9,317.48	-	-	20,182.52	
20149A30	ATM APRIL 2014	Y	REPLACE WOODEN FOOT BRIDGE	75,000.00	-	75,000.00	13,925.00	6,000.00	-	55,075.00	
2012F4G	FATM 2012 OCTOBER	Y	DRAINAGE/HEDGES PND REC ART4G	34,936.38	20,460.57	14,475.81	855.00	-	-	13,620.81	

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES**  
**DPW ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Balance
<b>TOTAL DPW ARTICLES</b>									
				9,391,651.19	5,064,244.33	4,327,406.86	1,136,364.99	306,724.16	2,884,317.71

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES**  
**ENTERPRISE FUND ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Current Year Balance
<b><u>138 - PROCUREMENT</u></b>									
43301508	ATM APRIL 2012	Y	SOLID WASTE/ART 8/EPT EQUIP	42,240.00	-	42,240.00	-	-	42,240.00
43301708	ATM APRIL 2014	Y	SOL WSTE ART 8/DEPT EQUIPMENT	8,000.00	-	8,000.00	3,500.00	-	4,500.00
44001708	ATM APRIL 2014	Y	SEWER ART 8/DEPT EQUIPMENT	6,300.00	-	6,300.00	6,294.59	-	5.41
<b><u>433 - TRANSFER STATION OPERATION</u></b>									
20079C2	ATM JUNE 2007	N	RECYCLING CONTAINERS	3,300.00	-	3,300.00	-	3,300.00	-
20109A15	ATM APRIL 2010	Y	SOUTH ST LNDFL & TR STA-ART 9	90,000.00	71,864.83	18,135.17	-	465.17	17,670.00
20119A24	ATM APRIL 2011	Y	SOLID WASTE COMPACTOR/ART 9	28,952.00	-	28,952.00	-	-	28,952.00
20119A26	ATM APRIL 2011	Y	SW SELF CONTN COMPACTOR-ART 9	22,820.00	-	22,820.00	21,800.00	-	1,020.00
20119A27	ATM APRIL 2011	Y	SW 50-YD RECEIVERS-ART 9	15,400.00	-	15,400.00	15,150.00	-	250.00
20129A28	ATM APRIL 2012	Y	MANOMET TR STA REALIGN ART 9	200,000.00	195,395.08	4,604.92	-	-	4,604.92
20129A29	ATM APRIL 2012	Y	REPL 2001 ROLLOFF TRUCK ART 9	190,000.00	180,524.06	9,475.94	-	-	9,475.94
20139A28	ATM APRIL 2013	Y	REPLA 2007 ROLL OFF TRUCK ART9	201,300.00	133,173.00	68,127.00	-	-	68,127.00
20149040	ATM APRIL 2014	Y	REPLACE 2003 FRONT END LOADER	376,450.00	-	376,450.00	275,300.00	-	101,150.00
<b><u>440 - SEWER</u></b>									
20119A20	ATM APRIL 2011	Y	SEWER SYSTEM UPGRADE-ART 9	250,000.00	240,551.23	9,448.77	9,448.77	-	-
20129A22	ATM APRIL 2012	Y	SEWER WASTEWATER MASPLN ART 9	250,000.00	135,184.54	114,815.46	11,655.47	14,439.99	88,720.00
20129A24	ATM APRIL 2012	Y	SEWER SYSTEM UPGRADES ART 9	100,000.00	85,841.89	14,158.11	-	13.91	14,144.20
20139A23	ATM APRIL 2013	Y	SEWER SYSTEM UPGRADES ART9	100,000.00	27,125.25	72,874.75	872.96	-	72,001.79
20149A31	ATM APRIL 2014	Y	WINTER ST PUMP STATION REPLACE	230,000.00	-	230,000.00	8,000.00	22,500.00	199,500.00
20149A32	ATM APRIL 2014	Y	SEWER SYSTEM UPGRADE	250,000.00	-	250,000.00	7,434.00	-	242,566.00
<b><u>450 - WATER</u></b>									
20109A12	ATM APRIL 2010	Y	WATER SYSTEM DIST IMPRV-ART 9	350,000.00	326,330.14	23,669.86	-	20,000.00	3,669.86
20119A22	ATM APRIL 2011	Y	WATER/INFRASTRUCTURE IMP-ART 9	250,000.00	235,473.11	14,526.89	450.00	2,646.26	11,430.63
20129A25	ATM APRIL 2012	Y	REPLACE 1989 BACKHOE ART 9	105,000.00	98,000.00	7,000.00	-	7,000.00	-
20129A26	ATM APRIL 2012	Y	RESTORE N PINE HILLS TNK ART 9	1,050,000.00	786,983.34	263,016.66	5,585.86	21,774.87	235,655.93
20129A27	ATM APRIL 2012	Y	WATER DIST SYS IMP ART 9	250,000.00	-	250,000.00	-	-	250,000.00
20139A24	ATM APRIL 2013	Y	GENERATORS-WATER/PINE HILL STA	420,000.00	159,963.15	260,036.85	41,294.09	16,817.76	201,925.00
20139A26	ATM APRIL 2013	Y	WATER INFRASTRUCTURE IMP ART9	150,000.00	42,375.00	107,625.00	68,773.86	16,518.86	22,332.28

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES**  
**ENTERPRISE FUND ARTICLES**

MUNIS Account #	Article Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Balance
				500,000.00	-	500,000.00	-	-	500,000.00
20149A33	ATM APRIL 2014	Y	STUDY PERFORMANCE/TEST 2 WELLS	500,000.00	-	500,000.00	-	-	500,000.00
20149A34	ATM APRIL 2014	Y	REPLACE W47 2008 FORD F350 TRK	73,000.00	-	73,000.00	-	-	73,000.00
20149A35	ATM APRIL 2014	Y	GENERATORS SCADA SYSTEM UPGRAD	50,000.00	-	50,000.00	-	-	46,515.00
20149A36	ATM APRIL 2014	Y	WATER INFRASTRUCTURE IMPROVE	100,000.00	-	100,000.00	-	-	100,000.00
20149A37	ATM APRIL 2014	Y	CONTAMINATE SOIL REMOVE CAMELO	61,000.00	-	61,000.00	-	-	61,000.00
<b>482 - AIRPORT</b>									
20149A39	ATM APRIL 2014	Y	AVIATIO FUEL FARM/TOWN SHARE	70,000.00	-	70,000.00	-	-	70,000.00
2012F4A	FATM 2012 OCTOBER	Y	IMPROVE RUNWAY ART 4A	325,000.00	8,910.15	316,089.85	316,089.85	-	-
<b>TOTAL ENTERPRISE FUND ARTICLES</b>				7,689,216.73	4,298,149.50	3,391,067.23	791,649.45	171,991.82	2,427,425.96
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NON-DPW ARTICLES									
DPW ARTICLES									
ENTERPRISE FUNDS ARTICLES									
<b>GRAND TOTAL</b>									
<b>3,300.00</b>									



## ARTICLE 9:

ARTICLE 9: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the construction and/or repair and/or purchase and/or lease and/or replacement of departmental buildings and/or equipment and/or capital facilities for various departments of the Town and/or for feasibility and other types of studies as follows:

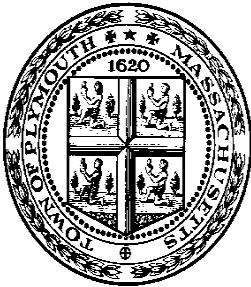
Project Number	Department or Sponsor	Project Description
A1	Information Technology	Infrastructure Replacement
A2	Police Department	Network Video Server
A3	Fire Department	Replace Structural Firefighting Gear
A4	Fire and Police Departments	Public Safety Remote Receiver
A5	Information Technology	Fire Server Replacement or Public Safety Tech
A6	Fire Department	Replace and Equip Tanker 2
A7	DPW	School Street Retaining Wall
A8	DPW	Stormwater Phase11
A9	DPW	Public Roads Pavement Preservation
A10	DPW	Town Building Repair Program
A11	School Department	School Building Repair Program
A12	DPW	Wicking Well – Manomet Ave
A13	DPW	Town Vehicle and Equipment Replacement
A14	School Department	School Vehicle and Equipment Replacement
B1	DPW	School Street Retaining Wall
C1	Marine & Environmental	Plymco Dam Removal
C2	Sewer	Sewer System Upgrade
C3	Sewer	Replace Utility Truck
C4	Water	MUNIS Utility Billing Software Module
C5	Water	Meter Replacement
C6	Water	Water Infrastructure
C7	Water	Replace 2006 Sedan
C8	Water	Steel Plates for Road Construction
C9	Airport	Runway 24 and 33 Stopways
C10	Airport	Purchase State Police Bldg
C11	Airport	Administration Bldg – Design & Construction
C12	Aiport	Signs on South Meadow Road
C13	Solid Waste	Replace 50 Yard Recycling Containers
C14	Solid Waste	Replace 50 Yard Open Top Containers

or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval of \$15,537,909 (Unanimous, 11-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 9. The Advisory & Finance Committee is in agreement with the Town Manager's Recommendation for Capital Projects. Capital requests totaled \$31.8 million for FY16 of which \$15,537.909 is recommended by the Town Manager. The General Fund Capital requests total \$14,020,109 to be funded with \$2,427,073 from free cash, \$5,333,036 from grants, and \$6,260,000 from debt. The Enterprise Fund Capital requests recommended are \$590,000 from Sewer Enterprise Fund, \$586,000 from Water Enterprise Fund, \$267,000 from Airport Enterprise Fund, and \$74,800 from Solid Waste Enterprise Fund.



**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 177  
FAX (508) 830-4133

TO: ADVISORY & FINANCE COMMITTEE  
BOARD OF SELECTMEN

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: ATM ARTICLE 9 – CAPITAL REQUESTS & RECOMMENDED PROJECTS

DATE: FEBRUARY 4, 2015

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Capital requests totaled \$31.8 million for FY16.  
The Town Manager is recommending \$15.5 million.

Recommended funding is as follows:

Free Cash:	\$ 2,427,073
Grants:	\$ 5,333,036
Borrowing:	\$ 6,260,000
Sewer Fund:	\$ 590,000
Water Fund:	\$ 586,000
Airport Fund:	\$ 267,000
Solid Waste Fund:	\$ 74,800
	<hr/>
	\$15,537,909

The following spreadsheet lists the project descriptions, costs, rankings by the Capital Improvements Committee, and funding sources.

Thank you for your support of Article 9.

**FY16 Capital Improvement Plan Requests Prioritized by Capital Improvements Committee with Town Manager Funding Recommendations**

DEPT #	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	OTHER FUNDING SOURCES	DEBT
155	Infrastructure Replacement	\$ 177,423	\$ 177,423	1	\$ 177,423	\$ 177,423			
210	Network Video Server	\$ 57,862	\$ 57,862	2	\$ 57,862	\$ 57,862			
220	Replace Structural Firefighting Gear	\$ 78,400	\$ 78,400	3	\$ 78,400	\$ 78,400			
220	Public Safety Remote Receiver Site-North Radio Site	\$ 197,000	\$ 197,000	4	\$ 197,000	\$ 197,000			
155	Fire Server Replacement or Public Safety Technology	\$ 20,000	\$ 20,000	5	\$ 20,000	\$ 20,000			
220	Replace and Equip Tanker 2	\$ 382,000	\$ 382,000	6	\$ 382,000	\$ 382,000			
411	School Street Retaining Wall	\$ 1,250,000	\$ 1,250,000	7	\$ 1,250,000	\$ 1,250,000			
427	Plymco Dam Removal	\$ 1,906,036	\$ 1,906,036	8	\$ 1,906,036	\$ 302,000		\$ 1,604,036	
411	StormwaterPhase II	\$ 250,000	\$ 250,000	9	\$ 125,000	\$ 125,000			
411	Public Roads Pavement Preservation	\$ 500,000	\$ 500,000	10	\$ 250,000	\$ 250,000			
422	Town Building Repair Program	\$ 1,770,407	\$ 1,770,407	11	\$ 250,000	\$ 250,000			
Priority 1:									
	<b>Fire Station 1 - HQ</b>	<b>\$ 24,444</b>							
	<b>Fire Station 5 - Manomet</b>	<b>\$ 36,765</b>							
	<b>Library - Main Branch</b>	<b>\$ 162,669</b>							
	<b>Repairs to Various Buildings</b>	<b>\$ 39,816</b>							
	<b>Structural/Moisture Studies on Various Buildings</b>	<b>\$ 26,340</b>							
			<b>\$ 290,034</b>						
Priority 2:									
	Vine Hills Cemetery Office	\$ 89,713							
	Library - Main Branch	\$ 201,845							
	Highway Building	\$ 126,049							
	Fire Station 6 - Cedarville	\$ 40,849							
	Town Hall	\$ 307,265							
	Manomet Youth Center	\$ 79,478							
	1749 Court House	\$ 34,732							
	Cedarville Garage	\$ 27,607							
	Memorial Hall	\$ 117,139							
	DPW Annex	\$ 236,980							
	Harbor Master Building	\$ 31,669							
	Senior Center	\$ 35,772							
	Fresh Pond Bath House	\$ 27,437							
	Fire Station 5 - Manomet	\$ 32,514							
	Fire Station 2 - W. Plymouth	\$ 18,840							
	Fire Station 1 - HQ	\$ 18,700							
	Repairs to Various Buildings	\$ 53,784							
			<b>\$ 1,480,373</b>						

**FY16 Capital Improvement Plan Requests Prioritized by Capital Improvements Committee with Town Manager Funding Recommendations**

DEPT #	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	OTHER FUNDING SOURCES	DEBT
421	Water Street Improvements - Phase II	\$ 2,500,000	\$ 2,122,131	12	\$ 200,000	\$ 200,000		
300	School Building Repair Program	\$ 364,445	\$ 175,000					
	<b>Replace Carpets with Tile in Houses</b>	\$ 125,000	\$ 125,000					
	Repave Asphalt Areas	\$ 175,000	\$ 175,000					
	Replace Floor Tile	\$ 90,598	\$ 90,598					
	Repave Asphalt Areas	\$ 30,000	\$ 30,000					
	Replace Gutters, Downspouts and Fascia Boards	\$ 25,000	\$ 25,000					
	Replace Gutters, Downspouts and Fascia Boards	\$ 230,320	\$ 230,320					
	Replace Windows 1 Pod Per Year	\$ 67,630	\$ 67,630					
	Digitize Blake Planetarium	\$ 159,423	\$ 159,423					
	Paint Exterior Trim	\$ 15,000	\$ 15,000					
	Replace Lockers	\$ 170,000	\$ 170,000					
	Replace Carpet	\$ 40,000	\$ 40,000					
	Replace Gym Floor	\$ 40,000	\$ 40,000					
	Resurface Gymnasium Floor	\$ 40,000	\$ 40,000					
	Resurface Gym Floor	\$ 40,000	\$ 40,000					
	Resurface Gym Floor	\$ 69,200	\$ 69,200					
	Field Renovations	\$ 50,000	\$ 50,000					
	Design and Create Additional Parking	\$ 102,515	\$ 102,515					
	Repair Brick Veneer/Flashing	\$ 93,000	\$ 93,000					
	Paint Exterior Trim	\$ 60,000	\$ 60,000					
	Add New Parking Lot	\$ 180,000	\$ 180,000	14	\$ 42,388	15	\$ 42,388	\$ 42,388
411	Wicking Well on Manomet Ave.	\$ 42,388	\$ 42,388					
161	Mail Machine w/Folder Inserter	\$ 50,000	\$ 50,000					
138	Microfilming and Digitizing Records	\$ 65,000	\$ 65,000					
427	Climate Change Grant Match	\$ 100,800	\$ 100,800					
220	Replace Thermal Imaging Cameras	\$ 415,400	\$ 415,400					
491	Cemetery-Burial Hill Hearse House and Entrance Renovations	\$ 1,700,000	\$ 1,700,000	20				
300	Infrastructure Management	\$ 500,000	\$ 500,000	21				
411	Restore 4 Elementary School Roofs	\$ 500,000	\$ 500,000	22				
411	Unaccepted Roads Improvement Program							
	Allerton St. Improvements Including Sidewalks							

**FY16 Capital Improvement Plan Requests Prioritized by Capital Improvements Committee with Town Manager Funding Recommendations**

DEPT #	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	OTHER FUNDING SOURCES	DEBT
422	Town Vehicle & Equipment Replacement Program	\$ 2,181,852	23	\$ 261,400	\$ 261,400		
	<b>CE Replace Truck 71</b>	<b>\$ 83,900</b>					
	CE Replace Leaf Vacuum	\$ 18,000					
	FLT Fleet Fuel Efficiency Replacement Program	\$ 164,427					
	FLT Replace 2000 Service Vehicle	\$ 45,815					
	FLT Replace 1983 Forklift	\$ 42,343					
	HY Replace 2001 Dump Truck H33	\$ 240,000					
	<b>HY Replace 1996 Backhoe H318 with Mini Excavator</b>	<b>\$ 62,000</b>					
	HY Replace 1996 Backhoe H324	\$ 135,000					
	HY Replace 1999 6 Wheel Truck H37	\$ 216,000					
	<b>HY Replace 1997 Utility Truck H31</b>	<b>\$ 85,000</b>					
	HY Replace 1995 Dump Truck H342	\$ 85,000					
	HY Replace H332 1988 Holder Mower/Sidewalk Plow	\$ 185,000					
	HY Replace 1995 6 Wheel Dump Truck	\$ 216,000					
	HY Replace Asphalt Roller	\$ 40,000					
	HY Purchase New Asphalt Roller	\$ 40,000					
	HY Purchase New Compact Skid Loader	\$ 35,000					
	HY Purchase New Hook Lift Leaf Vacuum	\$ 45,000					
	MEA Replace 2007 Ford Ranger PickUp	\$ 32,500					
	<b>MEA New Vehicle</b>	<b>\$ 30,500</b>					
	PK Replace Truck 25	\$ 83,900					
	PK Replace 1997 Tractor	\$ 54,467					
	SW Replace 2000 Trash Packer	\$ 242,000					
300	School Vehicle & Equipment Replacement Program						
	<b>Replace Truck 947-Electrician's Utility</b>	<b>\$ 41,800</b>					
	<b>Replace Truck 901-HVAC Technician's Utility</b>	<b>\$ 41,800</b>					
	2 School Buses	\$ 172,153					
	Replace Food Service Box Truck	\$ 40,000					
	Replace Truck 932 Aerial Lift Bucket Truck	\$ 78,835					

FY16 Capital Improvement Plan Requests Prioritized by Capital Improvements Committee with Town Manager Funding Recommendations

DEPT #	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	OTHER FUNDING SOURCES	DEBT
411	Town Square Public Space Improvements Design	\$ 80,000	\$ 25				
421	Public Works Feasibility Study & Master Plan	\$ 150,000	\$ 26				
411	Bartlett Road Bridge Design	\$ 300,000	\$ 27				
411	Brook Road Bridge Design	\$ 300,000	\$ 28				
411	Town Center Sidewalk Rehabilitation	\$ 200,000	\$ 29				
630	Recreation-2 Lifeguard Towers for White Horse Beach	\$ 17,500	\$ 30				
210	Command Vehicle	\$ 418,000	\$ 31				
220	Replace Brush Breaker 171	\$ 419,000	\$ 32				
220	Replace and Equipment Command Vehicle C7	\$ 41,000	\$ 33				
220	Replace Emergency Generator at Station 4 (Bourne Rd.)	\$ 56,500	\$ 34				
220	Replace Fire Alarm Vehicle C14	\$ 30,950	\$ 35				
630	Recreation-Central AC for Manomet Youth Center	\$ 50,000	\$ 36				
492	Parks-Structural Inspection of Jenney & Billington Foot Bridges	\$ 18,500	\$ 37				
492	Parks-Replace Sidewalks & Reset Stairs at the Training Green	\$ 55,000	\$ 38				
491	Cemetery-Fence Replacement on Samoset Street	\$ 35,185	\$ 39				
411	Federal Furnace Elementary School Sidewalk Design & Construction	\$ 400,000	\$ 40				
411	West Plymouth Sidewalk Construction	\$ 600,000	\$ 41				
492	Parks-Design for Bike Path Extension	\$ 24,000	\$ 42				
175	GIS (Geographic Information Systems) Flyover	\$ 120,000	\$ 43				
492	Parks-Replace Elmer Raymond Park Play Structure	\$ 54,467	\$ 44				
<b>TOTAL GENERAL FUND PROJECTS</b>		<b>\$20,691,389</b>		<b>\$ 5,281,109</b>	<b>\$ 2,427,073</b>	<b>\$ 1,604,036</b>	<b>\$ 1,250,000</b>

FY16 Capital Improvement Plan Requests Prioritized by Capital Improvements Committee with Town Manager Funding Recommendations

DEPT #	PROJECT DESCRIPTION	PROJECT COST	R A TOWN MANAGER RECOMMENDED PROJECT FUNDING	SEWER FUND	OTHER FUNDING SOURCES	DEBT
<b>SEWER</b>						
60-440 Water Street Pump Station Grit Removal Equipment	\$ 834,000	1	\$ 500,000	\$ 500,000	\$ 500,000	
Sewer System Upgrade	\$ 500,000	2	\$ 90,000	\$ 90,000	\$ 90,000	
Replace Utility Truck S51	\$ 90,000	3				
<b>TOTAL FOR SEWER</b>	<b>\$ 1,424,000</b>		<b>\$ 590,000</b>	<b>\$ 590,000</b>		
<b>WATER</b>						
61-450 MUNIS Utility Billing Software Module	\$ 41,000	1	\$ 41,000	\$ 41,000	\$ 41,000	
Meter Replacement	\$ 4,500,000	2	\$ 4,500,000	\$ 500,000	\$ 500,000	\$ 4,500,000
Water Infrastructure	\$ 500,000	3	\$ 30,000	\$ 30,000	\$ 30,000	
Replace 2006 Sedan w/4WD PickUp Truck	\$ 30,000	4	\$ 15,000	\$ 15,000	\$ 15,000	
Steel Plates for Road Construction	\$ 15,000	5				
<b>TOTAL FOR WATER</b>	<b>\$ 5,086,000</b>		<b>\$ 5,086,000</b>	<b>\$ 586,000</b>		<b>\$ 4,500,000</b>
<b>AIRPORT</b>						
65-482 Airport Runway 24 and 33 Emergency Stopways	\$ 66,000	1	\$ 66,000	\$ 66,000	\$ 66,000	
Purchase State Police Building	\$ 510,000	2	\$ 30,000	\$ 30,000	\$ 30,000	
Airport Administration Building - Design & Construction	\$ 3,900,000	3	\$ 195,000	\$ 195,000	\$ 195,000	
Remove and Replace Airport Signs on South Meadow Rd.	\$ 30,000	4	\$ 6,000	\$ 6,000	\$ 6,000	
<b>TOTAL FOR AIRPORT</b>	<b>\$ 4,506,000</b>		<b>\$ 4,506,000</b>	<b>\$ 267,000</b>	<b>\$ 267,000</b>	<b>\$ 3,729,000</b>
<b>SOLID WASTE</b>						
66-433E Replace 50 Yard Recycling Containers	\$ 50,820	1	\$ 50,820	\$ 50,820	\$ 50,820	
Replace 50 Yard Open Top Containers	\$ 23,980	2	\$ 23,980	\$ 23,980	\$ 23,980	
<b>TOTAL FOR SOLID WASTE</b>	<b>\$ 74,800</b>		<b>\$ 74,800</b>	<b>\$ 74,800</b>	<b>\$ 74,800</b>	
<b>TOTAL FOR ENTERPRISE FUNDS</b>	<b>\$ 11,090,800</b>				<b>\$ 10,256,800</b>	
<b>TOTAL PROJECTS FOR FY16</b>	<b>\$ 31,782,189</b>				<b>\$ 15,537,909</b>	

## **ARTICLE 10:**

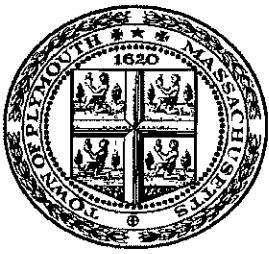
ARTICLE 10: To see if the Town will vote to authorize a fee of \$30.00 for each written demand provided for by law issued by the collector to be added to and collected as part of the tax, as authorized by Massachusetts General Laws Chapter 60, Section 15, effective as of July 1, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 11-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 10. Town Meeting approval of this article will raise the demand fee for delinquent tax payments from \$5 to \$30. The current \$5 fee does not cover the cost of processing and mailing the demands.





**TOWN OF PLYMOUTH**  
**Office of the Treasurer/Collector**  
**11 Lincoln Street**  
**Plymouth, MA 02360**  
**508-747-1620**

**Dt:** January 6, 2015

**To:** Board of Selectmen  
Advisory & Finance Committee

**Fr:** Pamela Borgatti, Treasurer/Collector *(Signature)*

**Re:** 2015 Annual Town Meeting Article 10- Demand Fee Increase

---

In accordance with G.L. c. 60, § 15, and in an effort to assist in increased cash flow and revenue collections to the town, I am requesting an increase in the demand fee for delinquent taxes. These demand charges are fixed amounts that are added to the outstanding tax, and a demand, by law is "not more than \$30." Currently, Plymouth's demand fee is \$5.00; I am requesting the fee be increased to the \$30.00 maximum allowed under the statute.

After conducting a survey of demand fees, of thirty one communities only seven of those surveyed remain at a \$5.00 demand fee. Two of those seven communities are proposing an article to increase the demand fee at their next town meeting. Also, in speaking with some of my colleagues regarding the demand fee, some communities noted an increase in on time collections with the increase in the demand fee. This would assist with cash flow and help to keep costs down with respect to processing, printing and mailing of demand billing.

No taxpayer would be required to pay any demand fee providing the payment is made timely. Many people wouldn't worry about another \$5.00 being added to their bill and may choose to pay another bill where a much higher late fees or other charge would be assessed. An increase in the demand fee would be more likely to get their attention.

Demands issued in FY2014:

Real Estate:	2735
Personal Property:	1029
Auto Excise:	12,958
Boat Excise:	282
Utility (Water/Sewer):	4950 (FY13 Demands)

I respectfully request your support on this article.

cc:    Melissa Arrighi, Town Manager  
         Lynne Barrett, Finance Director



## **ARTICLE 11:**

ARTICLE 11: To see if the Town will vote to appropriate from the Town Promotion Fund created pursuant to Chapter 4 of the Acts of 1993, a sum of money for programs and projects that enhance the beautification, recreational resources, public safety, promotional and marketing activities, events, services and public improvements, or take any other action relative thereto.

BOARD OF SELECTMEN

### **RECOMMENDATION: Approval \$535,839 (Unanimous, 13-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 11. Town Meeting approval of this article will allow expenditures from the Town's Promotion Fund. The Promotion Fund, created by special legislation, is funded with 45% of the receipts from the Hotel/Motel Tax and is used to fund special events and celebrations. The Town Promotion Fund also is used to pay a marketing and promotions contract with Destination Plymouth, which provides the Town with television and print advertising around the country, maintains a waterfront information booth, and provides access to a Destination Plymouth website.



# Memo

To: Board of Selectmen  
Advisory and Finance Committee

From: Lee Hartmann, Director of Planning and Development

Re: FY15 Town Promotion Fund

Date: January 2, 2015

---

The receipts collected through the 6% Hotel/Motel Tax increased by 4% (\$46,011) from last year (\$1,190,753.88 compared to \$1,144,741.92 last year). The Town, by a special act, places 45% of the total Hotel/Motel Tax into its Promotion Fund. The total FY16 funding to be approved for the Town Promotions budget is \$535,839 which is \$20,705 more than last year's appropriation.

The Visitor Services Board oversees expenditures from the Promotion Fund.

This year's estimated fixed costs are \$318,184 and include:

- The Town Promotions contract with Destination Plymouth is \$222,000
- The Water Street Visitors Information Center operation contract is \$42,000
- Public Improvements at \$53,584 (\$10,000 allocated toward the new Town Hall), which is 10% of the budget as required by the Home Rule Petition.
- Salaries (\$600)

Other costs include (\$217,655 available)

- Event Funding and Additional Marketing (\$172,655 last year)
- Distinguished Visitors (\$5,000 last year)
- 2020 Celebrations (\$40,000 last year)

Funds that are not expended (primarily due to event cancellations) remain available. The current unexpended balance is \$7,787. Due to the current economic situation, we expect to see a continued decrease in private donations for tourism events and activities. These funds will be available to help offset these reductions.

The FY 16 budget is as follows:

Salaries and Wages (Admin. Support).....	\$600
Contractual Services (Promotions and Info Center) .....	\$264,000*
Public Improvements .....	\$53,584*
Event Funding, Distinguished Visitors, Special Events, Exhibit Grants & Additional Marketing .....	<u>\$217,655</u>
Total .....	\$535,839

\*Fixed costs

The following is a list of Celebrations (special events and exhibit grants) funding from FY15:

Special Events

Musician's Union Concert Series	\$2,000	Plymouth Festival of Cyclo Cross	\$4,000
July 4 <sup>th</sup> Parade	\$9,100	First People's Pavilion	\$650
July 4th Fireworks	\$9,200	Thanksgiving Parade	\$9,500
PA Concert Series & Folk Festival	\$8,000	Thanksgiving Free Concert	\$5,000
Pilgrims Progress	\$850	Thanksgiving Food Fest	\$5,600
Downtown Waterfront Festival	\$4,600	Christmas in Historic Plymouth	\$800
Plymouth Outdoor Trails	\$1,400	Myles Standish Road Race	\$2,500
Acoustic Nights Concerts	\$800	Score for A Cure	\$1,700
The Thirsty Pilgrim	\$1,000	Plymouth Restaurant Week	\$1,200
Annual Juried Art Show	\$4,000	Barktoberfest	\$2,000
Halloween on Main St	\$1,400		

First Time Events

Saturday Stroll	\$3,600
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Misc.

Destination Plymouth Additional Marketing	\$75,275
2020 Celebrations - Public Improvements	\$30,000
1820 Courthouse / Municipal Bldg.	\$10,000
America's Hometown Shuttle	\$15,000
Downtown Hanging Planters	\$6,500
Downtown Holiday Decorations	\$6,100
Installation of Downtown Banners	\$2,400
Tourism Event Calendar Boards	\$2,000
Plymouth Pilgrim Baseball	\$5,000

Thank you.

## **ARTICLE 12:**

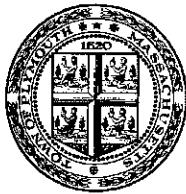
ARTICLE 12: To see if the Town will vote to appropriate a sum of money from available funds as the State's share of the cost of work under G. L. c.90, §34 (2) (a) of the Massachusetts General Laws, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 10-0-0).**

The Advisory & Finance committee advises Town Meeting to approve Article 12. Positive action on this article will enable the Town to accept State Highway (Chapter 90) Funds for repairs and reconstruction of public roads. While the actual amount of Chapter 90 funds for FY16 was not known at the time this report was prepared, Plymouth did receive almost \$1.5 million for FY15. The Town expects a similar amount in FY16 unless there is change in policy and/or the state's financial health.





# TOWN OF PLYMOUTH

Department of Public Works

11 Lincoln Street

Plymouth, Massachusetts 02360

**TO: ADVISORY AND FINANCE COMMITTEE**

**FROM: SID KASHI, P. E. ✓S.K.  
TOWN ENGINEER**

**Through: Jonathan Beder, Director of Public Works**

**CC: Melissa Arrighi, Town Manager**

**DATE: January 15, 2015**

**Subject: 2015 SPRING ANNUAL TOWN MEETING – ARTICLE EXPLANATION  
ARTICLE 12 – ACCEPTING CHAPTER 90 (STATE) FUNDS**

---

This Annual Article authorizes the Town to accept the funding provided by the State under G.L., Chapter 90 for the maintenance of public roads. In the last round of yearly appropriations, the Town received **\$1,499,142.00**. The estimated amount for Fiscal Year 2016 is unknown at this time.

The Town can expect a similar amount in Fiscal Year 2016, unless there is a change in policy and/or the State's financial health.

**There is not any need for funding this Article.**

The D.P.W. recommends that the Advisory and Finance Committee vote to approve and support Article 12 as presented.



## **ARTICLE 13:**

ARTICLE 13: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the following Stabilization Funds, as authorized by the provisions of G.L. c.40, §5B as amended,

a. Nuclear Plant Mitigation Stabilization Fund  
or take any other action relative thereto.

BOARD OF SELECTMEN

### **RECOMMENDATION: Approval \$500,000 (Unanimous, 11-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 13. Approval of this article would authorize the Town to set aside funds in the Nuclear Plant Stabilization Fund, which will provide for future mitigation of the tax impact to the residents when, and if, the tax payment from Entergy declines. As with all Stabilization Funds, a 2/3rds vote of Town Meeting would be required for additions to or withdrawals from the stabilization fund.



**Town of Plymouth  
Finance Department**

TO:                   Board of Selectmen  
                         Advisory & Finance Committee

FROM:                Lynne A. Barrett  
                         Director of Finance

RE:                   Article 13 – Nuclear Plant Mitigation Stabilization Fund

DATE:               February 4, 2014

Similar to the last two fiscal years we are recommending funding towards the Nuclear Plant Mitigation Stabilization Fund. These funds are being set aside for future use as it relates to the Entergy Nuclear Power Plant and the effect that plant would have on the Town's budget.

Possible future effects could include the following but are not limited to:

1.   Decreases in the tax payment from Entergy because of closure or discontinued operations or changes in their tax payment that were not planned or budgeted for.
2.   Loss of funding from Entergy for the annual operations of the town's Emergency Management Operation or any other funding that they provide to the Town that we don't provide for ourselves.

The recommendation is to transfer \$500,000 from Free Cash to the Nuclear Plant Mitigation Stabilization Fund. The current balance in this account is \$2,335,180.

Thank you for your consideration in this matter.



## ARTICLE 14:

ARTICLE 14: To see if the Town will vote to transfer the care, custody and control of the following parcels from the Town Treasurer to the Conservation Commission for the purpose of maintaining protected open space:

Parcel ID	Road	Legal Reference	Tax Title
108-000-010-023	Peter Road	Certificate: 56486 Document: 367535 (Final Judgment)	#5932
108-000-010-075			
108-000-010-092			

Or take any other action relative thereto.

OPEN SPACE COMMITTEE

**RECOMMENDATION: Approval (9-1-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 14. Town Meeting approval of this article will transfer the parcels from the Town Treasurer to the Conservation Commission for maintaining open space. The three parcels were originally designated by the Planning Board as open space within the David Estates subdivision and were subsequently taken by the Town through a tax lien proceeding. The parcels, comprising a total of nearly 30 acres, protect the headwaters of the Wewiantic River and surrounding wetlands and provide for passive recreation.



**Town of Plymouth  
Open Space Committee**

# Memo

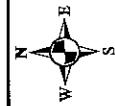
To: Advisory and Finance Committee  
From: Betsy Hall, Open Space Committee Chair  
Date: January 21, 2015  
Re: 2015 Spring Town Meeting

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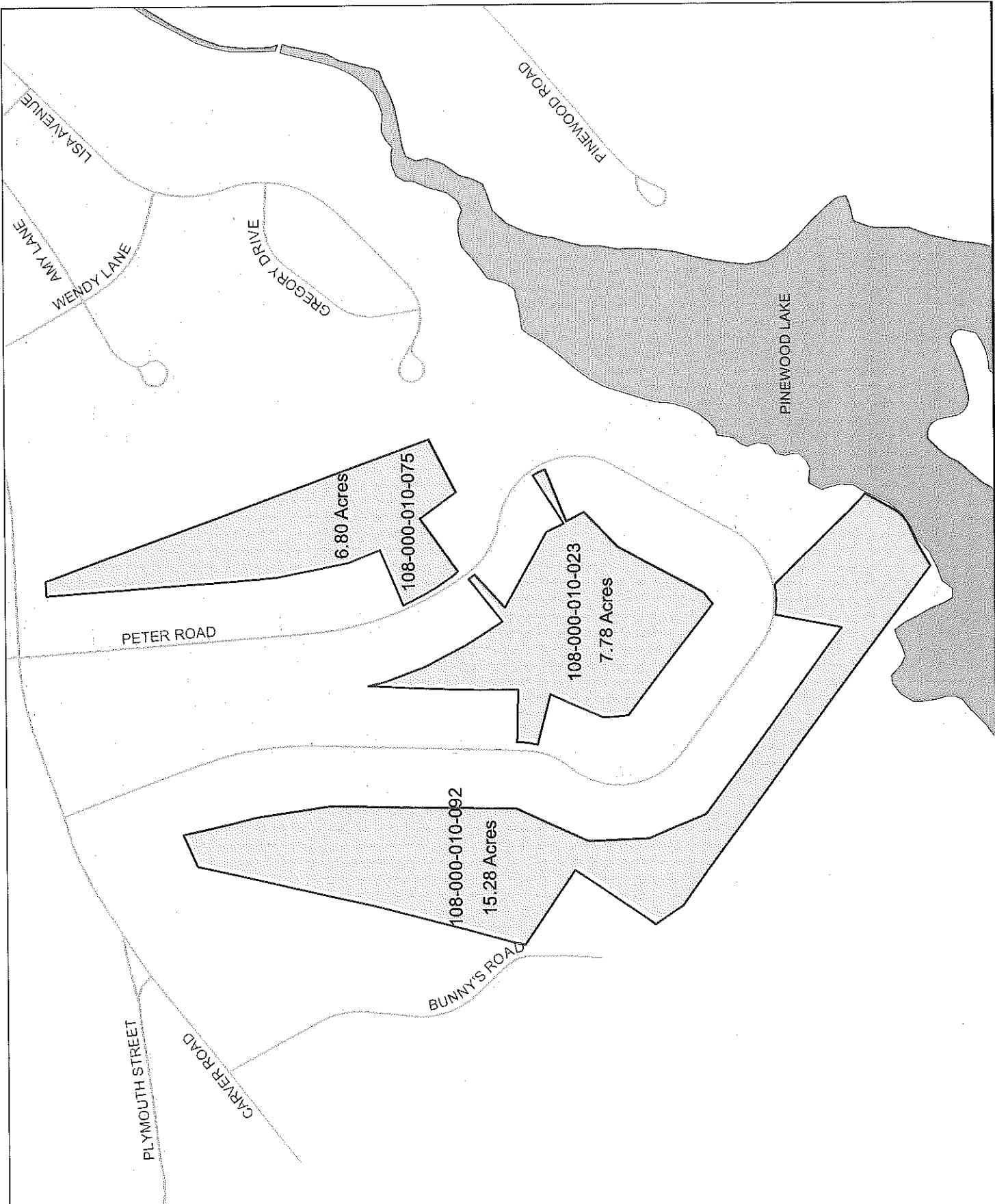
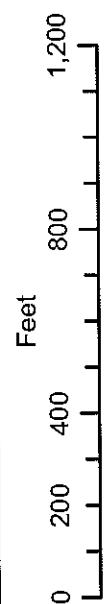
- The Open Space Committee, through the Town's Planning/Conservation Departments, is seeking to convey three parcels of land located within the "David Estates" Subdivision. These three lots were part of the original Planning Board Vote, to keep as "Open Space" within this subdivision, located off Peter Road in West Plymouth. Due to failure to pay taxes, the properties were foreclosed through a Final Judgment, dated and recorded March 11, 1994.
- 1) To see if the Town will vote to transfer the following parcels from the Town Treasurer to the Conservation Commission for the purpose of maintaining protected open space:

Parcel ID	Road	Legal Reference	Tax Title
108-000-010-023		Certificate: 56486	
108-000-010-075		Document: 367535	
108-000-010-092	Peter Road	(Final Judgment)	#5932

Or take any other action relative thereto.



2015 Spring Town Meeting, Plymouth Tax Title Land  
Proposed Conveyance to Conservation Commission



## **ARTICLE 15:**

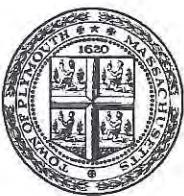
ARTICLE 15: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise fund \$500,000 in improvements to Private Roads including all costs necessary and related thereto, consistent with the provisions of Chapter 112 of the Acts of 2012 as signed by the Governor on June 13, 2012, or take any other action relative thereto.

ROADS ADVISORY COMMITTEE

**RECOMMENDATION: Approval \$500,000 (Unanimous, 10-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 15. Town Meeting approval will authorize the appropriation of \$500,000 to be used for the maintenance and improvement of private roads.





# TOWN OF PLYMOUTH

Department of Public Works

Engineering Division

11 Lincoln Street

Plymouth, Massachusetts 02360

**TO: FINANCE AND ADVISORY COMMITTEE**

**FROM: SID KASHI, P. E. ✓ B.K.,  
TOWN ENGINEER**

**Through: Jonathan Beder, Director of Public Works**

**CC: Melissa Arrighi, Town Manager  
Road Advisory Committee**

**DATE: January 15, 2015**

**SUBJECT: 2015 SPRING ANNUAL TOWN MEETING – ARTICLE EXPLANATION –  
ARTICLE 15 - \$500,000. FUNDING FOR UNACCEPTED ROADS  
IMPROVEMENT PROGRAM**

Over half of the roads in Plymouth are unaccepted AS PUBLIC WAY. There are approximately 150 miles of unaccepted roads, and 43% (65miles) of these roads are unpaved. A large percentage of requests to the DPW for road repairs involve unaccepted roads, and many of them being used as Town-Wide connectors, which are located in areas with significant build-out potential.

Many residents living on unaccepted roads expect that the Town should be doing more to maintain or improve unaccepted roads in the Town.

There are not any funding sources available to support adequate levels of Town maintenance on unaccepted roads. The DPW and the Road Advisory Committee (RAC) have been exploring various options to create a program to help fund desired improvements to unaccepted roads. To accomplish this goal the Unaccepted and Gravel Roads Committee recommended to the Board of Selectmen (BOS) to place an article in the Town Meeting Warrant requesting that the Board of Selectmen petition the Legislation to file for a Special Act authorizing the Town of Plymouth to make improvements on unaccepted roads with public funds. An Article was placed on Town Meeting Warrant. The Special Act was passed by State Legislators and signed by the Governor on June 13, 2012 (see enclosure).

Several years ago at a Special Town Meeting on November 1, 1994, the Town Meeting members voted to "appropriate the sum of \$170,000.00 from free cash for the maintenance of private roads". The funding continued through the 1998 construction season.

Funding to repair/maintain unaccepted roads has been authorized in the past two (2) years by Town Meeting for \$500,000.00 each year.

**The last two (2) years the Town Meeting appropriated \$1,000,000.00 for improving and maintaining of unaccepted paved and gravel roads.**

The following is a list of projects which were either completed or on-going utilizing the last 2 (two) year's funds:

**1. Crack Seal**

- Burce Road (South Meadow Road to Montgomery Drive) - Completed
- Ashbury Street (Montgomery Drive to Pimental Drive) - Completed
- Cox Lane (Montgomery Drive to Knoll Road) - Completed
- Donna Drive (State Road to Andrews Way) - Completed

**2. Overlay**

- Bruce Road (South Meadow Road to Montgomery Drive) – 1800 feet - Completed

**3. Full Depth Re-Construction**

- Little Sandy Pond Road (portion of) – approximately 1,000 feet – Completed
- George St – Scheduled for Spring 2015 construction
- Queen Drive – Scheduled for Spring 2015 construction

**4. Pavement Management Program** – Assist with inventory and development of a long term maintenance program for unaccepted gravel and paved roads - Completed

**5. Spreading and grading Recycled Asphalt** (material) for improving gravel roads- Completed

**6. Field Survey and Design** – Conducted field survey and office work for George Street, Queen Drive and Birch Street watershed areas in order to design drainage system for improving the existing roadways.

Please see enclosure for a report prepared by “BETA” (a pavement management firm) on unaccepted roads.

This article asks that the Town Meeting to fund \$500,000.00 to improve unaccepted roads. The funding will allow the Public Works Department to improve the condition and safety of these unaccepted roads. Improvements needed to keep these roads maintained and safe.

The \$500,000.00 funding will be utilized in the following areas by generating a list of roads from pavement management program:

- Surface Treatment \$200,000.00
- Gravel Road Upgrade \$50,000.00
- Full Depth Reconstruction \$225,000.00 for Birch St
- Crack Seal \$25,000.00

Representatives of the Engineering Division and the Road Advisory Committee will be available on January 28<sup>th</sup> to present the materials and answer any questions that you may have.

The D.P.W. recommends that the Finance and Advisory Committee Members vote to approve and support Article 15 as presented.

Encl: Special Act passed by Legislators and signed by Governor  
Report - Pavement management program on unaccepted roads

THE COMMONWEALTH OF MASSACHUSETTS

In the Year Two Thousand and Twelve

AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO MAKE IMPROVEMENTS ON UNACCEPTED ROADS.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding section 6N of chapter 40, any other general or special law or charter provision to the contrary, the town of Plymouth may transfer money from available funds or borrow money to implement a road improvement program to prepare road layout or make improvements to unaccepted roads and to conduct studies associated with such layouts or improvements.

SECTION 2. This act shall take effect upon its passage.

House of Representatives, June 5, 2012.

Passed to be enacted,

  
Peter F. Tarrasick, Speaker.

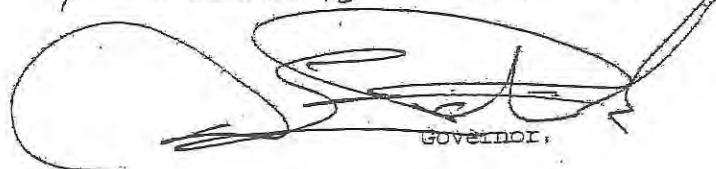
In Senate, June 6, 2012.

Passed to be enacted,

  
William F. Galvin, President.

13 June, 2012.

Approved,  
at 12 o'clock and 10 minutes, P. M.

  
Deval Patrick, Governor.

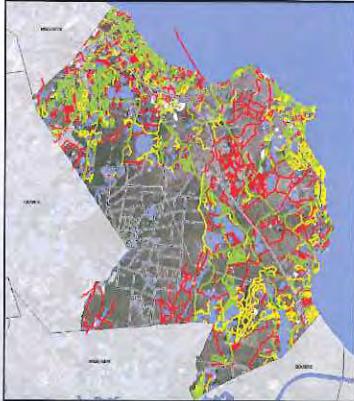
 Town of Plymouth  
Department of Public Works

PAVEMENT MANAGEMENT PROGRAM  
UNACCEPTED ROADWAYS

  
JANUARY 8<sup>th</sup>, 2015

**Roadway Inventory and GIS**

**Plymouth Roadway Profile**

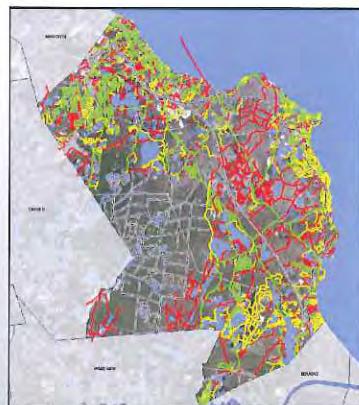


Classification	Miles
Town – Accepted	218.9
Town – Unaccepted	152.5
Town – Private/Exclusion	125.7
<b>Total</b>	<b>497.1</b>



## Roadway Inventory and GIS

### Plymouth Unaccepted Roadway Profile



Road Type	Miles
Unaccepted – Asphalt	87.5
Unaccepted – Gravel	65.0
<b>Total</b>	<b>152.5</b>



## Pavement Management



### Maintenance

- Crack Seal
- Pothole/Utility Patching

### Surface Treatment

- Microsurfacing
- Rubber Chip Seal
- Double Chip Seal

### Structural Repair

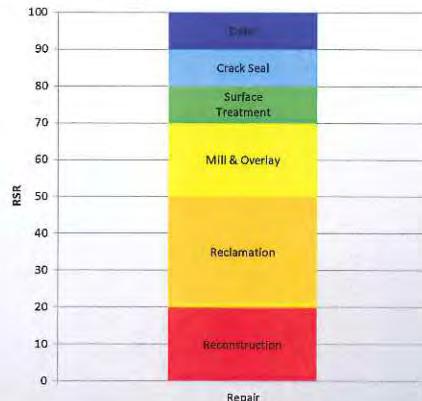
- Mill and Overlay
- Reclamation
- Reconstruction



## Maintenance & Repair Methods

### Paved Roadways

- Defer Maintenance - \$0.00 SY
- Crack Seal- \$1.00 SY
- Surface Treatment - \$14.00 SY
  - Micro Seal
  - Rubber Chip Seal
  - Double Chip Seal
- Mill & Overlay - \$20.00 SY
- Reclamation - \$90.00 SY
- Reconstruction - \$135.00 SY



## Maintenance & Repair Methods

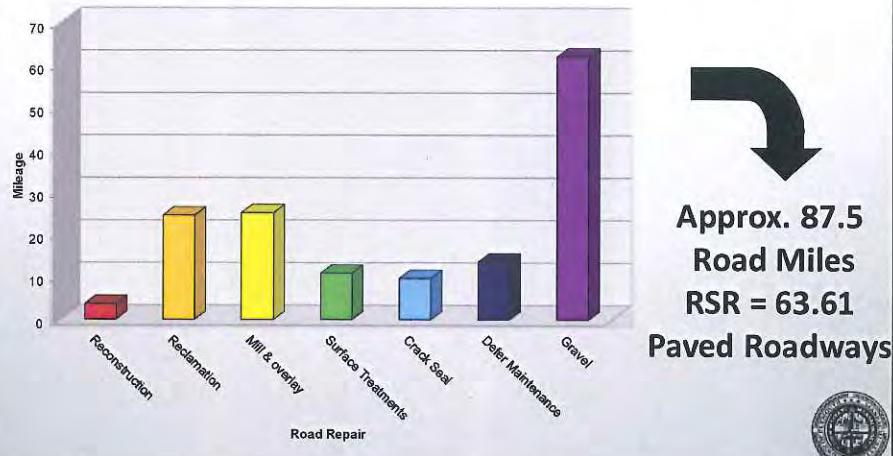
### Gravel Roadways

- Gravel Road Annual Re-grading Maint. - \$2.00 SY
- Gravel Road Dense Grade - \$13.00 SY
- Gravel Paved Roadway – \$135.00 SY



## Existing Conditions Summary

### General Rating by Mile – Unaccepted Roads



## Existing Conditions Summary

### Breakdown by Repair Method\*

Repair Method	Length (Miles)	Est. Cost	% By Repair
Reconstruction	3.7	\$5,156,726	4.3%
Reclamation	24.5	\$29,353,354	28.0%
Mill and Overlay	25.1	\$7,152,040	28.6%
Surface Treatment	10.9	\$1,960,430	12.5%
Crack Seal	9.7	\$114,501	11.1%
Defer Maintenance	13.6	\$0	15.5%
<b>TOTAL:</b>	<b>87.5</b>	<b>\$43,737,048</b>	<b>100.0%</b>

→ Backlog\* = Approx. \$43.7 Million

\*Excludes Gravel Roads

## Construction History - Unaccepted



### ■ 2013 Construction

- Bruce Road – Overlay/Crack Seal
- Ashbury Street - Overlay/Crack Seal
- Cox Lane – Overlay/Crack Seal
- Donna Drive – Crack Seal
- Little Sandy Pond Road – 1,000ft
  - Full Depth Reconstruction



## Anticipated Construction

### ■ 2015 Unaccepted Roads

- George Street
  - \$510K (Money Allocated)
- Queen Drive
  - \$165K (Money Allocated)
- Birch Street
  - \$225K (Money Not Allocated)



\*Asking for \$500K at Town Meeting FY2016



## **ARTICLE 16A:**

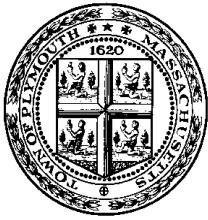
ARTICLE 16A: To see if the Town will vote to amend the vote taken under Article 16A of the 2014 Spring Annual Town Meeting by reducing the \$4,500,000 borrowing authorization approved thereunder for the restoration for 1820 Court House by the sum of \$500,000 and further to transfer \$500,000 for Fiscal Year 2016 Community Preservation Act revenues for purposes of future restoration of said 1820 Court House, including construction, demolition, renovation, operation, and related costs, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

### **RECOMMENDATION: Approval (Unanimous, 10-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 16A. Town Meeting approval of this article will authorize a \$500,000 reduction to the \$4,500,000 borrowing authorization for the restoration of the 1820 Court House and authorize the Community Preservation Committee to set aside \$500,000 of FY16 CPA revenue for 1820 Court House restoration expenses. This will enable the Community Preservation Committee to reduce borrowing for the project, thereby saving the Town money on interest costs.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Thursday, February 12, 2015  
Re: SPRING ANNUAL TOWN MEETING: CPA Article 16A

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**ARTICLE 16A: To see if the Town will vote to amend the vote taken under Article 16A of the 2014 Spring Annual Town Meeting by reducing the \$4,500.000 borrowing authorization approved there under for the restoration for 1820 Court House by the sum of \$500,000 and further to transfer \$500,000 for fiscal 2016 Community Preservation Act revenues for purposes of future restoration of said 1820 Court House, including construction, demolition, renovation, operation, and related costs, or take any other action relative thereto.**

**COMMUNITY PRESERVATION COMMITTEE**

**CPC RECOMMENDATION: Approval (unanimous)**

The Community Preservation Committee voted unanimously in favor of Article 16A at its meeting held Thursday, January 22, 2015

**SUMMARY & INTENT:**

The Community Preservation Committee recommends the reduction of the original borrowing appropriation, under Article 16A from Spring Town Meeting 2014, for the 1820 Court House. The Committee intends to move available funds into an account to be utilized for the renovation, preservation and rehabilitation of the 1820 Court House. At Fall TM 2015 the CPC made a similar recommendation to reduce the \$500,000. The plan was to reduce the borrowing from \$5 million to \$4.5 Million. This Article will reduce the borrowing further to \$4 million. The borrowing reduction strategy is a policy of the CPC. The plan is to build up a reserve fund to avoid borrowing. This strategy will allow the CPC to avoid interest by paying for construction activities on the 1820 Court House with cash on hand.



## **ARTICLE 16B:**

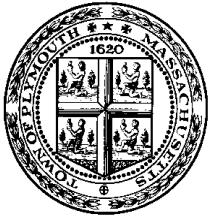
ARTICLE 16B: To see if the Town will vote to appropriate \$2,000,000 for the creation and/or restoration and rehabilitation of land for recreational use pursuant to G.L. c. 44B, which land is commonly known as Stephens Field, and is shown on Assessors Map 23, as Lots 16b, 16c, 17c, 23, 24 and 26, and specifically for the creation and rebuilding of Stephens Field as described in the Final Schematic Plan (the “Plan”) designed by Ray Dunetz Landscape Architecture, dated August 2014 as voted and adopted by the Stephens Field Planning & Design Committee (“SFPDC”) on October 8, 2014; and as funding therefor, to appropriate said sum from the Community Preservation Fund estimated annual revenues, fund balance or reserves, and/or borrow pursuant to G. L. c. 44B or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen to borrow said sum and issue notes and bonds therefor, provided the Community Preservation Committee (CPC) determines that revisions to the Plan are significant and the SFPDC approves of the revisions to the Plan; and, in connection therewith, to authorize the Board of Selectmen to grant to a nonprofit or charitable corporation a restriction in said land meeting the requirements of G. L. c.184, §§31-33; or take any other action related thereto.

COMMUNITY PRESERVATION COMMITTEE

### **RECOMMENDATION: Approval \$2,000,000 (Unanimous, 10-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 16B. Approval of this article will appropriate \$2,000,000 from the Community Preservation Fund for use in the renovation of Stephens Field for recreational purposes. The total estimated cost of the project, which is expected to begin in approximately two years, is \$4 million. In the meantime, CPC will be pursuing grants to offset project costs.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Thursday, February 12, 2015  
Re: SPRING ANNUAL TOWN MEETING: CPA Article 16B

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**ARTICLE 16B: To see if the Town will vote to appropriate \$2,000,000.00 for the creation and/or restoration and rehabilitation of land for recreational use pursuant to the Community Preservation Act, which land is commonly known as Stephens Field, and is shown as Assessors Map 23, Lot 16b, 16c, 17c, 23, 24 and 26, and specifically for the creation and rebuilding Stephens Field as described in the Final Schematic Plan design by Ray Dunetz Landscape Architecture Dated August 2014 as voted and adopted by the Stephens Field Planning & Design Committee ("SFPDC") on October 8, 2014; and revisions to the Final Schematic Plan shall be presented to the Community Preservation Committee (CPC) for review and if the CPC determines that the revision is significant, the SFPDC will be requested to approve the revision and as funding therefor to appropriate said sum from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow pursuant to G.L. c.44B or any other enabling authority and to authorize the Treasurer, with the approval of the Board of Selectmen to borrow said sum and issue notes and bonds therefor; and, in connection therewith, to authorize the Board of Selectmen to grant to a nonprofit or charitable corporation a restriction in said land meeting the requirements of G.L. c.184, §§31-33; provided however, that prior to expenditure of the funds appropriated hereunder, shall execute a mutually acceptable Grant Agreement between the Community Preservation Committee and the Town of Plymouth; or take any other action related thereto.**

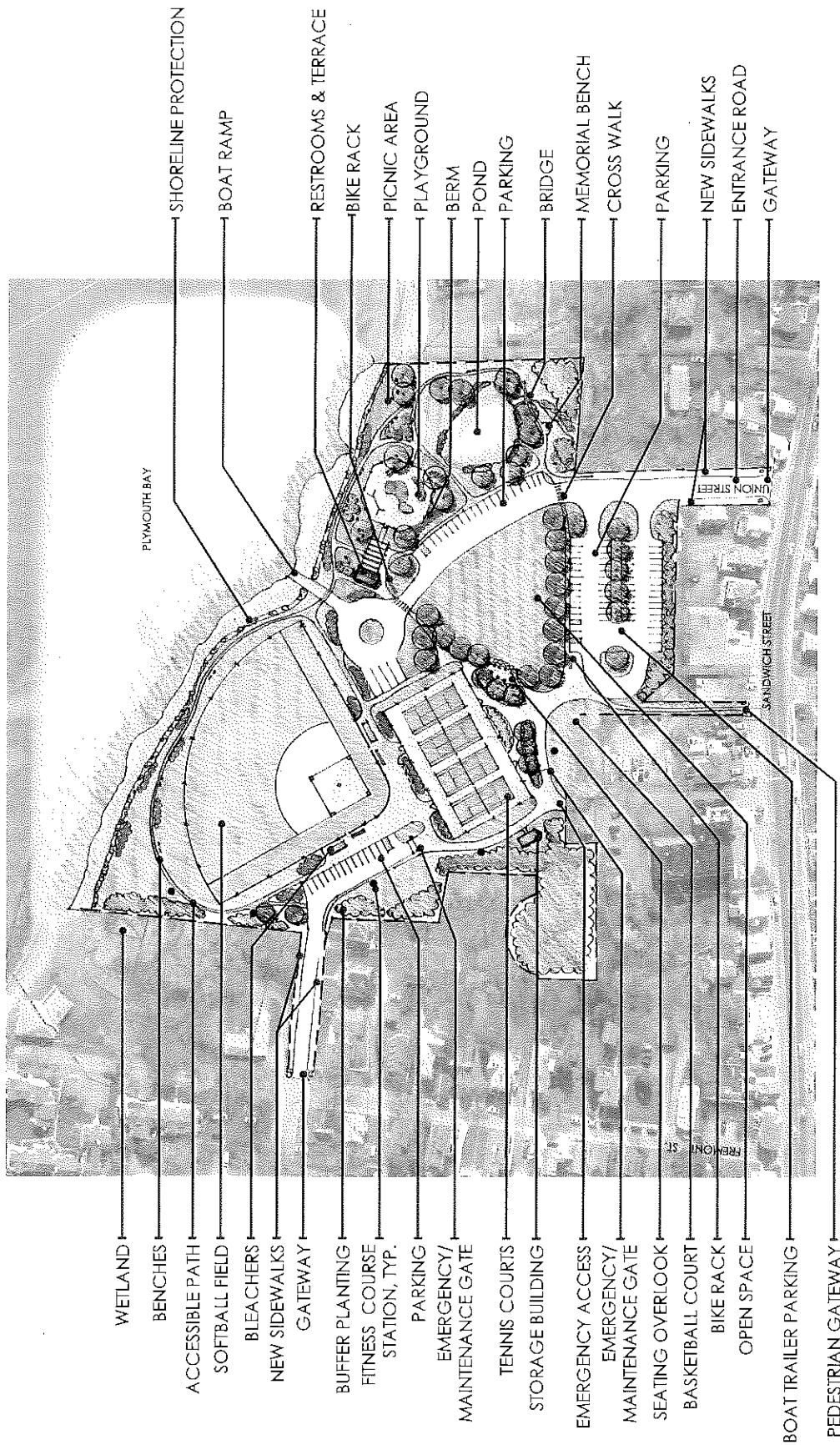
**COMMUNITY PRESERVATION COMMITTEE**

**CPC RECOMMENDATION: Approval (unanimous)**

The Community Preservation Committee voted unanimously in favor of Article 16B at its meeting held Thursday, January 22, 2015.

**SUMMARY & INTENT:**

The intent of the CPC is to appropriate \$2,000,000.00 from the Community Preservation Fund to rebuild Stephens Field in accordance with the Final Schematic Plan design by Ray Dunetz Landscape Architecture dated August 2014 as voted and adopted by the Stephens Field Planning & Design Committee. Any revisions to the Final Schematic Plan shall be presented to the Community Preservation Committee (CPC) for review and if the CPC determines that the revision is significant, the SFPDC will be requested to approve the revision.



## ARTICLE 16C:

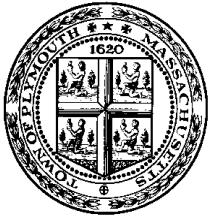
ARTICLE 16C: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, for the acquisition of open space and to create, restore and/or rehabilitate land for recreational purposes pursuant to G. L. c. 44B, and to accept the deed to the Town of Plymouth, of a fee simple or lesser interest in 0.07 acres of land, more or less, in the Town of Plymouth located at 161 Taylor Avenue, Plymouth, shown on Assessor's Map 45B as Lot 14-24, and further that said land shall be held under the care, custody, and control of the Conservation Commission; and as funding therefor to appropriate \$200,000 for said acquisition and \$30,000 for the removal of infrastructure, restoration and rehabilitation of the above-described property for recreational use, including all costs incidental and related thereto, from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow the total sum of \$230,000 for such purposes pursuant to G. L. c.44B or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and issue notes and bonds therefor, and authorize the Board of Selectmen to grant a conservation restriction in said property pursuant to G. L. c.44B, §12 and G. L. c.184, §§31-33; and further, to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect the purposes of this article; or take any other action related thereto.

COMMUNITY PRESERVATION COMMITTEE

### **RECOMMENDATION: Approval \$230,000 (9-1-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 16C. Approval of this article will appropriate \$230,000 from the Community Preservation Fund for open space purposes. \$200,000 will be used to acquire 161 Taylor Avenue and \$30,000 to remove the structures and septic systems on the property. The objective of the acquisition is to gain better emergency access to White Horse Beach as well as access to the Bartlett Brook for environmental protection. Removal of the failed septic systems will also improve the area. The lot will be clear of structures and will be fenced and gated.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Thursday, February 12, 2015  
Re: SPRING ANNUAL TOWN MEETING: CPA Article 16C

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**ARTICLE 16C: To see if the Town will vote to appropriate the sum of \$200,000 for the acquisition, and to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, for the acquisition of open space and to create, restore and/or rehabilitate land for recreational purposes pursuant to the Community Preservation Program, and to accept the deed to the Town of Plymouth, of a fee simple interest or less to 0.07 acres of land, more or less, in the Town of Plymouth located at 161 Taylor Avenue, Plymouth, shown on Assessor's Map 45B as Lot 14-24, and further that said land shall be held under the care, custody, and control of the Conservation Commission, and to authorize appropriate Town officials enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; further to appropriate the sum of \$30,000 for the removal of infrastructure, restoration and rehabilitation of land for recreational use, shown as Assessors Map 45B Lot 14-24, including all costs incidental and related thereto; and as funding therefor to appropriate the total sum of \$230,000 from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum for such purposes pursuant to G.L. c.44B or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen to borrow said sum and issue notes and bonds therefor; and further to authorize the Board of Selectmen to grant a conservation restriction in said property pursuant to G.L. c.44B, §12 and G.L. c.184, §§31-33; and shall execute a mutually acceptable Grant Agreement with the Community Preservation Committee and the Town of Plymouth; or take any other action related thereto.**

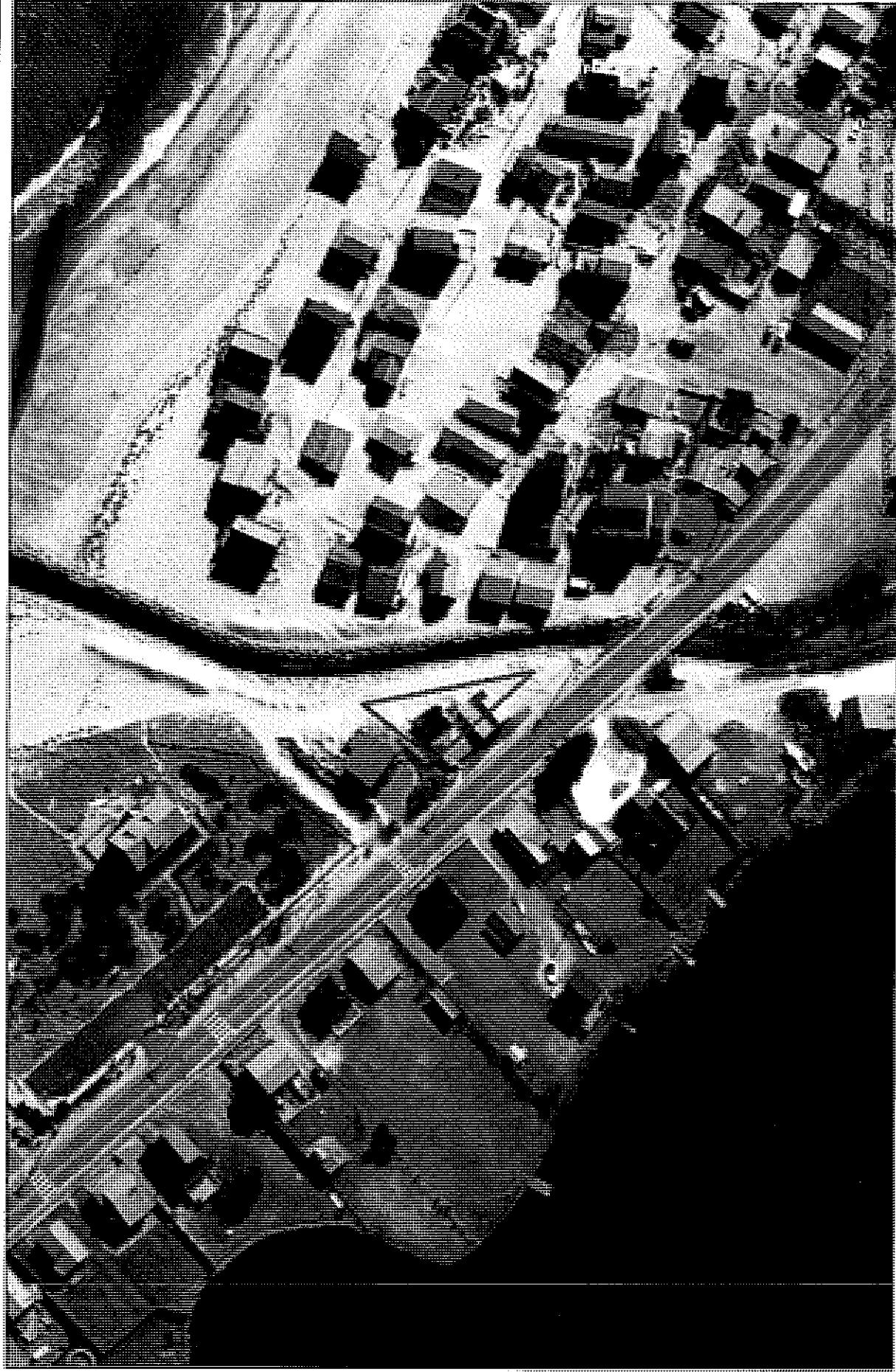
**COMMUNITY PRESERVATION COMMITTEE**

**CPC RECOMMENDATION: Approval (unanimous)**

The Community Preservation Committee voted unanimously in favor of Article 16C at its meeting held Thursday, January 22, 2015.

**SUMMARY & INTENT:**

The CPC believes that the acquisition of this property will allow the removal of failed septic systems and other infrastructure, which are harmful to Bartlett Brook and White Horse Beach. By controlling the property at Bartlett Brook Bridge, the Town can maximize future road and safety improvements at this location and protect adjacent properties from future damage. Town Meeting is asked to appropriate \$230,000.00 from the Community Preservation Fund for the acquisition of 161 Taylor for open space recreational purposes under the Community Preservation Act, \$200,000.00 for the acquisition of 161 Taylor Avenue and \$30,000.00 for removal of the improvements and the septic system located on 161 Taylor Ave.



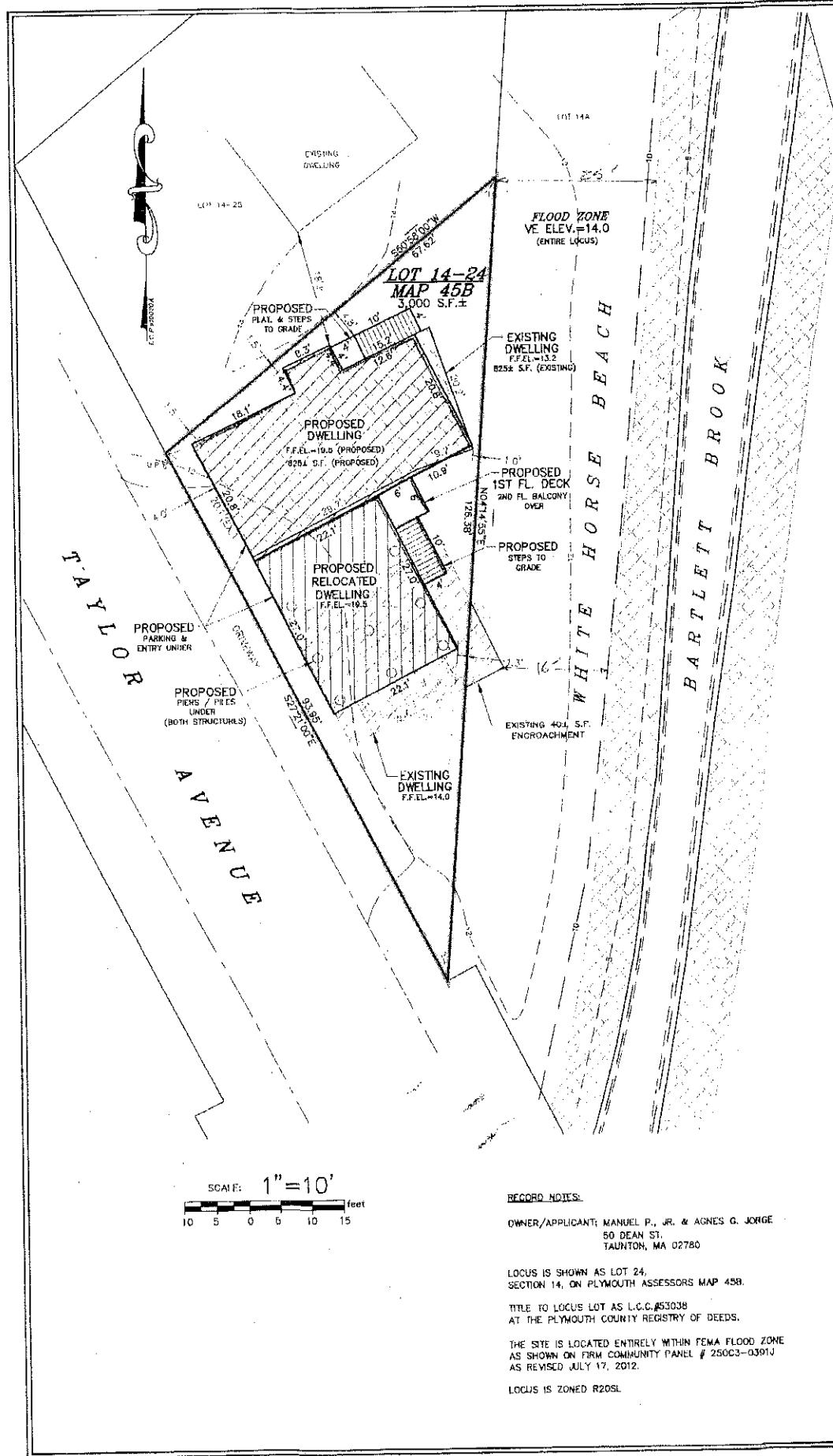
June 2013

White Horse Beach Improvement  
Phase 2  
Plymouth, Massachusetts

White Horse Beach Improvement Phase 2

0 50 100 200  
Feet





REVISIONS:								
No.	DESCRIPTION	DATE						
CONSTRUCTION NOTES:								
<p>1. ALL UNDERGROUND UTILITIES SHOWN WERE COMPLETED ACCORDING TO AVAILABLE RECORD PLANS AND, APPROPRIATE ONLY, WE ASSUME NO RESPONSIBILITY FOR DAMAGES AS A RESULT OF INSTALLATION OF OUTLAWED UTILITIES. SEE CHAPTER 37D, ACTS OF 1963, MASSACHUSETTS GENERAL LAWS, THE APPROPRIATE LOCAL GOVERNMENT DEPARTMENT SHOULD BE CONTACTED AS WELL AS DIG-SAFE (PH. NUMBER 1-888-344-7233) PRIOR TO THE START OF CONSTRUCTION.</p>								
<p>KEY MAP * 1" = 2,083'</p>								
<p>PREPARED BY:</p> <p>LAND MANAGEMENT SYSTEMS, INC. 783 STATE ROAD • PLYMOUTH, MA P.O. BOX 999 MANOMET, MA 02345 608-224-2201</p>								
<p>J. RANDOLPH PARKER, JR. P.L.S. DATE PROJECT TITLE: <b>ZONING BOARD OF APPEALS PETITIONERS PLAN AT 161 TAYLOR AVE, PLYMOUTH, MA LOT 24 SECTION 14 ASSESSOR'S MAP 45B PCL #045B-000-014-024</b></p>								
<p>PREPARED FOR:</p> <p>MANUEL P. JORGE, JR. 50 DEAN ST. TAUNTON, MA 02780</p>								
<p>DATE: 01-08-13 COMP./DESIGN: RAL CHECK: J.R. PARKER JR. DRAWN: RAL</p>								
<table border="1"> <tr> <td>FIELD: AGP/ED</td> <td>1</td> </tr> <tr> <td>LMSI JOB #4269.1</td> <td>1</td> </tr> <tr> <td>DWG. No. #4269.1_ZBA</td> <td>1</td> </tr> </table>			FIELD: AGP/ED	1	LMSI JOB #4269.1	1	DWG. No. #4269.1_ZBA	1
FIELD: AGP/ED	1							
LMSI JOB #4269.1	1							
DWG. No. #4269.1_ZBA	1							
<p>1 SHEET 1 OF 1</p>								

### Current Property Assessment

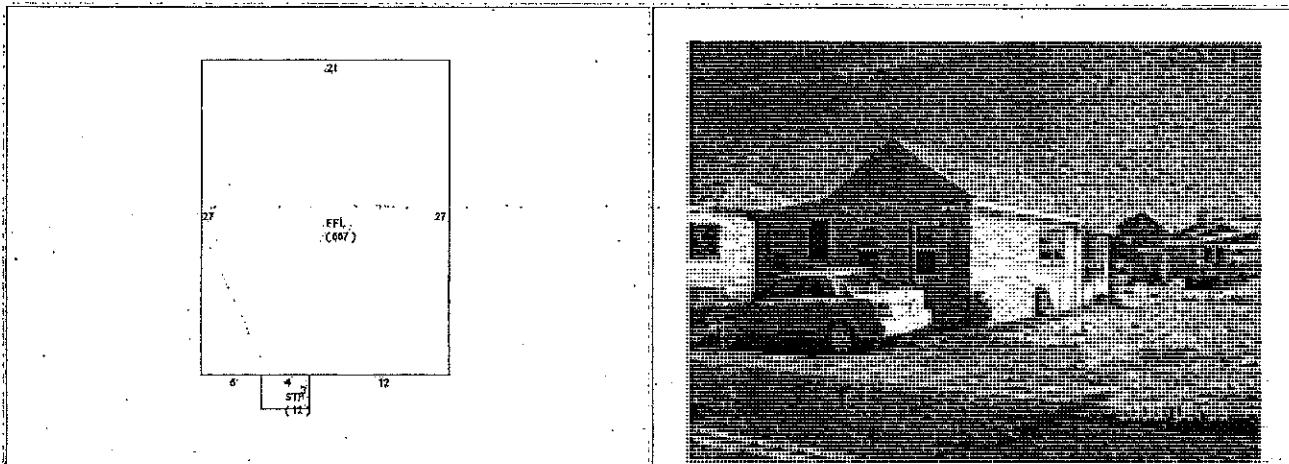
	<u>Card 1 Value</u>	<u>Total Parcel Value</u>
Year 2013	Building Value 18,100	Building Value 40,500
	Xtra Features 0 Value 0	Xtra Features 0 Value 0
Land Area 0.070 acres	Land Value 224,200	Land Value 224,200
	Total Value 242,300	Total Value 264,700

### Narrative Description

This property contains 0.070 acres of land mainly classified as MULTI HOUSE with a(n) Cottage style building, built about 1940 , having VINYL exterior and Asphalt roof cover, with 1 unit(s), 5 total room(s), 2 total bedroom(s), 0 total bath(s), 0 total half bath(s), 1 total 3/4 bath(s).

### Legal Description

### Property Images

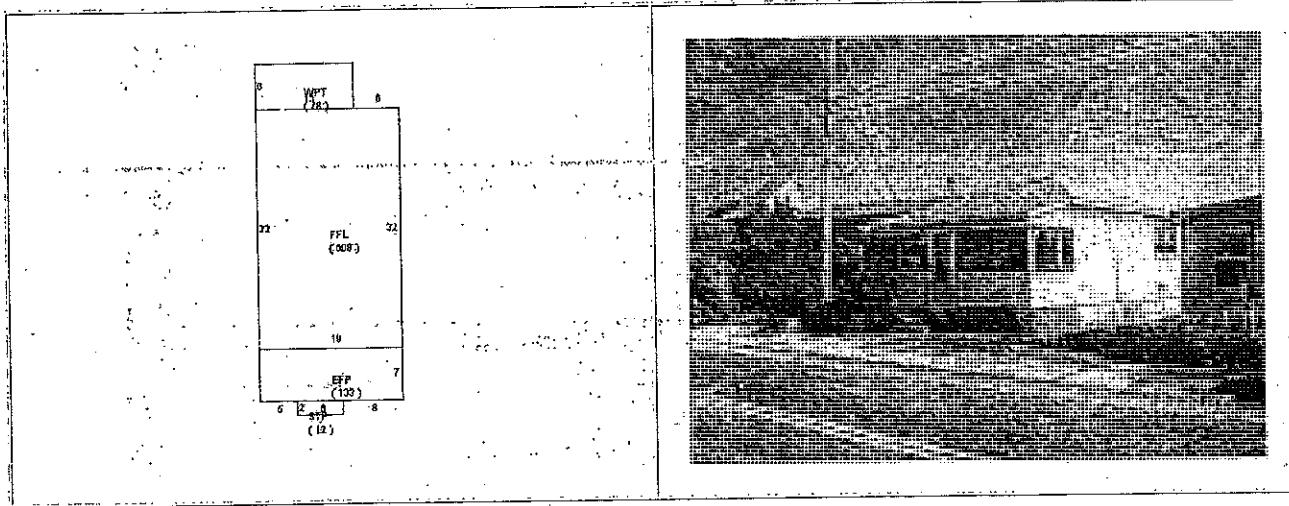


### Narrative Description

This property contains 0.000 acres of land mainly classified as MULTI HOUSE with a(n) Cottage style building, built about 1940 , having VINYL exterior and Asphalt roof cover, with 1 unit(s), 5 total room(s), 3 total bedroom(s), 0 total bath(s), 0 total half bath(s), 1 total 3/4 bath(s).

### Legal Description

### Property Images



## ARTICLE 16D:

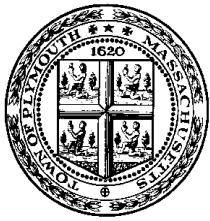
ARTICLE 16D: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G. L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land located off Black Cat Road in the Town of Plymouth comprised of 50 acres, more or less, shown on Assessors' Map 98 as Lot 68 and including Assessors' Parcels 090-000-025A, 090-000-039-001 and 090-000-025B-002, and further that said land be held under the care, custody and control of the Conservation Commission; and as funding therefor to appropriate \$425,000 for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum pursuant to G. L. c.44B, §11 and/or G.L. c44, §7, or any other enabling authority, which shall be reduced by the amount of any grants received by the Town pursuant to G. L.c.44B, ; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G. L.c.44B, §12 meeting the requirements of G.L. c.184, §§31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.

### COMMUNITY PRESERVATION

#### **RECOMMENDATION: \$425,000 (Unanimous, 11-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 16D. Approval of this article will appropriate \$425,000 from the Community Preservation Fund for open space purposes. Funds will be used to acquire approximately 50 acres off Black Cat Road, which will aid in preserving the headwaters of Town Brook.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Thursday, February 12, 2015  
Re: SPRING ANNUAL TOWN MEETING: CPA Article 16D

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**ARTICLE 16D: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land located off Black Cat Road in the Town of Plymouth comprised of 50 acres more or less being made up of a portion of lot 25A-1 and Lot 39-2 shown on Plan #46 of 2014 and also lots shown on Assessors Map 90 Lot 25B and Assessors Map 98 Lot 69 said land to be held under the care, custody and control of the Conservation Commission, to appropriate \$425,000 for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum which shall be reduced by the amount of any grants received by the Town pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L.c.44B, section 12 meeting the requirements of G.L. c. 184, sections 31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.**

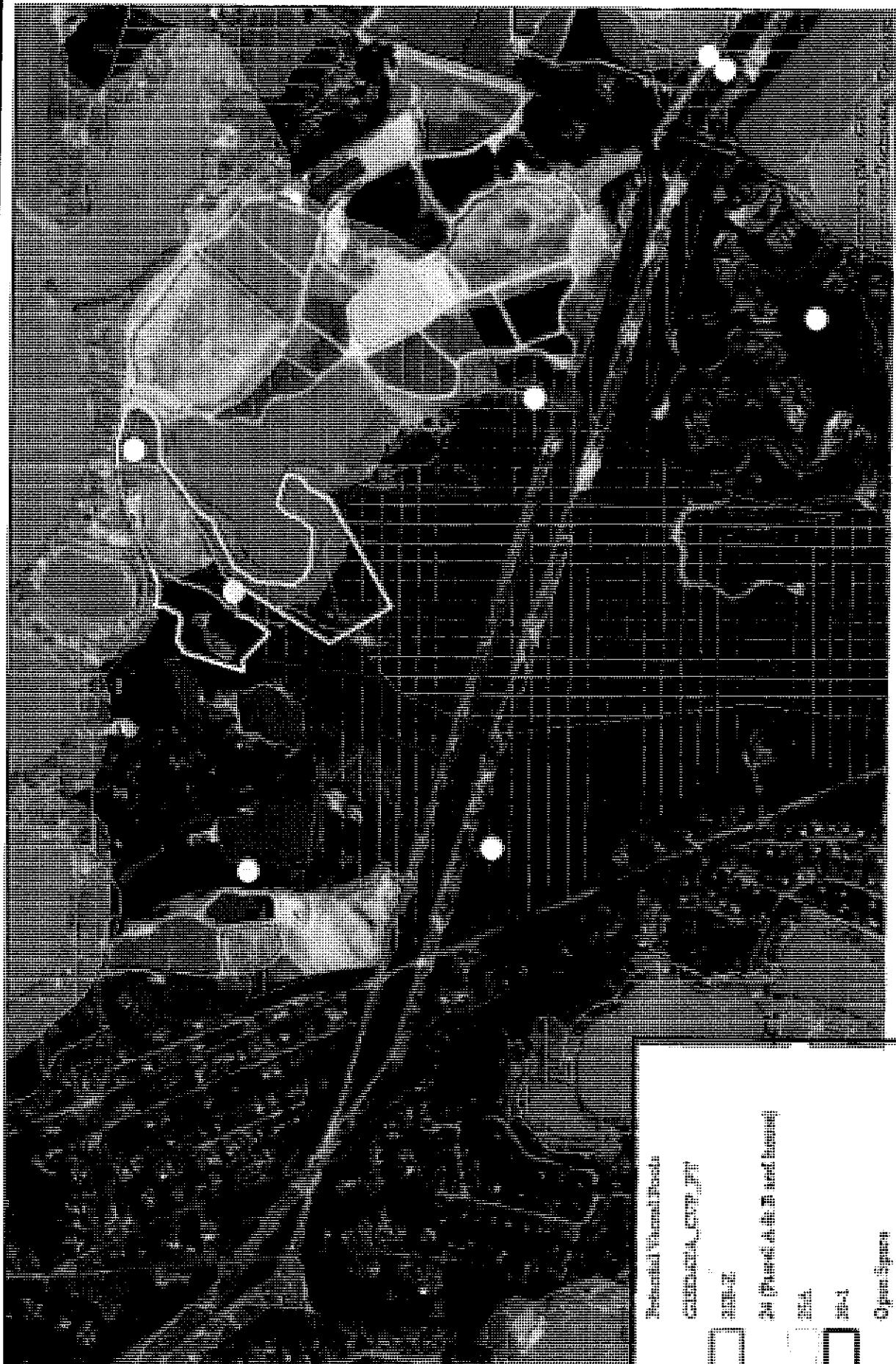
### COMMUNITY PRESERVATION

#### CPC RECOMMENDATION: Approval (unanimous)

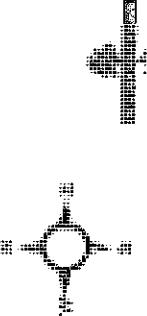
The Community Preservation Committee voted unanimously in favor of Article 16D at its meeting held Thursday, February 12, 2015

#### SUMMARY & INTENT:

The Community Preservation Committee is recommending the purchase of land off Black Cat Road. The intention is to preserve the headwaters of the Town Brook. The water from this property runs to Billington Sea and down the Town Brook. The Town Brook is contributory to Plymouth Harbor.



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## Phenomenal Mathematics

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## ARTICLE 16E:

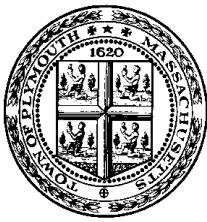
ARTICLE 16E: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2016 Community Preservation Budget and to appropriate from the Community Preservation Fund a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2016, future appropriation amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation, and preservation of land for open space, and including restoration and rehabilitation of land for recreational use, a sum of money for acquisition, preservation, restoration and rehabilitation of historic resources, and a sum of money for the acquisition, creation, preservation and support of community housing, or take any other action relative thereto.

### COMMUNITY PRESERVATION COMMITTEE

#### **RECOMMENDATION: Approval \$2,695,168 (Unanimous, 10-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 16E. Town Meeting approval of this article will allow the Community Preservation Committee to set aside for later spending 10% of the annual revenues of the Community Preservation Fund for each of the following: a) open space in the amount of \$269,517; b) historic resources in the amount of \$269,517; and c) community housing in the amount of \$269,517. Also, \$107,807 (4%) of the annual revenues of the Community Preservation Fund will be set aside for the purpose of funding administrative and operational expenses. The balance of the annual CPA revenue, \$1,778,811, will be held as a reserve balance which can be used for any CPA purpose at future Town Meetings.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Thursday, February 12, 2015  
Re: SPRING ANNUAL TOWN MEETING: CPA Article 16E

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**ARTICLE 16E: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2016 Community Preservation Budget and to appropriate from the Community Preservation Fund a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2016, future appropriation amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation, and preservation of land for open space, and including restoration and rehabilitation of land for recreational use, a sum of money for acquisition, preservation, restoration and rehabilitation of historic resources, and a sum of money for the acquisition, creation, preservation and support of community housing, or take any other action relative thereto.**

**COMMUNITY PRESERVATION COMMITTEE**

**CPC RECOMMENDATION: Approval (unanimous)**

The Community Preservation Committee voted unanimously in favor of Art 16E CPA Fund set-asides at its meeting held Thursday, January 22, 2015

**CPC SUMMARY & INTENT:**

The Community Preservation Committee recommends that 10% of the Fiscal Year 2016 estimated annual Community Preservation Fund revenues be set aside for each of the following purposes: a) community housing, b) historic resources and c) open space, including land for recreational use; and further, that 4% of the annual revenues in the Community Preservation Act Fund be appropriated for the purpose of funding the administrative and operating expenses of the Community Preservation Committee in Fiscal Year 2016 including legal and appraisal work, as well as signage for and improvement of safe access to, approved CPA projects. It should be noted that any unused portion of funds appropriated for the administrative purposes of the Committee reverts to the CPA unallocated balance at the end of each fiscal year.

**Community Preservation Fund  
FISCAL 2016 SOURCES & USES OF FUNDS  
Report for Community Preservation Committee**

**SOURCES:**

**Estimated 2016 CPA Revenues:**

Estimated 2016 Tax Revenue	\$ 141,105,149
CPA Surcharge Rate	1.50%
Estimated Surcharge for 2016 less Abatements & Exemptions	\$ 2,091,577
Investment Earnings	\$5,000
State Trust Fund Distribution estimated at 30%	2,005,303.65
	<u><u>\$598,591</u></u>
	<u><u>(10,000.00)</u></u>
	<u><u>\$2,695,168</u></u>
	<u><u>1,995,303.65</u></u>

**USES:**

***To meet the required Percentages (%) from 2016 Estimated CPA Revenues:***

Open Space	10%	\$269,517
Historic Resources	10%	\$269,517
Community Housing	10%	\$269,517
<i>Total required to be spent or set aside</i>		<b>\$808,550</b>

***Amount available for CPA Administrative costs:***

CPA Operating Budget	4%	\$107,807
<i>Amount available for budget (but not required)</i>		<b>\$107,807</b>

***Amount recommended to be set aside in a Budgeted Reserve for Future FY2016 Town Meetings - Remaining FY2015 Estimated Revenues***

<i>Available for all 4 CPA Purposes (If not used during FY2016 it will close out to Unreserved Fund Balance at June 30, 2016)</i>	<b>\$1,778,811</b>
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Note that the budgeted reserve amount will be reduced by the amount of special purpose CPA articles voted within the Annual Town Meeting.

Lynne A. Barrett  
Finance Director  
2/3/2015

Community Preservation Fund - Available Funds				FATM 2014 Articles	ATM & STM 2015	Balances
<b>Fund Balances:</b>						
Balance 6/30/2014	FY2015 Annual Town Meeting Action	Available for FY2015 Town Meetings - FATM, April STM & ATM				
CP - 2						
Reserved for Open Space	239,009.00	249,016.00	488,025.00	(450,000.00)		38,025.00
Reserved for Community Housing	258,328.00	249,015.00	507,343.00			507,343.00
Reserved for Historic Resources	33,659.00	249,015.00	282,674.00	(20,000.00)		262,674.00
Budgeted Reserve	1,643,500.00	1,643,500.00	(750,000.00)			893,500.00
						-
						-
						-
<b>Unreserved - for any Purpose</b>						
Undesignated Fund Balance	552,345.35	552,345.35	(500,000.00)			52,345.35
						-
						-
<b>2016 Estimated Revenues for Annual Town Meeting:</b>						
<b>Grand Total</b>	<b>\$1,083,341.35</b>	<b>\$2,390,546.00</b>	<b>\$5,252,698.35</b>	<b>(\$1,720,000.00)</b>	<b>-</b>	<b>3,532,698.35</b>



## ARTICLE 17:

ARTICLE 17: To see if the Town will vote to transfer the following parcels from the Town Treasurer to the Affordable Housing Trust for the purpose of affordable housing:

Parcel ID	Road	Legal Reference	Tax Title
050-001-329-000	17 Cutter Drive	Land Court #103055	#12069

Or take any other action relative thereto.

### AFFORDABLE HOUSING

#### **RECOMMENDATION: Approval (Unanimous, 13-0-0).**

The Finance & Advisory Committee advises Town Meeting to approve Article 17. Town Meeting approval of this article will transfer the property from the Town Treasurer, who acquired the property through the tax title process, to the Affordable Housing Trust for demolition of the existing structure and marketing of the parcel to builders for construction of an affordable home to supplement the Town's affordable housing inventory. Plymouth is currently at approximately 3 ½% compared to the State's 10% guideline.



**TOWN OF PLYMOUTH  
11 Lincoln Street  
Plymouth, MA 02360  
(508) 747-1620**

**OFFICE OF TOWN MANAGER  
MEMORANDUM**

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To: Board of Selectmen  
Advisory and Finance Committee Members

From: Michael Galla, Assistant Town Manager

Date: January 8, 2015

Re: Annual Town Meeting, Article 17 – Transfer Parcel to Affordable Housing

*ARTICLE 17: To see if the Town will vote to transfer the following parcels from the Town Treasurer to the Affordable Housing Trust for the purpose of affordable housing:*

<i><b>Parcel ID</b></i>	<i><b>Road</b></i>	<i><b>Legal Reference</b></i>	<i><b>Tax Title</b></i>
050-001-329-000	17 Cutter Drive	Land Court #103055	#12069

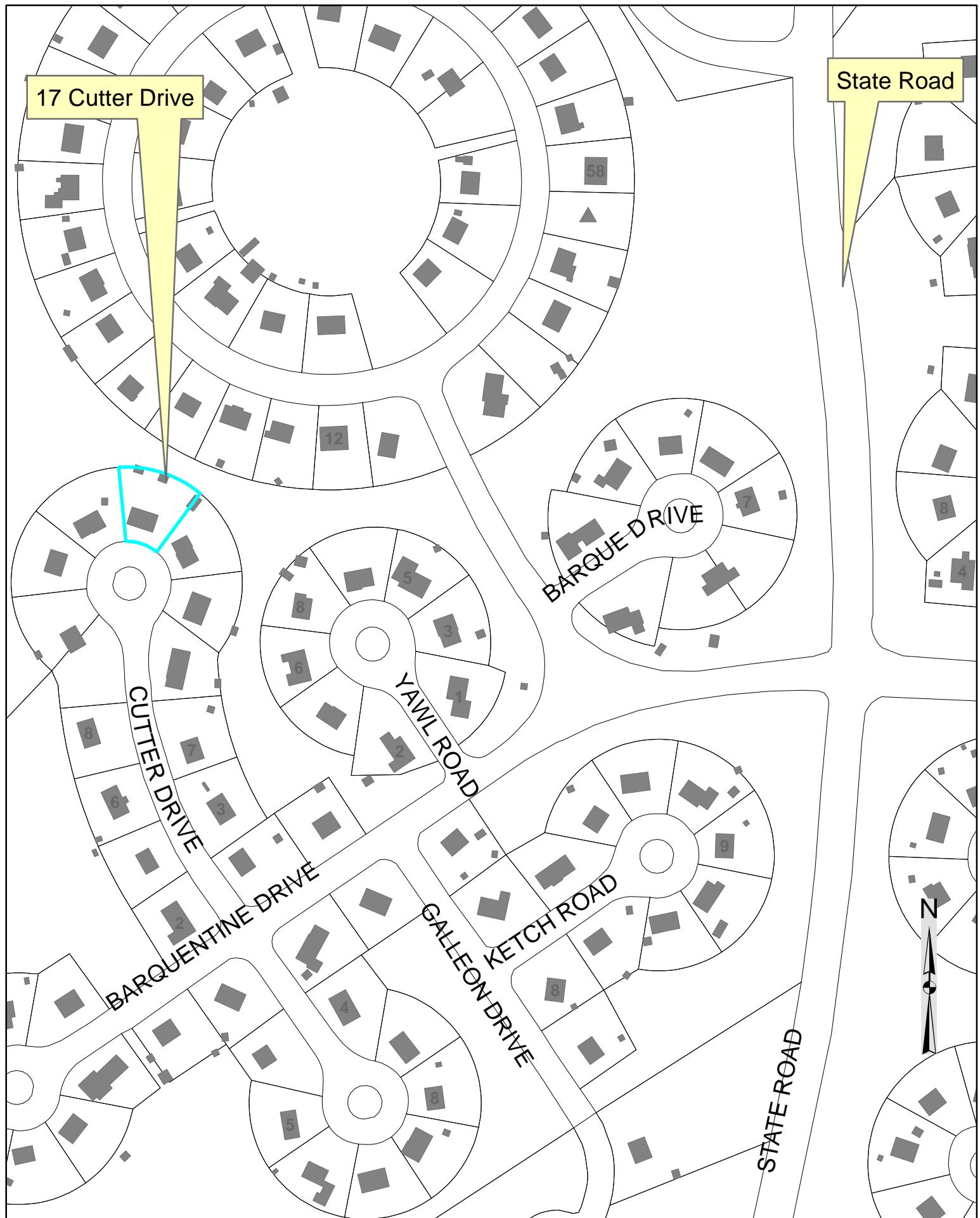
*Or take any other action relative thereto.*

**AFFORDABLE HOUSING**

The Town has officially taken 17 Cutter Drive through tax title. The home was destroyed by a fire and the owners walked away from the property. This site has been identified as a great location to locate an affordable house. Approval of Article 17 would allow the Affordable Housing Trust to officially obtain ownership of the property where they would remove the run down and abandoned structure. Once the property is cleaned up, it would then be marketed to builders for construction of an affordable house.

Thank you for your consideration.





17 Cutter Drive - Article 17

## Unofficial Property Record Card - Plymouth, MA

### General Property Data

Parcel ID **050-001-329-000** Account Number **54467**  
 Prior Parcel ID **9510 -G01 -050\*0236\***  
 Property Owner **PLYMOUTH TOWN OF**  
 Mailing Address **11 LINCOLN ST** Property Location **17 CUTTER DR**  
 City **PLYMOUTH** Property Use **Imp TT**  
 Mailing State **MA** Most Recent Sale Date **6/18/2014**  
 Zip **02360** Legal Reference **C103055-**  
 ParcelZoning **R25** Grantor **FARRAR,GAIL**  
 Sale Price **0**  
 Land Area **0.230 acres**

### Current Property Assessment

Card 1 Value      Building Value **9,300**      Xtra Features Value **1,400**      Land Value **103,500**      Total Value **114,200**

### Building Description

Building Style <b>Ranch</b>	Foundation Type <b>CONCRETE</b>	Flooring Type <b>AVERAGE</b>
# of Living Units <b>1</b>	Frame Type <b>WOOD</b>	Basement Floor <b>CONCRETE</b>
Year Built <b>1982</b>	Roof Structure <b>GABLE</b>	Heating Type <b>ELECTRIC</b>
Building Grade <b>AVERAGE</b>	Roof Cover <b>Asphalt</b>	Heating Fuel <b>ELECTRIC</b>
Building Condition <b>Average</b>	Siding <b>Frame/Shingl</b>	Air Conditioning <b>0%</b>
Finished Area (SF) <b>960</b>	Interior Walls <b>AVERAGE</b>	# of Bsmt Garages <b>0</b>
Number Rooms <b>5</b>	# of Bedrooms <b>3</b>	# of Full Baths <b>1</b>
# of 3/4 Baths <b>0</b>	# of 1/2 Baths <b>0</b>	# of Other Fixtures <b>0</b>

### Legal Description

### Narrative Description of Property

This property contains 0.230 acres of land mainly classified as Imp TT with a(n) Ranch style building, built about 1982 , having Frame/Shingl exterior and Asphalt roof cover, with 1 unit(s), 5 room(s), 3 bedroom(s), 1 bath(s), 0 half bath(s).

### Property Images



## **ARTICLE 20:**

ARTICLE 20: To see if the Town will vote to amend the General By-Laws by adopting a bylaw establishing regulations to swear in all appointees, a copy of which is on file in the Town Clerk's office; or take any other action relative thereto.  
BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).**

The Advisory & Finance committee advises Town Meeting to approve Article 20. Town Meeting approval of this article will adopt a new bylaw establishing regulations for the swearing in of all appointed officials. Mass General Law, Chapter 41 §107, requires members of every board or commission of a town to take an oath of office before serving. This bylaw will require appointed officials to be qualified by the Town Clerk within 30 days, unless a different period is specified in the General Laws, or be subject to termination of their appointment. Similar bylaws or ordinances are in effect in the Town of Blackstone and the City of Woburn.



# Memo

**To:** Advisory and Finance Committee  
**From:** Laurence R. Pizer, Town Clerk  
**Date:** March 12, 2015  
**Re:** Proposed Bylaw Regulating the Swearing-In Process

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“All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their appointment or reappointment except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his appointment shall terminate and the appointing authority shall be so notified by the Town Clerk.”

Article 20 proposes to add Chapter 123, “Oath of Office” to the General Bylaws and to include the language as Section 1.

Although there has been an improvement in convincing appointees to take the required oath before performing committee responsibilities, Plymouth has not come close to universal success. *Chapter 41 §107, of the Massachusetts General Laws states, “Every other elected member and every appointed member of every board or commission of a town, and every other elected officer and every appointed officer of a town, shall also, before entering upon his official duties, be sworn to the faithful performance thereof.”* Thus, it mandates that appointees take their oath before serving. Failure to do so exposes the Town to liability if a complainant took exception to the action of a committee with members serving without legal authority.

Similar bylaws or ordinances are in effect in the Town of Blackstone and the City of Woburn.



## **ARTICLE 22:**

ARTICLE 22: To see if the Town will vote, pursuant to G. L. c. 6, §172 B ½, to adopt a new General By-law enabling the Police Department to conduct State and Federal Fingerprint Based Criminal History checks for individuals applying for the following licenses: Hawking and Peddling or other Door-to-Door Salespeople, Manager of Alcoholic Beverage License, Owner or Operator of Public Conveyance, Dealer of Second-hand Articles, Pawn Dealers, Hackney Drivers and Ice Cream Truck Vendors and to adopt appropriate policies and procedures to effectuate the purposes of this bylaw, a copy of which is on file in the Town Clerk's office, or take any other action relative thereto.

BOARD OF SELECTMEN

### **RECOMMENDATION: Approval (Unanimous, 10-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 22. Town Meeting approval of this article will authorize the Police Department to conduct state and federal fingerprint-based criminal history checks for individuals applying for certain licenses as specified in the By-law. The goal is to better protect residents since current state background checks do not include offenses that have occurred in other states. This Article was on the Warrant for the Fall 2014 Town Meeting but was withdrawn because FBI approval had not been received. Plymouth has since received approval from the FBI to conduct these fingerprint-based criminal history checks.





# TOWN OF PLYMOUTH

## POLICE DEPARTMENT

20 Long Pond Road  
Plymouth, Massachusetts 02360

(508) 830-4218  
FAX: (508) 830-4227

To: Advisory & Finance Committee / Board of Selectmen

From: Chief Michael E. Botieri

Date: January 6, 2015

Rea: Article 22 Civil Fingerprinting By-Law

The Police Department currently is not authorized to perform a Board of Probation (BOP) check during a background investigation for Ice Cream Venders, Hawkers, and Door to Door Venders etc. This proposed by-law authorizes the Police Department to conduct state and federal finger-print based criminal history checks for individuals applying for licenses to engage in the following occupational activities: (1) managers of alcoholic beverage licenses; (2) hawkers and peddlers; (3) owners or operators of public conveyances; (4) dealers of second-hand articles; and (5) ice cream truck venders.

The ability to perform these fingerprint supported information checks are invaluable to the Police Department in order to confidently either issue or deny an individual for any of the above licenses. The Town must ensure that only suitable individuals are issued licenses to solicit in our community. (See attached proposed Fingerprinting By-Law).

NOTE: The FBI Access Integrity Unit (AIU) has been contacted and have authorized the Town of Plymouth to move forward with this By-Law.

Michael E. Botieri

Chief of Police



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## **Chapter 72**

### **Civil Fingerprinting – Town License or Permit**

#### **§ 72-1. Purpose and Scope.**

To enhance public safety, this By-law authorizes the Police Department to conduct state and national fingerprint-based criminal history checks for individuals applying for specific Town-issued licenses or permits, as authorized by G.L. c.6, §172B½, provided, however, that such records shall not be disseminated to unauthorized entities and shall be maintained and disclosed in accordance with all applicable law.

#### **§72-2. Regulations.**

The Board of Selectmen, in consultation with the Chief of Police, is authorized to promulgate regulations to implement this By-law, which regulations may include, but shall not be limited to: establishment of submission deadlines, procedures for making recommendations to the licensing authority or making a licensing determination as a result of the criminal history check, procedures for assessing, correcting or amending any such record and establishing criteria for fitness determinations, confidentiality of information obtained and penalties for failure to comply with this By-law.

#### **§72-3. Definitions.**

**Criminal History Check** – A state and national fingerprint based criminal history background check, as authorized by G.L. c. 6, §172B½.

**DCJIS** – The Massachusetts Department of Criminal Justice Information Services.

**FBI** – The Federal Bureau of Investigation, United State Department of Justice.

**License** – A license or permit issued by the Town of Plymouth, or any board, officer or department thereof, which is identified in Subsection 4.A of this Bylaw.

**Licensing Authority** –A board, officer or department of the Town of Plymouth authorized by the General Laws of Massachusetts or Town by-law to issue a license or permit listed in §72-4 of this By-law.

**Town** – The town of Plymouth, Massachusetts.

#### **§ 72-4. Criminal History Check Authorization.**

- A. Occupational Licenses. The Police Department shall, as authorized by G.L. c.6, §172B½, conduct state and federal fingerprint based Criminal History Checks for individuals and entities for the following occupational licenses:
  - (1) Hawking and Peddling or other Door-to-Door Salespeople
  - (2) Manager of Alcoholic Beverage Licensed Establishment
  - (3) Dealer of Second-hand Articles (including Junk Dealers and Collectors)
  - (4) Pawn Dealers
  - (5) Hackney and Livery Drivers and Owners or Operators of other conveyors of passengers, and
  - (6) Ice Cream Truck Vendors
- B. At the time of fingerprinting, the Police Department shall notify the individual being fingerprinted that the fingerprints will be used to check the individual's Criminal History Records and shall obtain the individual's consent in writing prior to conducting such Criminal History Checks.
- C. Following receipt of an applicant's executed consent form and payment of the applicable fee, the Police Department shall transmit the fingerprints it has obtained pursuant to this By-law to the Identification Section of the Massachusetts State Police, DCJIS, and/or the FBI or the successors of such agencies to conduct a Criminal History Check.
- D. The Town authorizes the Massachusetts State Police, DCJIS and the FBI, or the legal successor of each, to conduct fingerprint-based state and national Criminal History Checks consistent with this By-law.
- E. The Town authorizes the Police Department to receive and utilize state and FBI records in connection with such Criminal History Checks, consistent with this By-law and the Town's implementing Regulations.
- F. In accordance with applicable implementing regulations, the Police Department shall communicate the results of fingerprint-based Criminal History Checks to the appropriate Licensing Authority.

#### **§ 72-3. Standards for Licensing Authority Use of Criminal Record.**

- A. A Licensing Authority is authorized hereunder to utilize the results of fingerprint-based Criminal History Checks exclusively for the limited purpose of determining the suitability of a License applicant in connection with an application for a License identified in Subsection 4.A of this By-law or for its renewal or transfer.
- B. A Licensing Authority may, at its sole discretion, deny a license application on the basis of the results of a fingerprint-based Criminal History Check if it determines that

the results of the check render the subject unsuitable for the proposed licensed activity. The Licensing Authority shall consider all applicable laws, regulations and Town policies bearing on an applicant's suitability in making this determination.

- C. A Licensing Authority is hereby authorized to deny an application for any license specified herein, including renewals and transfers of said licenses, from any person who is determined to be unsuitable for the license due to information obtained pursuant to this By-law.
- D. Factors that shall be considered in making a determination of suitability shall include conviction of, or under pending indictment for, a felony or a misdemeanor that involved force or threat of force, possession of a controlled substance, a sex-related offense, or other crime that bears upon the subject's ability or fitness to exercise such license.

#### **§ 72-4. Fee.**

The fee for conducting a fingerprint-based Criminal History Check shall be one hundred dollars (\$100) for each check. That portion of the fee specified in G. L. c.6, §172B½, shall be deposited into the Commonwealth of Massachusetts Firearms Fingerprint Identity Verification Trust Fund. The remainder of the Fee is to be applied by the Town for costs associated with the administration of the fingerprinting program.

#### **§ 72-5. Effective Date**

This By-law shall take effect in accordance with G. L. c.40, §32.

## ARTICLE 27:

ARTICLE 27: To see if the Town will vote to authorize the Board of Selectmen to accept and allow as a public way the following street or portions thereof as laid out by the Board of Selectmen and reported to the Town, and as shown on plans on file with the Town Clerk; to authorize the Board of Selectmen to acquire by gift, or eminent domain an easement or easements to use said ways for all purposes for which public ways are used in the Town of Plymouth, and all associated easements; and further, accept gifts for this purpose and any expenses related thereto; and authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisition(s); or take any other action relative thereto.

- Lunn's Way

DEPARTMENT OF PUBLIC WORKS

### **RECOMMENDATION: Approval (8-2-1).**

The Advisory & Finance Committee advises Town Meeting to approve Article 27. Approval of this article would allow the Town to accept Lunn's Way as a public way. Lunn's Way is a major East-West corridor connecting Long Pond Road to Bourne Road. Residents petitioned the Town requesting that the road become public and the Roads Advisory Committee has its acceptance. Adding the approximately 3.7 miles of road to the public roads total will increase Chapter 90 funding from the state.





# TOWN OF PLYMOUTH

Department of Public Works

Engineering Division

11 Lincoln Street

Plymouth, Massachusetts 02360

**TO: FINANCE AND ADVISORY COMMITTEE**

**FROM: SID KASHI, P. E. ✓ S.K.**  
**TOWN ENGINEER**

**Through: Jonathan Beder, Director of Public Works**

**CC: Road Advisory Committee**

**DATE: January 15, 2015**

**SUBJECT: STREET LAYOUT HEARING**

**2015 SPRING ANNUAL TOWN MEETING – ARTICLE 27**

This year there is **one (1) street being proposed for acceptance**, namely Lunn's Way in the Ponds of Plymouth subdivision located in South Plymouth.

Lunn's Way, which is presently unaccepted, has been approved by the Road Advisory Committee for acceptance.

This package contains a brief synopsis of the location being considered, the public notice and a locus map of the area.

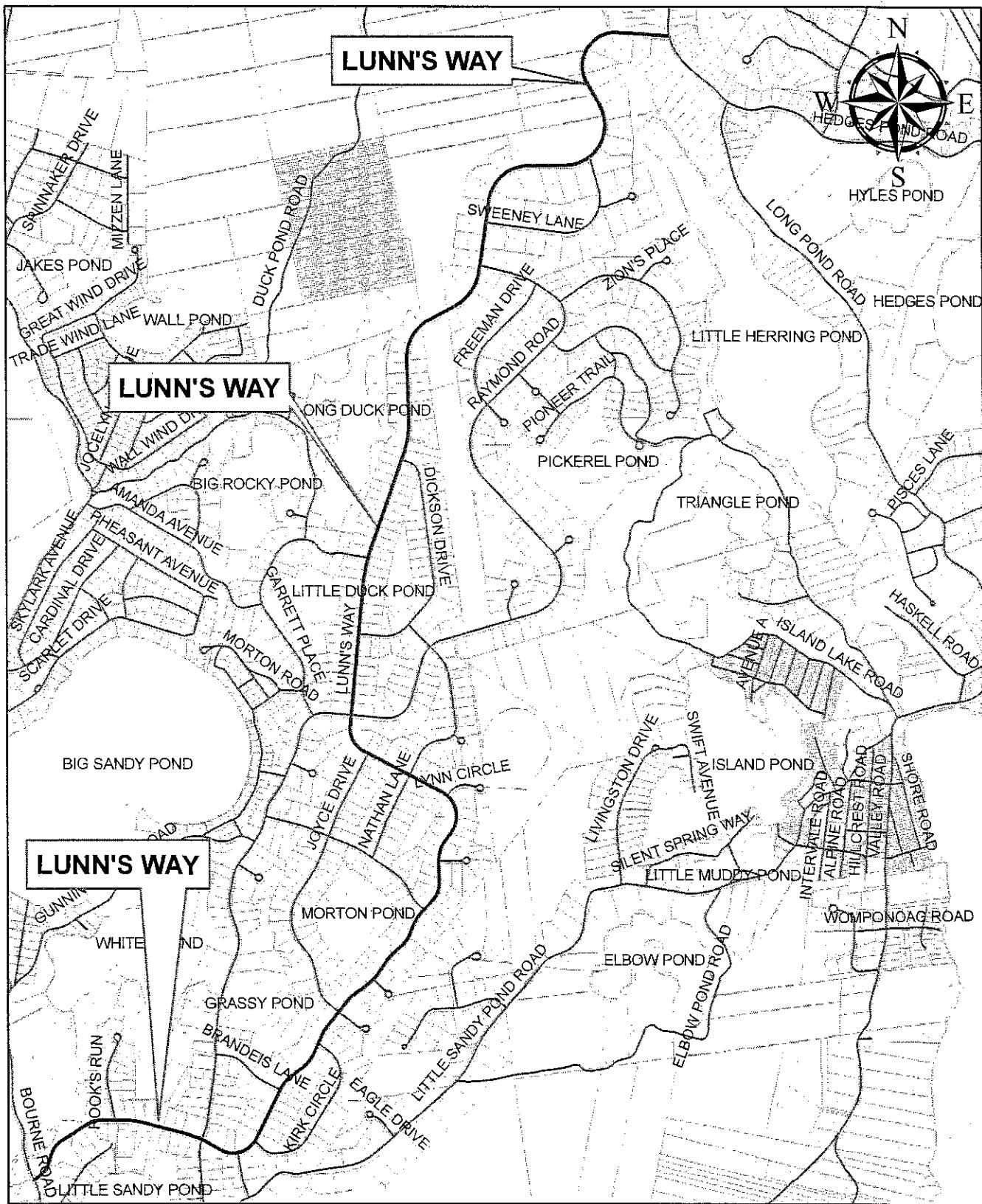
Representatives of the Engineering Division and the Road Advisory Committee will be available on January 28th to present the materials and answer any questions that you may have.

The D.P.W. recommends that Finance and Advisory Committee vote to support Article 27 as presented.

# 2015 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE 27:  
DPW ENGINEERING - LUNN'S WAY

PLAT 113, 122, 123 & 124



PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

1,600 0 1,600 3,200  
SCALE IN FEET

**STREET LAYOUT HEARING  
JANUARY 27, 2015, 7:30 P.M.  
ATM Article**

**ARTICLE: 27**

**LUNN'S WAY** - is located in the South Plymouth section of Town and comprises a portion of the "Ponds of Plymouth, *fka Heritage Hills*" subdivision. Built in phases between 1973 thru 2007, Lunn's Way runs from south to north, connecting Bourne Road and Long Pond Road. The laying out of Lunn's Way is made possible by requiring all abutters to the way submit a "Waiver of Appraisal and Damages", which will be prepared and distributed by the Town. Lunn's Way is the beginning of the layout process for this development.



The following notice was published in the Old Colony Memorial on Saturday, January 17th, and Wednesday, January 21st, 2015, and has been posted in each precinct for the last two weeks and has been sent to all abutters by mail. **The public-notice reads as follows:**

**Dear Property Owner:**

You are hereby notified of the intention of the Selectmen of Plymouth, to layout as a Town Way, **LUNN'S WAY**

Notice is hereby given to all persons interested that the Selectmen will meet in the Mayflower Meeting Room – 1<sup>st</sup> Floor at the Plymouth Town Hall, 11 Lincoln Street on Tuesday, January 27, 2015 at 7:30 P.M. at which time and place the said Selectmen will proceed to view the above route, to see all persons and corporations interested therein who may then and there desire to be heard thereon, and then to layout, locate and establish said way over the route above-described, and to assess all such damages as any person or corporation may sustain by the location and construction of the way aforesaid, and to do whatever else may legally be done on the premises.

**BY ORDER OF THE BOARD OF SELECTMEN**

DEPARTMENT OF PUBLIC WORKS  
Town Engineer  
Sid S. Kashi, P.E.



## ARTICLE 28:

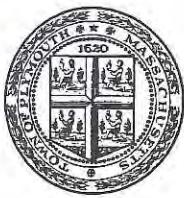
ARTICLE 28: To see if the Town will vote to authorize the Board of Selectmen to accept perpetual easement for public way purposes over the property located on Russell Street, Plymouth, MA and shown as Plymouth Assessor's Parcels No. 017-000-065-000 on file with the Town Clerk; to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain an easement to use said way for all purposes for which public ways are used in the Town of Plymouth; and further, to raise and appropriate, transfer from available funds, accept gifts or borrow a sum of money for this purpose and any expenses related thereto; and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS

### **RECOMMENDATION: Approval (Unanimous, 10-0-1).**

The Advisory & Finance Committee advises Town Meeting to approve Article 28. Approval of this article will enable the town to accept a public easement for a sidewalk in front of the old Registry of Deeds building which is being converted to a condominium complex. The need for the easement is the result of a condition the Zoning Board of Appeals placed in the agreement when approving the condominium complex. The sidewalk has been used publicly for decades when it was a county property. Now that it is a private property, this easement is needed.





# TOWN OF PLYMOUTH

Department of Public Works

Engineering Division

11 Lincoln Street

Plymouth, Massachusetts 02360

**TO:** FINANCE AND ADVISORY COMMITTEE

**FROM:** SID KASHI, P. E. / S. K.  
TOWN ENGINEER

**Through:** Jonathan Beder, Director of Public Works

**CC:** Melissa Arrighi, Town Manager

**DATE:** January 20, 2015

**SUBJECT: EASEMENT PLAN**

**2015 SPRING ANNUAL TOWN MEETING – ARTICLE 28**

The property owner of the former Registry of Deeds building went before the Zoning Board of Appeals (ZBA) to convert the existing site into a 3-story condominium complex which is located at 7 Russell St.

There is an existing portion of concrete sidewalk in front of the building that forms a crescent shape, which is currently outside of the roadway layout for Russell Street. The Town has requested an access and maintenance easement for this area of sidewalk. The ZBA's condition (see enclosure – ZBA decision page 6, 4N and 8C) is requiring the applicant to grant an easement for access and maintenance. The applicant is responsible for conveying and recording the proposed easement, which will be granted to the Town.

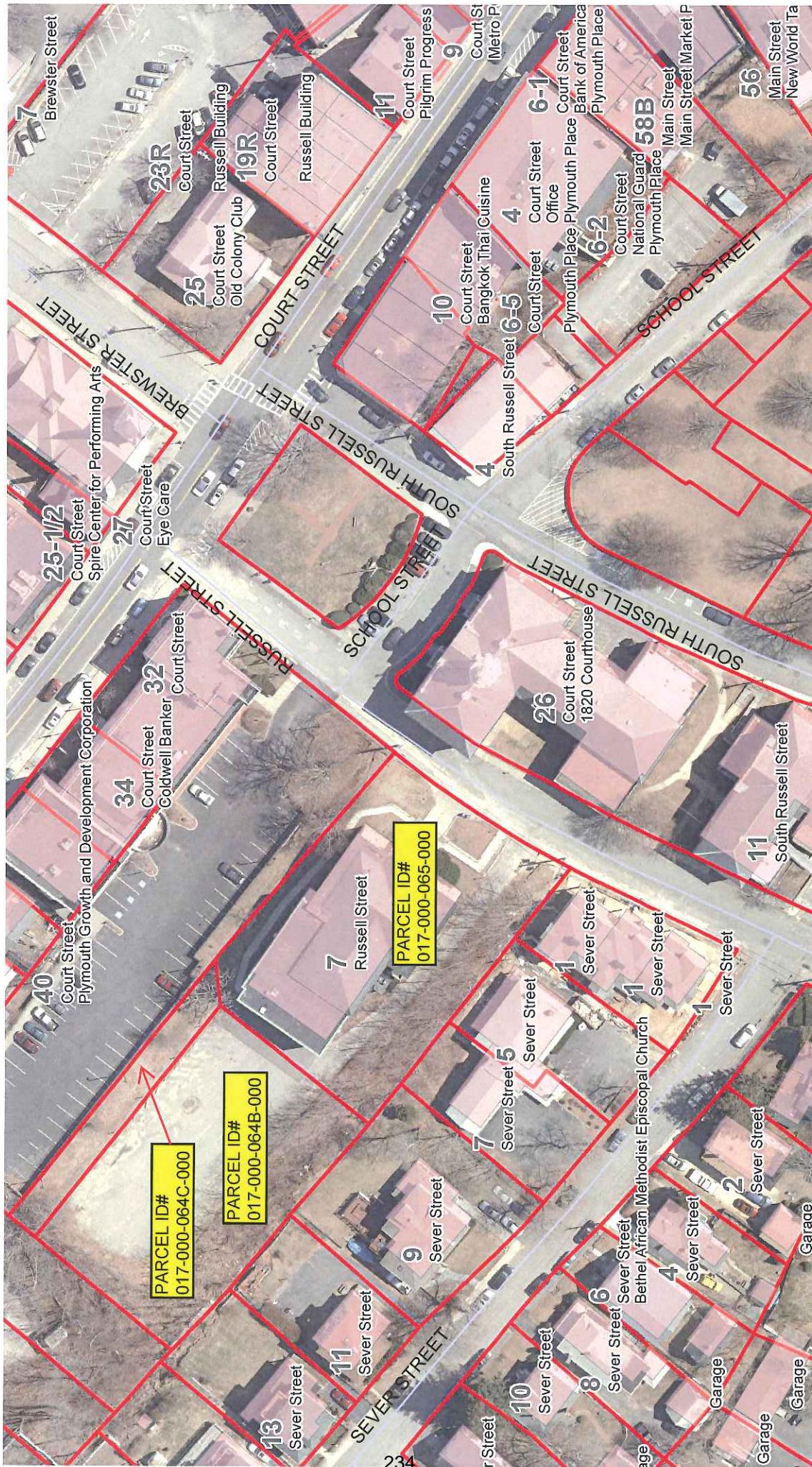
The granting of this easement requires town meeting action for authorizing the Board of Selectmen to accept the easement.

Representative of the Engineering Division will be available on January 28<sup>th</sup> to present the materials and answer any questions that you may have.

The D.P.W. recommends that Finance and Advisory Committee vote to support Article 28 as presented.

**Enclosures:**

1. Location of Property with Assessors Map ID Number
2. Site Plan showing Proposed Access and Utility Easement
3. Easement Plan
4. ZBA Decision Case No 3741 relative to the subject property



**FORMER REGISTRY  
F DEEDS BUILDING  
TO BE CONVERTED INTO  
PROPOSED CONDOMINIUM BUILDING  
TWO FOOTPRINT AREA = 24,985 S.F.  
(THREE STORIES) - (21 UNITS)  
18 - 1 BEDROOM UNITS**

PROP. RETAINING WALL

100

PROPOSED 6" CLD/ WATER

**EXISTING STEAM LINE  
TO BE CAPPED**

PROP. 2" WATER SERVICE (DOMESTIC) CTS 2"  
POLYETHYLENE WITH 2" SHUTOFF

TE VALUE  
" X 6" X 6" TEE

PROPOSED 8" x 8" x 6" TEE  
W/ TAPPING SLEEVE &  
6" GATE VALVE (TOP.)  
SEE DETAIL SHEET

PROPOSED 6" PVC SEWER LINE  
INVERT OUT BUILDING = 71.1 +/-  
INVERT INTO SEWER MAIN = 67.0 +/-  
WITH PRECAST SEWER SADDLE MANHOLE  
OR DOGHOUSE MANHOLE. DECISION IS  
TO BE MADE WITH TOWN UTILITY ENGINEER  
AFTER PERFORMING TEST PIT TO EXAM-  
INE EXISTING SEWER AND SURROUNDING  
MATERIAL (SEE DETAIL SHEET ON CON-  
SPECIFICATIONS FOR EITHER MANHOLE

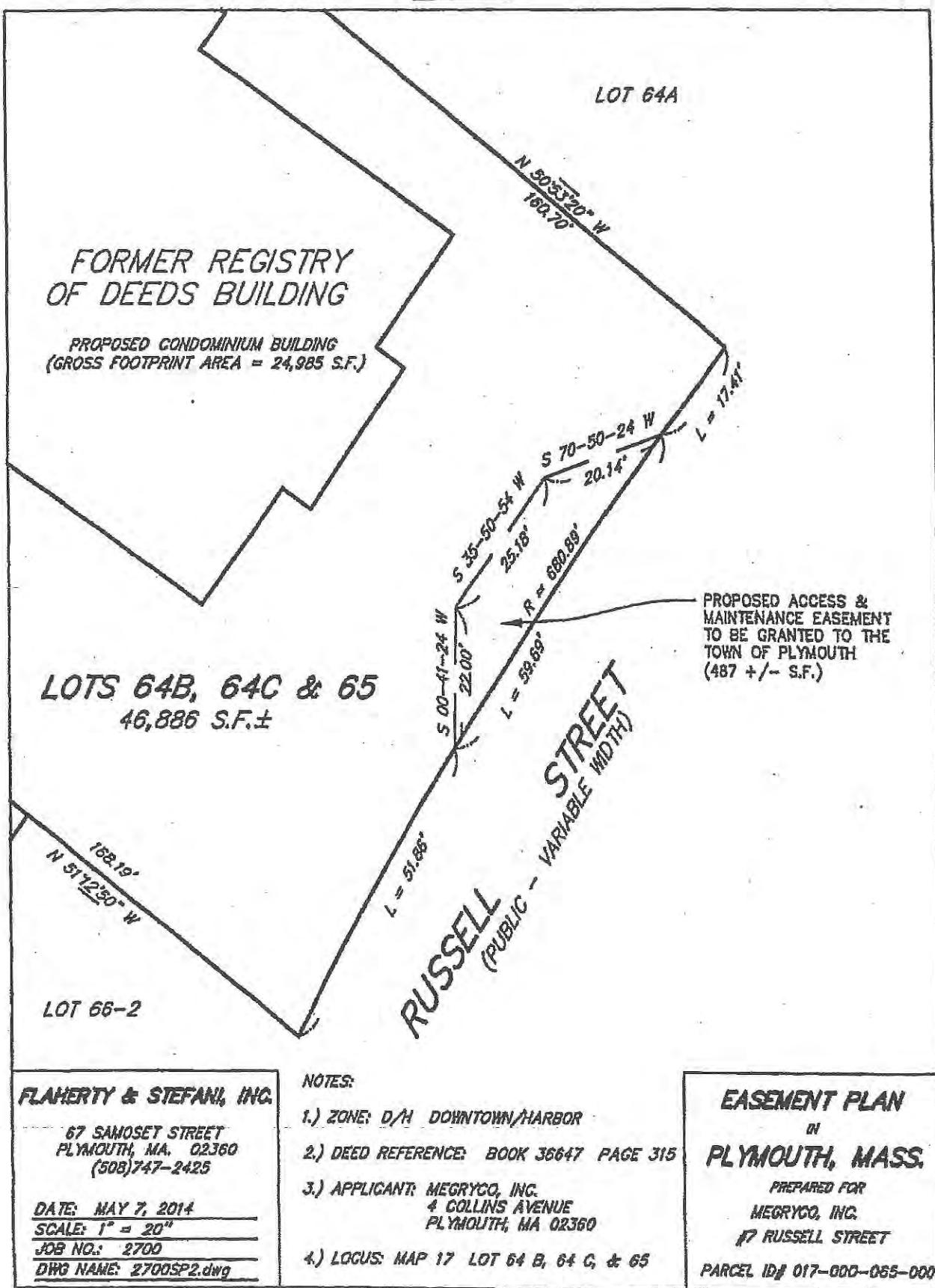
**PROPOSED ACCESS & UTILITY  
EASEMENT**

PROPOSED OUTDOOR LIGHTING  
SHALL CONSIST OF SHIELDED  
SECURITY LIGHTS CONFORMING  
TO THE LIGHT POLLUTION BY-LAW  
AND DARK SKY PROVISIONS

**HANDICAP PARKING SPACE**  
EACH ACCESSIBLE SPACE SHALL BE  
IDENTIFIED BY SIGNS DISPLAYING THE  
INTERNATIONAL SYMBOL OF ACCESSIBILITY  
AND SHALL INCLUDE THE WORDS  
"VAN-ACCESSIBLE" WHERE APPROPRIATE.

PROPS. CATCH BASIN  
RIM ELEV. = 74.0  
INVERT OUT = 70.50  
SUMP ELEV. = 66.50  
PROPS. 10' X 10' CONCRETE  
TRANSFORMER PAD

EXHIBIT A





# TOWN OF PLYMOUTH

11 Lincoln Street  
Plymouth, Massachusetts 02360

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PLYMOUTH, MA

(508) 747-1620  
FAX: (508) 830-4062  
Board of Appeals

2014 APR 3 PM ID: 53

## Decision

Case No. 3741

**LANDOWNER:** 7 RUSSELL STREET, LLC

**PETITIONER:** MEGRYCO, INC. or its nominee

**SUBJECT PROPERTY:** 7 Russell Street, Plymouth, Massachusetts

**PARCEL ID NO:** 017-000-064B-000, 017-000-064C-000, and 017-000-065-000

**TITLE REFERENCE:** Plymouth County Registry in Deeds in BK 36647, PG 315

**DATE OF PUBLIC HEARING:** April 16, 2014

\*\*\*\*\*  
In exercise of its discretionary powers, the Plymouth Zoning Board of Appeals (Members: David Peck, William Keohan, Michael Main, Edward Conroy, and Michael Leary) voted unanimously (5-0) to GRANT the petition of MEGRYCO, INC. or its nominee requesting a Special Permit per Section 205-54, Paragraph C5, of the Plymouth Zoning Bylaw (the "Bylaw") for greater than an eight (8) unit multi-family dwelling; Special Permit per Section 205-71, Paragraph 8D, of the Bylaw for inclusionary housing; if required, Special Permit to waive off street parking per Section 205-23, Paragraph A3, of the Bylaw; and a Special Permit to waive setback requirements of Section 205-54 and Table 5 of the Bylaw in order to convert the former Registry of Deeds Building into a 3-story, twenty-one (21) Condominium Unit Building on the property of 7 RUSSELL STREET, LLC located at 7 RUSSELL STREET and shown as Lots 64B, 64C, and 65 on Plat 17 of the Assessors Maps dated January 1, 2013 in a DH Zone.

### SUBMITTED DOCUMENTATION:

1. Abutters List, Map, and Labels
2. Abutters Notification
3. March 7, 2014 Flaherty & Stefani case cover letter
4. Residential Zoning Permit Application
5. Dept. of Inspectional Services Denial dated March 6, 2014
6. ZBA Petition Application
7. Deed recorded with Plymouth County Registry of Deeds in BK 36647, PG 315-317
8. Unofficial Property Record Card
9. Site Plan:
  - a. Sheet 1 – Existing Conditions
  - b. Sheet 2 – Site Plan
  - c. Sheet 3 – Grading & Utilities Plan
  - d. Sheet 4 – Erosion & Sedimentation Control Plan
  - e. Sheet 5 - Pre & Post Construction Watershed Plan
  - f. Sheet 6 – Detail Sheet
  - g. Sheet 7 – Detail Sheet
10. Historic District – Form B
11. Hydrant Flow Test dated May 16, 2013 and prepared by Amory Engineers, P.C.
12. Storm Water Analysis & Drainage Report dated March 3, 2014

13. A1 – Main Floor/Roof Plan dated March 3, 2014 prepared by Jeffrey M. Metcalfe (Revised on March 12, 2014)

14. A2 – West Elevation dated March 3, 2014 prepared by Jeffrey M. Metcalfe (Revised on March 12, 2014)

15. A2a – West Elevation dated March 3, 2014 prepared by Jeffrey M. Metcalfe

16. Planting Plan – Sheet 1 – dated March 13, 2014

17. Planting Notes List & Details – Sheet 2 – dated March 13, 2014

18. March 20, 2014 Fire Dept. Comments

19. March 21, 2014 ENG Dept. Comments

20. March 19, 2014 MOU between Plymouth Office of Community Development and MEGRYCO, Inc.

21. ZBA Required Signage

22. Site Photos (Figure 1, Figure 2, Figure 3, and Figure 4)

23. March 25, 2014 Planning Board comments

24. April 2, 2014 Application for Certificate issued by Historic District Commission

25. Exhibit A – Covenant and Restriction

26. Proposed Condition

27. Picture of stone wall from the Armory

28. Fire Truck turning radius

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**THE PLYMOUTH ZONING BOARD OF APPEALS (THE "BOARD") FINDS THE FOLLOWING FACTS:**

1. The Petitioner proposes the conversion of the existing vacant former Plymouth County Registry of Deeds building at 7 Russell Street into twenty one (21) residential units.
2. The property in question is located on the north side of Russell Street (west of, and uphill from, Court Street) facing the vacant 1820 Courthouse and Green in the Plymouth Center Village Service area. The building was originally built in 1904 according to Town records, using brick with the intention to be "fire-proofed." The records kept in the building while it was in use dated back to 1620, and the building represents a significant historic structure, highly visible from Court Street.
3. Plymouth County constructed and opened a new Registry of Deeds facility on Oberry Street in Plymouth in September of 2005. The Russell Street building has remained vacant since that time.
4. The property in question is located in the Downtown/Harbor ("DH") District and within the Plymouth Historic District. A special permit is required for the creation of more than eight (8) residential units. The intent of the DH District is:
  - (a) To encourage a mix of commercial and residential uses on individual lots and throughout the district that complements the Town's rich historical background.
  - (b) To create a pedestrian-oriented environment by creating links between existing and proposed areas of activity to better serve residents and tourists.
  - (c) To preserve and protect the distinctive characteristics of buildings and places significant in the history of Plymouth or their architecture, through the maintenance and improvement of settings for such buildings and places and the encouragement of designs compatible therewith.
5. The Petitioner proposes creating twenty one (21) residential units: eighteen (18) one-bedroom, and three (3) two-bedroom<sup>1</sup>. Multi-family uses of greater than eight (8) units on the same lot are allowed by Special Permit in the DH District, subject to the unit size provisions of §205-54 B (1) that each unit

<sup>1</sup> Although twenty-one (21) units are proposed, the Petitioner requested flexibility in reconfiguration and final design of the interior layout of the building and the units. The Board agreed with this request, provided that the total number of bedrooms in the project does not exceed twenty-four (24) and the total number of units does not exceed twenty-one (21), as set forth in Condition 12 below.

must contain a minimum floor area of 600 SF for one-bedroom units, 720 SF for two-bedroom units, and  $(720 + 100X)$  SF for (two + X) bedroom units. Each unit will meet or exceed these dimensional requirements.

6. The total gross floor space of the building is 24,985 square feet. The Petitioner is proposing minor changes to the exterior of the building. The removal of an existing exterior stairwell and ground-level AC units, the addition of a new 8' x 10' elevator structure at the rear of the building, proposed 8' x 28' patios below and 3' x 6' and 3' x 12' balconies on the second and third floor units above. Also proposed is a roof deck with egress stairs. These changes represent improvements to the existing structure. The main building will be cleaned and repaired in keeping with the historic structure.
7. The Petitioner proposes to add a 24' x 154' detached covered carport structure with storage space for seventeen (17) spaces. The structure is located along the north property line. The existing rear parking area is in poor repair. The pavement is cracking and breaking up due to overgrowth and wear and tear in some areas. Existing subsurface drainage works located to the northern end of the parking lot are filled and no longer functioning, and the wooden retaining wall on the western side is failing due to rot and overgrowth. Vegetation surrounding the lot is overgrown and in poor condition.
8. The Petitioner proposes to provide new underground stormwater capacity with pre-treatment for improved water quality. A new retaining wall will be constructed along the western entrance and side of the property, replacing the failing wooden retaining wall, to retain the side slope and widening of the access drive. The wall will be made of precast structural concrete blocks with stamped faces, suitable to the stone and brickwork of the historic building, and will vary from approximately four (4') feet to fourteen (14') feet in height. A decorative fence will be installed along the top of the wall. Existing overgrown vegetation will be removed or trimmed, and a landscaped bed will extend along the eastern building face and wrap around the parking area to the retaining wall. Ornamental trees, shrubs and lawn are proposed, and will maintain the view from the parking lot of the area below.
9. The entry drive, also currently in disrepair, will be widened to eighteen (18') feet, suitable for emergency vehicle access. The Petitioner intends to comply with the request to show the turning radius fits the emergency vehicles used by the Town, and that the design used the Town's templates in configuring the new entry drive. Residential fire suppression sprinklers will be installed.
10. The Petitioner is proposing to remove the existing handicap ramp at the front of the building, and provide ADA access at the rear of the building, utilizing the proposed elevator.
11. Twenty-nine (29) parking spaces are required under the zoning bylaw. The Plan calls for forty-three (43) spaces, two (2) of which are the required ADA parking stalls. Wider lanes than required between the stalls are also shown. The Petitioner is seeking a waiver from the parking space width under Section 205-23G(2) of the Bylaw from ten feet (10') to nine (9') feet to provide a maximum number of off street parking spaces, and the Board finds that such a waiver is warranted under the circumstances, and is therefore granted. This site is in a well-developed downtown area and parking is essential to the viability of the buildings and uses in that area.
12. Section 205-23, Paragraph A(3), requires a minimum of a twenty-two (22)-foot wide entry drive for a multifamily building with more than five (5) units. The existing drive is being improved and widened to eighteen (18') feet, which is suitable for emergency vehicle access and which will maintain the appropriate scale at this historic site, is appropriate by reason of the proposed use and will not result in or worsen parking or traffic problems in the district. There is adequate visibility and width for this improved drive, which has safely served the general public for 100 years. Russell Street is one-way at this location, and approaching traffic can clearly be viewed across the entry lawn for exiting vehicles. A waiver of the twenty-two (22') foot wide drive required by Section 205-23D(2) of the Bylaw is also warranted under the circumstances, and is therefore granted. The current drive which served the former Registry of Deeds use for decades is twelve (12') feet in width, so the drive is being increased

by 50%. There are slope constraints along the southwesterly boundary line, and the drive is not overly long, running approximately 170 feet from Russell Street to the rear corner of the building. The Fire Department has no problem with the drive being eighteen (18') feet wide, and fire suppression sprinklers will be installed in the building.

13. Section 205-54 and Table 5 of the Bylaw require a five (5') foot side setback and the proposed balconies and carport on the northeasterly side of the property will be approximately four (4') feet from that sideline, and consequently a special permit to modify the side setback is required to accommodate those features. The Board finds that this reduction is appropriate and consequently grants the reduction in setback. As noted, this is a well-developed downtown area and a reduction of approximately one (1') foot in side setback is reasonable, particularly given the design of the features and the proposed landscaping.

14. The filing is also subject to Section 205-71 Inclusionary Housing. There is a net increase of twenty one (21) residential units, requiring that ten percent (10%), or two (2) of the proposed units be affordable units under the Bylaw, one (1) of which will be a two-bedroom unit and one (1) of which is a one-bedroom unit.

15. The Petitioner and the Office of Community Development have prepared a Memorandum of Understanding ("MOU") to address the required affordable units.

16. With respect to utilities, the requirements of the Department of Public Works Engineering Division for water and sewer connections must be satisfied, including detail on the construction-level plans. An additional hydrant may be required by the Fire Department.

17. A Hydrant Flow Test was performed at 7 Russell Street by Amory Engineering, at Court Street at Brewster, Russell and S. Russell Streets in Plymouth Center, on May 10, 2013. The field test indicates there is sufficient available flow.

18. Stormwater runoff from the site is collected and routed through a drainage system. The site drainage system was designed in consideration of the standards and techniques of the Best Management Practices outlined in the Mass DEP Stormwater Management Guidelines. The proposed groundwater recharge quantities meet or exceed the required minimum recharges. The site activity will result in an 88% (80% min required) of the Total Suspended Solids (TSS) in the flow discharge and thus reducing potential for sedimentation effects downstream.

19. The Department of Public Works Engineering Division has requested an access and maintenance agreement for the existing public sidewalk on Russell Street on the Petitioner's land.

**THE GRANTING OF THIS SPECIAL PERMIT IS BASED ON THE FOLLOWING REASONS:**

1. The proposed use is appropriate in the zone and this specific site. Multifamily housing over eight (8) units is allowed by Special Permit and is consistent with the intent of the DH District, which is "to encourage a mix of commercial and residential uses on individual lots and throughout the district that creates a pedestrian-oriented environment that creates links between existing and proposed areas of activity." The proposed project will also contribute towards the creation of affordable housing in Plymouth. The building has been vacant for many years, the proposed use will allow for the reuse of the building while creating higher densities of year-round residents in the village center. This block, to the north and west, consists primarily of residential uses.
2. Adequate and appropriate facilities are, or will be, in place for proper operation of the proposed use as conditioned herein. The building is served by Town sewer and water.

3. There will be no hazard to pedestrians or vehicles. There are public sidewalks on Russell and Court Streets, which promotes a pedestrian-friendly linkage between the nearby neighborhood businesses and waterfront. The new elevator will enhance access to the building from the parking lot.
4. The Planning Board recommends that, based on the findings above, the Board of Appeals determine per Section 205-23, Paragraph A(3), that it is impractical to meet the standards for a twenty-two (22)-foot wide entry drive, and that the improved width to eighteen (18') feet, which is suitable for emergency vehicle access and which will maintain the appropriate scale at this historic site, is appropriate by reason of the proposed use and will not result in or worsen parking or traffic problems in the district.
5. The reduction of parking width from ten (10') feet to nine (9') feet and the reduction in side setback from five (5') feet to approximately four (4') feet are both warranted given the location of the site, the existing building and the proposed development.
6. There will be no nuisance or adverse effect upon the neighborhood. The intent of the DH District is to create a pedestrian oriented mix of residential and commercial uses that preserves and protects Plymouth's history. The proposed project will create a pedestrian-friendly residential use that preserves an existing historic building in Plymouth's Historic District.

**THE GRANTING OF THIS SPECIAL PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Prior to the issuance of a Zoning Permit, the Petitioner shall satisfy the requirements of Section 205-71 with respect to Inclusionary Housing by submitting a document agreeing to construct two (2) affordable units on site as part of the Project, per the MOU with the Office of Community Development of the Town of Plymouth, which shall be approved by the Board of Appeals and which shall be presented to the Building Commissioner.
2. The Petitioner shall file a complete (as deemed by the state) LIP application with the Massachusetts Department of Housing and Community Development (DHCD). By filing a completed LIP application, the Petitioner shall satisfy Section 205-71.
3. Prior to issuance of a Building Permit:
  - (a) A Zoning Permit must be issued;
  - (b) Evidence of payment of any back taxes owed to the Town, if any, in the form of a Municipal Lien Certificate, shall be provided to the Building Commissioner;
  - (c) Evidence of recording of this Special Permit at the Plymouth County Registry of Deeds shall be presented to the Zoning Board of Appeals and the Department of Inspectional Services;
  - (d) Construction plans must be submitted to the Plymouth DPW for final review and approval of proposed connections to public water. Construction plans must show adequate detail on the size and material of the proposed water mains and fire service lines, including valves, fittings, hydrants, post indicator valves and other related appurtenances. Locations of existing mains and services must be shown on the plans;
  - (e) Construction plans shall include a submittal of wastewater flow calculations to the Plymouth DPW for review and approval, and construction plans must be submitted to the Plymouth DPW for final review and approval of the proposed public sewer connection. Construction plans must show adequate detail on the size and material of the proposed sewers, including service laterals, cleanouts and manholes. Locations of existing mains and services must be shown on the plans;

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TEWKSBURY, MA  
[Signature]

- (f) The plans shall demonstrate adequate clearance for an emergency vehicle throughout the main access drives (fourteen (14') feet of tree clearance, adequate room for equipment overhang), using the Town's emergency vehicle overlay templates as the standard;
- (g) A Street Opening Permit from DPW is required for all projects involving a street opening, whether or not Town utilities are involved in the reason for the street opening;
- (h) Adequate static pressure and fire flow testing results for the project (as performed through the DPW Water Division or its designee), or a written confirmation that the test is not needed from the Water Division, shall be submitted to the Building Commissioner;
- (i) The location of a fire hydrant, if required, and other requirements of the Fire Chief must be satisfied;
- (j) The location and height of light poles, if any, shall be indicated on the final plans;
- (k) The plans will show that the trash receptacle shall be appropriately screened from public ways;
- (l) The plans will show wheel stops, bollards, or other measure of preventing vehicles from driving into the storage units of the carport structure.
- (m) The Petitioner shall submit documentation demonstrating conformance with Section 205-65 of the Bylaw, Prevention of Light Pollution, shall be submitted to the satisfaction of the Building Inspector;
- (n) Evidence of recording an easement for access and maintenance, or an agreement for the same in a format acceptable to the Department of Public Works, for the existing public sidewalk on Russell Street on the Petitioner's land shall be presented to the satisfaction of the Building Commissioner.

5. Minor modifications to the design and location of buildings, parking, landscaping, and other site elements may be allowed by the Building Commissioner (aka Director of Inspectional Services) to accommodate reasonable and/or necessary field conditions which modifications do not amount to a substantial modification of the plans. For example, such changes as substituting a particular plant material or number of shrubs or trees where it is impractical to do something, or moving a feature or structure in a manner which does not materially change the project, or slightly reconfigure a drainage area or parking space may be allowed.

6. Prior to issuance of a Final Occupancy Permit:

- (a) A Registered Landscape Architect or other qualified licensed professional must certify to the Building Commissioner that the required landscaping has been installed substantially in accordance with the approved site plan and Zoning Bylaw;
- (b) A report must be submitted to the Building Commissioner by a Registered Professional Engineer, certifying that the drainage system, drive ways, curbing, and parking areas according to accepted practices and in compliance with the Zoning Bylaw and approved site plan;
- (c) Satisfactory completion of any curb cut improvements constructed by the Petitioner, including repair of any damaged monuments or benchmarks as noted on the plans if located in the vicinity of the proposed work, shall be performed by the Petitioner.
- (d) Off-site drainage or roadway improvements, if any, as shown on the approved plans, shall be installed to the satisfaction of the Department of Public Works and the Building Commissioner;
- (e) All requirements of the Town Water Department with respect to water connections shall be satisfied; and
- (f) All requirements of the Town Sewer Department with respect to sewer connections shall be satisfied.

(g) The Petitioner shall provide to the Department of Inspectional Services and the Zoning Board of Appeals an executed and recorded copy of the Covenant and Restriction regarding the landscaping to be installed and maintained on the slope along the southwesterly boundary of the property.

7. If after a period of two (2) growing seasons any of the installed landscaping has failed to thrive, the Petitioner shall replace said failing landscaping materials to the satisfaction of the Building Commissioner.

8. The Petitioner shall return to the Zoning Board of Appeals for an informal hearing to present a final Site Plan showing the following additions:

- a. Fire hydrant location;
- b. Demonstrate 2' slope from the handicap spaces to the entrance at the rear of the building;
- c. Easement for the benefit of The Town of Plymouth;
- d. Revised driveway entrance;
- e. Retaining wall details, including but not limited to internal drainage system;
- f. On-site pedestrian walkway;
- g. Entrance gate;
- h. Wheel stops, bollards, or other measure of preventing vehicles from driving into the storage units of the carport structure;
- i. Corrected parking calculation;
- j. Catalog cuts of lighting;
- k. Turning radius for Fire Department equipment.

9. The Petitioner shall return to the Zoning Board of Appeals for an informal hearing to present a final Landscaping Plan, including but not limited to location of black chain-link or other fence at the top of the retaining wall acceptable to the Board.

10. The Petitioner shall return to the Zoning Board of Appeals for an informal hearing to present the proposed Covenant and Restriction for installation and maintenance of the landscaping within the slope along the southwesterly side of the property.

11. The Petitioner shall only install a sliding door trash receptacle on the premises as opposed to a top loading trash receptacle.

12. The Petitioner may reconfigure the units for its final design of the interior layout of the building; however, the bedroom count shall not exceed twenty-four (24) and the unit count shall not exceed twenty-one (21). Should modifications be made, the Petitioner shall provide the Department of Inspectional Services and the Zoning Board of Appeals with a revised floor plan.

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If substantial use or construction permitted by this Special Permit has not commenced within two years from the date on which a copy of this decision is filed with the Town Clerk, excluding the amount of time required for an appeal period to expire and the amount of time required to pursue and await the determination of any such appeal, then this Special Permit shall expire, insofar as the foregoing statement is modified by Chapter 195 of the Acts of 1984.

Any relief not expressly granted hereunder is hereby denied.

We hereby certify that copies of this decision were filed with the Town Clerk, Building Inspector, and the Planning Board on: APRIL 30, 2014

ZONING BOARD OF APPEALS

NOT SEATED ON THIS CASE

Peter Conner, Chairman

David Peck  
David Peck, Vice-Chairman

William Keohan  
William Keohan, Clerk

Michael Leary  
Michael Leary, Alternate

Michael Main

Michael Main, Member

Edward Conroy, Member

NOT SEATED ON THIS CASE

James Simpson, Alternate

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PLYMOUTH, MA  
2014 APR 30 PM 10:53

This decision shall not take effect until (a) a copy of this decision certified by the Town Clerk to the effect that twenty (20) days have elapsed since the decision was filed in the Office of the Town Clerk without any appeal having been filed or that any appeal filed has been dismissed or denied has been recorded in the Plymouth County Registry of Deeds or with the Assistant Register of the Land Court for Plymouth County, and (b) a certified copy indicating such Registry recording has been filed with the Board.

Any person aggrieved by a decision of the Board of Appeals has the right to appeal such decision to the Superior Court, the Land Court, or the District Court of the Commonwealth of Massachusetts pursuant to Massachusetts General Laws, Chapter 40A, Section 17, by filing such appeal within twenty (20) days after the date on which the decision was filed with the Town Clerk.

Copy to Applicant via Certified Mail on:  
Notice of Decision to interested parties on:

APRIL 30, 2014

APRIL 30, 2014

## **ARTICLE 29:**

ARTICLE 29: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of \$60,000 (Sixty Thousand Dollars) for the construction and/or purchase, and the installation and maintenance of a play area structure(s) for Elmer Raymond Play Area, or take any other action relative thereto.

BY PETITION: Anthony R. Schena, et al

### **RECOMMENDATION: Approval \$60,000 (8-1-1).**

The Advisory & Finance Committee advises Town Meeting to approve Article 29. This article will appropriate \$60,000 to re-build a playground at Elmer Raymond Park in Cedarville. In 2008, the Parks Director identified that the playground would need to be replaced soon and placed it on the capital request list. It has been on the list each year and has not received funding. In 2013 the equipment became a hazard and was removed. The Parks Department, Cedarville Steering Committee, and countless youth sports organizations that use Elmer Raymond Park support this article.



**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM**  
**5 YEAR PLANNING - FY16 REQUEST FORM**

Department: <b>PARK</b>	10/7/14	Priority #: <b>2</b>
Project Title and Description:	Replace Elmer Raymond Park Play Structure	Project Cost: <b>\$ 54,467</b>

Department/Division Head: **Ted Bubbins**

Check if project is: New  Resubmitted **X** Cost estimate was developed: Internally  Externally **X**

For project re-submittals, list prior year(s): **2008,2009,2010,2011,2012, 2013,2014**

Basis of Estimated Costs (attach additional information if available) <b>Northeast Playground Builders</b>			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	O & M
<i>Planning and Design</i>			<b>FY16</b>		
<i>Labor and Materials</i>	<b>\$ 54,460</b>		<b>FY17</b>		
<i>Administration</i>			<b>FY18</b>		
<i>Land Aquisition</i>			<b>FY19</b>		
<i>Equipment</i>			<b>FY20</b>		
<i>Other</i>					
<i>Contingency</i>					
<b>Total Capital</b>	<b>\$ 54,467</b>				

Possible sources and amounts of funding, if known: \_\_\_\_\_

Project Justification and Objective: The existing play structure was wooden, twenty plus years old, breaking apart and not in compliance with safety standards. Wooden replacement parts can not be purchased. The structure has been removed

**For Capital Project Requests:**

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan

Yes  No **X**

Can this project be phased over more than one fiscal year?

Yes  No **X**

**For Capital Equipment Requests:**

Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

**X** Check here if additional information or justification is attached.



# Northeast Playground Builders

Proposal

89 Hancock Street SUITE #205  
Braintree MA 02184  
PH - 781.535.6274 FX - 480.247.4977  
CELL - 781.389.0824  
bill@neplaygroundbuilders.com  
www.neplaygroundbuilders.com  
Tax Registration #: 204-857-433

Date:	Estimate No.:
10/16/2013	3389
Territory:	
Salesperson: Chrissy Mussari	

CLIENT INFORMATION	
<b>Town of Plymouth MA</b>	
Ted Bubbins	Director Parks and Rec
159 Camelot Drive	Plymouth MA
02360	
PHONE: 508-830-4162 x 112	
FAX:	
CELL: 774-244-1769	
EMAIL: tbubbins@townhall.plymouth.ma.us	
WEB:	

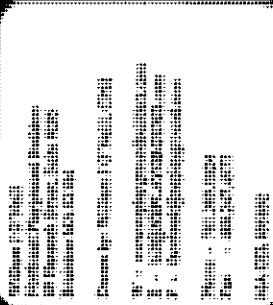
SHIPPING INFORMATION	
Shipped By:	Freight
Ship To:	Elmer Raymond Park
Ship Contact:	
Call Ahead:	
Receiving:	
Additional Notations for Shipping	
Elmer Raymond Park 1138 Long Pond Road Plymouth, MA 02360 IKP #LP868_41521602442	

JOB INFORMATION	
Job Name:	Elmer Raymond Park
Job Location:	Plymouth, MA
Job Contact:	Nancy White
Job Contact P:	
Job Contact C:	
Architect:	
Architect P:	
Site Super:	
Site Super P:	

Description	Qty	Rate	Amount
This proposal is for the following:			
List price on the equipment in the attached design for Elmer Raymond Park, Plymouth, MA	1.00	\$33,412.00	\$33,412.00
NJPA Discont Applied	1.00	(\$3,120.78)	(\$3,120.78)
Freight*	1.00	\$2,776.75	\$2,776.75
*If playground equipment is purchased within 2013, order will qualify for FREE Freight			
Wood Fiber (180 cubic yards total for both play areas)	1.00	\$5,580.00	\$5,580.00
Installation of Playground Equipment & Wood Fiber	1.00	\$13,220.00	\$13,220.00
All Playground installation to be supervised by a Certified Playground Safety Inspector			
All installation to conform with CPSC Guidelines			
MA Construction Supervisor License #95892 00rest., CPSI License #19218-0115, OSHA Certified 001184876			
Wood Fiber Safety Blanket is IPEMA Certified			
Northeast Playground Builders is Licensed and Insured			
Tax Exempt Certificate required for order release.			
Playground Equipment and Installation per NJPA #051409-LTS at Elmer Raymood Park			
Thank you for considering our proposal			
ACCEPTED BY: _____ DATE: _____ / _____ / _____			

\* Indicates non-taxable item

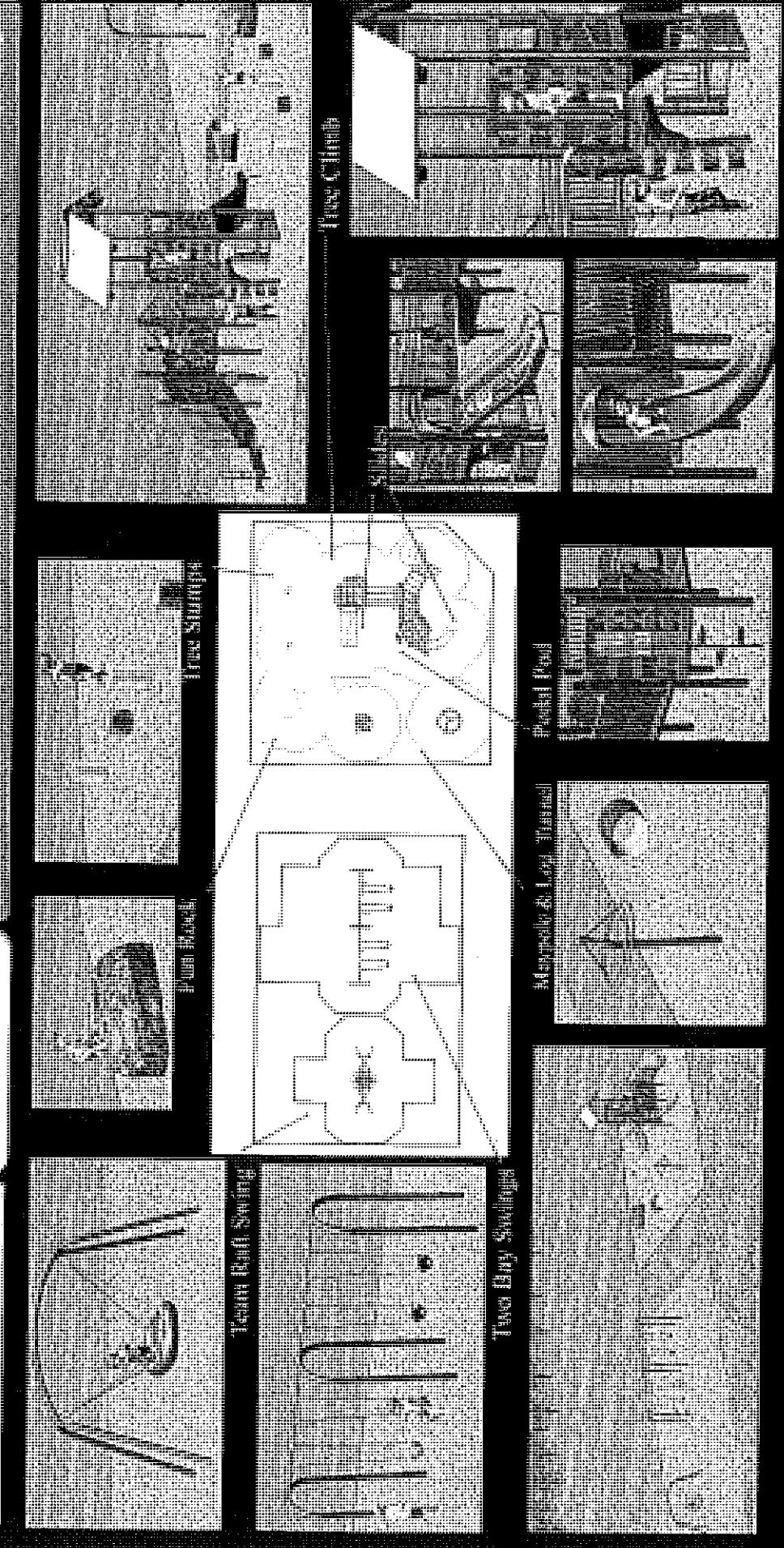
Subtotal	\$51,867.97
Tax (6.00%)	\$0.00
Total	\$51,867.97



THE CROWN OF THE MOON

# ELVIER RAYMOND PAYNTER

SECRET INVESTIGATOR AND DETECTIVE





## **ARTICLE 30:**

ARTICLE 30: To see if the Town will vote, pursuant to the provisions of G. L. c.59, §38H, to authorize the Board of Selectmen and Board of Assessors to negotiate and enter into a payment in lieu of tax agreement with the lessee/operator of the solar photovoltaic energy generating facility to be developed on Lot 47B, Herring Pond Road, as shown on Plan No. '11-496 in Plan Book 56, Page 1084 at Plymouth Deeds, upon such terms and conditions as the Board of Selectmen and Assessors shall deem to be in the best interest of the Town, or take any other action relating thereto.

BY PETITION: Richard Serkey, et al

### **RECOMMENDATION: Approval (Unanimous, 9-0-1).**

The Advisory & Finance Committee advises Town Meeting to approve Article 30. Approval of this article will allow the Town to negotiate a PILOT agreement with Renewable Energy Development Partners. Renewable Energy has obtained permits from the town for the installation and operation of a 600kW solar facility on a 9.4 acre plot of land at 136R Herring Pond Road.

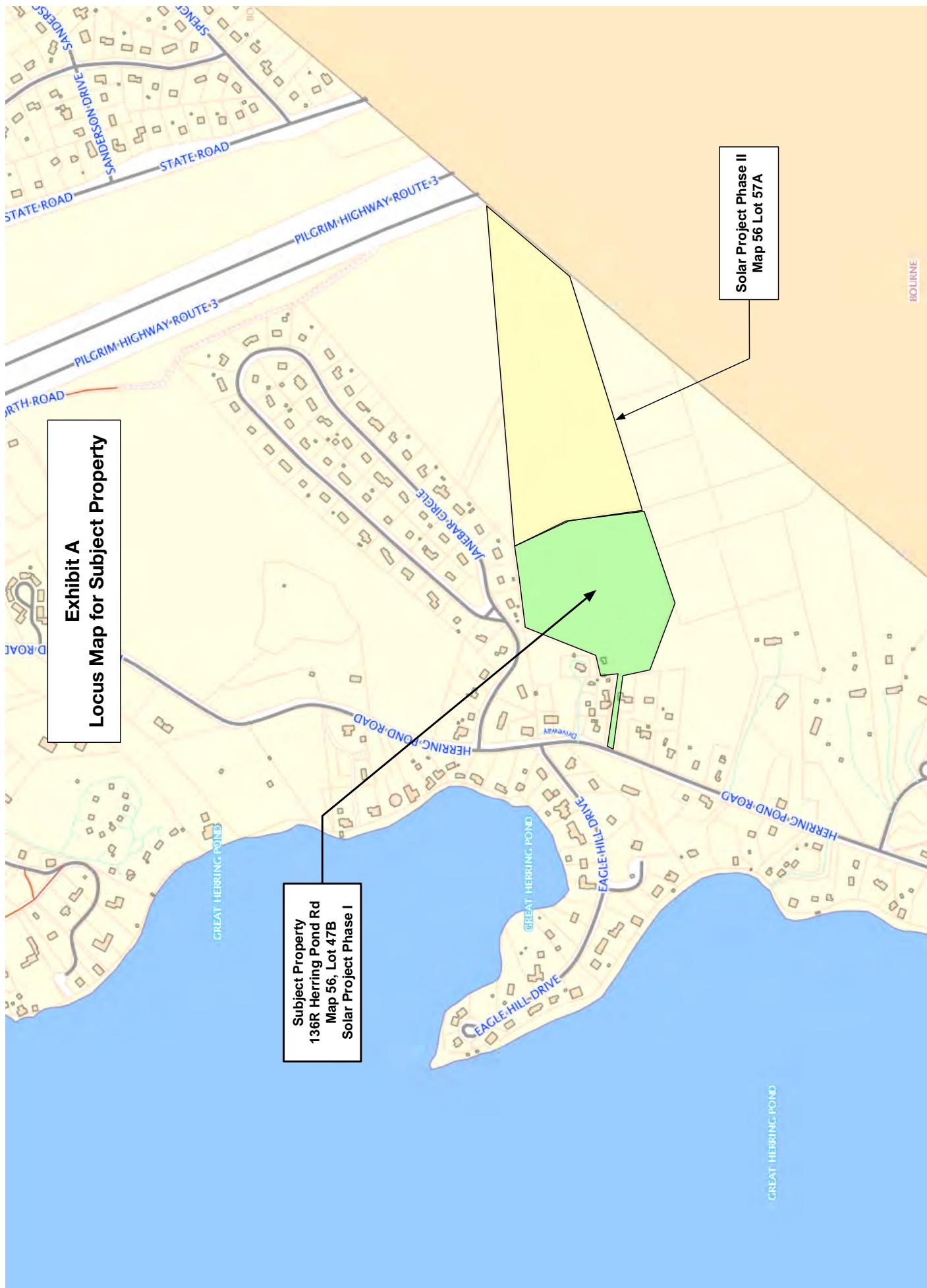


### **Payment in Lieu of Taxes Summary**

The following is an explanation of the Petition placed on the Warrant for the 2015 Spring Annual Town Meeting regarding a Payment in Lieu of Taxes (PILOT) agreement for a solar facility that has been permitted in Town.

The Petitioner, Renewable Energy Development Partners (REDP), has obtained permits from the Town of Plymouth for the installation and operation of a ~600 kW solar facility on a 9.4 acre plot of land known as 136R Herring Pond Rd (Map 56, Lot 47B). The property is a spent gravel pit. REDP has received authorization to interconnect the facility to the NSTAR grid. A locus map of the property is shown in Exhibit A. Note that the current Warrant pertains to the first phase of a two-phase solar project. The second phase of the project is on adjacent land (Map 56, Lot 47B) and will start construction later in 2015.

REDP is seeking to negotiate a 20-year PILOT agreement with the Town to eliminate some of the uncertainties that surround the valuation of solar projects and therefore aid in obtaining financing for the project. REDP is an experienced solar developer and has negotiated numerous PILOT agreements with other municipalities in MA.



## **ARTICLE 31:**

ARTICLE 31: To see if the Town will vote to authorize the Board of Selectmen to sell and convey a portion of the parcel of land located off the easterly side of Herring Pond Road shown as Lot 59A on Assessors Map 56 and, in exchange therefor, to purchase and acquire a parcel of land located off the southwesterly side of Long Pond Road shown as Lot 25 on Assessors Map 113, upon such terms and conditions as the Board of Selectmen shall deem to be in the best interest of the Town, or take any other action relating thereto.

BY PETITION: Richard Serkey, et al

### **RECOMMENDATION: Approval (Unanimous, 9-0-1).**

The Advisory & Finance Committee advises Town Meeting to approve Article 31. Town Meeting approval of this article will allow the town to swap a 6 acre portion (appraised at \$105,000) of a 17.6 acre parcel it owns off the easterly side of Herring Pond Road with an 8.25 acre parcel of land (appraised at \$150,000) owned by Joseph G Callahan/Testamentary Trust. The land the town will receive in the swap is located in the middle of a large undeveloped area and is adjacent to other lands owned by the Town or other conservation entities.



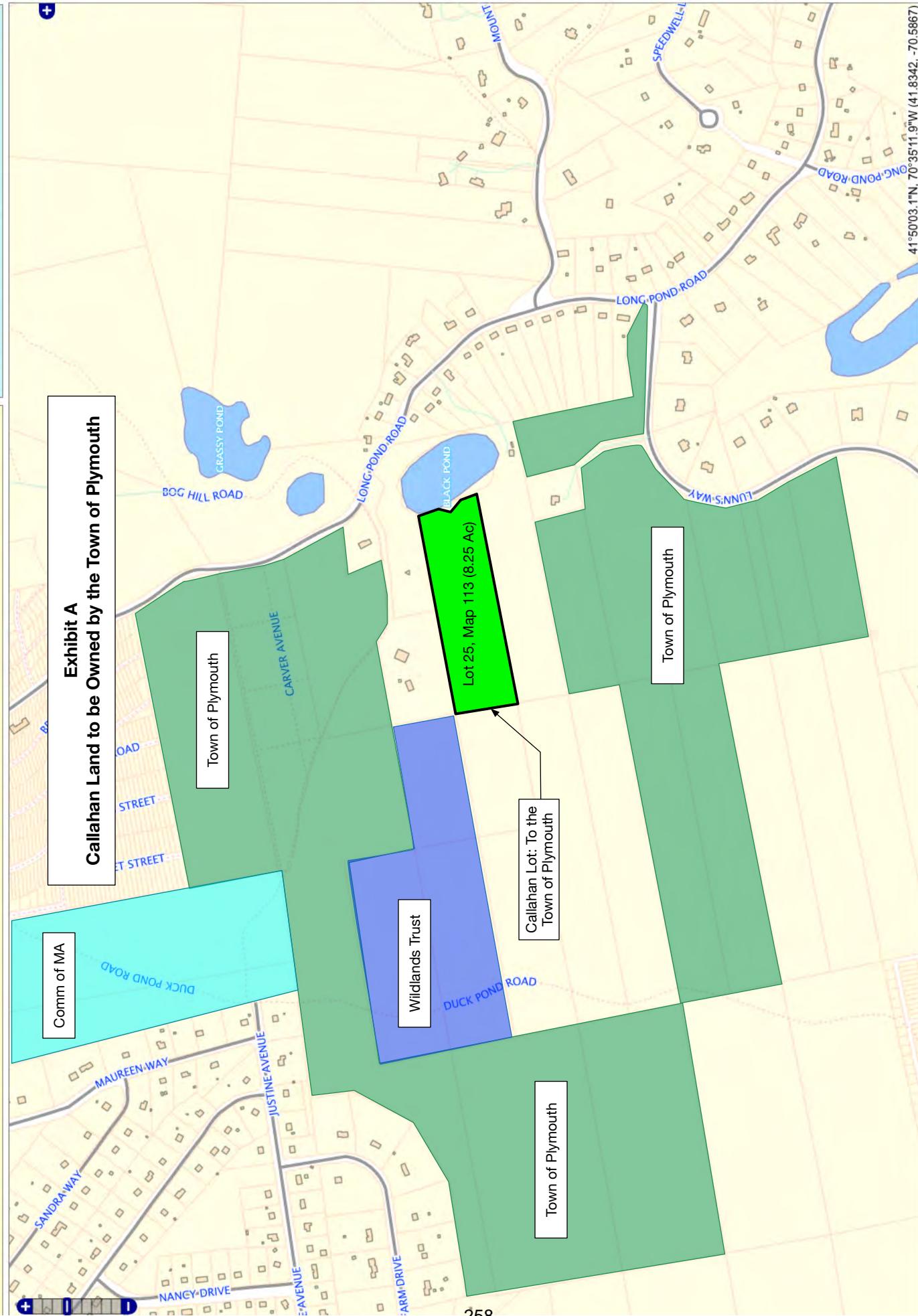
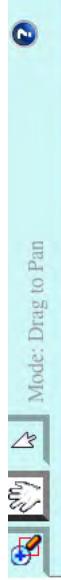
## **Land Swap Summary**

The following is an explanation of the Petition placed on the Warrant for the 2015 Spring Annual Town Meeting regarding a land swap between land owned by an individual and land owned by the Town of Plymouth:

The Petitioner, John J McLaughlin, as Trustee of the Testamentary Trust created under the Will of Joseph G Callahan, seeks to swap a parcel of land owned by Callahan, located on the southwesterly side of Long Pond Road, shown as Lot 25 on Assessors Map 113, containing 8.25 acres more or less, for a 6 acre portion of the 17.6 acre parcel owned by the Town of Plymouth off of the easterly side of Herring Pond Road, near the Bourne Town Line, shown as Lot 59A on Assessors Map 56. A locus map for the Callahan parcel is attached as Exhibit A and a locus map for the Town owned parcel is attached as Exhibit B.

McLaughlin desires to make the swap because the new land will be contiguous to other land owned by Callahan (i.e. Map 56, Lot 57A). The land at Map 56, Lot 57A has been permitted by the Town of Plymouth for a solar facility. Callahan would most likely seek to expand the solar facility onto the swapped land, but that use is not a consideration in the swap. Any future use would be subject to permitting with the Town. The 6 acre portion of the 17.6 acre parcel has been selected so that there is a 200' treed buffer of land to be retained by the Town, which will provide a significant buffer from any proposed future use to abutters or Route 3. The proposed 6 acre portion of the Town owned parcel is shown on Exhibit B. The exact location of the 6 acres would be subject to negotiation with the Board of Selectmen. The land owned by the Town at Lot 59A, Map 56 was gotten thru a tax taking in 1984.

The land that the Town would get in the swap is located in the middle of a large undeveloped area and is adjacent to other lands owned by the Town or other conservation entities. Exhibit A shows the parcel in the context of other lands. Since the land to be gotten by the Town in the swap abuts other conserved lands, the Petitioner suggests that the parcel be deeded to the care and control of the Plymouth Conservation Commission.



**Exhibit B**  
**Town Land to be Owned by Callahan**

Parcel Owned by the Town of Plymouth:  
17.6 Ac Lot 59A, Map 56  
Buffer Land (11.6 Ac) to Remain in the Ownership of the Town

Parcel Owned by Callahan with  
Permitted Solar Project  
(Lot 57A, Map 56)

41°47'58.1"N, 70°33'07.7"W (41.7995, -70.5521)

BOURNE

# Memorandum

**TO:** Melissa Arrighi  
Town Manager

**FROM:** Richard J. Vacca, JD  
Conservation Planner

**C:** Kere Gillette  
Advisory and Finance

**DATE:** January 21, 2015

**RE:** Article 31 – Land Swap Petitioned by: Renewable Energy Development Partners (REDP) – Land Swap

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I want to take the opportunity to update you as to the status of the above matter.

On December 23, 2014, Tom Melehan of REDP, made a presentation before the Plymouth Conservation Commission to describe a proposed land swap for a potential installation of a solar array project proposed on six (6) acres of a 17.5 acre Tax Title parcel (Parcel ID 056-000-059A-000), located east of Herring Pond Road and abutting Route 3.

Mr. Melehan will propose to transfer the ownership of an eight (8) acre parcel (Parcel ID 113-000-025-000), into the Care and Custody of the Conservation Commission. The parcel is located west of Long Pond Road.

The positive consensus of the Commission was unanimous – the land proposed to be swapped was of relatively high value from a conservation perspective. The eight (8) acre parcel which the Commission would take custody of has frontage on a small pond (Black Pond) and is located in proximity of a substantial parcel managed by Wildlands Trust. This 8- acre parcel is also close to Natural Heritage and Endangered Species mapped habitat.

In summary, if Article 31 is successful at spring 2015 Annual Town Meeting, the Conservation Commission would accept the parcel under its Care and Custody, once formally requested.

In addition, Mr. Melehan has prepared a narrative and annotated GIS maps, describing the goals and objectives of the land swap as well as the acreage, subdivision, buffer zones and other environmental constraints of the parcels to be conveyed.

## ARTICLE 32:

ARTICLE 32: To see if the Town will vote to amend the Zoning Bylaw, Official Zoning Map of the Town of Plymouth, by changing the zoning designation of land on Commerce Way shown as Lots 44, 14K-39C and 14K-40B on Plymouth Assessors Map 103 from Light Industrial (LI) to Mixed Commerce (MC), as well as to amend associated sections, provisions, definitions, tables, charts and procedures pertaining thereto, or to take any other action relative thereto.

BY PETITION: Robert C. Betters, et al

### **RECOMMENDATION: Approval (Unanimous, 10-0-0).**

The Advisory & Finance Committee advises Town Meeting to approve Article 32. Town Meeting approval of this article will change the zoning of the 6.6 acre former MassDOT Park and Ride lot on Commerce Way from Light Industrial to Mixed Commerce. The adjacent lots on Commerce Way are zoned Mixed Commerce as is Colony Place across the street. Saxon Partners, owners of Colony Place and the winning bidder of the auctioned MassDOT property, would like to convert the lot to something complementary to Colony Place. The rationale for changing the zoning is that it would create a more attractive entrance to the Commerce Way retail and office area. Analysis of such changes in other communities suggests that allowing road front retail would result in a higher assessment for tax purposes. The Selectmen, Planning Board, West Plymouth and North Plymouth Steering Committees support this article.



2015 MAR 10 AM 8:12

FINAL REPORT AND RECOMMENDATION OF THE PLANNING BOARD ON  
THE PETITION OF ROBERT C. BETTERS, ET. AL. TO SEE IF THE TOWN WILL  
VOTE TO AMEND THE OFFICIAL ZONING MAP BY CHANGING THE ZONING  
DESIGNATION OF LAND ON COMMERCE WAY SHOWN AS LOTS 44, 14K-39C  
AND 14K-40B FROM LIGHT INDUSTRIAL TO MIXED COMMERCE

**PUBLIC HEARING NOTICES**

DATE OF PUBLICATION OF PUBLIC HEARING:	January 7, 2015
	January 14, 2015
DATE OF PUBLIC HEARINGS:	January 26, 2015
	February 2, 2015

**VOTE:** On February 2, 2015, the Planning Board voted (4-0) not to support Article 32 to Town Meeting. On February 23, 2015 the Planning Board **reconsidered** the article and **voted (3-1) to support** the amendment.

**PROPOSED AMENDMENT:**

To see if the Town will vote to amend the Zoning Bylaw, Official Zoning Map of the Town of Plymouth, by changing the zoning designation of land on Commerce Way shown as Lots 44, 14K-39C and 14K-40B on Plymouth Assessors Map 103 from Light Industrial (LI) to Mixed commerce (MC), as well as to amend associated sections, provisions, definitions, tables, charts, and procedures pertaining thereto, or take any other action relative thereto.

**PROPOSAL:**

To rezone approximately 6.4 acres of land located on Commerce Way and known locally as the "Park and Ride" property from Light Industrial to Mixed Commerce.

**NEED AND JUSTIFICATION:**

The conversion of this relatively small (approximately 6.4 acres) parcel from Light Industrial to Mixed Commerce does not represent a significant reduction in the amount of land available for Light Industrial uses. Furthermore, many of the Light Industrial uses appropriate to this site, such as office use, are also permitted in the Mixed Commerce District. This amendment would eliminate the potential for Light Industrial uses that are not appropriate to this site, such as salvage yards, concrete/asphalt plants, heavy manufacturing, body shops and freight terminals.

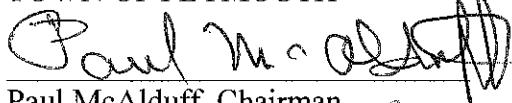
During the Planning Board's initial review, concern was raised about the possible need for overflow parking during Plymouth's various 2020 celebrations. Since that time, the owners of Colony Place (also the entity seeking the zoning amendment) has committed to working with the Town to make space available for public parking during the Town's 400<sup>th</sup> anniversary celebrations.

Given this site's high visibility along Commerce Way and close proximity to Route 44, the change to Mixed Commerce would add a retail component to the potential mix of uses for this property, thereby increasing the likelihood of this site being commercially developed.

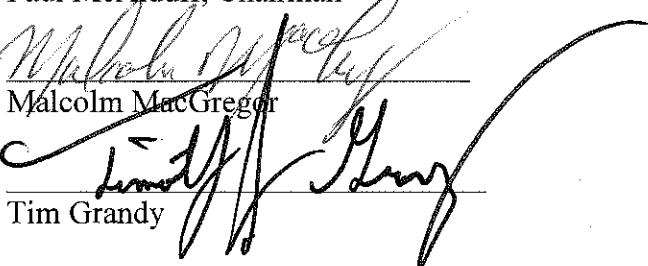
INTENT:

The property has been exempt from paying local taxes for many years due to its ownership by the Commonwealth of Massachusetts. Approving this zoning change will increase the probability of being added back onto the Town's tax rolls.

TOWN OF PLYMOUTH



Paul McAlduff, Chairman

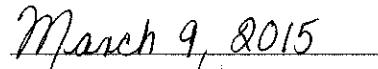
  


Malcolm MacGregor

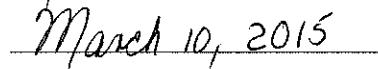
Tim Grandy

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD:



DATE FILED WITH TOWN CLERK:



cc: Town Clerk  
Board of Selectmen  
Advisory and Finance Committee

**Article 32: To see if the Town will vote to amend the Zoning Map to include the former Park & Ride lot on Commerce Way in “Mixed Commerce” zoning (Section 205-55 of the Zoning Bylaws) instead of Light Industrial zoning.**

***Background:***

The Park & Ride lot was auctioned by the MassDOT in November of 2014 and Saxon Partners submitted the winning bid.

Saxon’s interest in this parcel was driven by the fact that it is at the “front door” of Colony Place. Having spent a great deal of time and money to build Colony Place as an attractive master-planned development, we would like to convert the Park & Ride lot into something that is complementary to Colony Place.

To that end, the best zoning for the property is Mixed Commerce, not Light Industrial.

***Proposed Change:***

The sites on either side of the Park & Ride lot are already in the Mixed Commerce zone, and the requested change is to change the Zoning Map and move the Mixed Commerce line to the other side of the Park & Ride lot in order to incorporate the Park & Ride lot in the same zone as those two adjacent lots and Colony Place.

Moving the Mixed Commerce zoning line to the other side of the former Park & Ride lot would change the zoning in a manner that would:

- (i) eliminate uses that we don’t believe are appropriate for the entrance to this area such as salvage yards, concrete/asphalt plants, heavy manufacturing, body shops, freight terminals, etc.;
- (ii) continue to allow for appropriate uses such as office; and
- (iii) add uses that we believe are complimentary to Colony Place and the sites to either side of the Park & Ride lot such as retail.

***Benefits to the Town of Plymouth:***

Moving the Mixed Commerce zoning line to the other side of the former Park & Ride lot would allow the vacant site to be developed in a manner that is complimentary to Colony Place and the adjacent Mixed Use properties is beneficial in terms of:

- a nicer entrance to the Commerce Way retail and office area, especially compared to some of the unattractive uses allowed under the Light Industrial zoning (which includes concrete/asphalt plants, heavy manufacturing, salvage yards, etc.); and
- the increased tax revenue of these higher value uses.

***Support of Plymouth Boards and Committees:***

West Plymouth Steering Committee:	Unanimously in favor.
North Plymouth Steering Committee:	Unanimously in favor.
Planning Board:	3- 1 in favor.
Finance & Advisory Committee:	Unanimously in favor.
Board of Selectmen:	Unanimously in favor.

# OVERVIEW OF ZONING USES

## Light Industrial vs. Mixed Commerce

	Light Industrial	Mixed Commerce
<b>Manufacturing</b> <b>Trucking / Freight Terminals</b> <b>Auto Garages, Body Shops, and Heavy Equipment</b> <b>Utility Plants and Substations</b> <b>Industrial Uses w/o High Nuisance</b> <b>Heavy Manufacturing</b> <b>Wrecking and Salvage Yards</b> <b>Gravel Pits</b> <b>Concrete Mixing and Asphalt Plants</b>	Allowed Allowed Special Permit Special Permit Special Permit Spec Permit w/ Design Conditions Spec Permit w/ Design Conditions Spec Permit w/ Design Conditions Spec Permit w/ Design Conditions Spec Permit w/ Design Conditions	<i>Not Allowed</i> <i>Not Allowed</i> <i>Not Allowed</i> <i>Not Allowed</i> <i>Not Allowed</i> <i>Not Allowed</i> <i>Not Allowed</i> <i>Not Allowed</i> <i>Not Allowed</i>

<b>Automotive Service Stations</b>	Special Permit
<b>Wholesaling/Warehousing/Distribution</b>	Allowed < 10k; Spec Permit >10k
<b>Office, Labs, Research Facilities</b>	Allowed < 10k; Spec Permit >10k
<b>Hotels / Motels</b>	Allowed < 10k; Spec Permit >10k
<b>Construction, Building Supply, etc.</b>	Special Permit
<b>Tech Schools and Training Facilities</b>	Special Permit
<b>Child Care Facility</b>	Special Permit
<b>Recreational Uses</b>	Special Permit
<b>Banks, restaurants</b>	SP if <10k and <25% of building
<b>Retail Uses</b>	<i>Not Allowed</i>
<b>Planned Shopping Center</b>	<i>Not Allowed</i>

