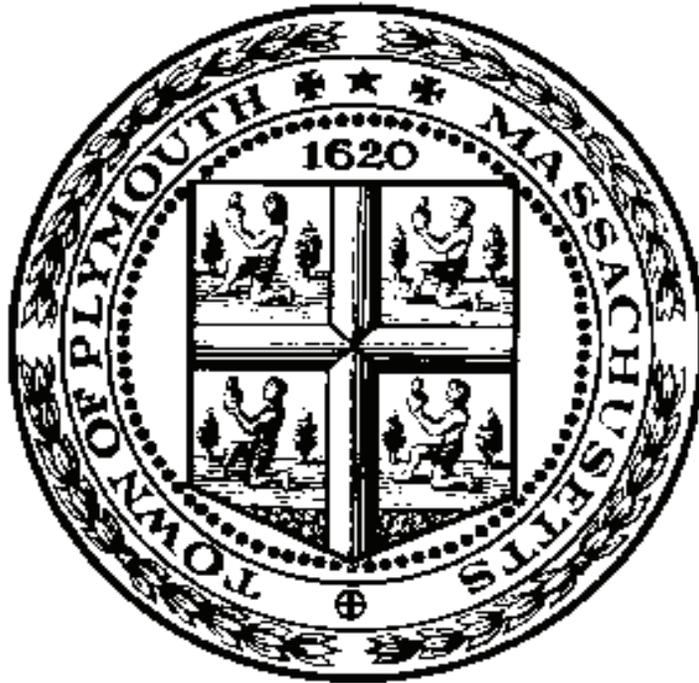


TOWN OF PLYMOUTH

REPORT
& RECOMMENDATIONS
OF THE
ADVISORY AND FINANCE
COMMITTEE



Presented at the
April 1, 2017

SPRING ANNUAL
TOWN MEETING

SPRING ANNUAL TOWN MEETING

April 1, 2017

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REPORT & RECOMMENDATIONS

REPORT & RECOMMENDATIONS OF THE ADVISORY & FINANCE COMMITTEE
Spring Annual Town Meeting - April 1, 2017

ARTICLE 1: Withdrawn

ARTICLE 2: To hear the reports of the several Boards and Officers and Committees of the Town thereon.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 11-0-0). The Advisory & Finance Committee recommends Town Meeting 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: 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 recommends Town Meeting 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 cap requests for FY2018:

Revolving Fund	Change	FY2018 Spending Limit
Plymouth Center Village Parking	Increase \$61,268.17	\$175,866.03
State Boat Ramp	Increase \$3,000	\$64,000
Recreation	Increase \$10,000	\$450,000
Cable Services	Decrease \$18,000	\$15,000
Vocational/Technical Services	Increase \$35,000	\$350,000
Plymouth Beach	Increase \$13,835	\$262,135
Cemetery Repair & Beautification	Decrease \$7,734	\$19,000
Fire Alarm Services	Decrease \$10,000	\$75,000
Hedges Pond Recreation	Increase \$5,000	\$45,000
CPA Conservation Land	Decrease \$650	\$100
School Custodial Services	Increase \$50,000	\$150,000

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, 11-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 4. Town Meeting approval of this article will authorize the North Plymouth Steering Committee, 1749 Court House Committee, and Plymouth Energy Committee to continue, with a review in three years at the 2020 Annual Town Meeting.

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

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, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will set 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. The funding for these stipends are in Article 7A – The General Fund Budget.

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, 2017, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$211,335,916 (Unanimous, Town: 12-0-0 and School: 11-0-1).

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, 2017, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$4,289,101 (Unanimous, 12-0-0).

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, 2017, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$4,836,282 (Unanimous, 12-0-0).

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, 2017, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$2,333,600 (Unanimous, 12-0-0).

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, 2017, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$2,878,008 (Unanimous, 12-0-0).

ARTICLES 7A-E: Total Recommendations: \$225,672,907.

The Advisory & Finance Committee recommends Town Meeting approve Articles 7A, 7B, 7C, 7D and 7E comprising the FY2018 Operating Budget of \$225,672,907. Reports of the Advisory & Finance Committee's budget sub-committees can be found in the Article back-up of the Report & Recommendations of the Advisory and Finance Committee and details of each departmental budget can be found in the FY2018 General Government Proposed Operating Budget Book.

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:

	DEPT#	DEPARTMENT	EQUIPMENT
A	155	Information Tech	Police - PCs
B	210	Information Tech	Police - Dual Band APX Radios
C	155	Information Tech	Police - Tablet Computer
D	155	Information Tech	Remote Camera
E	210	Police	Marked & Unmarked Vehicles
F	220	Fire	Station Maintenance for all Stations
G	220	Fire	Firefighting Gear
H	220	Fire	Portable Radio
I	220	Fire	Dive Rescue Dry Suits
J	291	Emergency Mgmt	Facility Uninterrupted Power Supply
K	295	Harbor Master	Outboard Engine
L	295	Harbor Master	Communications Equipment
M	420	DPW-Highway	Confined Spaces Equipment
N	420	DPW-Highway	Cut Off Saw
O	420	DPW-Highway	Tracks for Skidsteere
P	420	DPW-Highway	Tracks for Skid Mini Excavator
Q	420	DPW-Highway	Power Pruner Pole Saw
R	420	DPW-Highway	78" Snowblower for Skid Steere
S	420	DPW-Highway	Compactor for Mini Excavator
T	420	DPW-Highway	Weed Wackers/Brush Saw
U	422	DPW-Maintenance	Underground Fuel Tank Pump Replacement
V	491	DPW-Cemetery	52" Mower
W	491	DPW-Cemetery	Truck Leaf Box
X	492	DPW-Parks	Lower Cylinder and Rods for Truck 64
Y	492	DPW-Parks	72" Zero Turn Mower
Z	492	DPW-Parks	Landscape Trailer
AA	492	DPW-Parks	Irrigation Electrical Enclosures
BB	492	DPW-Parks	Irrigation Well Pump
CC	492	DPW-Parks	Aluminum Bleacher Planks
DD	610	Library	Media Display Shelving
EE	630	Recreation	Control Link System for Forges Field Lights
FF	695	1749 Court House	Alarm System

or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$493,510 (Unanimous, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 8. Approval of this article will authorize the purchase of the departmental equipment indicated above. The FY2018 Article 8 department requests totaled \$779,321 of which \$493,510 is recommended by the Town Manager. The Advisory & Finance Committee concurs with the Town Manager's recommendation. Funding sources for these items will be \$30,000 from Waterways Fund, \$12,245 from Cemetery Perpetual Care and the remaining \$451,265 will be funded from Raise and Appropriate.

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:

ITEM NUMBER	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION
A	Police Department	Active Shooter Response Protective Vest
B	Fire Department	SCBA Updates/Upgrades
C		Library Chillers, Duct, Insulation, Roof Insulation and Drains
D		Replace Boiler in Fire Station 2
E		Replace Boiler in Fire Station 1
F	Cold Spring	Replace Floor Tiles
G	South	Repave Asphalt Areas and Create New Spaces
H	West	Replace Windows-1 Pod Per Year
I	Manomet	Repave Asphalt Areas
J	Hedge	Field Renovations
K	Indian Brook	Repave Asphalt Areas
L	425	FLT Fleet Fuel Efficiency Replacement Program
M	425	FLT Replace 2005 Service Vehicle
N	420	HY Purchase New Snow Blower for Loader
O	420	HY Replace 1999 6 Wheel Truck H37
P	420	HY Replace 1995 Dump Truck H342
Q	420	HY Replace Asphalt Roller
R	492	PK Replace 1996 Truck P61
S	630	REC Purchase New Off-Road Vehicle for Morton Park
T	DW Facilities	Replace 2009 SUV
U	DW Facilities	Replace 1993 Aerial Lift Truck
V	DW Facilities	Replace Two Diesel Busses
W	Marine & Environmental	Evaluating Inlet Stabilization at Ellisville Harbor
X	Fire Department	Refurbish Tower 1
Y	Fire Department	New Station 7 in North Plymouth
Z	Fire Department	Public Safety Radio System Upgrades
AA	Police Department	Police Station Access Control System
BB	DPW Operation-Engineering	Obery Street Roadway Improvements
CC	DPW Operation-Engineering	Bridge & Culvert Inspection
DD	Marine & Environmental	Holmes Dam Construction
EE	DPW-Crematory	Rebuild Unit 2 Chamber
FF	Fire Department	Rehab Engine 6
GG	DPW-Cemetery	Replace Water Line & Paving in Vine Hills Cemetery
HH	DPW-Parks & Forestry	Splash Pad Floor Replacement
II	DPW-Parks & Forestry	Veterans Park Design
JJ	DPW-Cemetery	Replace Entrance Fencing in Oak Grove Cemetery
KK	DPW-Cemetery	Fence Replacement on Samoset St.
LL	Marine & Environmental	Harbor Master Work Skiff
MM	DPW Utilities (Sewer)	Capacity, Management, Operation & Maintenance (CMOM) Plan
NN	DPW Utilities (Sewer)	Pipe Line and Pipe Point Repairs
OO	DPW Utilities (Water)	Water System Expansion Design, Permitting and Engineering
PP	DPW Utilities (Water)	Water Infrastructure
QQ	Airport	Small Slide Sander
RR	Airport	Treatment Plant HVAC Electrical Panel

or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$7,552,875.78 (Unanimous, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 9. The Advisory & Finance Committee is in agreement with the Town Manager's Recommendation for Capital Projects. Capital requests totaled \$66.2 million for FY18. The Town Manager recommends total spending on FY 2018 capital projects of \$15,752,876. Article 9 addresses \$7,552,876 of those capital projects, which includes General Fund spending of \$4,873,376 to be funded with \$3,479,082 from Free Cash, \$842,077 from borrowing, and \$552,217 from other available funds. Enterprise Fund recommended capital projects total \$2,679,500 to be funded by \$500,000 from Sewer Enterprise Fund borrowing, \$300,000 from other available funds, \$250,000 from Water Enterprise Fund Retained Earnings, \$1,600,000 from Water Enterprise Fund borrowing, and \$29,500 from Airport Retained Earnings and Other Airport Funds. The balance of the Town Manager's recommended capital projects consist of a state-funded project to replace the water main along Taylor Avenue (\$2.2 million) in STM Article 4 and road infrastructure improvements addressed separately in ATM Article 10 (\$5 million) and ATM Article 14 (\$1 million).

ARTICLE 10: Public and Unaccepted Road and Bridge Improvements To see if the Town will vote to appropriate the sum of Five Million Dollars (\$5,000,000), to pay costs of improving various public and unaccepted roads, and bridges, and for the payment of all costs incidental and related thereto, including but not limited to reconstructing, resurfacing, crack sealing, drainage, engineering, sidewalks, lighting, traffic control, bridges, tree planting and landscaping and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise; or to take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$5,000,000 (Unanimous, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 10. Town Meeting approval of this article will appropriate \$5 million for repairs to paved roads. Significant investment is needed to properly maintain Plymouth's nearly 300 miles of paved roads. Funds will be allocated in a 70/30 split with \$3.5 million for public roads and \$1.5 million for unaccepted roads. Improvements will include road reconstruction, paving, sidewalks, line striping, police details, and drainage per the pavement management program. The DPW anticipates spending the funds during the 2017 and 2018 construction seasons. A new funding mechanism for pavement management is addressed by Special Town Meeting Article 7, which would create a Pavement Management Debt Stabilization Fund.

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 \$636,782 (Unanimous, 14-0-0). The Advisory & Finance Committee recommends Town Meeting 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. The Visitor Services Board oversees expenditures from this fund. Expenditures include funding 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.

ARTICLE 12: To see if the Town will vote to appropriate from available funds a sum of money 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, 9-0-0). The Advisory & Finance Committee recommends Town Meeting 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 FY18 was not known at the time this report was prepared, Plymouth did receive more than \$1.5 million for FY17. The Town expects a similar amount in FY18 unless there is change in policy and/or the state's financial health.

ARTICLE 13: To see if the Town will vote to approve a payment in lieu of taxes agreement between the Town and Entergy Nuclear Generation Company for the property known as the Pilgrim Nuclear Generation Station, as on file with the Town Clerk, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 13. Town meeting approval of this article will authorize the town to accept a PILOT (payment in lieu of taxes) agreement between the Town and Entergy Nuclear Generation Company for the property known as the Pilgrim Nuclear Generation Station. The agreement extends through June 30, 2019 and will provide payments to the town of \$9 million in FY2018 and \$8.5 million in FY2019. In this round of negotiations, "restrictive covenant" language was removed from the agreement and first right of refusal language was added. This language enables the Town to have some ability to weigh in on the future of approximately 1,500 acres of property controlled by Entergy.

ARTICLE 14: To see if the Town will vote to raise and appropriate, borrow, or otherwise fund \$1,000,000.00 in improvements to Gravel Public Roads, and Gravel Unaccepted Roads (the special act relative to spending funds on Unaccepted Roads was passed by State Legislators and signed by the Governor on June 13, 2012), including any costs necessary and related thereto, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$1,000,000 (Unanimous, 9-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 14. Town Meeting approval of this article will appropriate \$1 million for repairs to gravel roads. Significant investment is needed to properly maintain Plymouth's 80+ miles of gravel roads. Improvements may include maintenance, grading, repair, and in some instances, paving gravel road(s) for future Town Meeting acceptance.

ARTICLE 15: To see if the Town will vote to authorize the Board of Selectmen to accept and allow as public ways the following streets or portions thereof as laid out by the Board of Selectmen and reported to the Town, and as shown on plans on file with Town Clerk; to authorize the Board of Selectmen to acquire by gift, purchase, or eminent domain an easement or easements to use said way for all purposes for which public ways are used in the Town of Plymouth, and all associated easements; and further to raise and appropriate or transfer from available funds a sum of money, or, 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);

- Pisces Lane
- Alewife Road
- Fairview Lane
- Edgewood Circle
- Douglas Lane
- George Street

or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 9-0-1). The Advisory & Finance Committee recommends Town Meeting approve Article 15. Town Meeting approval of this article will authorize the Board of Selectmen to accept 6 roads as public ways: Pisces Lane, Alewife Road, Fairview Lane, Edgewood Circle, Douglas Lane and George Street. These roads have been evaluated and approved for acceptance by the Roads Advisory Committee. Accepting paved roads increases the amount of Chapter 90 funds that Plymouth receives from the State.

ARTICLE 16A: To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16A of the 2014 Spring Annual Town Meeting for the restoration of the 1820 Court House, as previously amended, by reducing the amount to be borrowed by a sum of money and transferring a sum of money from Fiscal Year 2018 Community Preservation Act estimated annual revenues or other available funds for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16A. Town Meeting approval of this article will authorize a \$500,000 reduction to the remaining \$3,000,000 borrowing authorization for the restoration of the 1820 Court House and authorize the Community Preservation Committee to set aside \$500,000 of FY18 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.

ARTICLE 16B: To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16A of the 2015 Fall Annual Town Meeting for the historical preservation, restoration and rehabilitation for the Simes House, as previously amended, by reducing the amount to be borrowed by a sum of money and transferring a sum of money from Fiscal Year 2018 Community Preservation Act estimated annual revenues or other available funds for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16B. Town Meeting approval of this article will authorize a \$500,000 reduction to the \$1,142,543,000 borrowing authorization for the restoration of the Simes House and authorize the Community Preservation Committee to set aside \$500,000 of FY18 CPA revenue for Simes House restoration expenses. This will enable the Community Preservation Committee to reduce borrowing for the project, thereby saving the Town money on interest costs.

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 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 of land located off Sandwich Road in the Town of Plymouth comprised of 43 acres more or less being made up of lot 21 shown on Assessors Map 47 said land to be held under the care, custody and control of the Conservation Commission, to appropriate a total sum of money for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow or otherwise fund said total sum pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; provided, however, that any such borrowing authority shall be reduced by the amount of any grants received by the Town prior to such borrowing; 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 further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; 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 COMMITTEE

RECOMMENDATION: Approval \$191,100 (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16C. Town Meeting approval of this article will appropriate \$191,100 from the Community Preservation Fund for the purchase of approximately 43 acres of land off Sandwich Road and on Eel River for open space purposes. The town will be receiving an additional \$263,900 from a FY2018 MA Division of Conservation Services LAND (Local Acquisitions for Natural Diversity) grant which will be applied to the total purchase price of \$455,000. The purpose of this acquisition is to permanently protect and preserve 43 acres of upland, wetland and riverine habitat along the Eel River Watershed adjacent to 67 acres of protected open space. Parcel will be held under the care, custody and control of the Conservation Commission.

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 of land located off Russell Mills Road in the Town of Plymouth comprised of 10.2 acres more or less being made up of lot 58A-1, 58A-2 and 58A-3 shown on Assessors Map 82 said land to be held under the care, custody and control of the Conservation Commission, to appropriate a total sum of money for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow or otherwise fund said total sum pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; provided, however, that any such borrowing authority shall be reduced by the amount of any grants received by the Town prior to such borrowing; 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 further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; 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 COMMITTEE

RECOMMENDATION: Approval \$175,000 (9-1-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16D. Town Meeting approval of this article will appropriate \$175,000 from the Community Preservation Fund to purchase approximately 10.2 acres off Russell Mills Road for open space purposes. The purpose of this acquisition is to protect the Plymouth/Carver sole source aquifer and act as a buffer between the Eel River and the town sewer plant to the northeast. The town owns two parcels directly abutting to the west and east so this parcel will provide a buffer for connectivity of core habitats. Parcel will be held under the care, custody and control of the Conservation Commission.

ARTICLE 16E: To see if the town will vote to appropriate a sum of money for Community Preservation Act Debt Service from Fiscal Year 2018 Community Preservation Act estimated annual revenues or other available funds for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval \$103,564 (9-1-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16E. Town Meeting approval of this article will create a debt service budget to cover short term interest expenses for CPC projects for this year. Based on the current borrowing authorization at a 2.5% interest rate, the maximum exposure will be \$103,564. Most likely, the Town will not need to borrow the full amount and will receive a better interest rate, so this number will be adjusted at Fall Town Meeting when the actual amount of borrowing required to complete the CPC-funded portion of the 1820 Courthouse/Town Hall project and final costs for the Simes House project are known.

ARTICLE 16F: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2018 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 2018, 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, 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 \$2,828,691 (9-1-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16F. Town Meeting approval of this article will allow the Community Preservation Committee to set aside for later spending 10% of the estimated annual revenues of the Community Preservation Fund for each of the following: a) open space in the amount of \$282,869; b) historic resources in the amount of \$282,869; and c) community housing in the amount of \$282,869. Also, \$113,148 (4%) of the estimated 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, \$397,272, will be held as a reserve balance which can be used for any CPA purpose at future Town Meetings.

ARTICLE 17: Withdrawn

ARTICLE 18: To see if the Town will vote to authorize the Board of Selectmen to sell or lease or transfer such land and building, located at 0 Spooner Street, Plymouth, commonly known as Fire Station 7, shown as Lot 56 on Plymouth Assessors' Map 01, parcel no. 001-000-056-000 as on file with the Town Clerk, for a sum and upon conditions to be determined by the Board of Selectmen and pursuant to the requirements of G. L. c. 30B, and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to effectuate the purposes of this article; or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 18. Town Meeting approval of this article will give the Board of Selectmen the flexibility to sell, lease or transfer the 0 Spooner Street property, commonly known as Fire Station 7. This will allow the town to move quickly on negotiations regarding the future of 0 Spooner Street once a new fire station is built at 15 Hedge Road.

ARTICLE 19: To see if the Town will vote to transfer the care, custody, management and control of the property shown below as on file with the Town Clerk, from the Town Treasurer for tax title purposes to the Conservation Commission for conservation purposes pursuant to G.L. c. 40, section 8C; and further to authorize the Conservation Commission to execute any and all instruments as may be necessary to effectuate the vote taken hereunder, or take any other action relative thereto.

Parcel ID
044-006-030B-000
110-000-007-000
110-000-014-005
085-000-031-000

CONSERVATION COMMISSION

RECOMMENDATIONS: The first parcel listed in the article language (044-006-030B-000) was withdrawn. Several members of the Advisory & Finance Committee expressed concerns about transferring Tax Title properties to protected open space/conservation status when some parcels could be returned to the tax rolls. As a result, the Advisory & Finance Committee divided the article into three separate components discussing and voting each of the remaining three parcels individually:

110-000-007-000: **RECOMMENDATION: Approval (8-4-0).** The Advisory & Finance Committee recommends Town Meeting approve the transfer of parcel 110-000-007-000 from the care and custody of the Town Treasurer to the Conservation Commission for conservation and open space purposes. The parcel was taken by the Town through tax lien proceedings. This 1.719 acre property is on Fawn Pond Road and Agawam Road. It is in an area designated Priority Habitat of Rare Wildlife. Preserving this parcel as open space will help maintain the wildlife corridor, protect class A water, and connect trails to boost our town’s ecotourism.

110-000-014-005: **RECOMMENDATION: Approval (8-4-0).** The Advisory & Finance Committee recommends Town Meeting approve the transfer of parcel 110-000-014-005 from the care and custody of the Town Treasurer to the Conservation Commission for conservation and open space purposes. The parcel was taken by the Town through tax lien proceedings. This 2.469 acre property is located at 330 Halfway Pond Road. This parcel, located in close proximity to the one just described above, is also in an area designated Priority Habitat of Rare Wildlife. Preserving this parcel as open space will help maintain the wildlife corridor, protect class A water, and connect trails to boost our town’s ecotourism.

085-000-031-000: **RECOMMENDATION: Not Approve (6-7-0).** The Advisory & Finance Committee recommends Town Meeting not approve the transfer of parcel 085-000-031-000. This 9.159 acre property is located off Gunners Exchange Road. The Committee felt that this property should remain in the care and custody of the Town Treasurer to be sold at a future auction and placed back on the tax rolls.

ARTICLE 20: Withdrawn

ARTICLE 21: To see if the Town will vote to amend the General By-Laws by authorizing the Board of Selectmen to create parking districts and enact traffic rules and regulations applicable as follows:

Chapter 197, Traffic Regulation. The Board of Selectmen, pursuant to the provisions of G.L. c. 90, §20A1/2, as may be amended, may promulgate traffic rules and shall, from time to time, establish by rule or regulation a schedule of fines for violations subject to the provisions of G.L. c. 90, §20A1/2 committed within the Town; provided, however, that all such fines shall be uniform for the same offense committed in the same zone or district, such zone or district to be established by the Board of Selectmen.

Or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 21. Town Meeting approval of this article will amend the General Bylaws by authorizing the Board of Selectmen to create parking districts and enact applicable traffic rules and regulations. This will allow revisions to the Traffic Rules and Orders to include the new parking fine amounts approved by the Board of Selectmen in August 2016 and allow for the creation of the proposed White Horse Beach Parking District.

ARTICLE 22: Withdrawn

ARTICLE 23: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise fund \$100,000 for the purposes of title research and any related costs and expenses as recommended by the Town Manager and approved by the Board of Selectmen, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$100,000 (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 23. Town Meeting approval of this article will authorize appropriation of \$100,000 for title research. This will allow the town the funding to conduct title research on parcels as the need arises. This need has arisen several times in recent years for various reasons including a push to perform title research on the 1000 acres in South Plymouth and questions about beachfront properties, including specifics about recreational and coastal access.

ARTICLE 24: Withdrawn

ARTICLE 25: Withdrawn

ARTICLE 26: To see if the Town will vote to amend the Town of Plymouth General By-laws for LICENSES AND PERMITS, § 109-1 through § 109-6 in accordance with G.L. c. 40, §57, as provided below and as on file with the Town Clerk, with struck-through language deleted and bold and underlined language inserted.

LICENSES AND PERMITS

§ 109-1. Denial or revocation for failure to pay charges.

§ 109-2. List of delinquents.

§ 109-3. Notice and hearing; certificate of good standing.

§ 109-4. Payment agreements.

§ 109-5. Waivers.

§ 109-6. Exemptions.

[HISTORY: Adopted by the Special Town Meeting of the Town of Plymouth 4-3-1993 by Art. 14. Amendments noted where applicable.]

§ 109-1. Denial or revocation for failure to pay charges. [Amended 4-12-1995 ATM by Art. 33]

Any town board, officer or department may deny any application for, or revoke or suspend, **a building permit, or** any local license or permit, including renewals and transfers, issued by any such board, officer or department for any person, corporation or business enterprise who or which has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or other matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, in accordance with the following procedure.

§ 109-2. List of delinquents.

The Tax Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the "Tax Collector," shall annually, **and may periodically,** furnish to each town department, board, commission or division, hereinafter referred to as the "licensing authority," that issues licenses or permits, including renewals and transfers, a list of any person, corporation or business enterprise, hereinafter referred to as the "party," that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges, ~~for not less than a twelve-month period~~ and that such party has not filed in good faith a pending application for any abatement of such tax or a pending petition before the Appellate Tax Board.

§ 109-3. Notice and hearing; certificate of good standing. [Amended 4-12-1995 ATM by Art. 33]

- A. The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers, of any party whose name appears on said list furnished to the licensing authority from the Tax Collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the Tax Collector; provided, however, that written notice is given to the party and the Tax Collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than 14 days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party.
- B. The ~~Finance Director~~ **Tax Collector or his/her designee** shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension.

- C. Any license or permit denied, suspended or revoked under this chapter shall not be reissued or renewed until the licensing authority receives a certificate issued by the ~~Finance Director~~ **Tax Collector or his/her designee** that the party is in good standing with respect to any and all taxes, fees, assessments, betterments or other municipal charges payable to the municipality as of the date of issuance of said certificate.

§ 109-4. Payment agreements.

Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit, and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder shall be given notice and a hearing as required by applicable provisions of law.

§ 109-5. Waivers.

The Board of Selectmen may waive such denial, suspension or revocation if it finds that there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his or her immediate family, as defined in MGL c. 268A, § 1, in the business or activity conducted in or on said property.

§ 109-6. Exemptions.

This chapter shall not apply to the following licenses and permits: open burning (MGL c. 48, § 13); sales of articles for charitable purposes (MGL c. 101, § 33); children work permits (MGL c. 149, § 69) ; clubs and associations dispensing food or beverage license (MGL c. 140, § 21E) ; dog licenses (MGL c. 140, § 137) ; fishing, hunting and trapping licenses (MGL c. 131, § 12); marriage licenses (MGL c. 207, § 28); and theatrical events and public exhibition permits (MGL c. 140, § 181).

Or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 26. Town Meeting approval of this article will amend the General Bylaws for Licenses & Permits §109-1 through §109-6 to mirror MGL c. 40 §57 in accordance with recent changes resulting from the Municipal Modernization Act which became effective on November 7, 2016. This amendment will allow the Collector's Office to increase collection efforts for delinquent taxes and fees owed to the town by refusing to issue or renew licenses and permits, or revoke existing licenses and permits, when there are outstanding taxes owed.

ARTICLE 27: To see if the Town will vote to amend its General Bylaw by striking Chapter 154 – Soil Removal in its entirety, as on file with the Town Clerk, or take any other action relative thereto.

PLANNING BOARD

RECOMMENDATION: Approval (Unanimous, 14-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 27. Town Meeting approval of this article will amend the General Bylaws by striking Chapter 154 - Soil Removal. Existing bylaw language is vague and confusing and in the last 40+ years, has never been used. The striking of this chapter is being recommended in conjunction with the adoption of expanded earth removal regulations proposed in Article 28.

ARTICLE 28: To see if the Town will vote to amend its Zoning Bylaw, Section 205-18 Natural features conservation requirements, to further define regulations associated with the excavation of earth (soil, sand, gravel or quarried stone) as well as associated definitions, procedures, and schedules, as on file with the Town Clerk, or take any other action relative thereto.

PLANNING BOARD

RECOMMENDATION: Approval (Unanimous, 14-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 28. Town Meeting approval of this article will amend the Zoning Bylaws, Section 205-18 Natural Features Conservation Requirements, to provide a greater level of protection to residents and the environment. The current bylaw allows commercial sand and gravel quarries and similar extractive industries by special permit in all residential zones without limitation. Existing language is vague, standards conflict with other parts of the Zoning Bylaw and some standards are unenforceable. The new language will prohibit earth removal operations in residential zones. It will also provide better guidance to decision makers and greatly expand the conditions imposed when earth removal does occur.

ARTICLE 29: To see if the Town will vote to authorize the Board of Selectmen to convey a portion of the parcel of land located on the westerly side of Rocky Pond Road shown as lot 4C on Assessors Map 91 and, in exchange therefore, to acquire a portion of the parcel of land located on the westerly side of Rocky Pond Road shown as Lot 6-22 on Assessors Map 91, 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: Roy Geiger et al

RECOMMENDATION: No Motion No Action at Request of the Petitioner (Unanimous, 12-0-0). The Advisory & Finance Committee recommends No Motion No Action on Article 29 at the request of the Petitioner.

ARTICLE 30: To see if the Town Meeting will vote to amend Section 205-77, Ground-Mounted Solar Photovoltaic Systems, by amending the language of Section 205-77 so that said Section 205-77 as so amended shall read in its entirety as follows (changed language is shown as underlined or deleted, as the case may be):

205-77. Ground-Mounted Solar Photovoltaic Systems

A. **Intent.** The intent of this bylaw is to promote, by-right, subject to Site Plan Review, in all Districts, the generation of solar energy and to minimize the impacts of solar facilities on the character of neighborhoods, on property values, on the scenic, historic and environmental resources of the Town; and to protect health and safety, while allowing solar energy technologies to be utilized.

B. Location and Area Requirements.

Except as otherwise provided herein, GMSPS are allowed by right in all zoning districts subject to Site Plan Review under Section 205-32.

1. Site Plan Review is not required for a GMSPS that:
 - a. Actively occupies 1,500 square feet or less of land and has a total GMSPS height of less than 8 feet from final grade, subject to Section C.2.e.; or

- b. is located on agricultural land, and used primarily for the accessory generation of energy for the operation of the agricultural use; or
- c. is located on a Development Site consisting primarily of Disturbed Area and, if located within any of the following Districts, provided a minimum 200-foot Buffer is in place along each Lot line that abuts a Residential District:
 - I. Airport (AP)
 - II. Arterial Commercial (AC)
 - III. General Commercial (GC)
 - IV. Highway Commercial (HC)
 - V. Light Industrial (LI)
 - VI. Light Industrial/Waterfront (LI/WF)
 - VII. Mixed Commerce (MC)
 - VIII. Parking Lots
 - IX. Power Line Utility Easements

2. Prohibited.

- a. A GMSPS that actively occupies more than ~~fifteen~~ five acres in area in any Residential District.
- b. GMSPS are prohibited on any parcel that include Estimated Habitats of Rare Wildlife or Priority Habitats of Rare Species as identified by the Commonwealth of Massachusetts Natural Heritage and Endangered Species Program or that are located within a State designated Area of Critical Environmental Concern (ACEC).
- c. GMSPS are not allowed on parcels in R20-SL, R20-MD, R20-MF, R25, R40 and RR zones that have been previously disturbed (i.e. cleared or substantially cleared of natural vegetation by other than natural forces such as fire or flood) for a period of five years from the date of disturbance.

C. **Standards.** The following standards apply to all GMSPS:

- 1. **Setback** – A GMSPS site and construction thereon shall conform to the dimensional and intensity requirements set forth in Table 5 of the Zoning Bylaw.
- 2. **Design** –
 - a. **Lighting** – High efficiency lighting, such as LED, or equivalent, shall be limited to that required for safety and operational purposes, and shall comply with the requirements of §205-65 Prevention of Light Pollution.
 - b. **Utility Connections** – Cabling and utility connections within the GMSPS shall be placed underground.
 - c. **Security** – The GMSPS must be physically secured by measures including, but not limited to, appropriate fence material, construction, locking devices and surveillance equipment.
 - d. **Signage** –
 - i. Required: A sign complying with Sign bylaw §205-19 shall identify the owner and operator, if not the same, and provide the following information: business name for any company or other entity owning and/or operating the installation, with the business address and name of a contact person for each; electric utility or other safety warnings and a 24-hour emergency contact phone number.
 - ii. Prohibited: Any advertising display.
 - e. All emergency vehicle access ways shall conform to dimensional requirements of the Plymouth Fire Department.

- f. Screening, as defined in §205-3, shall be installed to shield residences from a GMSPS.
 - g. Buffers as defined in §205-3 are required as follows:
 - i. A minimum of ~~75~~ 150 feet for 1 to 2 MW DC systems;
 - ii. A minimum of ~~150~~ 200 feet for systems greater than 2 MW DC.
3. **Land Clearing, Soil Erosion and Habitat Impacts.**
- a. Clearing of native vegetation on any undeveloped or land in its natural state shall be limited to that necessary for the construction, operation and maintenance of the GMSPS. Effective internal storm water management and erosion control features shall be maintained at all times during and post-construction. Installed fencing shall maintain a minimum distance of 8 inches from final grade for small wildlife passage.
 - b. Stormwater management controls shall comply with Plymouth’s Stormwater Design Guidelines. Percolation tests will be required if no stormwater system controls are provided.
 - c. Management of all vegetated areas within the GMSPS shall be maintained throughout the life of the project through mechanical means and without the use of chemical herbicides.
4. **Information Required with Zoning Permit for all GMSPS.**
- a. **Landscape Plan** – A landscape plan prepared by a Registered Landscape Architect is required and shall include location of existing significant trees, shrubs and grasses to remain and all proposed additions, identified by specimen size and species at installation. Low growth vegetation shall be planted and maintained in areas under GMSPS rack equipment.
 - b. **Materials** – Manufacturer’s specifications for a proposed GMSPS shall be provided for all equipment and attendant facilities and include documentation of the major system components to be used, including panels, mounting system, rated name plate capacity, colors, inverter and interconnection details.
 - c. **Safety** – The GMSPS Owner or Operator shall submit a copy of the project summary, electrical schematic, and Development Site plan to the Building Commissioner, with a copy for review by the Fire Chief. Instructions to de-energize the system shall be made available to public safety personnel. The owner or operator shall identify a responsible person for public inquiries throughout the life of the GMSPS.
 - d. **Financial Surety** – Except for a municipally owned GMSPS, a project designed to generate in excess of 2MW shall require a performance guarantee in the form of a cash bond in an amount approved by the Building Commissioner to cover the cost of GMSPS removal in the event the town must remove the installation and stabilize the Development Site with loam and seed.
5. **Other Requirements.**
- a. **Notification** – When site plan review is required, at least fourteen days prior to site plan review by the Planning Board, notice of the time and place of said review shall be sent by mail by the GMSPS Owner/Operator, postage prepaid to abutting owners of land within three hundred feet of the property line of the parcel or parcels upon which the GMPS proposes to be situated, as said abutters appear on the most recent applicable tax list. The assessors maintaining any applicable tax list shall certify the names and addresses of parties in interest and such certification shall be conclusive for all purposes.

At least 60 business days prior to the commencement of work on a project, the GMSPS Owner/Operator shall notify abutters within 300 feet of when work will commence and that site plans are available for public review at Town Hall.

- b. **Modification** – A substantial modification to a GMSPS shown on an approved Site Plan shall require Site Plan modification in compliance with the standards and procedures applicable to the original application.
- c. **Segmentation** – Adjacent parcels in the same ownership or control shall be deemed to be one parcel for purpose of calculating the area limitation of §B.2 above.
- d. **Abandonment** – A GMSPS shall be deemed abandoned when its operations are discontinued for more than one year without the written consent of the Building Commissioner; or if the Building Commissioner has determined that the installation is a hazard to public safety and the conditions have not been corrected within three months. A GMSPS must be removed by its owner and the site restored when it has been abandoned as provided herein.
- e. **Site Restoration** – A GMSPS must be removed by its owner within 150 days from the date of discontinuation of operations. The owner or operator shall notify the Building Commissioner by certified mail of the proposed date of discontinuation and provide detailed plans and schedule for GMSPS removal and restoration of the site to a function approved by the Building Commissioner or to a natural vegetative state.
- f. **Exemption** – This Section 205-77 shall not apply to a GMSPS for which a zoning permit was issued and was still in effect as of July 20, 2016 [the first publication date of notice of the August 8, 2016 Planning Board public hearing], but the record owner of the land shall have the right to waive this exemption, in which case this Section 205-77 shall apply.

or take any other action relative thereto.

BY PETITION: Charl Heller et al

RECOMMENDATION: Approval (11-3-0). The Advisory & Finance Committee recommends Town Meeting approve Article 30. Town Meeting approval of this article will amend the Zoning Bylaw, Section 505-77 Ground-Mounted Solar Photovoltaic Systems, with 5 changes: restricting ground-mounted solar systems in sensitive environmental areas; notifying abutters of site plan review; increasing buffers from 75 to 150 feet for 1-2 MWDC systems; increasing buffers from 150 to 200 feet for systems greater than 2 MWDC; and reducing the maximum size allowed in residential zones from 15 to 5 acres. The Planning Board recommended the first four amendments listed but did not recommend reducing the maximum size from 15 to 5 acres. The Planning Board and Energy Committee believe insufficient time has passed since the bylaw was approved at Fall Town Meeting to recommend a reduction in maximum size, contending that the increased buffers will protect abutters from clearcutting to the property line. If ground mounted solar development decreases, so does the PILOT or traditional tax revenue the town receives from these projects. The Advisory & Finance Committee discussed this topic extensively. While some agreed that more time is needed to see if the existing bylaw works, the majority agreed with the petitioner and supporters that it is of the utmost importance to protect residents and the investments they make in their properties now before irreparable damage may be done rather than as a reaction should such damage occur. In addition, some members raised concern that large-scale solar arrays in residential areas are a commercial land use, providing prospective residents with little protection from the siting of such a solar array becoming the newest addition to their neighborhood.

ROLL CALL VOTING CHARTS

ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART - ANNUAL ARTICLES

Y - For
N - Against
A - Abstain
X - Absent
Ch - Chair did not vote

ARTICLES

		Kevin Canty	Betty Cavacco	Robert Cote	Judith Fitzgerald	Harry Helm	Ethan Kusmin	Mike Lincoln	Peter Mador	Christopher Merrill	John Moody	Patrick O'Brien	Harry Salerno	Sheila Sheridan	Marc Sirrico	Scott Stephenson	VOTE TOTAL FOR-AGAINST-ABSTAIN
2	Reports of Boards, Officers & Committees	Y	Y	Y	Y	X	Y	Y	Y	X	Ch	Y	Y	Y	Y	X	11 - 0 - 0
3	Re-Authorization of Revolving Funds	Y	X	Y	Y	Y	X	X	Y	Y	Ch	Y	Y	X	Y	Y	10 - 0 - 0
4	Continuation of Committees	Y	Y	Y	Y	X	Y	Y	Y	X	Ch	Y	Y	Y	Y	X	11 - 0 - 0
5	Personnel/Bargaining No Motion No Action	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12 - 0 - 0
6	Salaries of Elected Town Officials	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12 - 0 - 0
7A	General Fund Budget	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	Town: 12 - 0 - 0
		Y	Y	Y	Y	Y	Y	Y	X	Y		Y	A	X	Y	Y	School: 11 - 0 - 1
7B	Water Enterprise Budget	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12 - 0 - 0
7C	Sewer Enterprise Budget	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12 - 0 - 0
7D	Solid Waste Enterprise Budget	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12 - 0 - 0
7E	Airport Enterprise Budget	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12 - 0 - 0
8	Departmental Equipment	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12 - 0 - 0
9	Capital Improvements	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12 - 0 - 0
10	Road Pavement Preservation	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12 - 0 - 0
11	Town Promotion Fund	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	14 - 0 - 0
12	Chapter 90 - State Funds	Y	Y	X	Y	Y	X	Y	Y	Y	X	X	Ch	X	Y	Y	9 - 0 - 0
13	PILOT - Entergy	Y	Y	X	Y	Y	X	Y	Y	Y	Ch	X	Y	X	Y	Y	10 - 0 - 0
14	Gravel Roads	Y	Y	X	Y	Y	X	Y	Y	Y	X	X	Ch	X	Y	Y	9 - 0 - 0

ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART - ANNUAL ARTICLES

Y - For
N - Against
A - Abstain
X - Absent
Ch - Chair did not vote

ARTICLES																VOTE TOTAL		
	Kevin Canty	Betty Cavacco	Robert Cote	Judith Fitzgerald	Harry Helm	Ethan Kusmin	Mike Lincoln	Peter Mador	Christopher Merrill	John Moody	Patrick O'Brien	Harry Salerno	Sheila Sheridan	Marc Sirrico	Scott Stephenson	FOR	AGAINST	ABSTAIN
15 Accept as Public Way	Y	Y	X	Y	Y	X	Y	Y	Y	A	X	Ch	X	Y	Y	9	0	1
16A CPC - Reduce Borrowing - 1820 Court House	Y	X	Y	Y	Y	X	X	Y	Y	Ch	Y	Y	X	Y	Y	10	0	0
16B CPC - Reduce Borrowing - Simes House	Y	X	Y	Y	Y	X	X	Y	Y	Ch	Y	Y	X	Y	Y	10	0	0
16C CPC - Open Space - off Sandwich Road	Y	X	Y	Y	Y	X	X	Y	Y	Ch	Y	Y	X	Y	Y	10	0	0
16D CPC - Open Space - off Russell Mills Rd	N	X	Y	Y	Y	X	X	Y	Y	Ch	Y	Y	X	Y	Y	9	1	0
16E CPC - Debt Service	N	X	Y	Y	Y	X	X	Y	Y	Ch	Y	Y	X	Y	Y	9	1	0
16F CPC-FY2018 Budget & Set-Asides	N	X	Y	Y	Y	X	X	Y	Y	Ch	Y	Y	X	Y	Y	9	1	0
18 0 Spooner St	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12	0	0
19 <u>Transfer to ConCom</u> 110-000-007-000 110-000-014-005 085-000-031-000	N	Y	Y	N	Y	Y	N	X	Y	Ch	Y	N	X	Y	Y	8	4	0
	N	Y	Y	N	Y	Y	N	X	Y	Ch	Y	N	X	Y	Y	8	4	0
	N	Y	Y	N	Y	N	N	X	Y	*N	N	N	X	Y	Y	6	7	0
21 Traffic Regulation	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12	0	0
23 Title Research	Y	Y	X	Y	Y	X	Y	Y	Y	Ch	X	Y	X	Y	Y	10	0	0
26 Bylaws - Licenses & Permits	Y	X	Y	Y	Y	X	X	Y	Y	Ch	Y	Y	X	Y	Y	10	0	0
27 Bylaws - Soil Removal	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	14	0	0
28 Zoning Bylaw - Excavation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	14	0	0
29 Partial Parcel Swap: No Motion No Action @Request of Petitioner	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	X	Y	Y	12	0	0
30 Petitioned - Bylaws - Ground Mounted Solar	Y	Y	Y	Y	Y	N	Y	Y	Y	Ch	N	Y	Y	N	Y	11	3	0

* The Chair may exercise the prerogative to vote on any business coming before the Committee, but the Chair's vote is counted only when it is necessary to break a tie.

CAPITAL
IMPROVEMENTS
COMMITTEE

DEPT	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	RANK	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	DEBT	TAX LEVY	OTHER
210	Police Dept	Active Shooter Response Protective Vest	\$	27,000	1	27,000	27,000			
220	DPW-Maintenance	SCBA Updates/Upgrades	\$	167,000	2	167,000	167,000			
422	DPW-Maintenance	Town Building Repair Program: Library Chillers,Duct,Insulation,Roof Insulation,Drains Replace Boiler in Fire Station 2 Replace Boiler in Fire Station 1 Repairs to the Following Buildings per Facilities Assessment Report: Hedges Pond Main Building Cedarville Garage Crematory DPW Annex Fire Station 1 - HQ Fire Station 2 - W. Plymouth Fire Station 3 - Pine Hills Fire Station 4 - Bourne Rd Fire Station 5 - Manomet Fire Station 6 - Cedarville Harbor Master Building Highway Building Little Red Schoolhouse Library - Main Branch Library - Manomet Branch Manomet Youth Center Memorial Hall Police Station Senior Center Stephens Field Concession/Restroom Facility Town Hall Vine Hills Cemetery Office Visitor Center	\$1,004,746.00 \$27,500.00 \$66,000.00 \$36,133.00 \$43,308.00 \$8,363.00 \$308,960.00 \$117,550.00 \$111,013.00 \$57,745.00 \$61,545.00 \$228,654.00 \$131,809.00 \$55,745.00 \$411,629.00 \$69,367.00 \$884,870.00 \$38,889.00 \$85,581.00 \$500,000.00 \$132,008.00 \$65,247.00 \$18,150.00 \$577,879.00 \$160,827.00 \$33,598.00	\$ 27,000 \$ 167,000 \$ 5,237,116	1 2 3	1,098,246	93,500	842,077		162,669 Available bldg maint.library project funds
300	School Dept	School Building Repair Program	\$	1,461,368	4	556,600	556,600			
Cold Spring	South	Replace Floor Tiles	\$141,625.00							
West	Manomet	Repave Asphalt Areas and Create New Spaces	\$95,122.00							
Hedge	Indian Brook	Replace Windows-1 Pod Per Year	\$59,740.00							
PCIS	South	Repave Asphalt Areas	\$16,789.00							
Indian Brook	Federal Furnace	Field Renovations	\$63,074.00							
PCIS	West	Repave Asphalt Areas	\$180,250.00							
PCIS	West	Replace Gym Floor	\$175,100.00							
PCIS	West	Resurface Gym Floor	\$37,080.00							
PCIS	West	Resurface Gym Floor	\$37,080.00							
PCIS	West	Design and Create Additional Parking	\$51,500.00							
PCIS	West	Replace Ext Windows in Classrooms & Cafeteria	\$238,039.00							
PCIS	West	Repave Asphalt Areas	\$77,300.00							
PCIS	West	Carpet Replacement in Specified Areas	\$37,672.00							
PCIS	West	Add Additional Card Readers to Exterior Doors	\$23,577.00							
PCIS	West	Refurnish and Refinish Wood Floors	\$61,600.00							
PCIS	West	Replace IMC Carpet with Vinyl Tile	\$61,619.00							
PCIS	West	Replace Classroom Curtains with Vertical Blinds	\$15,493.00							
PCIS	West	Field Renovations	\$51,628.00							

DEPT	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	RANK	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	DEBT	TAX LEVY	OTHER
122	Board of Selectmen	Road Pavement Preservation*		\$ 5,000,000	5	5,000,000		5,000,000		*ATM ARTICLE # 10
422	DPW-Maintenance	Town Vehicle & Equipment Replacement Program		\$ 3,009,535	6	778,671	778,671			
425		FLT Fleet Fuel Efficiency Replacement Program	\$110,109							
425		FLT Replace 2005 Service Vehicle	\$58,470							
425		FLT Replace 2002 Facility Maintenance Work Truck	\$62,420							
420		HY Purchase New Snow Blower for Loader	\$181,500							
420		HY Replace 1999 6 Wheel Truck H37	\$231,000							
420		HY Replace 1995 Dump Truck H342	\$101,930							
420		HY Replace 1995 Dump Truck H330	\$264,000							
420		HY Replace 2000 6 Wheel Truck H32	\$231,000							
420		HY Replace Asphalt Roller	\$43,450							
420		HY Replace 1999 6 Wheel Truck H36	\$264,000							
420		HY Replace 1988 Holder Mower/Sidewalk Plow H332	\$203,500							
420		HY Purchase New Chipper	\$86,900							
420		HY Purchase New Hook Lift Leaf Vacuum	\$44,000							
420		HY Purchase New Compact Skidsteere Loader	\$36,300							
420		HY Replace 1995 Holder 325	\$198,000							
420		HY Replace 5 Ton Roller	\$96,800							
420		HY Purchase New Asphalt Roller	\$43,450							
420		HY Replace 1 Ton Dump Truck H302	\$101,930							
420		HY Replace 2002 Dump Truck H355	\$101,930							
420		HY Replace 2006 Dump Truck H346	\$101,930							
420		HY Replace 2006 Dump Truck H347	\$101,930							
420		HY Replace 2006 Dump Truck H348	\$101,930							
492		PK Replace 1996 Truck P61	\$32,667							
492		PK Replace 1999 Truck P25	\$99,677							
492		PK New Season Pickup Truck	\$32,667							
492		PK Replace 1997 Tractor	\$58,500							
630		REC Purchase New Off-Road Vehicle for Morton Park	\$19,545							
300	School Dept	School Vehicle & Equipment Replacement Program		\$ 302,469	7	302,469	302,469			
DW	Facilities	Replace 2009 SUV	\$36,000.00							
DW	Facilities	Replace 1993 Aerial Lift Truck	\$86,469.00							
DW	Facilities	Replace Two Diesel Buses	\$180,000.00							
427	Marine & Environ	Evaluating Inlet Stabilization at Ellisville Harbor		\$ 148,000	8	148,000	32,000			116,000 CZM Grant & Friends of Ellisville Marsh \$5k
220	Fire Dept	Refurbish Tower 1		\$ 340,162	9	340,162	340,162			
220	Fire Dept	New Station 7 in North Plymouth		\$ 7,000,000	10	300,000	300,000			
220	Fire Dept	Public Safety Radio System Upgrades		\$ 137,000	11	137,000	137,000			
138	Procur./TownClerk	Municipal Document Management System - Phase 1		\$ 300,000	12					
210	Police Dept	Police Station Access Control System		\$ 108,280	13	108,280	108,280			
411	DPW-Engineering	Obery Street Roadway Improvements		\$ 250,000	14	250,000	250,000			
492	DPW-Parks&For	Training Green Sidewalks		\$ 65,000	15					
411	DPW-Engineering	Bridge & Culvert Inspection		\$ 150,000	16	150,000	150,000			
492	DPW-Parks&For	Structural Inspection of Jenney & Billington Foot Bridges		\$ 28,000	17					
427	Marine & Environ	Holmes Dam Construction		\$ 159,297.78	18	159,297.78	159,297.78			Sewell & Dam Loan remaining from Plymco
427	Marine & Environ	Great and Little Herring Ponds Water Quality Management Plan		\$ 71,205	19					
411	DPW-Engineering	Wicking Well Manomet Ave.		\$ 180,000	20					
490	DPW-Crematory	Rebuild Unit 2 Chamber		\$ 28,000	21	28,000	28,000			
175	Planning & Devel	GIS Flyover		\$ 125,000	22					
220	Fire Dept	Rehab Engine 6		\$ 27,400	23	27,400	27,400			
411	DPW-Engineering	Allerton Street Roadway Improvements		\$ 500,000	24					
300	School-West Elem	Roof Replacement		\$ 1,249,528	25					
421	DPW Admin	Town Square Public Improvements		\$ 1,000,000	26					
300	School-Indian Brk	Roof Replacement		\$ 1,385,739	27					
491	DPW-Cemetery	Hearse House and Entry Renovations		\$ 600,000	28					
411	Engin/Roads Advis	Gravel/Road Improvements**		\$ 1,000,000	29	1,000,000	1,000,000			**ATM ARTICLE # 14
427	Marine & Environ	Town Wharf Way Bulkhead Work		\$ 100,000	30					

DEPT	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	DEBT	TAX LEVY	OTHER
491	DPW-Cemetery	Replace Water Line & Paving in Vine Hills Cemetery	\$	26,250	31	26,250				26,250 Sale Of Lots / CPC
630	Recreation	Lights for Soccer Field 1 at Forges Field	\$	240,000	32					
411	DPW-Engineering	Town Wide Signal Inspection	\$	150,000	33					
492	DPW-Parks&Fore	Splash Pad Floor Replacement	\$	136,000	34	136,000	136,000			
492	DPW-Parks&Fore	Veterans Park Design	\$	45,000	35	45,000	45,000			
491	DPW-Cemetery	Replace Entrance Fencing in Oak Grove Cemetery	\$	19,000	36	19,000				19,000 Sale Of Lots / CPC
491	DPW-Cemetery	Fence Replacement on Samoset St.	\$	39,000	37	39,000				39,000 Sale Of Lots / CPC
610	Library	Replace Carpet in Manomet	\$	15,000	38					
421	DPW Admin	Water Street Promenade - North Phase	\$	21,000,000	39					
220	Fire Dept	Replace and Equip Tanker 1	\$	383,000	40					
220	Fire Dept	Replace Boat 5 - Manomet	\$	27,465	41					
427	Marine & Environ	Harbor Master Work Skiff	\$	30,000	42	30,000				30,000 Waterways
630	Recreation	Court Repairs at Elmer Raymond and Briggs Fields	\$	56,500	43					
220	Fire Dept	Replace and Equip Brush Breaker 171	\$	439,000	44					
210	Police Dept	Replace Emergency Response Vehicle	\$	92,660	45					
411	DPW-Engineering	Bartlett Rd. Bridge Design	\$	200,000	46					
411	DPW-Engineering	Brook Road Bridge Design and Construction	\$	1,000,000	47					
411	DPW-Engineering	Seven Hills Rd. Drainage Improvements	\$	550,000	48					
300	School-11LincolnSt	Repairs and Renovations to 11 Lincoln St	\$	900,585	49					
492	DPW-Parks&Fore	Design for Two Multi-Purpose Fields at Forges Field	\$	150,000	50					
300	School-PSHS	Installation of Turf Fields	\$	4,000,000	51					***STM ARTICLE # 13
TOTAL GENERAL FUND PROJECTS						10,873,375.78	\$ 3,479,082	\$ 5,842,077	\$ 1,000,000	\$552,216.78
440	DPW-Sewer	Capacity, Management, Operation & Maintenance (CMOM) Plan	\$	500,000	1	300,000				300,000 Samoset Article
	DPW-Sewer	Pipe Line and Pipe Point Repairs	\$	500,000	2	500,000		500,000		
	DPW-Sewer	Sewer System Upgrades	\$	250,000	3					
	DPW-Sewer	Replace 1997 Dump Truck S58	\$	121,000	4					
TOTAL FOR SEWER						800,000		500,000		300,000
450	DPW-Water	Water System Expansion Design, Permitting and Engineering	\$	1,600,000	1	1,600,000		1,600,000		
	DPW-Water	Design, Permitting, Construction-Taylor Ave Water Main****	\$	2,800,000	2	2,200,000		2,200,000		***STM ARTICLE # 4
	DPW-Water	Water Infrastructure	\$	500,000	3	250,000				250,000 Water Fund
	DPW-Water	Replace 2001 6-Wheel Dump Truck	\$	215,000	4					
TOTAL FOR WATER						4,050,000		3,800,000		250,000 Water Fund
482	Airport	Small Slide Sander	\$	32,000	1	9,500				9,500 Airport Fund
	Airport	Treatment Plant HVAC Electrical Panel	\$	20,000	2	20,000				20,000 Airport Fund
TOTAL FOR AIRPORT						29,500				29,500 Airport Fund
TOTAL FOR ENTERPRISE FUNDS						4,879,500	\$	-	\$ 4,300,000	\$
TOTAL PROJECTS FOR FY18						\$ 66,194,559.78	\$ 3,479,082	\$ 10,142,077	\$ 1,000,000	\$1,131,716.78

ARTICLE
SUPPORTING
DOCUMENTATION

ARTICLE 2:

ARTICLE 2: To hear the reports of the several Boards and Officers and Committees of the Town thereon.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 11-0-0). The Advisory & Finance Committee recommends Town Meeting 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 recommends Town Meeting 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 cap requests for FY2018:

Revolving Fund	Change	FY2018 Spending Limit
Plymouth Center Village Parking	Increase \$61,268.17	\$175,866.03
State Boat Ramp	Increase \$3,000	\$64,000
Recreation	Increase \$10,000	\$450,000
Cable Services	Decrease \$18,000	\$15,000
Vocational/Technical Services	Increase \$35,000	\$350,000
Plymouth Beach	Increase \$13,835	\$262,135
Cemetery Repair & Beautification	Decrease \$7,734	\$19,000
Fire Alarm Services	Decrease \$10,000	\$75,000
Hedges Pond Recreation	Increase \$5,000	\$45,000
CPA Conservation Land	Decrease \$650	\$100
School Custodial Services	Increase \$50,000	\$150,000

**Town of Plymouth
Finance Department**

TO: Board of Selectmen
Advisory & Finance Committee
FROM: Lynne A. Barrett, Finance Director
RE: **Annual Town Meeting Article 3: 53E ½ Revolving Funds**
DATE: February 15, 2017

G.L. Chapter 44, Section 53E½ was recently updated by the Massachusetts Municipal Modernization Act to provide more flexibility by eliminating the departmental per fund and total fund caps, broadening the types of departmental receipts for which funds can be established, and providing for the revolving funds to be established by bylaw instead of an annual legislative body vote. The General By-Law amendment request is being presented as Article 8 of the Special Town Meeting. Once that amendment is approved by the state, future town meetings will only have to vote the annual spending caps. In the meantime, we are moving forward with this article to re-authorize our existing revolving funds and the spending caps for Fiscal 2018.

Attached is a listing of all revolving funds recommended for town meeting approval. The Fiscal 2018 spending caps total \$1,998,266.03. Expenditures may be made from revolving 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 revolving fund shall be for the purpose of full time salaries unless the appropriate fringe benefits are charged.

In my review, all revolving funds recommended for Fiscal 2018 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, 2016. 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.

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, 2016 of all Revolving Funds are as follows:

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
Manomet Village Parking:								
FY2016: 07/01/15-06/30/16:	\$ -	\$ -	\$ -	\$ -	\$ -			
FY20171st Half: 07/01/16-12/31/16:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00	\$ -
Cedarville Village Parking:								
FY2016: 07/01/15-06/30/16:	\$ -	\$ -	\$ -	\$ -	\$ -			
FY20171st Half: 07/01/16-12/31/16:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00	\$ -
W. Plymouth Village Parking:								
FY2016: 07/01/15-06/30/16:	\$ -	\$ -	\$ -	\$ -	\$ -			
FY20171st Half: 07/01/16-12/31/16:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00	\$ -
N. Plymouth Village Parking:								
FY2016: 07/01/15-06/30/16:	\$ 2,960.00	\$ -	\$ -	\$ -	\$ 2,960.00			
FY20171st Half: 07/01/16-12/31/16:	\$ 2,960.00	\$ -	\$ -	\$ -	\$ 2,960.00	\$ 1.00	\$ 1.00	\$ -
Plymouth Center Village Parking:								
FY2016: 07/01/15-06/30/16:	\$ 186,288.23	\$ 3,200.00	\$ -	\$ 7,320.51	\$ 182,167.72			
FY20171st Half: 07/01/16-12/31/16:	\$ 182,167.72	\$ -	\$ -	\$ -	\$ 182,167.72	\$ 175,866.03	\$ 114,597.86	\$ 61,268.17
Animal Adoption:								
FY2016: 07/01/15-06/30/16:	\$ 11,221.42	\$ 610.00	\$ -	\$ 7,474.62	\$ 4,356.80			
FY20171st Half: 07/01/16-12/31/16:	\$ 4,356.80	\$ 240.00	\$ -	\$ 4,013.87	\$ 582.93	\$ 5,000.00	\$ 5,000.00	\$ -
State Boat Ramp:								
FY2016: 07/01/15-06/30/16:	\$ 26,730.13	\$ 23,263.84	\$ 33,038.40	\$ 12,334.41	\$ 4,621.16			
FY20171st Half: 07/01/16-12/31/16:	\$ 4,621.16	\$ (900.00)	\$ 13,684.99	\$ 10,360.00	\$ (20,323.83)	\$ 64,000.00	\$ 61,000.00	\$ 3,000.00
Recreation:								
FY2016: 07/01/15-06/30/16:	\$ 591,875.18	\$ 448,059.10	\$ 200,456.38	\$ 229,612.91	\$ 609,864.99			
FY20171st Half: 07/01/16-12/31/16:	\$ 609,864.99	\$ 197,803.37	\$ 110,090.60	\$ 139,507.26	\$ 558,070.50	\$ 450,000.00	\$ 440,000.00	\$ 10,000.00
Cable Services:								
FY2016: 07/01/15-06/30/16:	\$ 73,977.73	\$ 11,234.50	\$ -	\$ 3,667.80	\$ 81,544.43			
FY20171st Half: 07/01/16-12/31/16:	\$ 81,544.43	\$ -	\$ -	\$ 5,983.98	\$ 75,560.45	\$ 15,000.00	\$ 33,000.00	\$ (18,000.00)

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, 2016 of all Revolving Funds are as follows:

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
Vocational/Technical Services:								
FY2016: 07/01/15-06/30/16:	\$ 75,674.46	\$ 275,510.48	\$ 12,215.83	\$ 267,364.68	\$ 71,604.43			
FY20171st Half: 07/01/16-12/31/16:	\$ 71,604.43	\$ 110,539.39	\$ 5,363.71	\$ 74,777.09	\$ 102,003.02	\$ 350,000.00	\$ 315,000.00	\$ 35,000.00
Plymouth Beach:								
FY2016: 07/01/15-06/30/16:	\$ 102,447.97	\$ 263,041.00	\$ 171,459.62	\$ 27,598.87	\$ 166,430.48			
FY20171st Half: 07/01/16-12/31/16:	\$ 166,430.48	\$ 162,205.00	\$ 94,563.16	\$ 17,622.04	\$ 216,450.28	\$ 262,135.00	\$ 248,300.00	\$ 13,835.00
Cemetery Repair & Beautification:								
FY2016: 07/01/15-06/30/16:	\$ 109,419.34	\$ 13,700.00	\$ -	\$ 14,647.44	\$ 108,471.90			
FY20171st Half: 07/01/16-12/31/16:	\$ 108,471.90	\$ 12,125.00	\$ -	\$ 3,532.18	\$ 117,064.72	\$ 19,000.00	\$ 26,734.00	\$ (7,734.00)
Council on Aging Programs:								
FY2016: 07/01/15-06/30/16:	\$ 903.49	\$ 30,942.20	\$ -	\$ 30,974.10	\$ 871.59			
FY20171st Half: 07/01/16-12/31/16:	\$ 871.59	\$ 19,108.80	\$ -	\$ 18,858.80	\$ 1,121.59	\$ 45,000.00	\$ 45,000.00	\$ -
Council on Aging Meals on Wheels:								
FY2016: 07/01/15-06/30/16:	\$ 2,056.73	\$ 4,648.50	\$ -	\$ 4,661.00	\$ 2,044.23			
FY20171st Half: 07/01/16-12/31/16:	\$ 2,044.23	\$ 4,198.05	\$ -	\$ 4,197.15	\$ 2,045.13	\$ 30,000.00	\$ 30,000.00	\$ -
Fire Safety & Prevention:								
FY2016: 07/01/15-06/30/16:	\$ 95,124.22	\$ 112,694.24	\$ 24,774.81	\$ 76,538.15	\$ 106,505.50			
FY20171st Half: 07/01/16-12/31/16:	\$ 106,505.50	\$ 111,671.75	\$ 15,540.45	\$ 10,884.42	\$ 191,752.38	\$ 125,000.00	\$ 125,000.00	\$ -
Fire Alarm Services:								
FY2016: 07/01/15-06/30/16:	\$ 82,139.00	\$ 66,189.55	\$ 28,461.58	\$ 33,260.13	\$ 86,606.84			
FY20171st Half: 07/01/16-12/31/16:	\$ 86,606.84	\$ 13,750.00	\$ 14,414.09	\$ 22,708.94	\$ 63,233.81	\$ 75,000.00	\$ 85,000.00	\$ (10,000.00)
Fire Local Hazardous Waste:								
FY2016: 07/01/15-06/30/16:	\$ 519.76	\$ -	\$ -	\$ 263.00	\$ 256.76			
FY20171st Half: 07/01/16-12/31/16:	\$ 256.76	\$ 225.95	\$ -	\$ -	\$ 482.71	\$ 60,000.00	\$ 60,000.00	\$ -
Fire Cedarville Community Room:								
FY2016: 07/01/15-06/30/16:	\$ 4,847.74	\$ 1,270.00	\$ -	\$ 296.80	\$ 5,820.94			
FY20171st Half: 07/01/16-12/31/16:	\$ 5,820.94	\$ 300.00	\$ -	\$ 1,350.00	\$ 4,770.94	\$ 12,000.00	\$ 12,000.00	\$ -

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, 2016 of all Revolving Funds are as follows:

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
Memorial Hall:								
FY2016: 07/01/15-06/30/16:	\$ 307,294.00	\$ 140,199.78	\$ 67,843.23	\$ 37,605.97	\$ 342,044.58			
FY20171st Half: 07/01/16-12/31/16:	\$ 342,044.58	\$ 87,253.10	\$ 44,274.66	\$ 25,594.53	\$ 359,428.49	\$ 110,000.00	\$ 110,000.00	\$ -
Compost Bins:								
FY2016: 07/01/15-06/30/16:	\$ 6,067.85	\$ 3,524.00	\$ -	\$ -	\$ 9,591.85			
FY20171st Half: 07/01/16-12/31/16:	\$ 9,591.85	\$ 645.00	\$ -	\$ -	\$ 10,236.85	\$ 5,160.00	\$ 5,160.00	\$ -
Hedges Pond Recreation:								
FY2016: 07/01/15-06/30/16:	\$ 93,145.99	\$ 50,155.00	\$ 23,279.19	\$ 6,997.47	\$ 113,024.33			
FY20171st Half: 07/01/16-12/31/16:	\$ 113,024.33	\$ 3,765.00	\$ 21,491.63	\$ 14,939.39	\$ 80,358.31	\$ 45,000.00	\$ 40,000.00	\$ 5,000.00
CPA Conservation Land Revolving								
FY2016: 07/01/15-06/30/16:	\$ 517.21	\$ 651.05	\$ -	\$ 431.25	\$ 737.01			
FY20171st Half: 07/01/16-12/31/16:	\$ 737.01	\$ -	\$ -	\$ 700.00	\$ 37.01	\$ 100.00	\$ 750.00	\$ (650.00)
School Custodial Services								
FY2016: 07/01/15-06/30/16:	\$ (11,744.59)	\$ 69,937.27	\$ 54,799.69	\$ -	\$ 3,392.99	\$ 150,000.00	\$ 100,000.00	\$ 50,000.00
FY20171st Half: 07/01/16-12/31/16:	\$ 3,392.99	\$ 20,344.50	\$ 21,776.36	\$ -	\$ 1,961.13			
1820 Court House								
FY2016: 07/01/15-06/30/16:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00	\$ -
FY20171st Half: 07/01/16-12/31/16:	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00			
						1,998,266.03	variance:	141,719.17

Authorizations Requested

TOWN OF PLYMOUTH, MASSACHUSETTS

Revolving Funds Chapter 44, Section 53E ½

Fiscal Year 2018 Revolving Fund Requests

Spending Authority	Revolving Fund	Revenue Source The departmental receipts credited to this fund shall be:	Use of Fund	Spending Limit
Director of Planning & Development	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.	\$1
Director of Planning & Development	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.	\$1
Director of Planning & Development	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.	\$1
Director of Planning & Development	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.	\$1
Director of Planning & Development	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.	\$175,866.03
Director of Marine & 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 & capital expenditures.	\$5,000
Harbor Master	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.	\$64,000
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, as well as facility and capital expenses and other expenses related to recreation programs.	\$450,000
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.	\$15,000

Spending Authority	Revolving Fund	Revenue Source The departmental receipts credited to this fund shall be:	Use of Fund	Spending Limit
School Department	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	\$350,000
Director of Marine & 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 capital expenses and other expenses incurred for the purposes of providing maintenance and public safety of Plymouth Long Beach and repairs to the seawall.	\$262,135
Cemetery Superintendent	Cemetery Repair & Beautification Fund	Those arising from foundation revenue.	This fund shall be used for capital expenses and other expenses incurred for beautifying, restoring, researching, and repairing town cemeteries.	\$19,000
Director of Elder Affairs - COA	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.	\$45,000
Director of Elder Affairs - COA	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.	\$30,000
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 including capital expenses and other expenses.	\$125,000
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, materials, as well as capital expenses and other expenses used in accordance with Fire Alarm Services.	\$75,000

Spending Authority	Revolving Fund	Revenue Source The departmental receipts credited to this fund shall be:	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
Director of Community Resources	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 including capital expenses and other expenses.	\$110,000
Assistant DPW Director	Compost Bins	Those identified as relating to the sale of compost bins.	This fund shall be for purchasing compost bins.	\$5,160
Recreation Director	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 as well as capital expenses.	\$45,000
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.	\$100
School Department	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.	\$150,000
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

Memo

To: Lynne A. Barrett
Director of Finance

From: Lee Hartmann
Director of Planning & Development

Date: December 27, 2016

Re: Revolving Funds – Annual Town Meeting

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 Plymouth Center Parking fund has a current balance of \$175,866.03. 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 as well as other capital expenses related to parking in the Downtown/Waterfront area. Of this appropriation, \$107,277.36 has not yet been expended. The Town in conjunction with the Plymouth Growth and Development Corporation (PGDC) is moving forward with the construction of the South Russell Street parking deck and a parking garage at the Court Street/Market Street parking lot. Therefore, authorization to expend the revolving fund balance of \$175,866.03 (\$107,277.36 + 69,608.67) is requested to assist in the construction of these much needed parking facilities.

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 28, 2016

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 2018 fund be renewed at the current \$5,000 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

HARBOR MASTER
11 Lincoln Street
Plymouth, Massachusetts 02360

(508) 830-4182
FAX: (508) 830-4183

To: Lynne Barrett, Director of Finance
From: Chad Hunter, Plymouth Harbormaster
Re: Re-authorization of Revolving Funds (State Boat Ramp)
Date: January 4, 2017

I would like to request the re-authorization of the revolving fund in place for the State Boat Ramp for FY 2018.

- 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 2018 shall not exceed \$64,000
- 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 \$14.60 an hour without benefits.

FY2016 Boat Ramp Revolving Account Budget

Assistant Harbormaster (56% salary)	\$31,428
Assistant Harbormaster (56% benefits)	\$11,000
Seasonal Harbormaster Assistants	
(1) 20 Week and (1) 15 Week=	\$20,440
Maintenance and Materials	\$976
Total:	\$63,844

C: David Gould, Director of Marine & Environmental Affairs

Plymouth Harbormaster Department
Proposed State Boat Ramp Budget
FY-18
Updated 12/8/2016

Description	Organization	Object	Hours	Cost
Assistant Harbormaster	ORG 26152955	OBJ 511001	1241	\$31,428
Assistant Harbormaster Fringe				\$11,000
Seasonal Salary	ORG 00102955	OBJ 511005	1400	\$20,468
Maintenance and Supplies	ORG 26152956	OBJ 540000		\$976
			Total	\$63,872

Assumptions

Supervisory Rate	\$25.32
Seasonal BR-1 Rate	\$14.62
Seasonal Rate	\$14.62
Seasonal Start Date	5/12/2018
Seasonal End Date	10/1/2017

Proposed State Boat Ramp - Staffing Summary

Description	Hours	Cost
Assistant Harbormaster	1241	\$31,428
Assistant Harbormaster Fringe	1234	\$11,000
Seasonal 1	63872.4075	\$0 1596.8102
Seasonal 2	13.62	\$0 0.3405
Seasonal 3	0	\$0
Total Staffing cost		\$42,428.41

Seasonal Coverage - Subject to change as needed

Weekday (2 Shifts)	7am -3pm	10am - 6pm or 12pm - 8p
Weekend (3 shifts)	6am - 2pm	10am - 6pm 12pm - 8pm

Proposed State Boat Ramp - Maintenance and Supply Budget

Description	Units	Cost	Total
Bulldoc Sanitation (June, July, Augu:	4	\$200.00	\$800.00
Printing	2	\$88.00	\$176.00
Medical Supplies	0	\$250.00	\$0.00
Misc. Hardware supplies	0	\$25.00	\$0.00
Signage	0	\$500.00	\$0.00
Building repairs(Roof, Screen, Paint	0	\$750.00	\$0.00
Lot improvements (Paint, Signage, :	0	\$500.00	\$0.00
Uniform	0	\$1,000.00	\$0.00
		Total	\$976.00

Memo

To: Kere Gillette

From: Anne Shusser-Huff, Recreation Director

CC:

Date: 1/4/2017

Re: CH 44, Sec. 53E ½ Revolving Accounts (Recreation)

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 sporting 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 Supervisor 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, leagues 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 \$450,000 for FY18 and that any balance at the end of FY18 be carried forward to FY19.

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

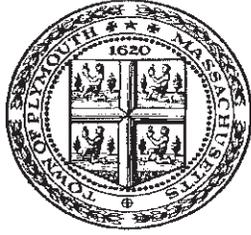
REVOLVING - RECREATION

FY18

REVENUES:		
	Program Revenue (Class Fees)	\$430,000
	Field Rentals	\$48,000
TOTAL:		\$478,000
EXPENSES:		
	Full Time Payroll*	\$117,023
	Recreation Program Supervisor	
	Recreation Program Assistant	
	Recreation Director (25%)	
	Part Time/Seasonal Payroll	\$82,000
	Instructional Services	\$117,000
	All contract employee services	
	Supplies & Materials	\$18,000
	Camp supplies, special events, equipment for classes	
	Printing	\$22,000
	Program Guides	
	Electricity	\$15,000
	<i>Lights at Forges Field</i>	
	General Fund	\$47,099
	<i>Full Time Employee Benefits</i>	
	Other	\$17,000
	<i>Credit card processing fees, add. field maintenace</i>	
TOTAL:		\$435,122
Net +/-		\$42,878
SPENDING CAP:		\$450,000

NOTES:

*The full time salaries and benefits for the Recreation Program Supervisor & Recreation Assitant 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
KERE GILLETTE, BUDGET ANALYST

FROM: DEREK S. BRINDISI, ASSISTANT TOWN MANAGER

SUBJECT: FY18 CABLE REVOLVING FUND

DATE: JANUARY 6TH 2017

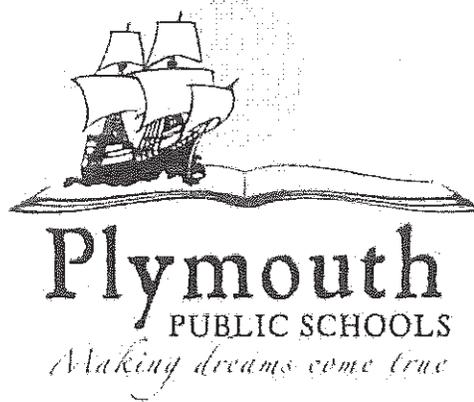
Please be advised that the Town Manager's Office is requesting that the Cable Revolving Fund be continued through FY18 and that the Town Manager be authorized to expend up to \$15,000 from this fund. Funds will be used for the purposes and expenses related to legal/consulting services and any equipment repairs or upgrades necessary for public access cable services.

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

TO: Melissa Arrighi, Town Manager
FROM: Gary L. Costin, School Business Administrator
RE: ATM Warrant Article 3 for FY18
DATE: December 8, 2016

A handwritten signature in black ink, appearing to read "GJC", is written over the "FROM" line of the memo.

Please include the following request in Article 3 on the Fiscal Year 2018 Spring Annual Town Meeting Warrant.

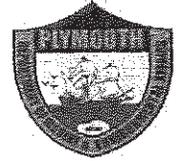
- **Article 3, Chapter 44, Section 53 E 1/2 Revolving Accounts:** Reauthorization for \$ 350,000. SCHOOL COMMITTEE. Explanation: This routine article authorizes a technical studies (culinary, auto, carpentry, child care, cosmetology, etc.) revolving account under Chapter 44, Section 53 1/2. Infrequent 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 18 is \$350,000 in total annual expenditures.

**Vocational Technical Education
FY17 Anticipated Revolving Account Appropriations**

ORG	OBJECT	DESCRIPTION		
24020171	500001	TECH REVL PROF/CERT SALARIES	\$	15,000
24020171	500004	TECH REVL CONTR SERV	\$	4,000
24020171	500006	TECH REVL OTHER EXP	\$	65,000
24020172	500005	SUPPLIES AND MATERIALS - FUEL Supplies	\$	3,000
24020174	500004	TECH REVL CONTR SERV - INSTRUCTIONAL	\$	200
24021700	500005	TECH VOCATIONAL ADMIN - Supplies	\$	50,000
24021710	500005	TECH VOCATIONAL AUTO - Supplies	\$	10,000
24021720	500005	TECH VOCATIONAL CAD - Supplies	\$	1,200
24021730	500005	TECH VOCATIONAL CARPENTRY - Supplies	\$	10,000
24021740	500005	TECH VOCATIONAL CHILD CARE - Supplies	\$	10,000
24021760	500005	TECH VOCATIONAL COSMETOLOGY - Supplies	\$	14,000
24021770	500005	TECH VOCATIONAL CULINARY - Supplies	\$	110,000
24021780	500005	TECH VOCATIONAL ELECTRICITY - Supplies	\$	6,400
24021800	500005	TECH VOCATIONAL GRAPHIC ARTS - Supplies	\$	15,000
24021810	500005	TECH VOCATIONAL MARINE - Supplies	\$	2,300
24021820	500005	TECH VOCATIONAL MARKETING - Supplies	\$	11,312
24021830	500005	TECH VOCATIONAL METAL FAB - Supplies	\$	3,400
24021840	500005	TECH VOCATIONAL PLUMBING - Supplies	\$	2,700
24021850	500005	TECH VOCATIONAL HEALTH - Supplies	\$	1,488
2402ROB6	500006	OTHER EXPENSES - ROBOTICS Supplies	\$	15,000
TOTAL EXPENSES			\$	350,000



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 19, 2016

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 FY18, including employee salaries and benefits. The estimated costs include additional seasonal staff and costs for implementation of additional activities covered under the Town's Certificate of Inclusion for the statewide Habitat Conservation Plan for Piping Plover, which allows the Town some flexibility for recreational access when unfledged piping plover chicks are present.

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 Long Beach Revolving Fund be reauthorized for FY18, and that the maximum spending cap be set at \$262,135 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

FY18 Plymouth Long Beach Revolving Fund:

Full Time Salaries		\$46,036.00
Environmental Manager (20%)	\$22,199.00	
Environmental Tech I (33%)	\$23,837.00	
Benefits		\$10,404.00
Police Patrols		\$18,500.00
Seasonal Salaries		\$143,072.00
Natural Resources Assistants	\$91,861.00	
Natural Resources Officers	\$20,760.00	
Natural Resources Technicians	\$26,093.00	
HCP Implementation Staff	\$4,358.00	
Equipment/Materials		\$29,123.00
Educational Materials	\$500.00	
Uniforms	\$1,000.00	
Optical (Binoculars)	\$300.00	
Fencing/Posts	\$3,000.00	
Supplies (twine, tools, signs, etc)	\$5,000.00	
Fill	\$8,000.00	
HCP Implementation Costs	\$11,323.00	
Storm Damage Contingencies		\$15,000.00
Total Funding Request		\$262,135.00

FY18 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	\$110,995.00	20%	\$22,199.00	35%	\$7,770.00	\$29,969.00
Environmental Technician I	\$72,232.00	33%	\$23,837.00	10%	\$2,384.00	\$26,221.00
Uniform Allowance					\$250.00	
Total			\$46,036.00		\$10,404.00	\$56,190.00

FY18 Plymouth Long Beach Revolving Fund-- Estimated Costs for Seasonal Staff

Position	FY18 Jul-Dec 2017	Hourly	Weekly	No. of Weeks	Jul-Dec Total	FY18 Jan-Jun 2018	Hourly	Weekly	No. of Weeks	Jan-Jun Total	FY18 Total
Natural Resources Officers											
NRO	na	\$17.30	\$692.00	10	\$6,920.00	na	\$17.30	\$692.00	10	\$6,920.00	\$13,840.00
NRO	na	\$17.30	\$692.00	10	\$6,920.00	na	\$0.00	\$0.00	10	\$0.00	\$6,920.00
											\$20,760.00
Natural Resources Technicians											
Tech	4	\$12.69	\$507.58	10	\$5,075.84	4	\$12.69	\$507.58	8	\$4,060.67	\$9,137.00
Tech	2	\$11.51	\$460.26	10	\$4,602.56	3	\$12.11	\$484.33	8	\$3,874.62	\$8,478.00
Tech	2	\$11.51	\$460.26	10	\$4,602.56	3	\$12.11	\$484.33	8	\$3,874.62	\$8,478.00
											\$26,093.00
Natural Resources Assistants											
Asst	2	\$11.51	\$460.26	10	\$4,602.56	3	\$12.11	\$484.33	6	\$2,905.97	\$7,509.00
Asst	2	\$11.51	\$460.26	10	\$4,602.56	3	\$12.11	\$484.33	6	\$2,905.97	\$7,509.00
Asst	4	\$12.69	\$507.58	10	\$5,075.84	4	\$12.69	\$507.58	6	\$3,045.50	\$8,122.00
Asst	2	\$11.51	\$460.26	10	\$4,602.56	3	\$12.11	\$484.33	6	\$2,905.97	\$7,509.00
Asst	2	\$11.51	\$460.26	10	\$4,602.56	3	\$12.11	\$484.33	6	\$2,905.97	\$7,509.00
Asst	3	\$12.11	\$484.33	10	\$4,843.28	4	\$12.69	\$507.58	6	\$3,045.50	\$7,889.00
Asst	2	\$11.51	\$460.26	10	\$4,602.56	3	\$12.11	\$484.33	6	\$2,905.97	\$7,509.00
Asst	2	\$11.51	\$460.26	10	\$4,602.56	3	\$12.11	\$484.33	6	\$2,905.97	\$7,509.00
Asst	3	\$12.11	\$484.33	10	\$4,843.28	4	\$12.69	\$507.58	6	\$3,045.50	\$7,889.00
Asst	2	\$11.51	\$460.26	10	\$4,602.56	3	\$12.11	\$484.33	6	\$2,905.97	\$7,509.00
Asst	2	\$11.51	\$460.26	10	\$4,602.56	3	\$12.11	\$484.33	6	\$2,905.97	\$7,509.00
Asst	3	\$12.11	\$484.33	10	\$4,843.28	4	\$12.69	\$507.58	6	\$3,045.50	\$7,889.00
											\$91,861.00
HCP Implementation Staff (16 hours/week)											
Tech	2	\$11.51	\$184.10	6	\$1,104.61	3	\$12.11	\$484.33	0	\$0.00	\$1,105.00
Tech	2	\$11.51	\$184.10	6	\$1,104.61	3	\$12.11	\$484.33	0	\$0.00	\$1,105.00
Asst	1	\$11.18	\$178.88	6	\$1,073.28	2	\$11.51	\$460.26	0	\$0.00	\$1,074.00
Asst	1	\$11.18	\$178.88	6	\$1,073.28	2	\$11.51	\$460.26	0	\$0.00	\$1,074.00
											\$4,358.00
Total FY18 Seasonal Payroll Budget											\$143,072.00
FY17 Seasonal Payroll Budget											\$135,538.42
Increase											\$7,533.58

Wage Rates

Position	Step	Rate
Natural Resources Techs & Assistants	1	11.1800
	2	11.5064
	3	12.1082
	4	12.6896
Natural Resources Officers	na	17.3000



Town of Plymouth
The Department of Public Works
Cemetery, Crematory, Park and Forestry
Division
169 Camelot Drive
Plymouth, Massachusetts 02360
508-830-4162 X116
FAX 508-830-4147

MEMO

To: Lynne Barrett, Director of Finance

From: Ted Bubbins, Cemetery Superintendent

Ref: FY 2018 Cemetery Revolving Fund Reauthorization

Date: January 6, 2017

The cemetery revolving fund named Cemetery Repairs and Beautifications has a current balance of \$110,121. I am requesting the reauthorization of the spending cap to be set at \$19,000.00 for fiscal year 2018. The funds requested for reauthorization are used for cemetery needs. These needs may include specialized equipment such as a crane for the tree removal or purchase of materials for needed road, fence, lot, headstone, water repairs or beautifications. 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.

Anticipated receipts to this account for fiscal year 2018 are \$19,000.

Appropriations and expenditures:

Fiscal Year	Receipts	Expenditures	Authorized Spending
2015	\$14,650	\$8513	\$12,000
2016	\$15,155	\$14674	\$13,000
2017 7/16-12/16	\$18,600	\$7534	\$26,734

To: Kere Gillette, Finance Dept
From: Conni DiLego, Director of Elder Affairs-COA
CC: Lynne Barrett, Finance Director
Date: 01/03/2018
Re: Revolving Funds For 2018

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

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: Barry DiBlasio, Director of Community Services; Jennifer Young, 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 lunch program –

1. Title IIIC Nutrition Program for Meals on Wheels; all payments to Old Colony Planning Council
2. The departmental receipts credited to this fund shall be those identified as relating donations for the Council on Aging Meals on Wheels program.
3. Authorized to expend from such fund: Barry DiBlasio, Director of Community Services; Jennifer Young, Director of Elder Affairs; Donna Souza, COA Admin Assist.
4. The total amount that may be expended from such fund - \$30,000.
5. The Meal Site Coordinator salary is 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: November 18, 2016

RE: Reauthorization of Fire Safety and Prevention Revolving Account FY 2018

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.



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: November 18, 2016

RE: Reauthorization of Fire Alarm Master Box Revolving Account FY 2018

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.

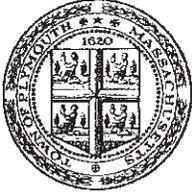
The receipts that are deposited into this account are from licensing Alarm Technicians, fees due to nuisance false alarms, and yearly fees for Master Box connections.

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 Appropriation 18

Account name	Org	Obj	Appropriation - anticipated
Fire Alarm Services			
Revenue	2625220		
Fees - master boxes /short arm		434000	68,500
Reimbursement Fees from Damage		484002	
Wages			
Salaries & Wages	26252205	511001	43,400
Overtime	26252205	513000	3,200
Fringe Benefitis	26252205	515000	9,900
Expenses			
Purchase & Services	26252206	520000	
Meetings & Education & Training	26252206	530101	
Supplies & Materials	26252206	540000	12,000
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: November 18, 2016

RE: Authorization of Local Haz Mat Revolving Account FY 2018

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 Appropriation 18

Account name	Org	Obj	Appropriation - anticipated
Local Hazmat Program			
Revenue	2228220	484002	1,350
Expenses			
<i>Repair & Maintenance Equip</i>	22282207	5244000	800
<i>Hazmat Supplies - speedydry & other obsrobant materials</i>	22282207	5530007	550
Cederville Community Room			
Revenue			
Rental Income	2621220	436000	1100
Expenses			
Purchases of Services	26212207	520000	585
Supplies & Materials	26212207	540000	515
Fire Safety and Prevention			
Revenue	26242200	434000	80,100
Inspection fees/plan reviews			
Wages			
Salaries & Wages	26252205	511001	23,700
Overtime	26252205	513000	5000
Fringe Benefits		515000	7800
Expenses			
<i>Purchase & Services</i>	26242206	520000	
<i>Meetings & Education & Training</i>	26242206	530101	3,100
<i>Legal Services</i>	26242206	530500	
<i>Telephone</i>	26242206	534000	
<i>Supplies & Materials</i>	26242206	540000	40,000
<i>Dues & Memberships</i>	26242206	573000	500
<i>Trs to General Funds</i>	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: November 18, 2016

RE: Revolving Account for the Cedarville Community Center FY 2018

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.

Memo

To: Kere Gillette

From: Anne Slusser-Huff, Recreation Director

CC:

Date: 1/4/2017

Re: CH 44, Sec. 53E ½ Revolving Accounts (Memorial Hall)

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 FY18 and that any balance at the end of FY18 be carried forward to FY19. The individuals authorized to spend out of this account are the Recreation Director and Community Resources Director.

Department of Community Resources
REVOLVING - MEMORIAL HALL
Dept 630 - Org 2623

FY18

REVENUES:

Rental Income	\$115,000
Custodial Reimbursement	\$46,000
Alcohol sales split	\$15,000
<hr/>	
TOTAL:	\$176,000

EXPENSES:

Manager Salary (50%)	\$30,585
Custodial Payroll	\$45,000
Purchase of Service	\$10,000
General Fund Transfer (benefits)	\$10,075
<hr/>	
TOTAL:	\$95,660

NET:

\$80,340

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 
Re: Reauthorization of the Compost Bin Revolving Fund
Date: January 10, 2017

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 2018 and that the spending cap remain 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 fund falls under the authority of the Director of Public Works.

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



Memo

To: Kere Gillette

From: Anne Slusser-Huff, Recreation Director

CC:

Date: 1/3/2017

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 the day camp program. Other income will include daily parking fees, special event & rental fees.

We are requesting that the spending cap be set at \$45,000 for FY18 and that any balance at the end of FY18 be carried forward to FY19. The individual authorized to spend out of this account is the Recreation Director.

Department of Community Services
REVOLVING - HEDGES POND
 Dept 630 - Org 2617

FY18

REVENUES:

Parking Fees	\$4,000
Program Income	\$45,000

TOTAL:	\$49,000
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EXPENSES:

Seasonal Staff	\$36,500
Half Day Program supplies	\$1,000
Other	\$1,800

<i>Well monitoring expense</i>	
TOTAL:	\$39,300

NET: \$9,700

SPENDING CAP: \$45,000

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 28, 2016

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 2018 cap on expenditures be set at \$100.00. Thank you.

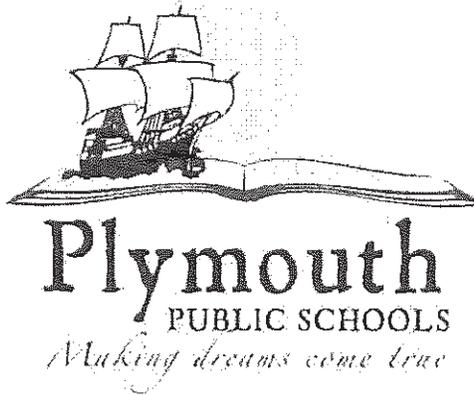
C: Kere Gillette, Budget Analyst

GARY E. MAESTAS Ed. D.
SUPERINTENDENT OF SCHOOLS

CHRISTOPHER S. CAMPBELL
ASSISTANT SUPERINTENDENT
ADMINISTRATION AND INSTRUCTION

PATRICIA FRY
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

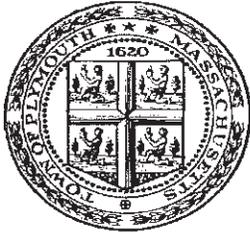
www.plymouth.k12.ma.us

TO: Melissa Arrighi, Town Manager
FROM: Gary L. Costin, School Business Administrator
RE: ATM Warrant Article 3 for FY18
DATE: December 8, 2016

A handwritten signature in black ink, appearing to be "G. Costin", is written over the "FROM:" line of the memo.

Please include the following request in Article 3 on the Fiscal Year 2018 Spring Annual Town Meeting Warrant.

- Article 3, Chapter 44, Section 53 E 1/2 Revolving Accounts: Authorization for \$ 150,000. 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 18 is \$150,000 in total annual expenditures.



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: MELISSA ARRIGHI, TOWN MANAGER
LYNNE BARRETT, DIRECTOR OF FINANCE
KERE GILLETTE, BUDGET ANALYST

FROM: DEREK S. BRINDISI, ASSISTANT TOWN MANAGER

SUBJECT: FY18 1820 COURTHOUSE MAINTENANCE REVOLVING FUND

DATE: JANUARY 17 2017

Please be advised that the Town Manager's Office is requesting that the 1820 Courthouse Maintenance Revolving Fund be continued through FY18 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, 11-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 4. Town Meeting approval of this article will authorize the North Plymouth Steering Committee, 1749 Court House Committee, and Plymouth Energy Committee to continue, with a review in three years at the 2020 Annual Town Meeting.

TOWN OF PLYMOUTH

TO: Board of Selectmen
Advisory and Finance Committee

FROM: Kere Gillette
Budget Analyst

RE: **Article 4 – Town Meeting Committee Continuations**

DATE: December 27, 2016

Attached please find a data sheets corresponding to the Town Meeting Committee(s) scheduled for review at the 2017 Annual Town Meeting - Article 4.

North Plymouth Steering Committee

Continue for review in three years at the 2020 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.

1749 Court House Committee

Continue for review in three years at the 2020 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 Energy Committee

Continue for review in three years at the 2020 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: **North Plymouth Steering Committee**

Article/Year: Art. 7 - 12/7/92 STM

Members: 7

Appointing Authority: 6 - Planning Board
1 - Selectmen

Any Town Meeting members who live within the defined North 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 North Plymouth Village Master Plan. The Committee to be advisory in nature and its primary function to assist in the implementation of the North Plymouth Village Master Plan, and to advocate for the needs of the area."

Temporary/Permanent: Permanent

Review Dates: 1996 ATM 2008 ATM
1999 ATM 2011 ATM
2002 ATM 2014 ATM
2005 ATM

Next Review Date: 2017 ATM

Term: 3-year overlapping terms

Report Required: Oral report at Town Meeting or written report placed on file with Town Clerk for inclusion in Annual Report of the town.

2017 Recommendation: Continue for review at the 2020 Annual Town Meeting.

TOWN MEETING COMMITTEES

<u>Committee:</u>	1749 Court House Committee	
<u>Article/Year:</u>	Art. 27 - 1966 Annual Art. 102 - 1967 Annual Art. 64 - 1972 Annual	
<u>Term:</u>	Indefinite	
<u>Members:</u>	5	
<u>Appointing Authority:</u>	Board of Selectmen	
<u>Purpose:</u>	“...To explore the possibility of raising funds for the restoration of the interior of the building, by gifts from private and public sources, and if such financing is found, then the Committee, with the approval of the Board of Selectmen may accept such financing and proceed with the plans for restoration, in accordance with the terms of such gift or financing...(102,67)" and further "...the maintenance and continued restoration of said building, and furnishings therein...(64,72)".	
<u>Temporary/Permanent:</u>	Permanent	
<u>Review Dates:</u>	1987 ATM 1990 ATM 1993 ATM 1996 ATM 1999 ATM 2002 ATM	2005 ATM 2008 ATM 2011 ATM 2014 ATM
<u>Next Review Date:</u>	2017 ATM	
<u>Term:</u>	Annual Appointment	
<u>Report Required:</u>	Oral report at Town Meeting or written report placed on file with Town Clerk for inclusion in Annual Report of the town.	
<u>2017 Recommendation:</u>	Continue for review at the 2020 Annual Town Meeting.	

TOWN MEETING COMMITTEE

<u>Committee:</u>	Plymouth Energy Committee
<u>Article/Year:</u>	Article 27 - 2004 FATM Article 19 - 2005 FATM
<u>Members:</u>	9
<u>Appointing Authority:</u>	Board of Selectmen
<u>Purpose:</u>	“to investigate the municipalization and/or aggregation of electric power and/or distribution and to review energy usage and sources for recommendation”
<u>Temporary/Permanent:</u>	Temporary
<u>Review Dates:</u>	2008 2011 ATM 2014 ATM
<u>Next Review Date:</u>	2017 ATM
<u>Term:</u>	3- year overlapping terms
<u>Report Required:</u>	Oral report at Town Meeting or a written report placed on file with Town Clerk for inclusion in Annual Report of the town.
<u>2017 Recommendation:</u>	Continue for review at the 2020 Annual Town Meeting.

ARTICLE 5:

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

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, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will set 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. The funding for these stipends are in Article 7A – The General Fund Budget.

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

OFFICE OF TOWN MANAGER
MEMORANDUM

To: Board of Selectmen
Advisory and Finance Committee Members

From: Derek S. Brindisi, Assistant Town Manager

Date: January 5th 2016

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.

There are no changes to the salaries of elected officials for FY 18, therefore I am recommending the following:

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

Thank you for your consideration.

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, 2017, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$211,335,916 (Unanimous, Town: 12-0-0 and School: 11-0-1).

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, 2017, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$4,289,101 (Unanimous, 12-0-0).

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, 2017, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$4,836,282 (Unanimous, 12-0-0).

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, 2017, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$2,333,600 (Unanimous, 12-0-0).

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, 2017, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$2,878,008 (Unanimous, 12-0-0).

ARTICLES 7A-E: Total Recommendations: \$225,672,907.

The Advisory & Finance Committee recommends Town Meeting approve Articles 7A, 7B, 7C, 7D and 7E comprising the FY2018 Operating Budget of \$225,672,907. Reports of the Advisory & Finance Committee's budget sub-committees can be found in the Article back-up of the *Report & Recommendations of the Advisory and Finance Committee* and details of each departmental budget can be found in the *FY2018 General Government Proposed Operating Budget Book*.

TOWN OF PLYMOUTH FY2018 OPERATING BUDGET

ITEM #	DEPARTMENT/CATEGORY	2017 Original Budget	2017 Revised Budget	2017 Expended	2018 Advisory & Finance Committee Recommendation	\$\$\$ Over/Under 2018 to 2017 Revised Budget
<u>ADMINISTRATIVE SERVICES</u>						
TOWN MANAGER						
1	Personal Services	506,558	508,370	314,675	561,560	53,190
2	All Other Expenses	423,560	573,560	325,147	688,310	113,750
	Total Budget Request	930,118	1,081,930	639,822	1,249,870	166,940
PROCUREMENT						
3	Personal Services	170,772	172,782	100,434	165,979	(6,803)
4	All Other Expenses	234,417	234,417	151,581	267,022	22,465
	Total Budget Request	405,189	407,199	252,015	433,001	15,662
HUMAN RESOURCES						
5	Personal Services	218,885	218,885	137,501	225,421	6,536
6	All Other Expenses	112,750	112,750	43,714	110,450	(2,300)
	Total Budget Request	331,635	331,635	181,215	335,871	4,236
TOWN CLERK						
7	Personal Services	315,502	323,579	221,923	331,030	7,451
8	All Other Expenses	201,510	201,510	70,096	193,600	(7,910)
	Total Budget Request	517,012	525,089	292,019	524,630	(459)
<u>DEPARTMENT OF FINANCE</u>						
ALL DIVISIONS						
9	Personal Services	1,887,939	1,914,915	1,160,091	2,112,928	198,013
10	All Other Expenses	770,304	774,804	433,704	1,004,043	183,242
	Total Budget Request	2,658,243	2,689,719	1,593,794	3,116,971	381,255
<u>DEPARTMENT OF COMMUNITY RESOURCES</u>						
COUNCIL ON AGING						
11	Personal Services	360,053	366,080	233,977	385,644	19,564
12	All Other Expenses	102,500	102,500	59,170	102,500	-
	Total Budget Request	462,553	468,580	293,146	488,144	19,564
VETERANS SERVICES						
13	Personal Services	115,830	115,930	75,011	119,459	3,529
14	All Other Expenses	810,625	660,625	424,528	660,625	(7,485)
	Total Budget Request	926,455	776,555	499,539	780,084	(3,956)
DISABILITIES						
15	All Other Expenses	250	250	-	325	75
	Total Budget Request	250	250	-	325	75
LIBRARY						
16	Personal Services	1,163,549	1,169,363	769,593	1,206,101	36,738
17	All Other Expenses	480,644	480,644	350,966	487,644	6,781
	Total Budget Request	1,644,193	1,650,007	1,120,560	1,693,745	43,519

TOWN OF PLYMOUTH FY2018 OPERATING BUDGET

ITEM #	DEPARTMENT/CATEGORY	2017 Original Budget	2017 Revised Budget	2017 Expended	2018 Advisory & Finance Committee Recommendation	\$\$\$ Over/Under 2018 to 2017 Revised Budget
RECREATION						
18	Personal Services	398,600	400,478	267,680	446,079	45,601
19	All Other Expenses	16,770	16,770	6,083	19,165	2,395
	Total Budget Request	415,370	417,248	273,763	465,244	47,996
1749 COURT HOUSE						
20	Personal Services	15,175	15,175	6,325	12,375	(2,800)
21	All Other Expenses	6,825	6,825	175	6,825	(2,665)
	Total Budget Request	22,000	22,000	6,500	19,200	(5,465)
DEPARTMENT OF INSPECTIONAL SERVICES						
ALL DIVISIONS						
22	Personal Services	896,864	906,455	549,015	948,809	42,354
23	All Other Expenses	49,206	49,206	32,873	71,645	22,231
	Total Budget Request	946,070	955,661	581,888	1,020,454	64,585
DEPARTMENT OF PLANNING & DEVELOPMENT						
PLANNING & DEVELOPMENT						
24	Personal Services	474,950	485,102	320,249	523,950	38,848
25	All Other Expenses	343,060	343,060	217,036	345,586	(1,999)
	Total Budget Request	818,010	828,162	537,285	869,536	36,849
REDEVELOPMENT AUTHORITY						
26	All Other Expenses	21,977	21,977	19,943	21,977	-
	Total Budget Request	21,977	21,977	19,943	21,977	-
DEPARTMENT OF PUBLIC SAFETY						
POLICE DEPARTMENT						
27	Personal Services	10,209,963	10,734,336	6,581,101	11,209,001	474,665
28	All Other Expenses	456,014	456,014	201,604	455,590	(19,052)
	Total Budget Request	10,665,977	11,190,350	6,782,705	11,664,591	455,612
FIRE DEPARTMENT						
29	Personal Services	10,518,073	10,521,211	6,785,915	11,093,241	572,030
30	All Other Expenses	268,798	268,798	127,608	300,067	26,133
	Total Budget Request	10,786,871	10,790,009	6,913,523	11,393,308	598,163
EMERGENCY MANAGEMENT						
31	All Other Expenses	69,900	69,900	14,204	69,900	-
	Total Budget Request	69,900	69,900	14,204	69,900	-
PARKING ENFORCEMENT						
32	Personal Services	33,361	33,361	23,126	44,031	10,670
	Total Budget Request	33,361	33,361	23,126	44,031	10,670
DEPARTMENT OF MARINE & ENVIRONMENTAL AFFAIRS						
ALL DIVISIONS						
33	Personal Services	902,150	906,374	614,963	963,187	56,813
34	All Other Expenses	112,600	112,600	48,324	111,050	(29,251)

TOWN OF PLYMOUTH FY2018 OPERATING BUDGET

ITEM #	DEPARTMENT/CATEGORY	2017 Original Budget	2017 Revised Budget	2017 Expended	2018 Advisory & Finance Committee Recommendation	\$\$\$ Over/Under 2018 to 2017 Revised Budget
Total Budget Request		1,014,750	1,018,974	663,287	1,074,237	27,561

TOWN OF PLYMOUTH FY2018 OPERATING BUDGET

ITEM #	DEPARTMENT/CATEGORY	2017 Original Budget	2017 Revised Budget	2017 Expended	2018 Advisory & Finance Committee Recommendation	\$\$\$ Over/Under 2018 to 2017 Revised Budget
DEPARTMENT OF PUBLIC WORKS						
ALL DIVISIONS						
35	Personal Services	4,765,627	4,884,828	3,026,788	5,301,720	415,192
36	All Other Expenses	1,341,830	1,341,830	763,688	1,441,186	89,406
	Total Budget Request	6,107,457	6,226,658	3,790,476	6,742,906	504,598
TOTAL TOWN DEPARTMENTS		38,777,391	39,505,264	24,478,808	42,008,025	2,367,405
FIXED COSTS						
Salary Reserve Account						
38	Personal Services	575,000	(16,276)	-	135,000	51,276
	Total Budget Request	575,000	(16,276)	-	135,000	(359,886)
Fuel and Utilities						
39	All Other Expenses	1,820,050	1,745,050	822,078	1,642,050	(168,648)
	Total Budget Request	1,820,050	1,745,050	822,078	1,642,050	(168,648)
Finance Committee Reserve Account						
40	Reserve Fund	150,000	150,000	-	150,000	-
	Total Budget Request	150,000	150,000	-	150,000	-
Tax Title Foreclosures						
41	All Other Expenses	315,202	315,202	87,589	300,000	(15,202)
	Total Budget Request	315,202	315,202	87,589	300,000	(15,202)
Medicaid Program						
42	Personal Services	197,276	197,276	122,004	203,092	5,816
43	All Other Expenses	55,300	55,300	18,343	55,400	(33,398)
	Total Budget Request	252,576	252,576	140,347	258,492	(27,582)
Out of District Transportation						
44	All Other Expenses	29,500	29,500	16,200	53,200	23,700
	Total Budget Request	29,500	29,500	16,200	53,200	23,700
Snow & Ice Removal						
45	All Other Expenses	535,000	1,235,000	1,108,645	560,000	(675,401)
	Total Budget Request	535,000	1,235,000	1,108,645	560,000	(675,401)
Member Benefits						
46	All Other Expenses	5,638,550	6,318,050	3,815,136	6,694,512	271,900
	Total Budget Request	5,638,550	6,318,050	3,815,136	6,694,512	271,900
Pensions						
47	All Other Expenses	11,397,079	11,397,079	11,396,079	12,282,001	884,922
	Total Budget Request	11,397,079	11,397,079	11,396,079	12,282,001	884,922
Unemployment Compensation						
48	All Other Expenses	125,000	125,000	125,000	125,000	-
	Total Budget Request	125,000	125,000	125,000	125,000	-

**TOWN OF PLYMOUTH
FY2018 OPERATING BUDGET**

ITEM #	DEPARTMENT/CATEGORY	2017 Original Budget	2017 Revised Budget	2017 Expended	2018 Advisory & Finance Committee Recommendation	\$\$\$ Over/Under 2018 to 2017 Revised Budget
Member Insurance						
49	All Other Expenses	32,042,763	32,042,763	19,766,955	32,832,537	789,774
	Total Budget Request	32,042,763	32,042,763	19,766,955	32,832,537	789,774
OPEB Trust Funding						
50	All Other Expenses	711,950	711,950	711,950	853,740	141,790
	Total Budget Request	711,950	711,950	711,950	853,740	141,790
Compensated Absences						
51	All Other Expenses	150,000	150,000	150,000	175,000	25,000
	Total Budget Request	150,000	150,000	150,000	175,000	25,000
All Town Insurance						
52	All Other Expenses	1,140,155	973,155	914,027	1,140,733	167,577
	Total Budget Request	1,140,155	973,155	914,027	1,140,733	167,577
TOTAL FIXED COSTS		54,882,825	55,429,049	39,054,005	57,202,265	1,057,944
NON-ENTERPRISE DEBT						
53	All Other Expenses	13,759,731	13,564,931	4,243,364	17,914,456	4,333,525
TOTAL DEBT SERVICE		13,759,731	13,564,931	4,243,364	17,914,456	4,333,525
PLYMOUTH SCHOOLS						
54	School Budget Request	90,102,258	90,102,258	51,755,886	94,211,170	3,679,457
TOTAL SCHOOL REQUEST		90,102,258	90,102,258	51,755,886	94,211,170	3,679,457
TOTAL GENERAL FUND		197,522,205	198,601,502	119,532,063	211,335,916	11,438,331

TOWN OF PLYMOUTH FY2018 OPERATING BUDGET

ITEM #	DEPARTMENT/CATEGORY	2017 Original Budget	2017 Revised Budget	2017 Expended	2018 Advisory & Finance Committee Recommendation	\$\$\$ Over/Under 2018 to 2017 Revised Budget
<u>AIRPORT BUDGET</u>						
AIRPORT OPERATING						
55	Personal Services	509,431	517,337	336,160	550,078	32,741
56	All Other Expenses	2,086,715	2,086,715	876,014	2,270,430	183,612
57	Airport Enterprise Debt	12,500	9,386	-	57,500	48,114
	Total Operating	2,608,646	2,613,438	1,212,173	2,878,008	264,467
58	Indirect Cost	194,979	194,979	194,979	200,828	5,849
	Total Airport Budget	2,803,625	2,808,417	1,407,152	3,078,836	270,316
<u>SEWER BUDGET</u>						
SEWER OPERATING						
59	Personal Services	346,165	347,070	214,706	382,500	35,430
60	Other Expenditures	2,024,311	2,024,311	1,123,454	2,044,837	(6,380)
61	Sewer Enterprise Debt	2,128,923	2,119,941	1,853,231	2,397,623	277,682
62	Transfer to OPEB Trust	-	-	-	11,322	11,322
	Total Operating	4,499,399	4,491,322	3,191,390	4,836,282	318,054
63	Indirect Cost	293,124	293,124	293,124	315,110	21,986
	Total Sewer Budget	4,792,523	4,784,446	3,484,514	5,151,392	340,040
<u>WATER BUDGET</u>						
WATER OPERATING						
64	Personal Services	1,123,375	1,171,379	746,391	1,258,500	87,121
65	Other Expenditures	1,246,458	1,246,458	574,863	1,341,373	26,453
66	Water Enterprise Debt	1,139,917	1,046,011	178,171	1,635,765	589,754
67	Transfer to OPEB Trust	-	-	-	53,463	53,463
	Total Operating	3,509,750	3,463,848	1,499,425	4,289,101	756,791
68	Indirect Cost	1,293,076	1,293,076	1,293,076	1,244,511	(48,565)
	Total Water Budget	4,802,826	4,756,924	2,792,501	5,533,612	708,226
<u>SOLID WASTE BUDGET</u>						
SOLID WASTE OPERATING						
69	Personal Services	314,354	297,445	147,003	277,016	(20,429)
70	Other Expenditures	1,890,770	1,929,270	1,109,037	2,045,891	24,687
71	Transfer to OPEB Trust	-	-	-	10,693	10,693
	Total Operating	2,205,124	2,226,715	1,256,040	2,333,600	14,951
72	Indirect Cost	294,914	294,914	294,914	299,029	4,115
	Total Solid Waste Budget	2,500,038	2,521,629	1,550,954	2,632,629	19,066
TOTAL ENTERPRISE FUNDS		14,899,012	14,871,416	9,235,122	16,396,469	1,337,647
LESS TOTAL INDIRECT COSTS		2,076,093	2,076,093	2,076,093	2,059,478	10,716,500
TOTAL FY2018 BUDGET		210,345,124	211,396,825	126,691,092	225,672,907	2,059,478

FY2018 BUDGET SUB-COMMITTEE LISTING

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 138 Procurement
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 161 Town Clerk

INSPECTIONAL SVS

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 510 Board of Health
IT
 155 Information Technology

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 945 All Town Insurance

Scott Stephenson, Chair – Betty Cavacco – Ethan Kusmin – Patrick O’Brien

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 133 Finance & Accounting
 141 Assessing
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FIXED COSTS

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 132 Reserve Fund
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 911 Pension Contributions
 913 Unemployment Trust
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DEBT

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 750 Long Term Interest
 752 Short Term Interest
 753 Misc. Interest
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Harry Salerno, Chair – Judith Fitzgerald – Mike Lincoln – Marc Sirrico

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210 Police
 220 Fire
 291 Emergency Management
 293 Parking Enforcement

MARINE & ENVIRON

292 Animal Control
 295 Harbor Master
 427 Natural Resources

Patrick O’Brien, Chair – Kevin Canty – Robert Cote – Mike Lincoln

D: PUBLIC WORKS

411 Engineering
 420 Highway
 421 Administration
 422 Building Maintenance
 423 Snow & Ice

425 Fleet Maintenance
 433 Solid Waste General Fund
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 491 Cemetery
 492 Parks & Forestry

Sheila Sheridan, Chair – Robert Cote – Ethan Kusmin – Peter Mador- Harry Salerno

E: PLANNING & DEVELOPMENT

175 Community Planning
 189 Redevelopment Authority

COMMUNITY RESOURCES

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 543 Veterans Services
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 610 Library
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Marc Sirrico, Chair – Harry Helm- Peter Mador – John Moody

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300 Plymouth Schools

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Harry Helm, Chair – Betty Cavacco- Chris Merrill- Scott Stephenson

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Chris Merrill, Chair – Kevin Canty, Judith Fitzgerald- John Moody

To: Advisory & Finance Committee
 From: Budget Sub-Committee A – Administration/Inspectional Services/Fixed Costs
 Scott Stephenson, Chair
 Committee Members: Betty Cavacco, Patrick O'Brien, Ethan Kusmin
 Date: February 15, 2017
 Subject: Sub-Committee A - FY2018 Budget Review & Recommendations

Budget Summary: Town Manager

Proposed FY2018 Budget	Total:	\$1,249,870	Personnel:	\$561,560	Other:	\$688,310
FY2017 Budget	Total:	\$1,080,118	Personnel:	\$506,558	Other:	\$573,560
FY2016 Actual	Total:	\$974,970	Personnel:	\$448,657	Other:	\$526,313

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 Derek Brindisi met with the Sub-Committee. The Town Manager is Melissa Arrighi.

Budget Observations

The requested town manager's budget shows an overall 15.7% increase or \$169,752. The personnel services increase is \$62,502 and was due to increases in overtime, longevity pay and contract benefits. Included in this request is \$30,107 to hire a new part-time Records Access Officer (RAO) with an additional \$7,500 for software associated with this position. Effective January 1st, 2017, the amended Massachusetts Public Records Law will take effect. Within this provision, municipalities are required to designate a RAO. Under the newer version of this law, there are additional responsibilities, quicker turnaround times are required, and the archiving of documents, updating public records in a timely manner and increasing their access to the public. Failure to meet specific guidelines can result in legal action against the town, which could include penalties, etc. Other expenses in the town manager's budget increased due to \$101,000 for legal services and \$6,000 towards town celebrations. Legal fees have steadily increased with the sewer collapse negatively impacting the budget. In FY15 the town manager's buy back benefit was \$9,000; it has steadily increased and in FY2018 is budgeted for \$26,280.

Recommendations

The Sub-Committee recommends the Town Manager's budget be approved. With the new state public records mandate, it seems prudent that the Town Manager hire a part time RAO to implement this directive. With the ever increasing costs of outside legal fees, the Sub-Committee recommends a feasibility study to see if it makes sense to hire in-house attorney's to handle the bulk of the town's legal work.

*The Sub-Committee also recommends funds be allocated to hire a person to serve as a grant writer for the town. Their primary role would be to find, write and submit grants to generate additional revenue for the town.

*The Sub-Committee further recommends all interested parties come together to design and implement a new way to pay/budget for town services. Spending for everything up front and requiring the taxpayer to pick up the bill is resulting in hefty, annual tax increases. One idea that has been mentioned would put a cap of 2%-3% on all expenses, requiring departments to follow a budget like the folks of Plymouth must do.

Budget Summary: Procurement

Proposed FY2018 Budget	Total:	\$433,001	Personnel:	\$165,979	Other:	\$267,022
FY2017 Budget	Total:	\$407,199	Personnel:	\$172,782	Other:	\$234,417
FY2016 Actual	Total:	\$459,002	Personnel:	\$150,451	Other:	\$308,552

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. Pam Hagler is the Procurement Officer and the department includes a procurement assistant and an administrative assistant.

Budget

Observations Total
budget reflects an increase of 6.6% or \$26,852 versus the FY17 budget. The largest impact to the budget is the cost of \$45,000 associated with the addition of 10-12 printers for use at the new town hall. Cell phone costs and office supplies increased by \$6,000 and \$7,710, respectively. With the move to the new town hall, all documents needed to be reprinted with the new addresses. These increases were offset by decreases in salaries and other office equipment.

Recommendations

The sub-committee recommends approval of the budget at \$433,001, an increase of \$40,500 over the Board of Selectmen recommended budget of \$392,501. An increase of \$40,500 is due to an error in the cost of equipment rental, which was listed as \$4,500 instead of \$45,000. The Town Manager and BOS also reduced the request by \$1,050 to \$392,501 as it recommended using 1 central scanner instead of 3. The Budget Book is in the process of being updated.

Budget Summary: Human Resources

Proposed FY2018 Budget	Total:	\$340,871	Personnel:	\$230,421	Other:	\$110,450
FY2017 Budget	Total:	\$331,635	Personnel:	\$218,885	Other:	\$112,750
FY2016 Actual	Total:	\$302,805	Personnel:	\$208,435	Other:	\$94,369

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. Marie Brinkman is the Human Resources Director.

Budget Observations

The requested budget shows a 2.8% or \$9,236 increase from FY17. Salary expenses accounted for \$11,536 and a decrease of \$2,500 in technical services. There is \$10,000 listed under overtime, which was transferred from the New Initiative line item. In 2016, the actual overtime was \$4,361, with none budgeted in 2017.

Listed below are some historical employment related statistics.

In 2016 there were 526 active town employees compared to 504 in 2015. Seasonal and temporary employees increased by 11 to 149 in 2016. There were a total of 56 new hires in 2016, an increase from 34 in 2015. The number of town employees that either retired/terminated or resigned was 43, an increase of 9 from the previous year. The number of employees promoted was 39, an increase of 11 over 2015.

In 2015 there were 2,728 active town and school employees. Full time staff totaled 1,545; town staff was 467 and school staff was 1,078. Part time staff totaled 429; 39 were town staff and school staff were 390. Seasonal, temps and substitute staff totaled 754.

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. In 2015 there were 36 new employees (not including seasonal) hired; 75% of them full time. The new hires were 6 fire, 6 police, 5 library, and 4 DPW. The remaining 15 hires in 2015 were spread among the other departments.

Employees that retired/terminated/resigned was fairly consistent in each year until 2015 – 29 in 2012, 33 in 2013, 30 in 2014 and 47 in 2015. This attrition rate is an increase of almost 60% from 2014 activity.

Number of promoted employees varied from year to year – 12 in 2013, 31 in 2014 and 31 in 2015.

In 2015 a total of 41 claims were filed for unemployment benefits; 33 were former School employees and 8 from the town.

In 2016 workmen's compensation claims were 44 for the town and 72 in the school system. During 2015 there were 37 injuries on the job in the police and fire departments; 21 police and 18 fire.

Initiatives & Opportunities

None noted.

Recommendations

A total of \$10,000 was requested in the overtime budget. After the Sub-Committee had a discussion with the Assistant Town Manager, these funds were requested because a new hire request at a cost of \$10,000, was not approved to work on various HR projects. We recognize the fact that occasional OT may be needed for staff coverage due to vacation or sick time or to work on other projects. We recommend a decrease in this amount to \$5,000, which is more in line with their actual OT usage in 2016, which was \$4,361. The Sub-Committee recommends the approval of the budget with a decrease of \$5,000 to \$335,871.

Budget Summary: Town Clerk

Proposed FY2018 Budget	Total:	\$524,630	Personnel:	\$331,030	Other:	\$193,600
FY2017 Budget	Total:	\$525,089	Personnel:	\$323,579	Other:	\$201,510
FY2016 Actual	Total:	\$481,777	Personnel:	\$285,940	Other:	\$195,838

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. Laurence Pizer is the Town Clerk.

Budget Observations

The personnel budget requested by the Town Clerk's office is \$331,030, which is 2.3% or \$7,451 higher than last year's budget. While there is an increase to the salaries and wages of permanent employees, there is a significant reduction to the salary temporary employee line item because of fewer elections in FY2018. The request is \$43,026 higher than the BOS request. That increase is partially offset by a decrease of \$9,010 for technical services.

Initiatives & Opportunities

In FY18 the Town Clerk is requesting the current Administrative Assistant (C-5) classification change to Assistant Town Clerk (A-6) and hire a new Administrative Secretary (C-4). The net cost to the salary budget would be about \$43,026.

Recommendations

The Sub-Committee recommends a budget amount of \$524,630. With the additional early voting requirement and population growth in Plymouth, the clerk's office needs additional resources. The committee feels the failure to hire a new staff member to process marriage, death and birth certificates and dog licenses, etc., would negatively impact the citizens of Plymouth. For example, the inability to process dog licenses in a timely manner, leads to a reduction in enforcement. The preparation of violations has lagged for months, as well. An Assistant Town Clerk, which the town had at one time, is needed to help oversee the increasing activities and responsibilities performed by the Clerk's office and in the Clerk's absence.

Budget Summary: Building and Zoning

Proposed FY2018 Budget	Total:	\$728,124	Personnel:	\$722,029	Other:	\$6,095
FY2017 Budget	Total:	\$700,767	Personnel:	\$695,367	Other:	\$5,400
FY2016 Actual	Total:	\$637,150	Personnel:	\$632,068	Other:	\$5,081

Department Synopsis

The Building Department is responsible for ensuring that buildings are constructed and repaired safely. The Department issues zoning, building, electrical, gas and plumbing permits that allow the construction, reconstruction, repair, alteration and demolition of buildings and structures as well as the installation of equipment. The Department annually inspects restaurants, lodgings and other places of assembly. The Department includes 12 employees and is headed by Paul McAuliffe, Director of Inspectional Services.

Budget

Observations

___The department is requesting a budget of \$728,124, which is an increase of 3.9% or \$27,357 over FY2017. Much of the cost was associated with this increase, \$26,662, was the result of salary increases, sick and earned time buybacks. A total of 14,073 inspections were performed and 8,221 permits were issued in 2016. This department continues to be one of the top revenue producers in town, collecting \$1,949,506, which was slightly below the \$2,000,000 it generated in 2015.

Initiatives &

Opportunities

_____Due to the health of real estate market and several large projects including Redbrook, Cordage Park, etc., the departments expects to be very busy in the years to come.

Recommendations

The sub-committee recommends approval of the Building and Zoning budget.

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.

Budget Summary: Board of Health

Proposed FY2018 Budget	Total:	\$292,330	Personnel:	\$226,780	Other:	\$65,550
FY2017 Budget	Total:	\$252,830	Personnel:	\$209,024	Other:	\$43,806
FY2016 Actual	Total:	\$236,770	Personnel:	\$187,895	Other:	\$48,875

Department Synopsis

The Board of Health provides medical and inspection services. Inspection services include Title V inspections, PERC tests and food safety inspections. 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 Department employs 4 people, including the department head, and one part-time Animal Inspector. The Board of Health is managed by Michelle Roberts, under Inspectional Services Director Paul McAuliffe

Budget Observations

The budget recommendation increased by 15.6%. The two main drivers of this increase are contractual obligations/salaries of \$17,756 and Title V inspections of \$14,150. The number of Title V inspections was flat at 614. However, septic permits increased significantly from 302 in 2015 to 374 in 2016. The Health Department revenue increased to \$525,000 from \$480,000 in the prior year.

Recommendations

The Sub-Committee recommends the approval of the Board of Health Budget.

Th

Budget Summary: Consolidated Utilities (Fuel and Utility)

Proposed FY2018	Total:	\$1,642,050	Personnel:	0	Other:	\$1,642,050
FY2017Budget	Total:	\$1,745,050	Personnel:	0	Other:	\$1,745,050
FY2016 Actual	Total:	\$1,422,196	Personnel:	0	Other:	\$1,422,196

Department Synopsis

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

Budget Observations

The 2018 recommended budget reflects a 5.9% or \$103,000 decrease from the FY17 budget. In FY17, The Sub-Committee conducted an extensive analysis of the budget request, reviewing prior year requests against actual expenses, the size of various changes proposed in the budget, and U.S. Government projections for cost over the next 18-24 months. That information and feedback from our meetings with town officials, suggest the budget is appropriate. Every department request reflects a decrease because of the lower cost of fuel and a variety of efficiencies, etc. The only line item reflecting an increase in their budget is the new town hall with an additional request of \$42,432.

Recommendations

The sub-committee recommends approval of FY18 budget.

Budget Summary: Member Benefits

Proposed FY2018 Budget	Total:	\$6,840,130	Personnel:	0	Other:	\$6,840,130
FY2017 Budget	Total:	\$6,318,050	Personnel:	0	Other:	\$6,318,050
FY2016 Actual	Total:	\$5,268,583	Personnel:	0	Other:	\$5,268,583

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. Lynne Barrett is the Director of Finance.

Budget Observations

The overall budget for FY18 shows an increase of 5.7% or \$376,462. Employer Medicare benefits increased by \$82,103. Managed Blue expenses continue to increase and in FY18 it is budgeted to increase by \$222,178 or 14%. More retirees are electing Managed Blue versus Medex. Life insurance costs increased \$35,000 as part of expected collective bargaining agreements. After an analysis was completed by Lynne Barrett, she feels comfortable lowering the workers compensation line item by \$145,618.

Initiatives & Opportunities

The increase in 111F claims (police and fire workers compensations) has continued to rise and is budgeted with a 6.5% or \$14,440 increase to \$237,440 for FY18. That combined with overall workers compensation costs of \$ \$963,638 in FY18, has become a significant percentage of overall insurance costs to the town. Obviously we want employees to be safe and healthy, but we recommend the town review its wellness program, to see if changes can be made to that has the potential to help decrease future workers compensation claims.

Recommendations

The Sub-Committee recommends the member benefits be approved as submitted at \$6,694,512

Budget Summary: Town Insurance

Proposed FY2018 Budget	Total:	\$1,140,733	Personnel:	0	Other:	\$1,140,733
FY2017 Budget	Total:	\$973,155	Personnel:	0	Other:	\$973,155
FY2016 Actual	Total:	\$964,215	Personnel:	0	Other:	\$964,215

Department Synopsis

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

Budget Observations

Total budget requested shows a 17.2% increase or \$167,578.

Initiatives & Opportunities

The town takes advantage of a 3% discount by paying the insurance premium in early July. The town also takes advantage of the power of the Massachusetts Interlocal Insurance Association (MIIA), which many municipalities in Massachusetts utilize, to negotiate for best pricing. Plymouth also receives other discounts via training sessions they participate in periodically.

Recommendations

The Sub-Committee recommends the town insurance budget be approved.

Comments / Other

The formulation of the town insurance budget is done in conjunction with the town manager's office. The town insures at replacement cost. Money may be 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
 Mike Lincoln
 Judith Fitzgerald
 Marc SIRRICO
 Date: February 15, 2017
 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 '18 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, 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.

Department of Finance **114 Moderator**

	Total	Personnel	Other
Proposed FY18 Budget	\$11,100	\$2,000	\$9,100
Current FY17 Budget	\$10,100	\$2,000	\$8,100
Prior Year FY16 Actual	\$2,020	\$2000	\$20

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. It has remained unchanged since then. 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.

In addition, this year’s budget includes \$9,000 which is a \$1,000 increase for electronic voting at Town Meetings. There was an article (Article 24) voted at the Fall 2014 Town meeting for \$8,335.69; this represented a multi-year contract that covered the Spring 2015, Fall 2015, Spring 2016 and Fall 2016.

Recommendation: The sub-committee recommends approval of the Board of Selectman budget appropriation of \$11,100.00 for the Town Moderator. Funding for this elected position is voted by Town Meeting annually as Article 6.

	Total	Personnel	Other
Proposed FY18 Budget	\$672,711	\$549,838	\$122,873
Current FY17 Budget	\$652,889	\$520,866	\$132,023
Prior Yr. FY16 Actual	\$593,155	\$467,237	\$125,918

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 increased by \$29,972. Salaries and Wages increased \$22,734, Overtime has an increase in funding over last year’s by \$1,825 although the year to date actual is \$2000. Sick Leave Buyback is funded at \$6,027 which is an increase of \$682 in order to cover anticipated payments.

The department of finance salary contracts have been settled through FY18.

There is a net decrease in the Division’s Other Expenses of \$9,150. The largest 2 components of this are a decrease in auditing fees of \$8,500 and a decrease in meetings expense of \$3,075. The professional fee decrease is mainly due to a change in the timing of the OPEB audit to accommodate new accounting standards. It will still take place but will be in FY17 and FY20 budgets. The cost of the Town Meeting books is up \$1,600.

In addition, the accounting and auditing costs are down as the Finance Department continues to utilize MUNIS software to achieve more efficiencies. This is an ongoing process and is the result of the Finance Division’s continuing efforts and suggestions from the Finance Committee. This is reflected in the reorganization of some of the accounts in the Finance Department’s ledger.

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.

Initiatives & Opportunities: The ongoing implementation of several modules within the MUNIS system, will benefit the Town through operating efficiencies and possible reduced professional fees and by replacing paper-based process with electronic. Additional and ongoing training is necessary to maximize the benefit of these software modules, the good news is the MUNIS conference is in Boston this year so the cost per person will be down so more may attend.

Recommendation: The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$672,711.

Department of Finance**141 Assessing**

	Total	Personnel	Other
Proposed FY18 Budget	\$563,525	\$469,990	\$93,535
Current FY17 Budget	\$486,058	\$437,523	\$48,535
Prior Year FY16 Actual	\$402,927	\$390,977	\$12,550

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.

FY18 is a revaluation year. The department will put out an RFP for an appraisal company to do the work. This is anticipated to be \$40k in FY18. Also, in FY18 there is an additional \$25,000 included in the budget for valuation services of electrical generation facilities (Entergy) that is not in last year's budget. The budget also includes \$15,000 for a GIS viewer that will automate the updating of valuation information. The goal is for that software to make the staff more efficient and preclude the hiring of more people. It should be noted that the budget has increased by \$77,467 or 15.9%.

New Initiative: There is a backlog in doing the field inspections and so the department has requested a new part time position for an "inspector/lister". The Town has over 28,000 improved parcels and on a 9 year cycle that is about 3,100 each year. In addition, there are building permits, sales verifications and miscellaneous and cyclical inspections that need to take place.

Recommendation: The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$563,525.

	Total	Personnel	Other
Selectman’s Proposed FY18 Budget	\$627,351	\$601,416	\$25,935
A&F Proposed FY18 Budget	\$622,351	\$601,416	\$20,935
Current FY17 Budget	\$600,666	\$578,081	\$22,585
Prior Year FY16 Actual	\$530,285	\$526,555	\$3,730

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. The department is responsible for approximately 147,800 bills last year. As well as Municipal Lien Certificates (2,170 so far this year), selling tax title property, etc. The Town collects 98.4% of what is billed. In addition, the department is responsible for the Treasury functions for the Town including cash management, debt issuance, investing Town funds etc.

This year this department has submitted Article 26 for Town Meeting to update the Town’s by-laws in accordance with the state’s Municipal Modernization Act. This will give the Town more tools to aid in collecting unpaid taxes.

Budget Observations: The department has a staff of 10 full time and 1 part time people as well as four seasonal workers. The seasonal staff are budgeted to cost \$23,500, up \$4,900 from last year as a result of minimum wage increases. In addition, this year as in last year the seasonal staff will be staggered; with some working 7 weeks and others working 12 weeks. 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. There has not been this level of expenditure in a few years. However new legislation regarding the fees for the OPEB may result in new fees. After some input from the Treasurer’s office the Committee recommends a reduction of \$5,000 in this appropriation. Other expenses are minimal the largest being additional training specific to the technology of the Treasurer’s office (\$3,300). There is also an expense of \$1,400 for mileage reimbursement (see below).

More and more taxpayers are paying their tax bills through online banking. The Town’s systems are not yet in line with this development and they continue to watch for technological developments that will produce efficiencies. The Committee hopes this is temporary and a better long term solution is found (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 risk to Town employees is arguably higher today than when this practice began years ago. The cost could probably be managed downwards if scheduled seasonally and not daily.

Initiatives & Opportunities: In the past, the committee has suggested that the Department look into using electronic transfer of funds from bank online payment systems rather than hand posting these payments as they come in. Apparently the MUNIS software system has the capacity to do this however the banks are not yet set up for it. It seems unfortunate that this inefficiency needs to persist.

Recommendation: The sub-committee recommends approval of the Advisory and Finance Committee's budget appropriation of \$622,351.

	Total	Personnel	Other
Proposed FY18 Budget	\$1,247,284	\$489,684	\$757,600
Current FY17 Budget	\$940,006	\$376,445	\$563,561
Prior Year FY16 Actual	\$723,251	\$388,234	\$335,017

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 5, one of whom serves the Police Department and another primarily the Fire Department.

There are significant swings in personnel and other expenses that make comparison to last year’s budget difficult. The Department budget includes a reorganization currently undergoing implementation originally developed last year under an initiative from the IT and Finance Directors that is only partially documented in the Budget Book. The goal is to have all technological support people work under the auspices of the IT Department rather than directly in other Departments. This budget request positions the town for a seamless transition to the New Town Hall. In an effort to minimize service disruptions and lost efficiencies resulting from the physical move to the new facility, management proposes to make the following changes to key IT services prior to the move:

- **Microsoft Exchange System.** Exchange email and collaboration services currently run on Town-owned servers that reside in Town Hall. These servers will be retired and email/collaboration services will be migrated to Office 365, Microsoft’s subscription-based cloud solution.
- **ESI Phone System.** The Town’s phone services are currently supported by a proprietary, PBX-based solution that passed the point of obsolescence some time ago. This solution will be retired and replaced by a new cloud-based, Voice-over-IP (or VoIP) telephony service. This solution will leverage the Town’s robust fiber network and high-speed internet connectivity reliable, 21st century telephony services for years to come.
- **Munis ERP/Financial Management System.** Munis currently runs on Town-owned servers that reside in Town Hall. These servers will be retired and all Munis services will be migrated to their hosted SaaS services.

In addition to supporting a less disruptive transition, these hosted solutions offer other significant benefits. Among them are:

- Vastly improved support for e-discovery and other regulatory requirements

- Improved security, including added protection against cyber threats
- Improved availability of data and services – all backed up by Service Level Agreements
- Secure, reliable access to these services will be extended to our off-network sites, including temporary facilities, teleworker offices or any location with high-speed internet connectivity
- Subscription-based, pay-as-you-go licensing offers greater predictability and simplified cost justification for new services
- The retirement of Town-owned, on-premises hardware will eliminate future capital requests associated with hardware refresh, software upgrades and other related expenses
- The burden of maintenance for supporting equipment (e.g. a desktop telephone) will rest exclusively with the service provider, thus eliminating the unpredictable impact of related failures on Town budgets.

This request also includes the addition of Internet Access Services located at the New Town Hall and the EOC. These services are needed as we transition from shared school Internet Access to New Town Hall. In addition, they will provide the following improvements:

- Increased bandwidth to support the requirements of hosted services and overall network demands
- Seamless failover to ensure business continuity in the event of service disruption at one site
- SD-WAN load balancing and reporting to ensure that we 1) fully utilize the aggregate capacity of both circuits and 2) have visibility into how much bandwidth we are using and what applications are consuming it. This visibility will allow us to plan for future needs – scaled up or down depending on average bandwidth consumption over time.

The responsibility for managing voice services was transferred to IT in FY17. It is anticipated that this change and the migration to the new VoIP solution will result in significantly improved service performance and overall user satisfaction. This budget requests level-funding for this line item in FY18, and assuming there is no increase in services, the intention is to provide for some operational budget reduction possibilities in FY19.

New Position – Role & Responsibility

The plan is to will separate the functions of current GIS/Applications Manager into two separate jobs. The incumbent will assume the new title of GIS Coordinator and a newly created Application Analyst will be hired.

Application Manager

- Business analysis; assist divisions with automation
- Support with technology implementation
- Cloud systems integration
- Manage Munis Modules and Security
- Manage Zobrio Application
- Manage Novus Application
- Assist and enhance Website and Online Services

The Committee supports this initiative and looks forward to seeing the operational aspects finalized and the ultimate budget impact.

Initiatives & Opportunities: Last year the committee suggested that in conjunction with this reorganization an IT Strategic plan be developed. This plan may cost the Town some money but should produce significant benefits down the road. The Town should be taking advantage of all modern technological solutions to today's busy work environment. Particularly as operations are moving to a new and more efficient workplace. This plan is under development in house and the above reorganization is part of the result.

Recommendation: The sub-committee recommends approval of the of the Board of Selectmen budget appropriation of \$1,247,284.

Department of Finance**132 FinComm Reserve Fund**

	Total	Personnel	Other
Proposed FY18 Budget	\$150,000	\$0	\$150,000
Current FY17 Budget	\$150,000	\$0	\$150,000
Prior Year FY16 Actual	\$130,000	\$0	\$130,000

Department Synopsis

The FinComm (Advisory & Finance Committee) Reserve is budgeted for \$150,000. 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 and FY15 was expended.

		FY14	FY15	FY16	FY17
Fire Department	Repair & Maint. Vehicles	\$ 25,000		\$12,810	
DPW	Snow & Ice Deficit	\$105,000	\$19,768	\$42,665	
Council on Aging	Repairs sewer backup		\$ 4,000		
Harbor Master	Repairs boat engine		\$ 3,632		
Marine & Environmental	South St Landfill Mit.		\$102,600		
Library	Mold remediation			\$70,000	
Planning	MYC Electrical Upgrades			\$ 4,525	
Current balance					\$150,000

Recommendation: The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$150,000.

Department of Finance**129 Salary Reserve Fund**

	Total	Personnel	Other
Proposed FY18 Budget	\$135,000	\$0	\$135,000
Current FY17 Budget	\$575,000	\$0	\$575,000
Prior Year FY16 Actual	\$539,093	\$0	\$539,093

Department Synopsis

The Salary Reserve is used for potential contract settlements, reclassifications or other contractual issues that may come up in any particular year.

The budget for FY2018 includes potential settlements for Dispatchers and Library group bargaining units for both Fiscal 2017 and Fiscal 2018. The amount needed for Fiscal 2017 is approximately \$58,000 and Fiscal 2018 is \$77,000. The reserve account for FY17 was \$575,000 and was designed to cover the COLA increases in the proposed FY17 budget.

Recommendation: The sub-committee recommends approval of the Board of Selectman budget appropriation of \$135,000.

Department of Finance**916 Compensated Absences**

	Total	Personnel	Other	Total Contributions	Fund Balance Rounded
Proposed FY18 Budget	\$175,000	\$0	\$175,000	\$175,000	Est 7/1/17 \$0
Current FY17 Budget	\$150,000	\$0	\$150,000	\$150,000	7/1/16 \$190,000
Prior Year FY16 Actual	\$150,000	\$0	\$150,000	\$150,000	6/30/16 \$40,000

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. If those expenses are charged directly to the department it can prevent or delay the hiring of a replacement. The entire 7/1/16 balance of \$190,000 has been spent thus far in FY17 with additional \$28,000 (at 1/26/17) that will need to be charged directly to the departments. This is the reason for the increase of \$25,000.

Recommendation: The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$175,000.

Department of Finance**158 Tax Title Foreclosure**

	Total	Personnel	Other
Selectman FY18 Budget	\$300,000	\$0	\$300,000
Current FY17 Budget	\$315,202	\$0	\$315,202
Prior Year FY16 Actual	\$187,085	\$0	\$187,085

Department Synopsis

The FY18 budget is reduced by \$15,202 from FY17. 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 A&F Committee believe that including this expenditure in the budget provides more visibility and transparency.

Budget Observations

The filings for last year were down and considering the improved economy there doesn't seem to be a reason to necessarily fund the budget at the same level as it has been for several years.

Recommendation: The sub-committee recommends approval of Board of Selectmen budget appropriation of a reduced budget amount of \$300,000.

Department of Finance**911 Pension Contributions**

	<i>Total</i>	<i>Town</i>	<i>School</i>
Proposed FY18 Budget	\$12,282,001	\$8,778,821	\$3,503,180
Current FY17 Budget	\$11,397,079	\$8,310,288	\$3,086,791
Prior Year FY16 Actual	\$10,575,493	\$7,988,268	\$2,587,226

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 2034. 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), done every 2 years, indicate that the town is on track to have its pension plans fully funded by 2034. This breaks down as follows (all numbers **approximate** and in \$000's):

Normal Cost	\$4,100
Amortization of Unfunded Liability	\$8,200

The balance in the account as of 12/31/16 is \$155million; this is the **funded** amount.

According to the January 1, 2015 Actuarial Report the projected **unfunded** liability at FY18 will be \$154,577,121. Once the Pension is fully funded, the Town's obligation will revert to the then current calculation of the Normal Cost. The new actuarial report will be as of 1/1/17.

Recommendation: The sub-committee recommends Approval of the Board of Selectmen budget appropriation of \$12,282,001.

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.

Department of Finance:**914 Member Insurance**

Proposed FY2018 Budget	Total:	\$32,832,537	Personnel:	\$0	Other:	\$32,832,537
FY2017 Budget	Total:	\$32,042,763	Personnel:	\$0	Other:	\$32,042,763
FY2016 Actual	Total:	\$30,802,931	Personnel:	\$0	Other:	\$30,802,931

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 \$789,774 above the FY2017 appropriation, a 2.5% increase. That increase appears appropriate given Plymouth's claims trend and the balance projections for the Health Insurance Trust Fund.

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 be approximately \$4 million at the end of FY2018, a balance similar to the last 2 years (FY16 & 17), which represents a reserve for claims incurred but not yet presented for payment (IBNR). 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 FY2018 while leaving a substantial balance in the Health Insurance Trust Fund. The sub-committee believes that to be a reasonable and conservative approach to account for the fluctuations in estimated health care costs.

Recommendations

The sub-committee recommends approval of the Board of Selectmen budget appropriation amount of \$32,837,537.

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 funding of the Trust reduces capital that might be put to better use elsewhere in the Town while underfunding leaves the Town liable for the full unfunded balance.

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

FY2018 Budget	Total:	\$853,740	Personnel:	\$0	Other:	\$853,740
FY2017 Budget	Total:	\$711,950	Personnel:	\$0	Other:	\$711,950
FY2016 Actual	Total:	\$650,000	Personnel:	\$0	Other:	\$650,000

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

This year's funding is based on 1% of estimated payroll plus \$500,000 from free cash. The Committee looks forward to strengthening the funding approach in future years. The proposed appropriation is a significant increase over FY2017 funding, but remains considerably below the actuarially recommended funding amount (Annual Required Contribution, or ARC) of \$41.1 million.

This year the funding for the OPEB is being charged to the enterprise funds:

Airport	\$ 4,219
Solid Waste	\$ 2,989
Water	\$ 14,944
Sewer	\$ 3,165
General Fund	<u>\$853,740</u>
Total	<u>\$879,057</u>

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 \$15.4 million (based on the projections in the Actuarial Valuation as of January 1, 2015), leaving a net funding shortfall of \$25.7 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 and continues to charge to the account.

Based on the January 1, 2015 actuarial report, the Town's estimated unfunded Actuarial Accrued Liability (or balance due) for the Fiscal Year ending June 30, 2017 is \$592,386,860 and for June 30, 2018 it is \$618,873,091. These are according to the last actuarial report, the next report will be done as of July 1, 2017. 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. The balance in the Trust Fund as of 12/31/16 is \$2,414,000.

Recommendations

The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$853,740.

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.

Department of Finance –Fixed Costs	913	Unemployment Compensation	
	Total	Personnel	Other
Town Manager/BOS Proposed FY18 Budget	\$194,000	\$0	\$194,000
A&F Committee proposed FY18 Budget	\$125,000	\$0	\$125,000
Current FY17 Budget	\$125,000	\$0	\$125,000
Prior Year FY16 Actual	\$200,000	\$0	\$200,000

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 original amount requested of \$194,000 was arrived at by computing an 8 year average of the unemployment expense for both the school and Town; this amount is \$188,000. When looking at the 7/1/2016 beginning balance in fund and the Fiscal 2017 appropriation less the average of the last 8 year’s claims, \$194,000 was deemed needed.

However, the unemployment trust fund currently has a balance of \$135,000. In first 6 months of the current fiscal year the Town has spent substantially less than the same period in FY16. After discussions with the Town’s Finance Director and considering the difficulties of estimating future claims it was agreed to reduce the FY18 appropriation to the same level as last year, \$125,000. A reduction of \$69,000.

Recommendation: The sub-committee recommends approval of the Advisory & Finance Committee recommended budget appropriation of \$125,000.

Department of Finance**Debt and Interest**

Cost Center	Revised				
	2014	2015	2016	2017	2018
710 Long Term Debt	7,157,299	6,636,095	8,372,667	8,111,990	10,239,722
750 Long Term Interest	3,982,699	3,773,137	4,959,358	4,621,641	7,639,734
752 Short Term Interest	2,812	136,630	86,424	801,300	0
753 Misc. Interest	2,057	5,000	2,733	5,000	5,000
755 Bond Issuance Costs	<u>1,500</u>	<u>50,000</u>	<u>29,299</u>	<u>25,000</u>	<u>25,000</u>
TOTAL	<u>11,146,367</u>	<u>10,600,862</u>	<u>13,450,481</u>	<u>13,564,931</u>	<u>17,909,456</u>

Budget Observations

Long term debt reflects principal payments due on existing debt. The proposed budget reflects an increase of \$2,127,732 or 26.2% in principal payments.

Long term interest is the interest on existing debt. This budget reflects an increase of \$3,018,093 or 65.3%.

The largest drivers of the increased Long Term Debt were the South HS Debt and the New Town Hall Complex; note that the Short Term interest is reduced by \$801,300.

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, FY17 being a bond issuance year.

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 2017 will be a major borrowing year. However there will also be some short term borrowing.

Total outstanding debt at 6/30/2016 is:

Long Term	\$133,168,486
Short Term	<u>\$ 49,039,000</u>
Total	<u>\$182,207,486</u>

Authorized and Unissued debt at 6/30/16 is \$189,516,932. The Town has a "Normal Debt Limit" of \$483,015,720.

Recommendation: The sub-committee is recommending approval of the Board of Selectman Budget amounts for each of the debt and interest budgets listed above.

To: Advisory & Finance Committee
 From: Budget Sub-Committee C
 Pat O'Brien, Chair, Mike Lincoln, Kevin Canty, Bob Cote
 Date: 2/9/17
 Subject: Sub-Committee C FY2017 Budget Review & Recommendations: Police Department

Budget Summary: 210 Police Department

Proposed FY2018 Budget	Total:	\$11,702,916	Personnel:	\$11,209,001	Other:	\$493,915
FY2017 Budget	Total:	\$11,187,184	Personnel:	\$10,731,170	Other:	\$456,014
FY2016 Actual	Total:	\$9,873,330	Personnel:	\$9,539,016	Other:	\$334,313

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 4.6% increase in his budget versus fiscal year 2017. The increase stems from contracted pay increases and contracted stipends across the department.

Initiatives & Opportunities

Working with the Chief we identified savings of \$38,325 in the Police budget, mostly attributed to savings in other expenses. The majority is in R&M equipment. The increase was originally proposed as \$52,534 was reduced to \$14,209. As noted in the fire department analysis the combined dispatch/regional dispatch seems to be closer to reality.

Recommendations

The Sub-Committee recommends the following budget:

Fin Comm Proposed FY2018 Budget	Total:	\$11,664,591	Personnel:	\$11,209,001	Other:	\$455,590
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This represents a 4% increase overall.

Comments / Other

The committee felt the department is well run with the resources provided.

To: Advisory & Finance Committee
 From: Budget Sub-Committee C
 Pat O'Brien, Chair, Mike Lincoln, Kevin Canty, Bob Cote
 Date: 2/9/17
 Subject: Sub-Committee C FY2018 Budget Review & Recommendations: Parking Enforcement

Budget Summary: 239 Parking Enforcement

Proposed FY2018 Budget	Total:	\$44,031	Personnel:	\$44,031	Other:	\$0
FY2017 Budget	Total:	\$33,361	Personnel:	\$33,361	Other:	\$0
FY2016 Actual	Total:	\$34,019	Personnel:	\$34,019	Other:	\$0

Department Synopsis

The Parking Enforcement Department is tasked with the enforcement of parking regulations throughout the Town of Plymouth. It has one full-time employee under the Police Department but reports to Park Plymouth.

Budget Observations

Budget request is up 32% overall or \$10,670, all related to contractual increases for the employee.

Initiatives & Opportunities

This budget will no longer exist when the current employee retires, the parking will then be fully the responsibility of Park Plymouth.

Recommendations

The Sub-Committee recommends the budget as requested.

Comments / Other

To: Advisory & Finance Committee
 From: Budget Sub-Committee C
 Pat O'Brien, Chair, Mike Lincoln, Kevin Canty, Bob Cote
 Date: 2/9/17
 Subject: Sub-Committee C FY2018 Budget Review & Recommendations: Fire Department

Budget Summary: 220 Fire

Proposed FY2018 Budget	Total:	\$11,393,308	Personnel:	\$11,093,241	Other:	\$300,067
FY2017 Budget	Total:	\$10,787,573	Personnel:	\$10,518,775	Other:	\$268,798
FY2016 Actual	Total:	\$10,077,140	Personnel:	\$9,799,568	Other:	\$277,572

Department Synopsis

The Plymouth Fire Department, comprised of 123 sworn members and 6 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 2018 is a 5.6% increase over the FY 2015 budget. It is driven primarily by contracted salary increases, including the increased rate for OT, and equipment replacement.

Initiatives & Opportunities

The committee was pleased to learn of the work towards a regional dispatch district, which would combine Police and Fire Dispatch with other county members. This would not only potentially provide savings but allow the firefighters currently working in dispatch to return to the stations and on shift.

Recommendations

The Sub-Committee recommends the budget as presented.

Comments / Other

The Committee felt the budget was as lean as possible. The idea of decreasing OT and increasing the number of fire fighters was discussed but ultimately rejected due to the overall costs and the reality of add one or two firefighters would not help staffing, the need would be more likely to be a minimum of 4.

To: Advisory & Finance Committee
 From: Budget Sub-Committee C
 Pat O'Brien, Chair, Mike Lincoln, Kevin Canty, Bob Cote
 Date: 2/9/17
 Subject: Sub-Committee C FY2018 Budget Review & Recommendations: Emergency Management

Budget Summary: 291 Emergency Management

Proposed FY2018 Budget	Total:	\$69,900	Personnel:	\$0	Other:	\$69,900
FY2017 Budget	Total:	\$69,900	Personnel:	\$0	Other:	\$69,900
FY2016 Actual	Total:	\$69,900	Personnel:	\$0	Other:	\$69,900

Department Synopsis

The Office of Emergency Management is a division of the Plymouth Fire Department staffed by Henry Lipe, Emergency Management Director and an Administrative Assistant. The responsibilities of the Office include the activation of the Emergency Operations Center, acting as liaison with local, state, federal public safety and emergency management officials.

Budget Observations

No change to the budget from FY 16 or 17.

Initiatives & Opportunities

No new initiatives.

Recommendations

The Sub-Committee recommends the budget as presented.

Comments / Other

Staff salaries and most expenses are paid by Entergy Pilgrim Station via a 3 year contract.

To: Advisory & Finance Committee
 From: Budget Sub-Committee C
 Pat O'Brien, Chair, Mike Lincoln, Kevin Canty, Bob Cote
 Date: 2/9/17
 Subject: Sub-Committee C FY2018 Budget Review & Recommendations: Animal Control

Budget Summary: #292 Animal Control

Proposed FY2018 Budget	Total:	\$156,503	Personnel:	\$149,703	Other:	\$6,800
FY2017 Budget	Total:	\$149,967	Personnel:	\$143,167	Other:	\$6,800
FY2016 Actual	Total:	\$132,385	Personnel:	\$125,602	Other:	\$6,783

Department Synopsis

The Animal Control department has three employees; three full 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 department s within Marine and Environmental Affairs.

Budget Observations

This budget reflects an increase of 4.4% overall. The entire increase is tied to contractual increases due to the staff.

Initiatives & Opportunities

This budget involves no new initiatives, the committee found no opportunity for savings.

Recommendations

The Sub-Committee recommends: the requested amount of \$156,503.

Comments / Other

This budget marks the second year of a division with three full-time employees. The committee felt the shelter and division are well run and efficient, teaming with volunteers and getting donations to help shelter operations.

To: Advisory & Finance Committee
 From: Budget Sub-Committee C
 Pat O'Brien, Chair, Mike Lincoln, Kevin Canty, Bob Cote
 Date: 2/9/17
 Subject: Sub-Committee C FY2018 Budget Review & Recommendations: Harbormaster

Budget Summary: #295 Harbormaster

Proposed FY2018 Budget	Total:	\$398,640	Personnel:	\$366,240	Other:	\$32,400
FY2017 Budget	Total:	\$367,817	Personnel:	\$335,417	Other:	\$32,400
FY2016 Actual	Total:	\$348,395	Personnel:	\$323,179	Other:	\$25,216

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 \$30,823. or 8.4%. Personnel services are the total increase due to contractually obligated raises, related adjustment in overtime due to the new pay rates and expanded sick leave buy-back.

Initiatives & Opportunities

The department had no new initiatives and the committee saw no opportunities for savings.

Recommendations

The Sub-Committee recommends the requested amount of \$398,640.

Comments / Other

The committee felt the department does a great job with their resources managing the coastline of Plymouth along with the many ponds and lakes.

To: Advisory & Finance Committee
 From: Budget Sub-Committee C
 Pat O'Brien, Chair, Mike Lincoln, Kevin Canty, Bob Cote
 Date: 2/9/17
 Subject: Sub-Committee C FY2018 Budget Review & Recommendations: Natural Resources

Budget Summary: #427 Natural Resources

Proposed FY2018 Budget	Total:	\$519,094	Personnel:	\$447,224	Other:	\$71,850
FY2017 Budget	Total:	\$499,126	Personnel:	\$425,726	Other:	\$73,400
FY2016 Actual	Total:	\$486,625	Personnel:	\$362,902	Other:	\$123,723

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 seven employees including the Director of Marine and Environmental Affairs, two environmental technicians, three natural resource warden and an administrative assistant.

Marine & Environmental Director: David Gould

Budget Observations

The requested budget reflects an increase of 4% or \$19,968. This consists of \$21,518 increase in personnel services but a \$1,550 decrease in other expenses. The overall increase consists of contractual pay raises and accompanying sick leave and earned time buy-back eligibility.

Initiatives & Opportunities

The subcommittee did not identify any opportunities to decrease the budget and no new initiatives were requested.

Recommendations

The Sub-Committee recommends the requested budget as presented.

Comments / Other

The committee asked about grant funding opportunities and the status of the new Environmental Affairs fund which became law in early 2017.

To: Advisory & Finance Committee
 From: Budget Sub-Committee D – Public Works
 Sheila Sheridan (Chair), Robert Cote, Ethan Kusmin, Peter Mador, Harry Salerno
 Date: February 15, 2017
 Subject: Sub-Committee D - FY2018 Budget Review & Recommendations: Public Works

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

FY2018 Proposed	Total:	\$6,742,906	Personnel:	\$5,301,720	Other:	\$1,441,720
FY2017 Budget	Total:	\$6,224,222	Personnel:	\$4,882,392	Other:	\$1,341,830
FY 2016 Actual	Total:	\$5,589,345	Personnel:	\$4,390,187	Other:	\$1,199,158

Department Synopsis

The Public Works Department receives oversight from the Director of Public Works, Jonathan Beder, and the Assistant Director of Public Works, Dennis Westgate. It consists of 11 divisions, including three enterprise funds. The 11 divisions are Engineering, Highway, Administration, Building Maintenance, Fleet Maintenance, Crematory, Cemetery, Parks/Forestry and Solid Waste, Sewer and Water enterprise funds. The three enterprise funds will be reviewed by Sub-Committee G. The snow and ice is in the Fixed Costs area of the budget.

Budget Observations

The Department’s budget increased 8.33% overall due to contractual increases and new initiatives intended to improve the effectiveness and efficiency of DPW operations.

Initiatives & Opportunities

The Board of Selectmen approved two full time positions – Assistant Superintendent Parks & Forestry/Cemetery & Crematory and a Facility Maintenance Division Superintendent. Three new part-time seasonal employees also were approved by the Board of Selectmen as part of the larger Morton Park initiative.

The Board of Selectmen has approved a \$5 million article for Town Meeting to support a Pavement Management Program. The DPW anticipates it will spend the money within two construction seasons. A Pavement Management Debt Stabilization fund is also being requested as part of the 2017 Special Town Meeting to receive a portion of Vehicle Excise receipts to provide a funding mechanism for road maintenance.

Recommendations

The Sub-Committee recommends the approval of the Public Works budget FY2018 \$6,742,906.

Comments / Other

The Board of Selectmen has recommended that Town Meeting approve a \$5 million article to provide financial support for the Town’s Pavement Management Program. The Pavement Management Program may be found on the Town’s web site under the Engineering Division. This Asset Management Program is interactive. The Sub-Committee supports this program.

The Board of Selectman were presented the \$21million Water Street Promenade Project in Dec. 2016. The initial phase is complete and permitting will begin in the fall. The goal is to have this project, if approved, completed in time for 2020.

The Department has also requested funding to develop Nelson, Stevens, Town Square and Burial Hill to be completed by 2020.

Budget Summary: Engineering 411

FY2018 Proposed	Total:	\$597,516	Personnel:	\$513,278	Other:	\$84,238
FY2017 Budget	Total:	\$566,198	Personnel:	\$496,960	Other:	\$69,238
FY 2016 Actual	Total:	\$543,163	Personnel:	\$477,668	Other:	\$65,495

Departments Synopsis

The Engineering Division Manager is Mr. Sid Kashi, Town Engineer. The Division currently has a staff of six full-time employees and is responsible for providing design/engineering, field surveying services, project reviews and technical support related to all town- owned land, rights-of-way and infrastructure.

Budget Observations

This Engineering FY2018 budget has increased to \$597,516 (5.5%). The Pavement Marking was increased to \$15,000(25%).

Initiatives & Opportunities

The division did request the hiring of another construction supervisor but the Board of Selectmen did not approve this position.

Recommendations

The Sub-Committee recommends the approval of the Engineering FY2018 budget \$597,516.

Comments / Other

The Sub-Committee recognizes that the Engineering Division responsibilities continue to grow with each new large initiative the Town undertakes (Town Hall, High Schools, Taylor Avenue, Samoset Street). Each new development the Town approves (Redbrook, Pinehills, etc.) requires the Engineering Division to review and support. We suggest that the Engineering Division add another staff member and the efficiencies that the position would provide would be a cost benefit to the Town. A cost analysis would show how much money is paid to outsourced labor to oversee the various projects. After the analysis, an informed decision could be made.

Budget Summary: Highway 420

FY2018 Proposed	Total:	\$2,026,874	Personnel:	\$1,787,304	Other:	\$239,570
FY2017 Budget	Total:	\$1,906,990	Personnel:	\$1,682,420	Other:	\$224,570
FY 2016 Actual	Total:	\$1,706,797	Personnel:	\$1,549,491	Other:	\$211,307

Department Synopsis

The Highway Division Manger is Dennis Wood. The Highway Division provides repairs, maintenance and construction services for approximately 430 miles of public and private roadways in Plymouth. The Division currently has 35 full time employee positions.

Budget Observations

The Highway FY2018 budget has increased by \$119,884 (6.3%). The Personnel budget has increased by \$151,680 (9.8%) due to new staff hiring from a previous initiative. The guard rail/fence line item was increased from the actual FY2017 from \$0.00 to \$15,000 (100%).

Recommendations

The Sub-Committee recommends approval of Highway FY2018 budget of \$2,026,874.

Comments / Other

Article 9 – Replace 1995 dump truck H342. This truck was taken out of service because it did not pass inspection. Without this truck replacement, other vehicles from the division are utilized, so this limits the amount of work and efficiency. At times, contractors are used to replace the work of this vehicle. The Sub-Committee recommends a cost analysis of the past 2 years regarding how often a contractor was required to perform the needed work.

Article 9 - 1988 Holder mower H332. The Holder has been out of service for 3 years. This equipment was used for road side mowing and snow removal. Road side mowing is done less frequently by contractors. Snow removal is performed by contractors when required. The Sub-Committee suggests that an cost analysis be completed based on payments to contractor.

Budget Summary: Administration 421

FY2018 Proposed	Total:	\$524,923	Personnel:	\$509,047	Other:	\$15,876
FY2017 Budget	Total:	\$510,513	Personnel:	\$494,637	Other:	\$15,876
FY 2016 Actual	Total:	\$501,866	Personnel:	\$491,885	Other:	\$9,981

Department Synopsis

The Administration Division is managed by Jonathan Beder, Director of Public Works. The Administration Division provides leadership and management for this full service department. This division consists of the Director, Assistant Director and Office Manager.

Budget Observations

The Administration Division's FY2018 budget of \$524,923 has increased by \$14,410 (2.8%).

Recommendations:

The Sub-Committee recommends approval of the Administration Division's FY18 budget at \$524,923.

Budget Summary: Building Maintenance 422

FY2018 Proposed	Total:	\$886,227	Personnel:	\$589,467	Other:	\$296,760
FY2017 Budget	Total:	\$768,190	Personnel:	\$471,430	Other:	\$296,760
FY 2016 Actual	Total:	\$578,402	Personnel:	\$351,293	Other:	\$227,109

Department Synopsis

The Building Maintenance Division manager is Dennis Westgate, Assistant Director of Public Works. This division is responsible for 35 town owned properties and buildings. These facilities serve the community through a host of uses which vary from recreational purposes to emergency operations. In 2015, the Facility Condition Assessment (FCA) was presented to the Board of Selectmen. Each year since, the Division, referring to the FCA, recommends funding for the annual budget, capital requests and staffing requirements.

Budget Observations

The Building Maintenance Division budget has increased for FY2018 \$866,227(15.4%). This increase is completely due to added staff. The Board of Selectmen have approved a Facility Maintenance Division Superintendent and an additional 6 month custodial position. This budget is the second step in the division's commitment to provide enough annual funding for proper maintenance and repair of the Town's assets based on the FCA.

Initiatives & Opportunities

The recommendation for a Facility Maintenance Division Superintendent and 6 month custodian was approved by the Board of Selectmen this year. This positions were recommended as a part of the analysis by the EMG Corporation in 2015.

Recommendations

The Sub-Committee recommends the approval of Building Maintenance budget for \$866,227.

Comments / Other

Article 9 Sub-Committee supports the Library Building Program of \$1,004,746 which allows the roof replacement along with the failing HVAC system and skylights.

Budget Summary: Fleet Maintenance 425

FY2018 Proposed	Total:	\$706,173	Personnel:	\$348,083	Other:	\$358,090
FY2017 Budget	Total:	\$693,480	Personnel:	\$335,390	Other:	\$358,090
FY 2016 Actual	Total:	\$624,172	Personnel:	\$288,452	Other:	\$335,720

Department Synopsis

The Fleet Maintenance Division manager is Dennis Westgate, Assistant Director of Public Works. This division is responsible for maintaining town-owned vehicles within the Public Works and the Police Departments (approximately 260 vehicles and equipment). The Fire Department and the School Department vehicles are not maintained by this division

Budget Observations

The Fleet Maintenance Division budget has increased by \$12,693(1.8%). Except for variances in personnel lines for contractual adjustments, all other line items are level funded.

Recommendations

The Sub-Committee recommends the approval of the Fleet Maintenance FY2018 budget at \$706,173.

Comments / Others

None

Budget Summary: Crematory 490

FY2018 Proposed	Total:	\$163,890	Personnel:	\$121,790	Other:	\$42,100
FY2017 Budget	Total:	\$159,640	Personnel:	\$127,540	Other:	\$32,100
FY 2016 Actual	Total:	\$151,622	Personnel:	\$118,501	Other:	\$33,100

Department Synopsis

The Crematory Division is managed by Theodore Bubbins, Superintendent/Tree Warden, Parks Forestry Division. This division is responsible for operation and maintenance of the Vine Street Crematorium.

Budget Observations

The Crematory Division budget has increased by \$4,250 (2.7%). Due to the loss of a major contract in 2016, the crematory has experienced a reduction in usage. The budget includes \$10,000 to develop an advertising campaign to pursue new business.

Recommendations

The Sub-Committee recommends the approval of the Crematory budget for FY2018 at \$163,890.

Comments / Other

The Sub - Committee suggests that the some of the advertising dollars planned for newspaper and radio ads be reallocated to develop an on line presence to capture potential customers.

Budget Summary: Cemetery 491

FY2018 Proposed	Total:	\$324,919	Personnel:	\$306,088	Other:	\$18,831
FY2017 Budget	Total:	\$297,730	Personnel:	\$278,899	Other:	\$18,831
FY 2016 Actual	Total:	\$272,379	Personnel:	\$256,115	Other:	\$16,265

Department Synopsis

The Cemetery Division is managed by Theodore Bubbins, Superintendent/Tree Warden, Parks Forestry Division. This division is responsible for maintenance and management of 6 active and 26 inactive cemeteries owned by the Town. There are currently 6 full time employees including a full time Administrative Assistant.

Budget Observations

The Cemetery budget has increased by \$27,188 (9.1%). There was an increase in personnel of \$17,294 (117.4%) for hiring of four part time seasonal workers. This increase to staffing was approved by the Board of Selectmen.

Recommendations

The Sub-Committee recommends approval of the Cemetery budget for FY2018 at \$324,919.

Budget Summary: Parks and Forestry 492

FY2018 Proposed	Total:	\$1,279,103	Personnel:	\$1,067,180	Other:	\$211,923
FY2017 Budget	Total:	\$1,123,322	Personnel:	\$935,615	Other:	\$187,707
FY 2016 Actual	Total:	\$986,906	Personnel:	\$808,128	Other:	\$178,779

Department Synopsis

The Parks and Forestry Division is managed by Theodore Bubbin, Superintendent/Tree Warden, Parks Forestry Division. This division is responsible for the maintenance and management of seventy individual recreation areas totaling over 950 acres. There are sixteen full time employees and six seasonal workers.

Budget Observations

The Parks and Forestry budget has increased by \$155,781(13.9%). The total personnel expenses increased by \$131,555 (14,1%). Permanent salaries and wages increased by \$67,361 (8.4%). The seasonal/temporary wages increased by \$19,854 (44.9%).

Initiatives & Opportunities

The Board of Selectmen approved three additional seasonal workers for Morton Park at an increase of \$39,176 (76.1%). The Board of Selectmen approved the position of Assistant Superintendent Parks&Forestry/Cemetery&Crematory.

Recommendations

The Sub-Committee recommends the approval of the Parks and Forestry budget for FY2018 at \$1,279,103.

Budget Summary: Solid Waste – Town and Schools 433

FY2018 Proposed	Total:	\$233,281	Personnel:	\$59,483	Other:	\$173,798
FY2017 Budget	Total:	\$198,159	Personnel:	\$59,501	Other:	\$138,658
FY 2016 Actual	Total:	\$170,037	Personnel:	\$48,654	Other:	\$121,382

Department Synopsis

This Town Fund is overseen by Assistant Director, Dennis Westgate.

Budget Observations

The Solid Waste division has increased by \$35,122 (17.7%). The Technical Services increase was \$30,000 (300%) for further work on the anaerobic facility. The Town's tipping and disposal fees increased by \$4,540 (17.8%)

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends approval of the Solid Waste budget at \$233,281.

To: Advisory & Finance Committee
 From: Budget Sub-Committee E
 Marc Sirrico (Chair), Harry Helm, Peter Mador, John Moody
 Date: February 15, 2017
 Subject: Sub-Committee E FY2018 Budget Review & Recommendations: Planning & Development

Budget Summary: Planning & Development

Proposed FY2018 Budget	Total:	\$869,536	Personnel:	\$523,950	Other:	\$345,586
FY2017 Budget	Total:	\$825,864	Personnel:	\$482,804	Other:	\$343,060
FY2016 Actual	Total:	\$766,116	Personnel:	\$457,285	Other:	\$308,831

Department Synopsis

The mission of the consolidated Department of Planning and Development is to coordinate all planning, community, and economic development activities of all Town government agencies. This department is to provide a comprehensive vision of the Town’s long-range goals, and to administer local development controls in a fair and equitable manner consistent with those goals. There are 8 members on the staff. The Director of Planning & Development is Lee Hartmann.

Community Development provides and implements programs and activities that benefit low and moderate income persons, including housing and economic development services. The function of the Community Development Office is to provide education, leadership, policies and programs to expand and preserve safe and affordable housing opportunities, and promote a strong community for all residents. There are currently 2 full-time and 1 part-time positions that are funded by HUD grants

Budget Observations

There is an increase in personnel costs of \$41,146, which represents an 8.5% increase over FY 2017. This is primarily due to contractual increases. Of note \$15,000 of the salary for the Conservation Planner comes from conservation receipts. Other expenses increased by \$2,526 or 0.7%. The overall budget increase for FY 2018 is \$43,672, which represents a 5.3% increase.

Initiatives & Opportunities

Currently the Director of Planning & Development is not looking to increase staff, however it should be noted that staff currently is stretched to the limit, and as increased growth comes to the town, new staff may be needed.

Recommendations

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$869,536.

To: Advisory & Finance Committee
 From: Budget Sub-Committee E
 Marc Sirrico (chair), Harry Helm, Peter Mador, John Moody
 Date: February 15, 2017
 Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Redevelopment Authority

Budget Summary: Redevelopment Authority

Proposed FY2018 Budget	Total:	\$21,977	Personnel:	\$0	Other:	\$21,977
FY2017 Budget	Total:	\$21,977	Personnel:	\$0	Other:	\$21,977
FY2016 Actual	Total:	\$21,340	Personnel:	\$0	Other:	\$21,340

Department Synopsis

The Plymouth Redevelopment Authority (PRA) 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 a provision of office space and use of Town equipment such as computers, printers, fax and copiers. The Department of Planning and Development and the PRA are in the process of combining the positions of PRA Director and Director of Community Development. The budget is managed by the Director of Community Development. 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.

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. These outside sources provide 80% of department's budget

Budget Observations

The budget is level funded for FY 2018.

The budget chiefly consists of Technical Services of \$10,712, which provides partial compensation for the Executive Director, who performs grant and program management services, and Administrative Services of \$11,165, which provides funds to compensate a part-time administrative assistant.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends Approval of the Board of Selectmen recommended budget of \$21,977.

To: Advisory & Finance Committee
 From: Budget Sub-Committee E
 Marc Sirrico (chair), Harry Helm, Peter Mador, John Moody
 Date: February 15, 2017
 Subject: Sub-Committee E FY2018 Budget Review & Recommendations: Council on Aging

Budget Summary: Council on Aging

Proposed FY2018 Budget	Total:	\$499,226	Personnel:	\$396,726	Other:	\$102,500
FY2017 Budget	Total:	\$468,580	Personnel:	\$366,080	Other:	\$102,500
FY2016 Actual	Total:	\$379,046	Personnel:	\$306,755	Other:	\$72,292

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 8 employees (5 full-time, 1 part-time, and 2 half-time) including Jennifer Young, Director of Elder Affairs.

Budget Observations

There is an increase in personnel costs of \$30,646, which represents an 8.4% increase over FY 2017. Salaries/Wages increased \$27,594 or 8.5% and the New Initiative (see below) increased \$2,143 or 6.1%. One third of the Community Resource Director's salary is included under personnel expenses. Other expenses are level funded at \$102,500. The overall budget increase for FY 2018 is \$30,646, which represents a 6.5% increase.

Initiatives & Opportunities

The initial request by the department was for a full-time Front Desk/Receptionist and 2 part-time positions (Activities Coordinator and Assistant Director) for a total of \$81,755. The Board of Selectmen approved the \$36,993 increase for the full-time position. This position will allow for consistent full-time coverage at the front desk which is the point of contact of this increasing busy department. With the projected increase in the popular aged 64-84 years in MA to be 66.7% between 2010-2030, and to successfully meet the needs of this age group, the other 2 positions will need serious consideration in the future.

Recommendations

The Sub-Committee recommends a reduced budget amount of \$488,144, an \$11,082 reduction in Personnel Expenses due to a \$10,932 reduction in salary resulting from the retirement of Connie DiLego, long-time Director of Elder Affairs, and a reduced salary requirement for the new Director, Jennifer Young, and a \$150 reduction in Longevity Pay received by the retired Director.

Comments / Other

The Council on Aging has 2 Revolving Funds. The Council on Aging Programs Fund has a total amount that may be expended of \$45,000, which is used to pay program instructors. The Meals on Wheels Lunch Program has a total amount that may be expended of \$30,000.

To: Advisory & Finance Committee
 From: Budget Sub-Committee E
 Marc Sirrico (chair), Harry Helm, Peter Mador, John Moody
 Date: February 15, 2017
 Subject: Sub-Committee E FY2018 Budget Review & Recommendations: Library

Budget Summary: Library

Proposed FY2018 Budget	Total:	\$1,693,745	Personnel:	\$1,206,101	Other:	\$487,644
FY2017 Budget	Total:	\$1,650,007	Personnel:	\$1,169,363	Other:	\$480,644
FY2016 Actual	Total:	\$1,759,333	Personnel:	\$1,224,631	Other:	\$534,702

Department Synopsis

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 25 full-time and 3 part-time employees. Jennifer Harris is the Library Director.

Budget Observations

There is an increase in personnel costs of \$36,738, which represents a 3.1% increase over FY 2017. This is primarily due to contractual increases of \$18,597, which represents a 1.7% increase over FY 2017, and an increase of \$16,877 for overtime, which represents a 16.8% increase. Of note one third of the Community Resource Director salary, totaling \$35,850, is included in the Library budget. Other expenses increased by \$7,000 or a 1.5% increase over FY 2017. R&M equipment increased by \$3,608 or 8.6%, Technical Services Supplies increased by \$1,000 or 8.3%, and Dues and Memberships increased by \$1,940 or 4.0%. Library supplies was decreased by \$2,704 or 26.8%. The overall budget increase for FY 2018 is \$43,738, which represents a 2.7% increase.

Initiatives & Opportunities

The Library Director's original budget request included \$61,703 for an Assistant Director, but was not included in the Board of Selectmen budget. An Assistant Director would be beneficial for managing day to day facilities management and supervision, which currently is attended to by the Director. She is not available to be on site at all times leaving those direct duties unfilled as the responsibilities cannot be delegated to other staff.

Recommendations

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen budget of \$1,693,745.

To: Advisory & Finance Committee
 From: Budget Sub-Committee E
 Marc Sirrico (chair), Harry Helm, Peter Mador, John Moody
 Date: February 15, 2017
 Subject: Sub-Committee E FY2018 Budget Review & Recommendations: Veterans Services

Budget Summary: Veterans Services

Proposed FY2018 Budget	Total:	\$780,084	Personnel:	\$119,459	Other:	\$660,625
FY2017 Budget	Total:	\$776,555	Personnel:	\$115,930	Other:	\$660,625
FY2016 Actual	Total:	\$769,324	Personnel:	\$111,283	Other:	\$658,041

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

There is an increase in personnel costs of \$3,529, which represents a 3.0% increase over FY 2017. This is due to contractual increases. Other expenses are level funded from FY 2017. The overall budget increase for FY 2018 is \$3,529, which represents a 0.5% increase. Of note, Veterans benefits, which total \$650,000 of the budget, are reimbursed 75% by the state.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen budget at \$780,084.

Comments / Other

Ms. Whitbeck uses the education/training fund to retain her certification as a Veteran Benefits administrator, which is a requirement of the state.

To: Advisory & Finance Committee
 From: Budget Sub-Committee E
 Marc Sirrico (chair), Harry Helm, Peter Mador, John Moody
 Date: February 15, 2017
 Subject: Sub-Committee E FY2018 Budget Review & Recommendations: 1749 Court House

Budget Summary: 1749 Court House

Proposed FY2018 Budget	Total:	\$19,200	Personnel:	\$12,375	Other:	\$6,825
FY2017 Budget	Total:	\$22,000	Personnel:	\$15,175	Other:	\$6,825
FY2016 Actual	Total:	\$9,118	Personnel:	\$6,903	Other:	\$2,215

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 October and has 2 part-time employees. It also opens for special occasions such as Thanksgiving celebration and the tree lighting.

Budget Observations

There is a decrease in personnel costs of \$2,800, which represents an 18.5% decrease from FY 2017. The decreased staff coverage is due to a decrease in user frequency. Other expenses are level funded. The overall budget reduction for FY 2018 is \$2,800, which represents a 12.7% decrease.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen budget at \$19,200.

To: Advisory & Finance Committee
 From: Budget Sub-Committee E
 Marc Sirrico (chair), Harry Helm, Peter Mador, John Moody
 Date: February 15, 2017
 Subject: Sub-Committee E FY2018 Budget Review & Recommendations: Disabilities

Budget Summary: Disabilities

Proposed FY2018 Budget	Total:	\$325	Personnel:	\$0	Other:	\$325
FY2017 Budget	Total:	\$250	Personnel:	\$0	Other:	\$250
FY2016 Actual	Total:	\$250	Personnel:	\$0	Other:	\$250

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

The overall budget increase for FY 2018 is \$75, which represents a 30% increase over the FY 2017 budget. This will be used for meetings, education, and training listed under other expenses.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$325.

Comments / Other

50% of the handicap parking violation fines collected by PGDC are forward to a fund that it set up for projects by the Disabilities department and can be used for beach wheelchairs, beach mats, etc.

To: Advisory & Finance Committee
 From: Budget Sub-Committee E
 Marc Sirrico (chair), Harry Helm, Peter Mador, John Moody
 Date: February 15, 2017
 Subject: Sub-Committee E FY2018 Budget Review & Recommendations: Recreation

Budget Summary: Recreation

Proposed FY2018 Budget	Total:	\$465,244	Personnel:	\$446,079	Other:	\$19,165
FY2017 Budget	Total:	\$417,248	Personnel:	\$400,478	Other:	\$16,770
FY2016 Actual	Total:	\$335,474	Personnel:	\$319,729	Other:	\$15,745

Department Synopsis

The Recreation Division Provides recreational opportunities for the residents of Plymouth, as well as scheduling 28 recreational fields, supervising staff at five town beaches, managing Memorial Hall, and overseeing the operation of the Manomet Youth Center and the Hedges Pond Recreation area. The department typically has three full time employees and 130+ seasonal employees. The Department's director is Anne Slusser-Huff.

Budget Observations

There is an increase in personnel costs of \$45,601, which represents an 11.4% increase over FY 2017. This is primarily due to the proposal to create a new position of Office Program Manager (see new initiatives) with a salary of \$48,087. This would represent a salary increase of \$2,715 over the currently budgeted Administrative Assistant salary. Project details for Memorial Day and Labor Day show an increase of \$6,000 or 120%. Of note one third of the Community Resource Director salary is included in the budget. Other expenses increased by \$2,395 or 14.3% primarily due to an increase in Technical Service of \$2,070 or 138%. This is for a scanning system at Manomet Youth Center. The overall budget increase for FY 2018 is \$47,996, which represents a 11.5% increase.

Initiatives & Opportunities

The new initiative proposal is to create a new position for the currently budgeted Administrative Assistant. This new position is Office Program Manager, and would be in OPEIU. The department would like to leave the current position of Administrative Assistant unfilled. The Office Program Manager would be a full-time position that would provide clerical support, teach/coach programs, supervise part-time staff, and allow for full-time coverage during weekend hours. As programs are established and generate revenue there is potential to shift portions of the salary to the revolving fund.

Recommendations

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$465,244.

Comments / Other

Due to the difficulty in obtaining qualified life guards, flexibility may needed to be add to life guard salary in the future. The department has 3 Revolving Funds. The department is requesting re-authorization of the \$450,000 spending cap for the Recreation Revolving Fund. The fund is used for the salary/benefits of some full-time staff, part-time/seasonal staff, and certain facility expenses. The department is requesting the spending cap be set at \$110,000 for the Memorial Hall Revolving Fund. The fund is used to pay for custodial overtime, minor hall improvements, and 50% of the salary and respective benefits of the Memorial Hall Manager. The department is requesting the spending cap be set at \$45,000 for the Hedges Pond Revolving Fund. Seasonal operational expenses are paid from the account and funds are accumulated for future capital improvements.

To: Advisory & Finance Committee
 From: Budget Sub-Committee F
 Harry Helm; Chair, Christopher Merrill, Betty Cavacco, Scott Stephenson
 Date: 2/9/17
 Subject: Sub-Committee F; FY2018 Budget Review & Recommendations: Plymouth Public Schools

Budget Summary: Plymouth Public Schools

Proposed FY2018 Budget	Total:	\$94,211,170	Personnel:	\$74,056,076	Other:	\$20,155,094
FY2017 Budget	Total:	\$90,102,258	Personnel:	\$70,748,588	Other:	\$19,353,670
FY2016 Actual	Total:	\$85,151,995	Personnel:	\$65,667,171	Other:	\$19,484,784

Department Synopsis

The Plymouth Public School Budget is developed to meet student learning needs and goals using information about staff, students and facilities. The current FY17 total staffing level is 1,225, but 1,115 when grant funded employees are removed. Certified Staff make up the majority at 763 staffers with Administrators at 51. The FY18 staffing projection is 1,218. But grant funds have not been confirmed so, based on FY17, this projection could be high. The student population trends continue to be in decline from 8,762 FY06 to 8,110 FY13 to 7,874 FY15. These declines are expected to continue over the next few fiscal years.

For general reference and comparison, there are 404 local and regional school districts in Massachusetts. Plymouth is the 16th largest school district in the state and is 256th in average teacher salary (\$9,000 per year below state average). Class size in Plymouth is currently lower than the state average.

Budget Observations

The proposed FY18 budget is a "Same level of service budget." The intent was to build a budget that has no additions to staff or faculty and no materials/supplies costs that exceed the per pupil allocations set forth by the school district in creating the FY17 budget.

The FY18 budget as recommended by the School Committee and Board of Selectmen, represents a \$4,108,912 (4.6%) increase over FY17. The FY17 year to year increase from FY16 was \$5,058,847 (5.8%). Note that the FY17 budget incorporated the start-up of a Full-Day Kindergarten program. The 4.6% increase for FY18 is made up of increases from 2 budget categories; Salaries and Contracted Services.

Salaries (Certified, Clerical and Other) increased \$3,307,488 (4.7%) from the prior year. The FY17 salaries increase over FY16 was 6.4%. The FY18 increase is comprised of the following elements:

Salary Total: \$74,056,076

- Certified Salaries increased by \$2,840,858 (compared to \$3,585,220 FY17 increase)
- Clerical Salaries increased by \$64,569 (compared to \$61,729 FY17 increase)
- Other Salaries increased by \$402,061 (compared to \$614,512 FY17 increase)
- The subcommittee commends the Superintendent, his staff and the School Committee for finding approximately \$301,000 in salary savings from the originally submitted budget.

Contracted Services increased \$806,174 (5.2%) to \$16,635,069 from the prior year. The FY18 increase is comprised mainly of three elements.

- Transportation Contracted Service increased by \$362,820
- Special Education Tuitions increased by \$190,469
- Special Education Transportation increased by \$69,140

The increase in the Transportation Contract over FY17 is largely the result of the need to negotiate a new school bus contract beginning in 2018. The FY18 allotment of the new school bus contract totals \$4,501,337; a \$343,692 (8.3%) increase from FY17. The new contract runs for 7 years with 3- 1 year renewals possible. It includes all new buses. Bottom line, the per day cost will be \$406.00 per bus.

Chapter 70 Aid is projected to increase by \$1,020,443 in FY18...it's currently projected to total \$25.3 Million for FY18. The projected increase in state aid for FY18 is over double the FY17 increase and significantly larger than any since 2014. This is due to the institution of the Full-Day Kindergarten program in FY17. Aid is derived after calculating a school district's baseline spending and setting a "foundation budget." The basic formula for setting the foundation budget has been in place for nearly 24 years with minor changes but has yet to be adjusted. The Plymouth Public Schools have seen increases in Chapter 70 funding from \$21.7 Million in 2012 to the \$25.3 Million projected for 2018. However, this calculates out to only an average increase of \$600,000 per year over the 6 year span. Unfortunately, there exist gaps between what the foundation budget says are district needs in cost categories and reality. Adjustments for inflation have not been fully implemented, causing the foundation budget to lag behind true costs.

The Sub-Committee understands the pressures involved in controlling costs and maintaining excellent educational outcomes in the face of increasing un-funded mandates and salary obligations that account for 79% of total spending, all-the-while operating a school district that covers 100 square miles. Still, we would be remiss if we did not identify three imminent and serious financial issues that were made clear at the School Committee Budget Presentation on Monday, December 5 2016.

- Infrastructure needs.
- Technology replacement and upgrade needs.
- Behavioral and Mental Health needs.

These all present significant , near-term budgetary challenges which can not be avoided. But with challenges come opportunities to innovate and create. The Sub-Committee feels that it would be a sound strategy to put funding mechanisms in place. The Sub-committee is ready to assist and support the school district in developing financial mechanisms to address those challenges.

Initiatives & Opportunities

The Plymouth Public Schools continue to aggressively reduce it's utility costs. Overall costs for electricity, oil, propane & natural gas totaled \$3,009,674 in 2010. In this FY18 budget they are estimated at \$1,355,456. Since 2010, millions of dollars have been saved.

Recommendations

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectman recommended FY2018 budget of \$94,211,170.

Comments / Other

Recommendations from the 2017 budget review process included:

- Town officials and the Town's elected delegation should support the recommendations of the Foundation Budget Review Commission (Chapter 70). The commission's final report was issued on October 30, 2015.
- Investigate having an outside vendor perform Contracted Services (Custodial Services, Building & Maintenance) duties for the multiple facilities that the School Department has under its jurisdiction. It would be beneficial as it may prove to be more cost effective.
- If there are no such contracted service providers, it is recommended that a joint evaluation by the School Department and the Town (DPW) be performed to possibly establish a shared services program for janitorial, vehicle and building maintenance. The potential for savings on baseline and overtime costs may be significant to both the School and Town sides of the budget.
- Recommend the School District investigate a shared services program involving Information Technology personnel with the Town.
- Implementation of employee wellness programs to reduce health benefit costs.
- Recommend the Administration and School Committee reach out to industry sector leaders for student learn/work programs and to partner for grant monies to fund STEM and Vocational programs.

To: Advisory & Finance Committee
 From: Budget Sub-Committee F
 Harry Helm; Chair, Christopher Merrill, Betty Cavacco, Scott Stephenson
 Date: 2/9/17
 Subject: Sub-Committee F; FY2018 Budget Review & Recommendations: Medicaid Program

Budget Summary: Medicaid Program (#390)

Proposed FY2018 Budget	Total:	\$258,492	Personnel:	\$203,092	Other:	\$55,400
FY2017 Budget	Total:	\$252,576	Personnel:	\$197,276	Other:	\$55,300
FY2016 Actual	Total:	\$231,502	Personnel:	\$185,649	Other:	\$45,854

Department Synopsis

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

Budget Observations

Overall, the FY2018 budget increase of \$5,916 (2.3%) is almost entirely comprised of increases to salaries. Historically, the program generates between \$2.50 and 3.50 in Medicaid reimbursement for every \$1 appropriated in the budget. A contracted billing service (UMASS) receives 4% of the reimbursed funds as its fee for service.

Initiatives & Opportunities

None

Recommendations

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectman recommended FY2018 budget of \$258,492.

Comments / Other

None

To: Advisory & Finance Committee
 From: Budget Sub-Committee F
 Harry Helm; Chair, Christopher Merrill, Betty Cavacco, Scott Stephenson
 Date: 2/9/17
 Subject: Sub-Committee F; FY2018 Budget Review & Recommendations: Out of District Transportation

Budget Summary: Out of District Transportation (#391)

Proposed FY2018 Budget	Total:	\$53,200	Personnel:	\$0	Other:	\$53,200
FY2017 Budget	Total:	\$29,500	Personnel:	\$0	Other:	\$29,500
FY2016 Actual	Total:	\$17,229	Personnel:	\$0	Other:	\$17,229

Department Synopsis

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

Budget Observations

As with the overall Plymouth Public School budget, this is a level-funded budget. Costs for Out of District Transportation can fluctuate from year to year and depend on the number of students taking part. The increase in the FY2018 budget over FY2017 is due to an increase of enrolling students to 8.

Initiatives & Opportunities

None

Recommendations

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectman recommended FY2018 budget of \$53,200.

Comments / Other

None

To: Advisory & Finance Committee
 From: Budget Sub-Committee G Enterprise Funds (Airport, Sewer, Water, & Solid Waste)
 Christopher Merrill (Chair); John Moody; Kevin Canty; Judith Fitzgerald
 Date: February 9th, 2017
 Subject: Sub-Committee G FY2018 Budget Review & Recommendation

Budget Summary: Airport 482

Proposed FY2018 Budget	Total:	\$3,006,241	Personnel:	\$550,078	Other:	\$2,255,335
					Indirect:	\$200,828
FY2017 Budget	Total:	\$2,799,031	Personnel:	\$517,337	Other:	\$2,086,715
					Indirect:	\$194,979
FY2016 Actual	Total:	\$1,917,509	Personnel:	\$435,175	Other:	\$1,287,355
					Indirect:	\$194,979

Department Synopsis

The Plymouth Municipal Airport has been an integral part for the Town of Plymouth since 1934, and today is an essential cog in the National Air Transportation System striving to meet the air transportation and economic development needs of the communities it serves. The Plymouth Airport is proud to be home to over thirty businesses that collectively employ more than two hundred and thirty people. Many of these businesses operate from privately constructed buildings located on airport property which adds considerably to the Plymouth tax base. The types of businesses range from flight schools and maintenance facilities to law enforcement and medical air ambulance.

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; the airport 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 8 full time (FT) staff and 2 part time (PT) staff. There is 1 vacant positions – one PT. The PT position will continue to not be filled until airport volume increases which is due to fuel sales and other landing/tie down airplane traffic.

Airport Manager: Tom Maher:

Budget Observations

Total budget requests show an increase of \$207,210 or 7.4%. It should be noted that the Airport Enterprise also has long term principal of \$35,000 and long term interest of \$22,500 along with OPEB Trust Funding of \$15,095. The Town of Plymouth last Fall purchased an air hanger from the State of Massachusetts. The facility is currently leased to the Massachusetts State Police Air wing that has a 10 year lease with the Airport. The lease payments supplement the annual debt obligations on the air hanger.

The most significant increase was seen in aviation fuel which increased by \$170,000 or 8.9% to \$2,070,000 compared to last FY17 budget of \$1,900,000. This increase in aviation fuel is due to the forecasted uptick in air traffic at the airport. Fuel sales are maximized to create healthy revenue stream.

For FY17, the airport is expected to generate sales of \$2,800,511 compared to FY16 Actual sales of \$2,038,778 (against an expectation of \$2.9 million). The majority of sales are centered mainly in aviation fuel; the Airport manager observes that actual aviation fuel expense is managed against actual demand, limiting the expense often below budget. For example, FY16 Aviation Fuel expense was budgeted at \$2,100,000 and the actual expended was \$1,137,512; revenue generated from Aviation fuel sales in FY16 totaled \$1,670,422. The Airport Manager noted that he is seeing an uptick in aviation fuel sales in FY17 as the economy improves.

Actual revenue for FY16 (\$2,038,799) exceeded expenses (\$1,917,509) by \$121,270. The Certified Retained Earnings for the Airport Enterprise Fund as of 06/30/2016 was \$40,686.

Overtime pay has increased by \$6,053 or 15.5% which is due to the snow/ice and night shift coverage at the Airport.

It should be noted that the Airport Enterprise has a new budget line item for Other Post Employment Benefit Trust (OPEB) which is \$15,095. The budget line item is valued as a liability and 1% of covered payroll is supplemented into the Trust Fund.

Initiatives & Opportunities

With the expansion of the runways and taxiways at the airport over the last two years the next phase is to build a new operation's facility that will be part of the Federal Aviation Administration's Next Gen initiative for airports across the country. The Plymouth Municipal Airport will be part of that new initiative which will foster more economic opportunities for the airport.

Recommendations

The Sub-committee recommends that Airport Management continue to seek the possibility of solar array fields on the airport property working with Massachusetts Department of Environmental Protection and the Environmental Protection Agency with the collaboration of the Federal Aviation Administration. There are many airports around the country and within Massachusetts that have a solar infrastructure built onto their airfields that are used to off-set the utilities used at the airports.

The Sub-Committee recommends the airport enterprise fund to be approved as submitted at \$3,006,241 (\$2,805,313 less Indirect Cost transfers).

Budget Summary: Sewer Enterprise Fund 440

Proposed FY2018 Budget	Total:	\$2,742,447	Personnel:	\$382,500	Other: Indirect:	\$2,044,837 \$315,110
FY2017 Budget	Total:	\$2,664,505	Personnel:	\$347,070	Other: Indirect:	\$2,024,311 \$293,124
FY2016 Actual	Total:	\$2,558,755	Personnel:	\$273,075	Other: Indirect:	\$1,997,520 \$288,161

Department 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 three (3) 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 has 3,300 sewer connections. There are two additional pump stations on line; the new Samoset Street Pump Station and the Cranberry Crescent Pump Station.

Budget Observations

The Town Manager's Sewer budget recommendation for FY18 is \$2,806,221 compared to the Selectmen's budget proposal of \$2,742,447 a difference of \$63,774. The Board of Selectmen budget initiative deducted a requested Laborer position from the FY18 budget.

The department budget request has increased by \$77,942 or 2.9% to \$2,806,221 in FY18 compared to \$2,664,600 for FY17. The increase is mainly attributed to the additional staffing request for the department due to the additional pump station facilities. Other notable increases include R&M of Sewer system (Veolia Contract) which increased by \$21,526 or 1.1%.

The department is also adding a billing coordinator that is going to be shared between the Sewer, Water & Solid Waste Enterprise Fund budgets. This position will oversee billing and customer service needs for these three Enterprise accounts.

Other areas of the Sewer Enterprise Fund budget were long term principal expenses of \$1,999,765 in FY18 compared to \$1,772,821 an overall increase of \$226,944 or 12.8%. Long term interest expense increased by \$120,807 or 44.8% to \$390,358 in FY18 compared to \$269,551 in FY17.

There was short term interest expense of \$2,500 and bond issuance costs of \$5,000. The other area to note is the OPEB Trust Funding line item of \$11,322.

In FY2017 the revenues collected by the Sewer Enterprise were \$4,783,541. It should be noted that the Selectmen set the new sewer rates in May so expected revenues are usually set higher than expenses to build upon capital in this fund for future funding needs to the sewer infrastructure. The Certified Retained Earnings were \$142,541 as of 6/30/16.

Initiatives & Opportunities

The Sewer Enterprise Fund will seek additional revenues in the future with the Plymouth South High School Treatment Plant in which the town may take over to manage along with an Anaerobic Food Waste facility that will also bring in additional revenues to the Town. The Department head is working to establish these two future opportunities as this will enhance revenues for this department.

The Town seeks to increase septage revenue from hauled waste by aggressively marketing septic hauling companies and by encouraging new haulers to register and dispose of septage at the Plymouth Wastewater Treatment Facility.

Recommendations

The Sub-Committee is recommending the Selectmen's FY18 Budget proposal of \$2,742,447 (\$2,427,337 less Indirect Cost transfers).

At this time, due to the unexpected cost for the new \$48.2 million sewer upgrade due to the catastrophic failure of the 15 year old system it is prudent that any additional staffing needs be conducted with a cost benefit analysis of why staffing is needed and the impact those positions will have to create further revenues for this enterprise fund.

Budget Summary: Water Enterprise Fund 450

Proposed FY2018 Budget	Total:	\$3,844,384	Personnel:	\$1,258,500	Other:	\$1,341,373
					Indirect:	\$1,244,511
FY2017 Budget	Total:	\$3,710,913	Personnel:	\$1,171,379	Other:	\$1,246,458
					Indirect:	\$1,293,076
FY2016 Actual	Total:	\$3,364,754	Personnel:	\$1,106,144	Other:	\$1,018,070
					Indirect:	\$1,240,540

Department 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 12 wells, 10 pump houses and 4 booster stations.

There are approximately 14,000 connections servicing an estimated 38,000 people in town.

Budget Observations

The Water Enterprise Fund budget has increased by \$133,471 or 3.6% to \$3,973,142 in FY18 compared to \$3,710,913. The Selectmen have proposed a revised budget of \$3,844,384 a decrease from the Town Manager's requested FY18 budget of \$3,973,142. The decrease is due, in part, to the defunding of a request for a new initiative for a leadman position that was requested versus the Selectmen's recommendation of \$31,257 for this budget line item.

Other areas noted in the FY18 budget is the long term principal of \$1,099,294 and long term interest of \$531,471. It should be noted that the new meter project initiative has been budgeted for the Water department to install new meter reading systems for Town-wide water subscribers which will further improve better meter readings and the change to either send out monthly or quarterly water bills. This will create a more streamlined method of collecting the revenues from the water subscribers on a more frequent basis.

Other costs consist of bond issuance costs of \$5,000 and OPEB Trust Funding of \$53,463 which is a new budget line item across the board for the enterprise funds to align with management's overall funding strategy for the OPEB Trust.

Projected FY17 revenue is \$4,708,920 versus the FY16 revenue estimate of \$4,717,200. Actual FY16 revenue came in at \$5,482,787. Certified Retained Earnings were \$1,830,871 as of 6/30/16.

Initiatives & Opportunities

The Town of Plymouth should continue its aggressive search of additional solar contracts as the many wells throughout the Town use an ample amount of electricity each fiscal year. The Water Department does participate in the solar credits that tie into some of the well pump areas. If the Water Department were to expand its solar contracts it may further reduce the electricity line item that has been \$488,750 the past two years.

Recommendations

The budget sub-committee recommends the Board of Selectmen proposed budget of \$3,844,384 (\$2,599,873 less Indirect Cost transfers).

Budget Summary: Solid Waste 433

Proposed FY2018 Budget	Total:	\$2,621,936	Personnel:	\$277,016	Other: Indirect:	\$2,045,891 \$299,029
FY2017 Budget	Total:	\$2,521,629	Personnel:	\$297,445	Other: Indirect:	\$1,929,270 \$294,914
FY2016 Actual	Total:	\$2,331,091	Personnel:	\$246,646	Other: Indirect:	\$1,817,057 \$268,198

Department 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.

Budget Observations

The Solid Waste Enterprise Fund budget has increased by \$100,307 or 4.0% from FY17. The increase is comprised of decreasing Personnel and Other expenses for the Transfer Station Operation and increasing costs for the Curbside Program.

Primary expense decreases at the Transfer Station consist of Personnel Salary & Wages of \$39,541, chiefly due to retirement of long-time employees, and \$79,236 reduction in Tipping & Disposal Fees for Town trash and Recycling and a \$9,608 reduction in PAYT Bag expense. The reductions are chiefly the result of reduced volumes at the Transfer Station.

Increases in the Curbside Program include \$126,750 for the Curbside contract with ABC Disposal, a \$37,200 increase in Tipping & Disposal Fees, a \$29,465 increase for PAYT Bags and \$12,200 for the Billing Coordinator position being shared with the Water & Sewer operations.

Projected FY17 revenues are \$2,407,538 versus revenues collected in FY16 of \$2,441,713. FY16 revenue was subsidized with \$200,000 from the Special Solid Waste Stabilization fund. FY17 revenue subsidy of \$102,240 will exhaust the Special Stabilization fund. The Certified Retained Earnings were \$791,399 as of 6/30/16.

Initiatives & Opportunities

The volume at the one remaining transfer station has declined over the years as more residents have taken the opportunity to switch to the Town curbside contract with ABC Disposal. It would be prudent for the Town to consider phase out plans for the transfer station over the next 3-5 years as the cost to operate the transfer station may increase with unforeseen tipping fees.

Recommendations

The budget sub-committee recommends the approval of the Board of Selectmen recommended budget of \$2,621,936 (\$2,322,907 less Indirect Cost transfers).

ARTICLE 8:

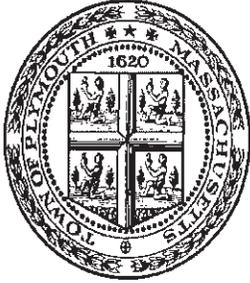
ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the repair and/or purchase and/or lease and/or replacement of departmental equipment for the various departments substantially as follows:

	DEPT#	DEPARTMENT	EQUIPMENT
A	155	Information Tech	Police - PCs
B	210	Information Tech	Police - Dual Band APX Radios
C	155	Information Tech	Police - Tablet Computer
D	155	Information Tech	Remote Camera
E	210	Police	Marked & Unmarked Vehicles
F	220	Fire	Station Maintenance for all Stations
G	220	Fire	Firefighting Gear
H	220	Fire	Portable Radio
I	220	Fire	Dive Rescue Dry Suits
J	291	Emergency Mgmt	Facility Uninterrupted Power Supply
K	295	Harbor Master	Outboard Engine
L	295	Harbor Master	Communications Equipment
M	420	DPW-Highway	Confined Spaces Equipment
N	420	DPW-Highway	Cut Off Saw
O	420	DPW-Highway	Tracks for Skidsteere
P	420	DPW-Highway	Tracks for Skid Mini Excavator
Q	420	DPW-Highway	Power Pruner Pole Saw
R	420	DPW-Highway	78" Snowblower for Skid Steere
S	420	DPW-Highway	Compactor for Mini Excavator
T	420	DPW-Highway	Weed Wackers/Brush Saw
U	422	DPW-Maintenance	Underground Fuel Tank Pump Replacement
V	491	DPW-Cemetery	52" Mower
W	491	DPW-Cemetery	Truck Leaf Box
X	492	DPW-Parks	Lower Cylinder and Rods for Truck 64
Y	492	DPW-Parks	72" Zero Turn Mower
Z	492	DPW-Parks	Landscape Trailer
AA	492	DPW-Parks	Irrigation Electrical Enclosures
BB	492	DPW-Parks	Irrigation Well Pump
CC	492	DPW-Parks	Aluminum Bleacher Planks
DD	610	Library	Media Display Shelving
EE	630	Recreation	Control Link System for Forges Field Lights
FF	695	1749 Court House	Alarm System

or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$493,510 (Unanimous, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 8. Approval of this article will authorize the purchase of the departmental equipment indicated above. The FY2018 Article 8 department requests totaled \$779,321 of which \$493,510 is recommended by the Town Manager. The Advisory & Finance Committee concurs with the Town Manager's recommendation. Funding sources for these items will be \$30,000 from Waterways Fund, \$12,245 from Cemetery Perpetual Care and the remaining \$451,265 will be funded from Raise and Appropriate.



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: FEBRUARY 10, 2017

Article 8 includes all departmental equipment, furnishings, and repairs that don't fall within CIC guidelines and parameters. These requests totaled \$779,321 and were reviewed with Department & Division Heads during the budget process back in December.

The Town Manager is recommending \$493,510 of these requests.

I am recommending that the funding source for these be:

- \$ 30,000 from Waterways fund
- \$ 12,245 from Cemetery Perpetual Care
- \$ 451,265 from Raise and Appropriate and Other Available Funds.

Thank you.

FY18 ARTICLE 8 REQUESTS 2/10/2017

DEPT CODE	DEPARTMENT	EQUIPMENT	EACH	REQUEST	TOWN MANAGER RECOMMENDS	FUNDING SOURCE		
155	Information Tech.	Police - PCs (*)	14	\$1,200.00	\$16,800.00	7	\$8,400.00	
161	Town Clerk	Moving Archives	1		\$0.00	1	\$0.00	
210	Information Tech.	Police - Dual Band APX Radios	2	\$7,000.00	\$14,000.00	2	\$14,000.00	
155	Information Tech.	Police - Tablet Computer	2	\$3,500.00	\$7,000.00	2	\$7,000.00	
155	Information Tech.	Police - Laptop (*)	2	\$4,000.00	\$8,000.00	0	\$0.00	
155	Information Tech.	Remote Camera	2	\$600.00	\$1,200.00	1	\$600.00	
210	Police	Marked Sedan (*)	4	\$40,103.00	\$160,412.00			
210	Police	Marked Utility Vehicle (*)	2	\$45,455.00	\$90,910.00			
210	Police	Marked 4x4 (*)	2	\$45,281.00	\$90,562.00			
210	Police	Marked & Unmarked Vehicles (*)					\$211,045.00	
210	Police	Portable Radio Shoulder Mic w/Antenna	120	\$122.00	\$14,640.00	0	\$0.00	
220	Fire	Station Maintenance for all Stations (*)	6	\$7,000.00	\$42,000.00	4	\$28,000.00	
220	Fire	Firefighting Gear (*)	20	\$2,258.00	\$45,160.00	15	\$33,870.00	
220	Fire	Portable Radio (*)	20	\$2,499.00	\$49,980.00	15	\$37,485.00	
220	Fire	Dive Rescue Dry Suits	2	\$7,100.00	\$14,200.00	1	\$7,100.00	
220	Fire	Equipment for Dive Rescue Team (*)	1	\$14,640.00	\$14,640.00	0	\$0.00	
291	Emergency Mgmt	Facility Uninterrupted Power Supply (*)	1	\$6,600.00	\$6,600.00	1	\$6,600.00	
291	Emergency Mgmt	Technology Updates for COMMS (*)	1	\$12,840.00	\$12,840.00	0	\$0.00	
420	DPW-Operations	Highway - Confined Spaces Equipment	1	\$6,500.00	\$6,500.00	1	\$6,500.00	
420	DPW-Operations	Highway - Cut Off Saw (*)	2	\$1,300.00	\$2,600.00	1	\$1,300.00	
420	DPW-Operations	Highway - Tracks for Skidsteere (*)	1	\$3,500.00	\$3,500.00	1	\$3,500.00	
420	DPW-Operations	Highway - Tracks for Skid Mini Excavator (*)	1	\$3,000.00	\$3,000.00	1	\$3,000.00	
420	DPW-Operations	Highway - Power Pruner Pole Saw (*)	2	\$528.00	\$1,056.00	1	\$528.00	
420	DPW-Operations	Highway -78" Snowblower for Skid Steere	1	\$8,880.00	\$8,880.00	1	\$8,880.00	
420	DPW-Operations	Highway - Compactor for Mini Excavator	1	\$6,500.00	\$6,500.00	1	\$6,500.00	
420	DPW-Operations	Highway - Chip Body for Hook-Lift	1	\$8,000.00	\$8,000.00	0	\$0.00	
420	DPW-Operations	Highway - Weed Wackers/Brush Saw (*)	4	\$589.00	\$2,356.00	2	\$1,178.00	
422	DPW-Operations	Maintenance - Underground Fuel Tank Pump Replacemen	2	\$6,316.00	\$12,632.00	1	\$6,316.00	
427	Marine & Env. Affairs	Harbor Master - Outboard Engine (*)	2	\$12,500.00	\$25,000.00	2	\$25,000.00	Waterways Fund
427	Marine & Env. Affairs	Harbor Master - Communications Equipment (*)	2	\$2,500.00	\$5,000.00	2	\$5,000.00	Waterways Fund
491	DPW-Operations	Cemetery -52" Mower (*)	1	\$7,045.00	\$7,045.00	1	\$7,045.00	Perpetual Care
491	DPW-Operations	Cemetery - Truck Leaf Box	1	\$5,200.00	\$5,200.00	1	\$5,200.00	Perpetual Care
492	DPW-Grounds & Rec Parks	- Lower Cylinder and Rods for Truck 64	1	\$13,600.00	\$13,600.00	1	\$13,600.00	
492	DPW-Grounds & Rec Parks	- 72" Zero Turn Mower (*)	1	\$11,899.00	\$11,899.00	1	\$11,899.00	
492	DPW-Grounds & Rec Parks	- Landscape Trailer (*)	1	\$4,037.00	\$4,037.00	1	\$4,037.00	
492	DPW-Grounds & Rec Parks	- Irrigation Electrical Enclosures (*)	2	\$6,080.00	\$12,160.00	1	\$6,080.00	
492	DPW-Grounds & Rec Parks	- Irrigation Well Pump (*)	1	\$3,100.00	\$3,100.00	1	\$3,100.00	
492	DPW-Grounds & Rec Parks	- Equipment Lift (*)	1	\$10,118.00	\$10,118.00	0	\$0.00	
492	DPW-Grounds & Rec Parks	- Aluminum Bleacher Planks (*)	36	\$150.00	\$5,400.00	36	\$5,400.00	
541	Council on Aging	8'x20' Storage Shed	1	\$13,900.00	\$13,900.00	0	\$0.00	
610	Library	Media Display Shelving (*)	2	\$3,547.00	\$7,094.00	1	\$3,547.00	
630	Recreation	Control Link System for Forges Field Lights	1	\$10,000.00	\$10,000.00	1	\$10,000.00	
695	1749 Court House	Alarm System	1	\$1,800.00	\$1,800.00	1	\$1,800.00	
				SUB-TOTAL	\$779,321.00		\$493,510.00	
* indicates replacement item				-100% Perpetual Care	(\$12,245.00)		(\$12,245.00)	
				-100% Waterways Fund	(\$30,000.00)		(\$30,000.00)	
FY17 Appropriation - \$487,826				TOTAL	<u>\$737,076.00</u>		<u>\$451,265.00</u>	

**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	Balance
23 - TOWN MANAGER									
:014F10	FATM 2014 OCTOBER	Y	PILGRIM PILOT ART 10 FY15 FATM	400,000.00	153,216.08	246,783.92	59,821.12	186,570.27	392.53
:015F4A	FATM 2015 OCTOBER	Y	N PLYMOUTH LAND/BUILDING FIRE	25,000.00	-	25,000.00	-	-	25,000.00
:015F4B	FATM 2015 OCTOBER	Y	POLICE-STUDY OF DEPT	40,000.00	-	40,000.00	-	-	40,000.00
:015F4D	FATM 2015 OCTOBER	Y	PERSONNEL STUDY TOWN-WIDE	42,000.00	-	42,000.00	19,995.00	19,995.00	2,010.00
:016F5	FATM 2016 OCTOBER	Y	PURCHASE 15 HEDGE RD LAND	325,000.00	-	325,000.00	-	-	325,000.00
38 - PROCUREMENT									
:9201408	ATM APRIL 2011	Y	PARKS & FORST/ART 8-DEPT EQUIP	16,580.48	15,170.95	1,409.53	-	1,409.53	-
:1001408	ATM APRIL 2011	Y	LIBRARY/ART 8-DEPT EQUIP	3,190.00	1,599.00	1,591.00	-	-	1,591.00
5501508	ATM APRIL 2012	Y	INFO TECH ART 8/DEPT EQUIP	72,499.75	70,497.82	2,001.93	-	2,001.93	-
:1001508	ATM APRIL 2012	Y	POLICE/ART 8/DEPT EQUIP	353,471.17	352,961.17	510.00	-	-	510.00
:9501508	ATM APRIL 2012	Y	HARBOR MASTER/ART 8/DEPT EQUIP	9,500.00	4,549.11	4,950.89	-	321.65	4,629.24
:2001508	ATM APRIL 2012	Y	HIGHWAY/ART 8/DEPTEQUIP	67,265.47	65,265.47	2,000.00	-	-	2,000.00
:2201508	ATM APRIL 2012	Y	BLDG MAINT/ART 8 DEPT EQUIP	31,680.00	7,370.00	24,310.00	4,080.00	-	20,230.00
:2501508	ATM APRIL 2012	Y	FLEET MAINT/ART 8/DEPT EQUIP	96,174.09	88,650.43	7,523.66	-	-	7,523.66
:9201508	ATM APRIL 2012	Y	PARKS & FOREST/ART 8/DEPT EQUI	136,440.85	123,816.08	12,624.77	4,950.00	-	7,674.77
:3001508	ATM APRIL 2012	Y	RECREATION/ART 8/DEPT EQUIP	30,084.32	29,201.32	883.00	-	413.00	470.00
5501608	ATM APRIL 2013	Y	INFO TECH ART 8/DEPT EQUIPMENT	47,700.00	46,193.42	1,506.58	-	-	1,506.58
:9501608	ATM APRIL 2013	Y	HARB MAST ART8/DEPT EQUIPMENT	68,090.76	44,890.76	23,200.00	(300.00)	-	23,500.00
:2001608	ATM APRIL 2013	Y	HIGHWAY ART 8/DEPT EQUIPMENT	46,500.00	27,033.04	19,466.96	-	6,620.00	12,846.96
:2201608	ATM APRIL 2013	Y	MAINT ART 8/DEPT EQUIPMENT	70,800.00	40,800.00	30,000.00	-	-	30,000.00
5501708	ATM APRIL 2014	Y	INFO TECH ART 8/DEPT EQUIPMENT	5,000.00	-	5,000.00	-	-	5,000.00
:1001708	ATM APRIL 2014	Y	POLICE ART 8/DEPT EQUIPMENT	368,340.00	343,764.31	24,575.69	-	-	24,575.69
:2001708	ATM APRIL 2014	Y	FIRE ART 8/DEPT EQUIPMENT	61,077.00	61,037.78	39.22	-	39.22	-
:9501708	ATM APRIL 2014	Y	HARB MSTR ART 8/DEPT EQUIPMENT	34,500.00	21,423.49	13,076.51	300.00	-	12,776.51
:1101708	ATM APRIL 2014	Y	ENG ART 8/EPT EQUIPMENT	3,600.00	-	3,600.00	-	-	3,600.00
:2001708	ATM APRIL 2014	Y	HIGHWAY ART 8/DEPT EQUIPMENT	34,500.00	33,598.08	901.92	-	67.38	834.54
:2201708	ATM APRIL 2014	Y	MAINT ART 8/DEPT EQUIPMENT	19,812.00	13,081.22	6,730.78	-	-	6,730.78

**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		Current Year Expended	Current Year Encumb	Balance
						MUNIS Budget	MUNIS Budget			
:2501708	ATM APRIL 2014	Y	FLT MAINT ART 8/DEPT EQUIPMENT	10,608.00	10,529.97	78.03	-	-	-	78.03
:9101708	ATM APRIL 2014	Y	CEMETERY ART 8/DEPT EQUIPMENT	19,538.38	18,626.70	911.68	-	-	-	911.68
:9201708	ATM APRIL 2014	Y	PARKS ART 8/DEPT EQUIPMENT	36,954.19	29,053.65	7,900.54	16.14	-	-	7,884.40
3801808	ATM APRIL 2015	Y	PROUREMENT ART8/DEPT EQUIPMENT	7,750.00	6,000.00	1,750.00	-	-	-	1,750.00
5501808	ATM APRIL 2015	Y	INFO TECH ART8/DEPT EQUIPMENT	18,000.00	1,000.00	17,000.00	9,000.00	-	-	8,000.00
:1001808	ATM APRIL 2015	Y	POLICE ART8/DEPT EQUIPMENT	250,000.00	231,163.00	18,837.00	4,716.00	7,000.00	-	7,121.00
:2001808	ATM APRIL 2015	Y	FIRE ART8/DEPT EQUIPMENT	112,228.00	109,952.00	2,276.00	900.00	1,095.00	-	281.00
:9101808	ATM APRIL 2015	Y	EMERGENCY MANAGE ART8/DEPT EQU	30,000.00	-	30,000.00	-	-	-	30,000.00
:9501808	ATM APRIL 2015	Y	HARBOR MASTER ART8/DEPT EQUIPM	45,888.66	5,888.66	40,000.00	11,602.18	25,533.82	-	2,864.00
:1101808	ATM APRIL 2015	Y	ENGINEERING ART8/DEPT EQUIPMEN	2,400.00	-	2,400.00	-	-	-	2,400.00
:2001808	ATM APRIL 2015	Y	HIGHWAY ART8/DEPT EQUIPMENT	77,840.00	58,236.08	19,603.92	-	-	-	19,603.92
:330188	ATM APRIL 2015	Y	SOLID WASTE ART8/DEPT EQUIPMEN	15,000.00	-	15,000.00	-	-	-	15,000.00
:9001808	ATM APRIL 2015	Y	CREMATORY ART8/DEPT EQUIPMENT	8,500.00	-	8,500.00	-	-	-	8,500.00
:9101808	ATM APRIL 2015	Y	CEMETARY ART8/DEPT EQUIPMENT	16,550.00	15,063.15	1,486.85	508.00	-	-	978.85
:9201808	ATM APRIL 2015	Y	PARKS ART8/DEPT EQUIPMENT	35,895.00	30,671.08	5,223.92	-	-	-	5,223.92
:3001808	ATM APRIL 2015	Y	RECREATION ART8/DEPT EQUIPMENT	4,200.00	3,599.00	601.00	601.00	-	-	-
:9501808	ATM APRIL 2015	Y	1749 COURTHOUSE/ART8DEPTEQUIPM	1,000.00	-	1,000.00	1,000.00	-	-	-
3801908	ATM APRIL 2016	Y	PROCUREMENT ART8/ DEPT EQUIP	1,200.00	-	1,200.00	-	-	-	1,200.00
5501908	ATM APRIL 2016	Y	INFO TECH ART8/DEPT EQUIP	40,354.00	-	40,354.00	11,468.20	21,205.99	-	7,679.81
:1001908	ATM APRIL 2016	Y	POLICE ART8/DEPT EQUIP	230,135.00	-	230,135.00	230,135.00	-	-	-
:2001908	ATM APRIL 2016	Y	FIRE ART8/DEPT EQUIP	102,288.00	-	102,288.00	7,687.56	24,402.59	-	70,197.85
:9201908	ATM APRIL 2016	Y	ANIMAL CON ART8/DEPT EQUIP	12,000.00	-	12,000.00	-	-	-	12,000.00
:9501908	ATM APRIL 2016	Y	HARBOR MAST ART8/DEPT EQUIP	9,000.00	-	9,000.00	6,245.41	-	-	2,754.59
:1101908	ATM APRIL 2016	Y	ENGINEERING ART8/ DEPT EQUIP	2,000.00	-	2,000.00	-	-	-	2,000.00
:2001908	ATM APRIL 2016	Y	HIGHWAY ART8/DEPT EQUIP	25,200.00	-	25,200.00	22,695.00	-	-	2,505.00
:2701908	ATM APRIL 2016	Y	MARINE & ENV ART8/DEPT EQUIP	10,902.00	-	10,902.00	10,900.00	-	-	2.00
:9101908	ATM APRIL 2016	Y	CEMETERY ART8/DEPT EQUIP	11,877.00	-	11,877.00	11,875.35	-	-	1.65
:9201908	ATM APRIL 2016	Y	PRKS FOREST ART8/DEPT EQUIP	28,690.00	-	28,690.00	20,959.66	-	-	7,730.34

**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		Balance	
							Expended	Encumb		
:001908	ATM APRIL 2016	Y	RECREATION ART8/DEPT EQUIP	4,800.00	-	4,800.00	4,675.00	-	125.00	
:0501908	ATM APRIL 2016	Y	1749 CRTHSE ART8/DEPT EQUIP	800.00	-	800.00	500.00	-	300.00	
52 - HUMAN RESOURCES										
:014F3A	FATM 2014 OCTOBER	Y	UNPAID BILL/HR ART 3 FY15 FATM	3,133.09	1,085.59	2,047.50	-	-	2,047.50	
55 - INFORMATION TECHNOLOGY										
:0099A10	ATM APRIL 2009	Y	IT MASTERPLAN PHASE V	130,650.00	128,144.88	2,505.12	2,206.68	-	298.44	
:0159A1	ATM APRIL 2015	Y	INFRASTRUCTURE REPLACEMENT	177,423.00	173,205.08	4,217.92	-	-	4,217.92	
:0159A5	ATM APRIL 2015	Y	FIRE SERVER/PUBLIC SAFETY TECH	20,000.00	16,718.50	3,281.50	-	1,646.21	1,635.29	
:016F4A	FATM 2016 OCTOBER	Y	RELOCATE FIBER/NEW TOWN HALL	90,000.00	-	90,000.00	-	87,745.00	2,255.00	
61 - TOWN CLERK										
:0159A12	ATM APRIL 2015	Y	MAIL MACHINE W/FOLDER INSERTER	42,388.00	42,321.00	67.00	-	-	67.00	
:0169A2	ATM APRIL 2016	Y	VOTING MACHINE REPLACEMENT	109,400.00	-	109,400.00	-	-	109,400.00	
10 - POLICE										
:0129A2	ATM APRIL 2012	Y	2WAY RADIO REPL UPGRADE ART 9	287,590.00	263,289.94	24,300.06	-	4,190.30	20,109.76	
:0149A29	ATM APRIL 2014	Y	POLICE TECHNOLOGY UPGRADES	20,000.00	-	20,000.00	-	-	20,000.00	
:0169A36	ATM APRIL 2016	Y	CAD RMS SYSTEM	320,537.00	-	320,537.00	-	264,809.79	55,727.21	
:0169A37	ATM APRIL 2016	Y	REPLACE LOCKERS	175,755.00	-	175,755.00	163,088.00	-	12,667.00	
:013F4G	FATM 2013 OCTOBER	Y	SECURITY/TOWN BLDGSFATM ART4G	597,500.00	594,643.21	2,856.79	-	-	2,856.79	
20 - FIRE										
:011A11	ATM APRIL 2011	Y	HAZARDOUS WASTE COLL-ART 11	50,000.00	49,892.67	107.33	-	107.33	-	
:0149A1	ATM APRIL 2014	Y	UPGRADE SCOTT FACE PIECES	90,480.00	88,199.45	2,280.55	2,280.00	0.55	-	
:0149A26	ATM APRIL 2014	Y	REMOVE & REPLACE UNDER TANKS 5	48,790.00	41,475.00	7,315.00	-	7,315.00	-	
:0149A4	ATM APRIL 2014	Y	PUBLIC SAFETY MICROWAVE NETWORK	211,500.00	-	211,500.00	211,500.00	-	-	
:0159A3	ATM APRIL 2015	Y	REPLACE STRUCTURAL FIREFIGHT	78,400.00	46,380.00	32,020.00	8,183.86	13,967.00	9,869.14	
:0159A4	ATM APRIL 2015	Y	PUBLIC SAFETY REMOTE RECEIVER	197,000.00	-	197,000.00	45,258.85	67,481.92	84,259.23	
:0169A1	ATM APRIL 2016	Y	PS RADIO SYSTEM REPEATERS	103,526.00	-	103,526.00	77,926.13	21,688.30	3,911.57	
:0169A29	ATM APRIL 2016	Y	REPL & EQUIP COM VEH C7/C14/C1	120,000.00	-	120,000.00	120,000.00	-	-	
:0169A35	ATM APRIL 2016	Y	FIRE STATION ALERTING SYSTEM	150,000.00	-	150,000.00	5,982.70	81,231.30	62,786.00	
:014F4	FATM 2014 OCTOBER	Y	COMMUNICATN TWR ART4 FY15 FATM	410,000.00	319,584.00	90,416.00	90,082.75	-	333.25	

**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		Current Year Expended	Current Year Encumb	Balance
						MUNIS Budget	MUNIS Budget			
:015F4C	FATM 2015 OCTOBER	Y	CORROSION REPAIR ENGINES	30,532.00	25,930.70	4,601.30	2,052.00	1,026.00	1,523.30	
:016F4D	FATM 2016 OCTOBER	Y	PUMPING ENGINE	598,600.00	-	598,600.00	-	590,000.00	8,600.00	
:91 - EMERGENCY MANAGEMENT										
:015F4K	FATM 2015 OCTOBER	Y	EMERGENCY OPERATIONS PLAN	120,460.00	-	120,460.00	20,460.00	78,644.00	21,356.00	
:95 - HARBOR MASTER										
:0149A6	ATM APRIL 2014	Y	REPAIRS TO TOWN WHARF	81,250.00	-	81,250.00	-	-	81,250.00	
:0169A13	ATM APRIL 2016	Y	HARBOR MASTER FACILITY DESIGN	98,000.00	-	98,000.00	-	98,000.00	-	
:013F4E	FATM 2013 OCTOBER	Y	TOWN WHARF PROJ FATM ART4E	32,440.00	28,480.00	3,960.00	-	3,960.00	-	
:00 - SCHOOL										
:0169A14	ATM APRIL 2016	Y	GUTTERS/DWNSPOUTS/FASCIA-HEDGE	91,000.00	-	91,000.00	-	-	91,000.00	
:0169A15	ATM APRIL 2016	Y	GUTTER/DWNSPTS/FASCIA-MANOMET	80,950.00	-	80,950.00	-	-	80,950.00	
:0169A16	ATM APRIL 2016	Y	PAINT EXTERIOR TRIM-NATH MORTN	85,000.00	-	85,000.00	-	-	85,000.00	
:0169A17	ATM APRIL 2016	Y	DIGITIZE BLAKE PLANETARIUM	230,320.00	-	230,320.00	-	229,965.00	355.00	
:0169A31	ATM APRIL 2016	Y	REPLACE 2004 TRASH COMPACT TRK	125,133.00	-	125,133.00	123,936.00	-	1,197.00	
:0169A32	ATM APRIL 2016	Y	REPLACE 1999 DUMP TRUCK 946	45,600.00	-	45,600.00	45,600.00	-	-	
:10 - LIBRARY										
:0149A23	ATM APRIL 2014	Y	CLIMATE CONTROL UNION	42,500.00	-	42,500.00	-	-	42,500.00	
:99 - TOWN PROMOTION										
:012A12	ATM APRIL 2012	Y	TOWN PROMOTION ART 12	483,501.00	456,796.00	26,705.00	26,705.00	-	-	
:013A13	ATM APRIL 2013	Y	TOWN PROMOTION ART13	472,626.00	442,626.00	30,000.00	30,000.00	-	-	
:014A12	ATM APRIL 2014	Y	TOWN PROMOTION ART 12	515,134.00	495,134.00	20,000.00	20,000.00	-	-	
:015A11	ATM APRIL 2015	Y	ART11 TOWN PROMOTION FUND	535,839.00	503,684.43	32,154.57	31,904.57	-	250.00	
:016A11	ATM APRIL 2016	Y	FY16 TOWN PROMOTION	656,280.00	-	656,280.00	513,665.99	117,090.00	25,524.01	

TOTAL NON-DPW ARTICLES 28,895,914.38 23,337,766.44 5,558,147.94 1,985,163.15 1,965,543.08 1,607,441.71

**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
<u>I11 - DPW ENGINEERING</u>									
'0029A22	ATM APRIL 2002	Y	STORMWATER MASTER PLAN	100,002.98	75,764.72	24,238.26	18,554.00	1,390.00	4,294.26
'0069A22	ATM MAY 2006	Y	EMERGENCY SIGNAL CEDARVILLE	60,000.00	-	60,000.00	-	-	60,000.00
'0119A18	ATM APRIL 2011	Y	ENG TWN DRAINAGE INSTALL-ART 9	100,000.00	86,274.03	13,725.97	-	-	13,725.97
'0139A11	ATM APRIL 2013	Y	RESTRIPE PART SAMOSET ST ART9	100,000.00	-	100,000.00	-	-	100,000.00
'0139A12	ATM APRIL 2013	Y	NEWFIELD ST BRIDGE DESIGN ART9	300,000.00	162,338.54	137,661.46	-	53,820.45	83,841.01
'0139A13	ATM APRIL 2013	Y	DRAIN REHAB 2020 TOWN ART9	250,000.00	192,444.80	57,555.20	-	-	57,555.20
'013A11	ATM APRIL 2013	Y	ART 11 PRIVATE ROADS IMPROVEME	500,000.00	499,015.00	985.00	-	-	985.00
'014A27	ATM APRIL 2014	Y	ART A27 PRIVATE ROADS	500,000.00	285,579.28	214,420.72	213,590.78	-	829.94
'0159A8	ATM APRIL 2015	Y	STORMWATR PHASE II	125,000.00	-	125,000.00	-	19,135.00	105,865.00
'0159A9	ATM APRIL 2015	Y	PUBLIC RD PAVEENT PRESERVATION	250,000.00	99,229.16	150,770.84	31,615.17	7,094.97	112,060.70
'015A15	ATM APRIL 2015	Y	ART 15 PRIVTE ROADS IMPROVEMEN	500,000.00	2,500.00	497,500.00	9,275.84	2,500.00	485,724.16
'0169A3	ATM APRIL 2016	Y	TAYLOR AVE ROADWAY IMP	250,000.00	-	250,000.00	-	-	250,000.00
'0169A30	ATM APRIL 2016	Y	PURCHASE ROBOTIC SURVEYING EQU	33,000.00	-	33,000.00	33,000.00	-	-
'0169A4	ATM APRIL 2016	Y	WATER ST STORMWATER MATCH	160,000.00	-	160,000.00	-	160,000.00	-
'016A23	ATM APRIL 2016	Y	PRIVATE ROADS	500,000.00	-	500,000.00	-	-	500,000.00
'016F4G	FATM 2016 OCTOBER	Y	GPS FIELD SURVEY EQUIPMENT	25,000.00	-	25,000.00	23,373.49	388.00	1,238.51
<u>I20 - DPW HIGHWAY</u>									
'0109A7	ATM APRIL 2010	Y	HIGHWAY/STREET SWEEPER-ART 9	232,000.00	231,335.46	664.54	-	-	664.54
'0119A14	ATM APRIL 2011	Y	HIGHWAY DUMP TRUCK-ART 9	197,000.00	193,833.70	3,166.30	-	-	3,166.30
'0119A16	ATM APRIL 2011	Y	VEHICLE & EQUIP PAINTING-ART 9	40,000.00	37,510.50	2,489.50	-	957.50	1,532.00
'0119A17	ATM APRIL 2011	Y	HIGHWAY TRAFFIC SIGNAGE-ART 9	20,000.00	16,730.39	3,269.61	-	1,963.52	1,306.09
'0129A16	ATM APRIL 2012	Y	PURCHASE EXAVATOR & TRAILER	235,000.00	202,000.00	33,000.00	-	-	33,000.00
'0139A20	ATM APRIL 2013	Y	CRUSHING OP/RECYCLE MAT ART9	23,595.00	15,800.00	7,795.00	-	-	7,795.00
'0149A17	ATM APRIL 2014	Y	REPLACE H349 VACTOR TRUCK	425,000.00	418,800.00	6,200.00	319.36	-	5,880.64
'0149A21	ATM APRIL 2014	Y	UNDERGROUND STORAGE TANK COMPL	68,400.00	4,986.00	63,414.00	5,297.25	-	58,116.75
'0169A8	ATM APRIL 2016	Y	REPLACE 1996 BACKHOE	147,400.00	-	147,400.00	140,600.00	-	6,800.00
<u>I22 - BUILDING MAINTENANCE</u>									
'0079A2	ATM JUNE 2007	Y	BUILDING REPAIR PROGRAM	155,780.63	133,786.98	21,993.65	-	-	21,993.65

BURKE'S LAW - OUTSTANDING ARTICLE BALANCES
BPW 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	
:00828	STM JUNE 2008	Y	MEMORIAL HALL PAINTING	39,540.00	20,022.00	19,518.00	-	215.50	19,302.50	
:0119A10	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	
:0129A11	ATM APRIL 2012	Y	ROOF REPLACE 5 LOC ART 9	110,555.00	7,955.00	102,600.00	-	-	102,600.00	
:0129A12	ATM APRIL 2012	Y	ROOF/BLDG REPAIRS 6 LOC ART 9	96,325.00	55,002.81	41,322.19	8,313.18	5,573.55	27,435.46	
:0139A14	ATM APRIL 2013	Y	REPLACE VEHICLES ART9	575,000.00	574,705.59	294.41	-	-	294.41	
:0139A2	ATM APRIL 2013	Y	REPR7REUP CHAIRS MEM HALL ART9	183,900.00	152,642.29	31,257.71	18,045.56	1,473.00	11,739.15	
:0149A13	ATM APRIL 2014	Y	FIRE STATION ONE DRAINANGE PRO	38,390.00	25,200.00	13,190.00	-	-	13,190.00	
:0149A14	ATM APRIL 2014	Y	TOWN HALL REPAIRS	24,000.00	-	24,000.00	-	-	24,000.00	
:0149A15	ATM APRIL 2014	Y	LUBE PIT DECOMMISSION & LIFT	104,000.00	66,212.14	37,787.86	-	3,309.87	34,477.99	
:0159A10	ATM APRIL 2015	Y	TOWN BUILDING REPAIR PROGRAM	250,000.00	-	250,000.00	-	-	250,000.00	
:0159A13	ATM APRIL 2015	Y	TOWN VEHICLE & EQUIPMENT REPLA	261,400.00	226,403.56	34,996.44	1,124.00	-	33,872.44	
:0169A18	ATM APRIL 2016	Y	FLR DRAINS/OIL/WTR SEP-CAMELO	264,550.00	-	264,550.00	-	-	264,550.00	
:0169A19	ATM APRIL 2016	Y	BRICK REPOINTING-MEMORIAL HALL	28,407.00	-	28,407.00	-	-	28,407.00	
:0169A20	ATM APRIL 2016	Y	REPAIR BRICK VENEER-MEMORIAL H	17,910.00	-	17,910.00	-	-	17,910.00	
:0169A21	ATM APRIL 2016	Y	MASONRY SEALING-MEMORIAL HALL	39,714.00	-	39,714.00	-	-	39,714.00	
:0169A22	ATM APRIL 2016	Y	REPLACE HVAC CONTROLS MEM HALL	32,560.00	-	32,560.00	-	-	32,560.00	
:0169A23	ATM APRIL 2016	Y	REPLACE ADA RAMP-MYC	70,180.00	-	70,180.00	-	-	70,180.00	
:0169A24	ATM APRIL 2016	Y	1749 COURTHOUSE REPAIRS	118,000.00	-	118,000.00	-	-	118,000.00	
:0169A25	ATM APRIL 2016	Y	REPAIR ANIMAL SHELTER	21,000.00	-	21,000.00	-	-	21,000.00	
:0169A26	ATM APRIL 2016	Y	FRESH POND BATH HOUSE REPAIRS	33,007.00	-	33,007.00	-	-	33,007.00	
:0169A27	ATM APRIL 2016	Y	MORTON PARK BATH HOUSE REPAIRS	10,364.00	-	10,364.00	-	-	10,364.00	
:0169A28	ATM APRIL 2016	Y	PLYMOUTH BEACH RESTROOM REPAIR	17,589.00	-	17,589.00	-	-	17,589.00	
<u>125 - FLEET MAINTENANCE</u>										
:0169A6	ATM APRIL 2016	Y	REPLACE 2000 TRASH PACKER	247,500.00	-	247,500.00	220,679.66	-	26,820.34	
:0169A7	ATM APRIL 2016	Y	FLEET FUEL EFFICIENCY REPLACE	196,857.00	-	196,857.00	119,457.75	40,413.25	36,986.00	
:015F4E	FATM 2015 OCTOBER	Y	PRESSURE WASHER	5,300.00	4,746.01	553.99	-	-	553.99	
:015F4G	FATM 2015 OCTOBER	Y	TIRE BALANCER	11,000.00	9,763.20	1,236.80	-	-	1,236.80	
:015F4H	FATM 2015 OCTOBER	Y	STICK WELDER	6,000.00	5,896.00	104.00	-	-	104.00	

**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
<u>I27 - NATURAL RESOURCES</u>									
:0129A15	ATM APRIL 2012	Y	POND RD STORMWATER MATCH ART 9	45,000.00	44,349.77	650.23	-	-	650.23
:0169A10	ATM APRIL 2016	Y	REPLACE 2005 SUV ME1	41,000.00	-	41,000.00	-	-	41,000.00
:0169A9	ATM APRIL 2016	Y	REPLACE 2003 PICKUP ME6	34,000.00	-	34,000.00	31,464.50	-	2,535.50
:012F4F	FATM 2012 OCTOBER	Y	ENG & PERM FLOATS/GNGWY ART4F	5,195.00	3,995.00	1,200.00	-	1,200.00	-
:013F4C	FATM 2013 OCTOBER	Y	AK FINNEY BLDG FATM ART 4C	150,000.00	139,152.98	10,847.02	-	10,847.02	-
:013F4D	FATM 2013 OCTOBER	Y	WARREN'S COVE FATM ART4D	250,000.00	28,171.91	221,828.09	-	1,521.09	220,307.00
:016F32	FATM 2016 OCTOBER	Y	BILLINGTON SEA WEED TREATMENT	13,500.00	-	13,500.00	-	-	13,500.00
<u>I91 - CEMETERY</u>									
:0099A15	ATM APRIL 2009	Y	CEMETERY SOFTWARE	18,000.00	13,388.99	4,611.01	-	776.66	3,834.35
:0109A13	ATM APRIL 2010	Y	BURIAL HL HEADSTONE PRES-ART 9	70,000.00	34,500.95	35,499.05	5,103.00	-	30,396.05
:0119A19	ATM APRIL 2011	Y	PARTING WAYS CEMETERY-ART 9	75,000.00	-	75,000.00	-	-	75,000.00
:0139A16	ATM APRIL 2013	Y	BURIAL HILL RENOVATION ART9	110,000.00	99,554.84	10,445.16	-	-	10,445.16
:0139A19	ATM APRIL 2013	Y	BURIAL RENOVATION TREE ART9	60,000.00	18,209.82	41,790.18	-	-	41,790.18
:0139A22	ATM APRIL 2013	Y	VINE HILLS/RD WATER REPAI ART9	80,000.00	66,816.41	13,183.59	-	-	13,183.59
:0149A16	ATM APRIL 2014	Y	REPLACE 1996 EXCAVATOR	47,861.00	41,081.00	6,780.00	-	-	6,780.00
:0169A5	ATM APRIL 2016	Y	REPLACE 2000 PICKUP TRUCK C71	39,200.00	-	39,200.00	-	-	39,200.00
<u>I92 - PARKS AND FORESTRY</u>									
:0039A4	ATM APRIL 2003	Y	FORGES FIELD PHASE II	10,866.42	10,166.12	700.30	-	-	700.30
:004F4K	FATM OCTOBER 2004	Y	VETERANS FIELD MASTER PLAN	10,184.03	-	10,184.03	-	3,000.00	7,184.03
:0149A22	ATM APRIL 2014	Y	P62 DUMP TRUCK	74,764.00	71,367.45	3,396.55	-	-	3,396.55
:0149A28	ATM APRIL 2014	Y	RESURFACE NELSON PK & EROSION	29,500.00	19,411.19	10,088.81	553.55	-	9,535.26
:0149A30	ATM APRIL 2014	Y	REPLACE WOODEN FOOT BRIDGE	75,000.00	19,925.00	55,075.00	-	-	55,075.00
:0169A11	ATM APRIL 2016	Y	REPLACE 1996 TRUCK P61	27,616.00	-	27,616.00	23,438.60	-	4,177.40
:0169A33	ATM APRIL 2016	Y	BREWSTER GARDEN STAIRS	69,900.00	-	69,900.00	-	-	69,900.00
:0169A34	ATM APRIL 2016	Y	PURCHASE RESTROOM TRAILER	25,000.00	-	25,000.00	-	-	25,000.00
:012F4G	FATM 2012 OCTOBER	Y	DRAINAGE/HEDGES PND REC ART4G	34,936.38	24,713.59	10,222.79	425.00	-	9,797.79
<u>I30 - RECREATION</u>									
:0169A12	ATM APRIL 2016	Y	PURCHASE NEW PICKUP TRUCK	27,616.00	-	27,616.00	22,832.75	-	4,783.25

**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
TOTAL DPW ARTICLES									
				13,338,180.31	8,235,812.30	5,102,368.01	927,063.44	320,369.13	3,854,935.44

**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	Balance
<u>38 - PROCUREMENT</u>									
:3301508	ATM APRIL 2012	Y	SOLID WASTE/ART 8/EPT EQUIP	42,240.00	-	42,240.00	-	-	42,240.00
:3301708	ATM APRIL 2014	Y	SOL WSTE ART 8/DEPT EQUIPMENT	8,000.00	3,500.00	4,500.00	-	-	4,500.00
:4001808	ATM APRIL 2015	Y	SEWER ART8/EPT EQUIPMENT	14,592.00	11,981.19	2,610.81	-	-	2,610.81
:4001908	ATM APRIL 2016	Y	SEWER ART8/DEPT EQUIP	8,580.00	-	8,580.00	-	7,285.50	1,294.50
<u>33 - TRANSFER STATION OPERATION</u>									
:0109A15	ATM APRIL 2010	Y	SOUTH ST LNDFIL & TR STA-ART 9	90,000.00	71,864.83	18,135.17	-	465.17	17,670.00
:0119A24	ATM APRIL 2011	Y	SOLID WASTE COMPACTOR/ART 9	28,952.00	-	28,952.00	-	-	28,952.00
:0129A28	ATM APRIL 2012	Y	MANOMET TR STA REALIGN ART 9	200,000.00	198,811.04	1,188.96	-	-	1,188.96
:0159C13	ATM APRIL 2015	Y	REPLACE 50 YD RECYCLING CONTAI	50,820.00	-	50,820.00	-	-	50,820.00
:0159C14	ATM APRIL 2015	Y	REPLACE 50 YD OPEN TOP CONTAIN	23,980.00	-	23,980.00	-	-	23,980.00
<u>140 - SEWER</u>									
:0129A22	ATM APRIL 2012	Y	SEWER WASTEWATER MASPLN ART 9	250,000.00	150,213.43	99,786.57	3,208.79	65,957.65	30,620.13
:0129A24	ATM APRIL 2012	Y	SEWER SYSTEM UPGRADES ART 9	100,000.00	95,841.89	4,158.11	-	-	4,158.11
:0139A23	ATM APRIL 2013	Y	SEWER SYSTEM UPGRADES ART9	100,000.00	30,284.56	69,715.44	33,772.80	-	35,942.64
:0149A32	ATM APRIL 2014	Y	SEWER SYSTEM UPGRADE	250,000.00	138,684.25	111,315.75	18,806.06	-	92,509.69
:0159C2	ATM APRIL 2015	Y	SEWER SYSTEM UPGRADE	500,000.00	343,855.84	156,144.16	77,542.16	2,348.00	76,254.00
:0159C3	ATM APRIL 2015	Y	REPLACE UTILITY TRUCK	90,000.00	-	90,000.00	83,912.25	-	6,087.75
:0169A38	ATM APRIL 2016	Y	CAPACITY MANAGE OP& MAINT PLAN	500,000.00	-	500,000.00	262,397.40	146,202.60	91,400.00
:0169A39	ATM APRIL 2016	Y	SEWER SYSTEM UPGRADES	250,000.00	-	250,000.00	-	-	250,000.00
:016F4B	FATM 2016 OCTOBER	Y	WASTEWATER TREATMENT AUDIT	200,000.00	-	200,000.00	2,418.00	172,052.00	25,530.00
<u>150 - WATER</u>									
:0109A12	ATM APRIL 2010	Y	WATER SYSTEM DIST IMPRV-ART 9	350,000.00	326,330.14	23,669.86	-	-	23,669.86
:0119A22	ATM APRIL 2011	Y	WATER/INFRASTRUCTURE IMP-ART 9	250,000.00	235,923.11	14,076.89	11,074.00	-	3,002.89
:0129A25	ATM APRIL 2012	Y	REPLACE 1989 BACKHOE ART 9	105,000.00	98,000.00	7,000.00	-	7,000.00	-
:0129A26	ATM APRIL 2012	Y	RESTORE N PINE HILLS TNK ART 9	815,000.00	792,569.20	22,430.80	-	21,774.87	655.93
:0129A27	ATM APRIL 2012	Y	WATER DIST SYS IMP ART 9	250,000.00	-	250,000.00	-	-	250,000.00
:0139A24	ATM APRIL 2013	Y	GENERATORS-WATER/PINE HILL STA	220,000.00	201,257.24	18,742.76	-	16,817.76	1,925.00
:0139A26	ATM APRIL 2013	Y	WATER INFRASTRUCTURE IMP ART9	150,000.00	125,528.86	24,471.14	3,771.20	5,963.86	14,736.08

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		Balance	
							Expended	Encumb		
:0149A33	ATM APRIL 2014	Y	STUDY PERFORMANCE/TEST 2 WELLS	500,000.00	112,450.00	387,550.00	172,843.60	210,935.00	3,771.40	
:0149A35	ATM APRIL 2014	Y	GENERATORS SCADA SYSTEM UPGRAD	50,000.00	46,515.00	3,485.00	-	-	3,485.00	
:0149A36	ATM APRIL 2014	Y	WATER INFRASTRUCTURE IMPROVE	100,000.00	31,922.50	68,077.50	20,764.81	10,587.71	36,724.98	
:0149A37	ATM APRIL 2014	Y	CONTAMINATE SOIL REMOVE CAMELO	61,000.00	-	61,000.00	-	-	61,000.00	
:0159C4	ATM APRIL 2015	Y	MUNIS UTILITY BILLING SOFTWARE	41,000.00	9,612.50	31,387.50	8,850.00	22,012.50	525.00	
:0159C6	ATM APRIL 2015	Y	WATER INFRASTRUCTURE	500,000.00	197,673.56	302,326.44	60,684.28	65,879.68	175,762.48	
:0159C7	ATM APRIL 2015	Y	REPLACE 2006 SEDAN	30,000.00	28,103.50	1,896.50	-	-	1,896.50	
:0159C8	ATM APRIL 2015	Y	STEEL PLATES FOR ROAD CONSTRUC	15,000.00	-	15,000.00	-	-	15,000.00	
:015S3A	STM APRIL 2015	Y	ART 3 UNPAID BILL-WATER	2,201.81	-	2,201.81	-	-	2,201.81	
:0169A40	ATM APRIL 2016	Y	WATER INFRASTRUCTURE	500,000.00	-	500,000.00	21,344.31	105,655.69	373,000.00	
:0169A41	ATM APRIL 2016	Y	PURCHASE NEW MINI EXCAVATOR	100,000.00	-	100,000.00	80,606.80	-	19,393.20	
:0169A42	ATM APRIL 2016	Y	REPLACE 2007 UTILITY TRUCK W44	50,000.00	-	50,000.00	49,179.25	-	820.75	
182 - AIRPORT										
:0149A39	ATM APRIL 2014	Y	AVIATIO FUEL FARM/TOWN SHARE	52,000.00	-	52,000.00	-	-	52,000.00	
:0159C11	ATM APRIL 2015	Y	ADMIN BUILDING-DESIGNS & CONST	195,000.00	-	195,000.00	-	-	195,000.00	
:0159C12	ATM APRIL 2015	Y	SIGNS ON SOUTH MEADOW ROAD	6,000.00	-	6,000.00	-	-	6,000.00	
:0159C9	ATM APRIL 2015	Y	RUNWAY 24 & 33 STOPWAYS	66,000.00	-	66,000.00	-	-	66,000.00	
:016F4H	FATM 2016 OCTOBER	Y	DELTA TAXIWAY CONSTRUCTION	85,000.00	-	85,000.00	11,720.00	-	73,280.00	
TOTAL ENTERPRISE FUND ARTICLES				10,560,432.01	6,610,988.84	3,949,443.17	922,895.71	860,937.99	2,165,609.47	

0.00										
NON-DPW ARTICLES				11,339,641	5,781,493	5,558,148	1,985,163	1,965,543	1,607,442	
DPW ARTICLES				9,554,365	4,451,997	-	927,063	320,369	3,854,935	
ENTERPRISE FUNDS ARTICLES				7,200,366	3,250,923	-	922,896	860,938	2,165,609	
GRAND TOTAL				52,794,527	38,184,568	14,609,959	3,835,122	3,146,850	7,627,987	

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:

ITEM NUMBER	DEPARTMENT OR SPONSOR		PROJECT DESCRIPTION
A	Police Department		Active Shooter Response Protective Vest
B	Fire Department		SCBA Updates/Upgrades
C			Library Chillers, Duct, Insulation, Roof Insulation and Drains
D			Replace Boiler in Fire Station 2
E			Replace Boiler in Fire Station 1
F	Cold Spring		Replace Floor Tiles
G	South		Repave Asphalt Areas and Create New Spaces
H	West		Replace Windows-1 Pod Per Year
I	Manomet		Repave Asphalt Areas
J	Hedge		Field Renovations
K	Indian Brook		Repave Asphalt Areas
L	425	FLT	Fleet Fuel Efficiency Replacement Program
M	425	FLT	Replace 2005 Service Vehicle
N	420	HY	Purchase New Snow Blower for Loader
O	420	HY	Replace 1999 6 Wheel Truck H37
P	420	HY	Replace 1995 Dump Truck H342
Q	420	HY	Replace Asphalt Roller
R	492	PK	Replace 1996 Truck P61
S	630	REC	Purchase New Off-Road Vehicle for Morton Park
T	DW Facilities		Replace 2009 SUV
U	DW Facilities		Replace 1993 Aerial Lift Truck
V	DW Facilities		Replace Two Diesel Busses
W	Marine & Environmental		Evaluating Inlet Stabilization at Ellisville Harbor
X	Fire Department		Refurbish Tower 1
Y	Fire Department		New Station 7 in North Plymouth
Z	Fire Department		Public Safety Radio System Upgrades
AA	Police Department		Police Station Access Control System
BB	DPW Operation-Engineering		Obery Street Roadway Improvements
CC	DPW Operation-Engineering		Bridge & Culvert Inspection
DD	Marine & Environmental		Holmes Dam Construction
EE	DPW-Crematory		Rebuild Unit 2 Chamber
FF	Fire Department		Rehab Engine 6
GG	DPW-Cemetery		Replace Water Line & Paving in Vine Hills Cemetery
HH	DPW-Parks & Forestry		Splash Pad Floor Replacement
II	DPW-Parks & Forestry		Veterans Park Design
JJ	DPW-Cemetery		Replace Entrance Fencing in Oak Grove Cemetery
KK	DPW-Cemetery		Fence Replacement on Samoset St.
LL	Marine & Environmental		Harbor Master Work Skiff
MM	DPW Utilities (Sewer)		Capacity, Management, Operation & Maintenance (CMOM) Plan
NN	DPW Utilities (Sewer)		Pipe Line and Pipe Point Repairs
OO	DPW Utilities (Water)		Water System Expansion Design, Permitting and Engineering
PP	DPW Utilities (Water)		Water Infrastructure
QQ	Airport		Small Slide Sander
RR	Airport		Treatment Plant HVAC Electrical Panel

or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$7,552,875.78 (Unanimous, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 9. The Advisory & Finance Committee is in agreement with the Town Manager's Recommendation for Capital Projects. Capital requests totaled \$66.2 million for FY18. The Town Manager recommends total spending on FY 2018 capital projects of \$15,752,876. Article 9 addresses \$7,552,876 of those capital projects, which includes General Fund spending of \$4,873,376 to be funded with \$3,479,082 from Free Cash, \$842,077 from borrowing, and \$552,217 from other available funds. Enterprise Fund recommended capital projects total \$2,679,500 to be funded by \$500,000 from Sewer Enterprise Fund borrowing, \$300,000 from other available funds, \$250,000 from Water Enterprise Fund Retained Earnings, \$1,600,000 from Water Enterprise Fund borrowing, and \$29,500 from Airport Retained Earnings and Other Airport Funds. The balance of the Town Manager's recommended capital projects consist of a state-funded project to replace the water main along Taylor Avenue (\$2.2 million) in STM Article 4 and road infrastructure improvements addressed separately in ATM Article 10 (\$5 million) and ATM Article 14 (\$1 million).

<p>Town of Plymouth Finance Department</p>

TO: Board of Selectmen
 Advisory & Finance Committee
 FROM: Lynne A. Barrett, Finance Director
 RE: **Annual Town Meeting Article 9: Capital Requests & Recommended Projects**
 DATE: February 24, 2017

Capital requests totaled \$66.2 million for FY18.
 The Town Manager is recommending \$15.8 million.

Projects totaling \$7,552,875.78 are covered by Annual Town Meeting Article 9.
 Recommended funding is as follows:

Free Cash		3,479,082.00
Borrowing		2,942,077.00
General Fund	2,662,577	
Sewer	250,000	
Water	29,500	
Water Retained Earnings		250,000.00
Airport Retained Earnings and Other Airport Funds		29,500.00
Other Available Funds & Grants		852,216.78
		7,552,875.78

The remaining \$8.2 million is covered by other Town Meeting articles:

<i>Annual Town Meeting</i>			
<i>Article 10</i>	<i>Road Pavement Preservation</i>	<i>\$5,000,000</i>	<i>Borrowing</i>
<i>Article 14</i>	<i>Gravel Road Improvements</i>	<i>\$1,000,000</i>	<i>Raise from Tax Levy</i>
 <i>Special Town Meeting</i>			
<i>Article 4</i>	<i>Taylor Ave Water Main</i>	<i>\$2,200,000</i>	<i>Borrowing</i>

A spreadsheet listing all project descriptions, costs, ranking by the Capital Improvements Committee, and funding sources is provided (*please see Capital Improvements Committee section of this book*).

Thank you for your support of Article 9.

FY2018 ARTICLE 9

DEPT	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	CIC RANK	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	DEBT	TAX LEVY	OTHER
210	Police Dept	Active Shooter Response Protective Vest		\$ 27,000	1	27,000	27,000			
220	Fire Dept	SCBA Updates/Upgrades		\$ 167,000	2	167,000	167,000			
422	DPW-Maintenance	Town Building Repair Program: Library Chiller's Duct,Insulation,Roof Insulation,Dra	\$1,004,746.00	\$ 5,237,116	3	1,098,246	93,500	842,077	162,669	Available bldg maint-library project funds
		Replace Boiler in Fire Station 2	\$27,500.00							
		Replace Boiler in Fire Station 1	\$66,000.00							
300	School Dept	School Building Repair Program		\$ 1,461,368	4	556,600	556,600			
	Cold Spring	Replace Floor Tiles	\$141,625.00							
	South	Repave Asphalt Areas and Create New	\$95,122.00							
	West	Replace Windows-1 Pod Per Year	\$59,740.00							
	Manomet	Repave Asphalt Areas	\$16,789.00							
	Hedge	Field Renovations	\$63,074.00							
	Indian Brook	Repave Asphalt Areas	\$180,250.00							
422	DPW-Maintenance	Town Vehicle & Equipment Replacement Program		\$ 3,009,535	6	778,671	778,671			
	425	FLT Fleet Fuel Efficiency Replacement Program	\$110,109							
	425	FLT Replace 2005 Service Vehicle	\$58,470							
	420	HY Purchase New Snow Blower for Loader	\$181,500							
	420	HY Replace 1999 6 Wheel Truck H37	\$231,000							
	420	HY Replace 1995 Dump Truck H342	\$101,930							
	420	HY Replace Asphalt Roller	\$43,450							
	492	PK Replace 1996 Truck P61	\$32,667							
	630	REC Purchase New Off-Road Vehicle for Morton Pk	\$19,545							
300	School Dept	School Vehicle & Equipment Replacement Program		\$ 302,469	7	302,469	302,469			
	DW Facilities	Replace 2009 SUV	\$36,000.00							
	DW Facilities	Replace 1993 Aerial Lift Truck	\$86,469.00							
	DW Facilities	Replace Two Diesel Busses	\$180,000.00							
427	Marine & Environ	Evaluating Inlet Stabilization at Ellisville Harbor		\$ 148,000	8	148,000	32,000		116,000	CZM Grant & Friends of Ellisville Marsh \$5k
220	Fire Dept	Refurbish Tower 1		\$ 340,162	9	340,162	340,162			
220	Fire Dept	New Station 7 in North Plymouth		\$ 7,000,000	10	300,000	300,000			
220	Fire Dept	Public Safety Radio System Upgrades		\$ 137,000	11	137,000	137,000			
210	Police Dept	Police Station Access Control System		\$ 108,280	13	108,280	108,280			
411	DPW-Engineering	Obery Street Roadway Improvements		\$ 250,000	14	250,000	250,000			
411	DPW-Engineering	Bridge & Culvert Inspection		\$ 150,000	16	150,000	150,000			
427	Marine & Environ	Holmes Dam Construction		\$ 159,297.78	18	159,297.78	159,297.78			Sewall & Dam Loan remaining from Plymco
490	DPW-Crematory	Rebuild Unit 2 Chamber		\$ 28,000	21	28,000	28,000			
220	Fire Dept	Rehab Engine 6		\$ 27,400	23	27,400	27,400			
491	DPW-Cemetery	Replace Water Line & Paving in Vine Hills Cemetery		\$ 26,250	31	26,250	26,250		26,250	Sale Of Lots / CPC
492	DPW-Parks&Fore	Splash Pad Floor Replacement		\$ 136,000	34	136,000	136,000			
492	DPW-Parks&Fore	Veterans Park Design		\$ 45,000	35	45,000	45,000			
491	DPW-Cemetery	Replace Entrance Fencing in Oak Grove Cemetery		\$ 19,000	36	19,000	19,000		19,000	Sale Of Lots / CPC
491	DPW-Cemetery	Fence Replacement on Samoset St.		\$ 39,000	37	39,000	39,000		39,000	Sale Of Lots / CPC
427	Marine & Environ	Harbor Master Work Skiff		\$ 30,000	42	30,000	30,000		30,000	Waterways
		TOTAL ARTICLE 9 GENERAL FUND PROJECTS		\$ 49,656,559.78		4,873,375.78	\$ 3,479,082	\$ 842,077	\$ -	\$552,216.78
440	DPW-Sewer	Capacity, Management, Operation & Maintenance (CMOM) Plan		\$ 500,000	1	300,000	300,000		300,000	Samoset Article
	DPW-Sewer	Pipe Line and Pipe Point Repairs		\$ 500,000	2	500,000	500,000		500,000	
		TOTAL SEWER ARTICLE 9 PROJECTS		\$ 1,371,000		800,000	800,000		500,000	300,000
450	DPW-Water	Water System Expansion Design, Permitting and Engineering		\$ 1,600,000	1	1,600,000	1,600,000			
	DPW-Water	Water Infrastructure		\$ 500,000	3	250,000	250,000		250,000	Water Fund
		TOTAL WATER ARTICLE 9 PROJECTS		\$ 2,315,000		1,850,000	1,600,000		250,000	Water Fund
482	Airport	Small Slide Sander		\$ 32,000	1	9,500	9,500		9,500	Airport Fund
	Airport	Treatment Plant HVAC Electrical Panel		\$ 20,000	2	20,000	20,000		20,000	Airport Fund
		TOTAL AIRPORT ARTICLE 9 PROJECTS		\$ 52,000		29,500	29,500		29,500	Airport Fund
		TOTAL FOR ENTERPRISE FUNDS		\$ 3,738,000		2,679,500	\$ -	\$ 2,100,000	\$ -	\$ 579,500
		TOTAL ARTICLE 9 PROJECTS FOR FY18		\$ 53,394,559.78		7,552,875.78	\$ 3,479,082	\$ 2,942,077	\$ -	\$1,131,716.78

ARTICLE 10:

ARTICLE 10: Public and Unaccepted Road and Bridge Improvements To see if the Town will vote to appropriate the sum of Five Million Dollars (\$5,000,000), to pay costs of improving various public and unaccepted roads, and bridges, and for the payment of all costs incidental and related thereto, including but not limited to reconstructing, resurfacing, crack sealing, drainage, engineering, sidewalks, lighting, traffic control, bridges, tree planting and landscaping and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise; or to take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$5,000,000 (Unanimous, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 10. Town Meeting approval of this article will appropriate \$5 million for repairs to paved roads. Significant investment is needed to properly maintain Plymouth's nearly 300 miles of paved roads. Funds will be allocated in a 70/30 split with \$3.5 million for public roads and \$1.5 million for unaccepted roads. Improvements will include road reconstruction, paving, sidewalks, line striping, police details, and drainage per the pavement management program. The DPW anticipates spending the funds during the 2017 and 2018 construction seasons. A new funding mechanism for pavement management is addressed by Special Town Meeting Article 7, which would create a Pavement Management Debt Stabilization Fund.



TOWN OF PLYMOUTH

DEPARTMENT OF PUBLIC WORKS

159 Camelot Drive
Plymouth, Massachusetts 02360

FAX: (508) 830-4165

MEMO

Date: February 9, 2017

To: Melissa Arrighi, Town Manager

cc: Board of Selectmen
Lynne Barrett, Finance Director
Sid Kashi, Town Engineer

From: Jonathan Beder,  Director of Public Works

Re: Road Pavement Preservation-\$5,000,000.00

In 2011, the DPW developed a Pavement Management Program for our 200 miles of Accepted Roads. The project scope entailed visual inspections of Town roadways to identify surface distresses and roadway features. The goal of the inspection program was to provide the Town with an independent evaluation of the roadway network.

In 2012 the Selectmen as Road Commissioners adopted this program to be used as the primary device for planning future road projects. In 2013, the scope was expanded to include the Town's unaccepted roads to the program, allowing the Town to evaluate approximately 400 miles of roadway with the program (5th largest road network in the state).

Our Chapter 90 disbursement cannot keep up with the necessary road improvements needed. Each year, we fall further behind in terms of necessary road repairs. Significant investment is needed to properly maintain and manage Plymouth's road network. The \$5M FY18 funding request would go towards all roadway improvements to including road reconstruction, paving, sidewalks, line striping, police details, and drainage, on accepted and unaccepted paved roads per the pavement management program.

These funds would be allocated at a 70/30 split to our accepted and unaccepted roads respectively. \$3.5M would go towards accepted and the remaining \$1.5M would go towards unaccepted improvements. This split represents the same ratio as our number of paved road miles at 200 accepted, and 90 paved miles of unaccepted. Should Town Meeting appropriate funding for this, the DPW anticipates spending the funds during the 2017 and 2018 construction seasons.



In working with the Finance Director, we are recommending a new funding mechanism by creating a Pavement Management Debt Stabilization Fund with excess proceeds from Motor Vehicle Excise Receipts from the annual budget process. This is being requested under a separate article within the Special Town Meeting. The purpose of this fund would be to accumulate funds from motor vehicle excise and allocate them at future Town Meetings to pay for the debt service associated with the Road Pavement Preservation Projects.

Funding this request would allow us to utilize the road program to its fullest extent and begin to invest/rehabilitate our paved roads (accepted and unaccepted) on a detailed and dedicated schedule.

We respectfully request that Board of Selectmen acting in their capacity as Road Commissioners support this Article 9 request.

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 \$636,782 (Unanimous, 14-0-0). The Advisory & Finance Committee recommends Town Meeting 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. The Visitor Services Board oversees expenditures from this fund. Expenditures include funding 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: FY18 Town Promotion Fund – Article 11 – 2017 ATM

Date: January 3, 2017

The receipts collected through the 6% Hotel/Motel Tax decreased by 3% from last year (\$1,415,072 compared to \$1,458,400 last year). The Town, by a special act, places 45% of the total Hotel/Motel Tax into its Promotion Fund. The total FY18 funding to be approved for the Town Promotions budget is \$636,782 which is \$19,497 less than last year's appropriation.

The Visitor Services Board oversees expenditures from the Promotion Fund.

This year's estimated fixed costs are \$426,638.00 and include:

- The Town Promotions contract with Destination Plymouth is \$310,000
- The Water Street Visitors Information Center operation contract is \$52,360.00
- Public Improvements at \$63,678 (\$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 (\$210,144.00)

- Event Funding and Additional Marketing (\$167,644)
- Distinguished Visitors (\$5,000 last year)
- 2020 Celebrations (\$37,500 last year)

Funds that are not expended (primarily due to event cancellations) remain available. The current unexpended balance is 651.88.

The FY 18 budget is as follows:

Salaries and Wages (Admin. Support).....	\$600
Contractual Services (Promotions and Info Center).....	\$360,820*
Public Improvements	\$63,678*
Event Funding, Distinguished Visitors, Special Events, Exhibit Grants & Additional Marketing	\$211,685
Total	\$636,783

*Fixed costs

The following is a list of Celebrations (special events and exhibit grants) funding from FY17:

Special Events

Musician's Union Concert Series	\$2,000	Thanksgiving Food Fest	\$8,300
July 4 th Parade	\$10,000	Thanksgiving Waterfront Activities	\$5,000
July 4th Fireworks	\$10,000	Christmas in Historic Plymouth	\$500
PA Concert Series & Folk Festival	\$10,000	Myles Standish Road Race	\$2,500
Pilgrims Progress	\$850	Score for A Cure	\$1,100
Downtown Waterfront Festival	\$5,000	Plymouth Restaurant Week	\$3,000
Plymouth Outdoor Trails	\$3000	Barktoberfest	\$3,500
Acoustic Nights Concerts	\$500	July 4 Philharmonic	\$20,000
The Thirsty Pilgrim	\$1,000	Halloween on Main St	\$3,200
Annual Juried Art Show	\$3,700	Saturday Stroll	\$4,000
Plymouth Festival of Cyclo Cross	canceled		
Thanksgiving Parade	\$10,000		
Thanksgiving Free Concert	\$5,000		

Misc.

Mayflower II restorations	\$30,000
Destination Plymouth Additional Marketing	\$26,000
2020 Celebrations – Fountain restorations	\$29,719
1820 Courthouse / Municipal Bldg.	\$10,000
America’s Hometown Shuttle	\$14,000
Boston to Waterfront Shuttle	\$11,000
Veteran’s 50 th Anniversary Coin	\$750
Downtown Hanging Planters	\$6,145
Downtown Holiday Decorations	\$7,324
UMass Public Archaeology	\$5,000
Tourism Event Calendar Boards	\$5,000
Pilgrim Path Audio Tour	\$2,700
Harbor Master Website	\$2,800
Lobster Crawl Maps	\$3,100

Thank you.

ARTICLE 12:

ARTICLE 12: To see if the Town will vote to appropriate from available funds a sum of money 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, 9-0-0). The Advisory & Finance Committee recommends Town Meeting 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 FY18 was not known at the time this report was prepared, Plymouth did receive more than \$1.5 million for FY17. The Town expects a similar amount in FY18 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

DATE: January 25, 2017

**Subject: 2017 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 **\$1,512,638.00**. The estimated amount for Fiscal Year 2018 is unknown at this time.

The Town can expect a similar amount in Fiscal Year 2018, 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 approve a payment in lieu of taxes agreement between the Town and Entergy Nuclear Generation Company for the property known as the Pilgrim Nuclear Generation Station, as on file with the Town Clerk, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 13. Town meeting approval of this article will authorize the town to accept a PILOT (payment in lieu of taxes) agreement between the Town and Entergy Nuclear Generation Company for the property known as the Pilgrim Nuclear Generation Station. The agreement extends through June 30, 2019 and will provide payments to the town of \$9 million in FY2018 and \$8.5 million in FY2019. In this round of negotiations, “restrictive covenant” language was removed from the agreement and first right of refusal language was added. This language enables the Town to have some ability to weigh in on the future of approximately 1,500 acres of property controlled by Entergy.

TOWN OF PLYMOUTH
11 Lincoln Street
Plymouth, MA 02360
(508) 747-1620
Fax (508) 830-4140

OFFICE OF TOWN MANAGER

TO: Board of Selectmen
FR: Melissa Arrighi, Town Manager
RE: Annual Town Meeting Article 13 - Entergy PILOT
DT: January 18, 2017

ARTICLE To see if the Town will vote to approve a payment in lieu of taxes agreement between the Town and Entergy Nuclear Generation Company for the property known as the Pilgrim Nuclear Generation Station, as on file with the Town Clerk, or take any other action relative thereto.

BOARD OF SELECTMEN

The Town has been negotiating with Entergy on a successor Payment in Lieu of Tax Agreement that has been approved by the Board of Selectmen. This agreement will extend through June 30, 2019 and will provide for payments of \$9M in Fiscal Year 2018, and \$8.5M in Fiscal Year 2019. Although issues outside of the tax payment are typically outside of the scope of a PILOT agreement, the Town had always retained 'restrictive covenant' language on the approximately 1500 acres owned by Entergy. This land is commonly known as "the burdened parcel". In this round of negotiations, Entergy was quite insistent on the elimination of that language and the Town ultimately agreed to that request. However, we did negotiate a Right of First Refusal option on that "burdened parcel" so that we could retain some ability for the Town to weigh in on the future of that property.

In addition, approval of this article will eliminate the possibility of Entergy filing for an abatement on a Town assessed value of the property. The abatement process is lengthy and may take upwards 12 – 18 months. During that time, the Town would not be able to include this revenue amount in the budget and would have to set aside a portion of the revenue into overlay reserve for the abatement process. Without question, this would leave a glaring hole in the budget that would have to be made up with cuts or raising more taxes.

We are respectfully requesting that you recommend this article to Town Meeting.

Thank you.

**SECOND AMENDMENT TO PAYMENT
IN LIEU OF TAX AGREEMENT**

This Second Amendment (this “Second Amendment”), dated as of October 14, 2016, is by and between the Town of Plymouth, a municipal corporation and political subdivision of the Commonwealth of Massachusetts, with offices at 11 Lincoln Street, Plymouth, Massachusetts 02360 (“Town”) and Entergy Nuclear Generation Company, a Massachusetts corporation, with its principal place of business at the Pilgrim Nuclear Generation Station, Rocky Hill Road, Plymouth, Massachusetts 02360 (“Entergy”), each individually, a “Party” and collectively, the “Parties.”

WHEREAS, the Town and Entergy are Parties to the Payment In Lieu of Tax Agreement, dated as of August 13, 2013 (the “PILOT Agreement”), and capitalized terms used but not otherwise defined in this Second Amendment shall have the meaning given them in the PILOT Agreement; and

WHEREAS, the Town and Entergy are Parties to a First Amendment to PILOT Agreement dated December 17, 2014 that extends the PILOT Agreement through Fiscal Year 2017; and

WHEREAS, the Town and Entergy now wish to extend the term of the PILOT Agreement through Fiscal Year 2019, amending certain sections of the PILOT Agreement accordingly.

NOW THEREFORE, the Town and Entergy, in accordance with Section 22 of the PILOT Agreement, in consideration of mutual covenants and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

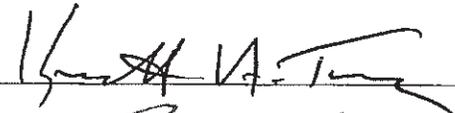
1. The term of the PILOT Agreement shall be extended to and inclusive of June 30, 2019.
2. The Annual Payment for Fiscal Year 2018 shall be \$9,000,000 subject to the limitations set forth in Paragraph 10 of the PILOT Agreement and the Annual Payment for Fiscal Year 2019 shall be \$8,500,000 also subject to the limitations set forth in Paragraph 10 of the PILOT Agreement. The sixth "Whereas" clause, Paragraph 6, Paragraph 8, and Paragraph 10 shall each be amended accordingly by striking the phrase "through 2016" and inserting in its place the phrase "through 2019"; and Paragraph 1 shall be amended by adding "2018" and "\$9,000,000" and "2019" and "\$8,500,000" to the bottom of the existing columns for "Fiscal Year" and "Payment," respectively.
3. Section 14 of the PILOT Agreement is amended by inserting the following as the second paragraph thereof:

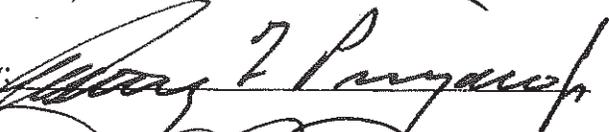
The obligations of the Parties under this Second Amendment are conditioned upon (i) the Town promptly submitting this Second Amendment to the Massachusetts Department of Revenue ("DOR"), and DOR having no objection within the thirty (30) day review period, and (ii) approval of the Second Amendment by the Town acting by vote of its Town Meeting no later than April 30, 2017. In the event that DOR objects to the Second Amendment or the Second Amendment is not approved by Town Meeting, the Second Amendment shall become null and void and of no further effect unless otherwise agreed by the Parties in writing.
4. Section 20 of the PILOT Agreement is amended by striking the existing text in full and inserting in its place the following:

6. The Parties shall commence the process of negotiating another Payment in Lieu of Tax Agreement for the Plant for Fiscal Year 2020, and possibly future years, not later than March 31, 2018.

IN WITNESS WHEREOF, THE Town and Entergy have executed this Second Amendment as of the date first above written.

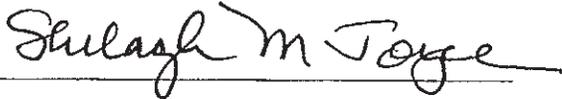
BOARD OF SELECTMEN OF THE
TOWN OF PLYMOUTH

By: 

By: 

By: 

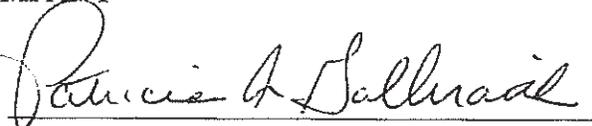
By: _____

By: 

TOWN MANAGER OF THE TOWN
OF PLYMOUTH

By: 
10-16-16

ENTERGY NUCLEAR GENERATION
COMPANY

By: 

ARTICLE 14:

ARTICLE 14: To see if the Town will vote to raise and appropriate, borrow, or otherwise fund \$1,000,000.00 in improvements to Gravel Public Roads, and Gravel Unaccepted Roads (the special act relative to spending funds on Unaccepted Roads was passed by State Legislators and signed by the Governor on June 13, 2012), including any costs necessary and related thereto, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$1,000,000 (Unanimous, 9-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 14. Town Meeting approval of this article will appropriate \$1 million for repairs to gravel roads. Significant investment is needed to properly maintain Plymouth's 80+ miles of gravel roads. Improvements may include maintenance, grading, repair, and in some instances, paving gravel road(s) for future Town Meeting acceptance.



TOWN OF PLYMOUTH

Department of Public Works
Engineering Division
11 Lincoln Street
Plymouth, Massachusetts 02360

TO: ADVISORY AND FINANCE COMMITTEE

FROM: SID KASHI, P. E., TOWN ENGINEER *(S.K.)*

Through: Jonathan Beder, Director of Public Works

DATE: February 16, 2017 (updated)

**SUBJECT: 2017 SPRING ANNUAL TOWN MEETING – ARTICLE EXPLANATION -
ARTICLE 14 - \$1,000,000. FUNDING FOR PUBLIC and UNACCEPTED
GRAVEL ROADS IMPROVEMENT PROGRAM**

A large percentage of requests to the Department of Public Works for road repairs involve **gravel roads**, both public and unaccepted. For that reason, many residents living on gravel roads expect that the Town should be doing more to maintain or improve these roads. In addition, many of these gravel roads are being used as Town-Wide connectors, which are located in areas with significant build-out potential.

There are not adequate funding sources available to support Town maintenance on gravel roads. The DPW and the Roads Advisory Committee (RAC) have explored various options to create a program to help fund desired improvements to gravel roads. To accomplish this goal the RAC recommended placing an article in the Town Meeting Warrant requesting \$1,000,000.00 to make improvements on gravel roads.

This is DIFFERENT than the ½ million dollar article that Town Meeting has approved in the last few years. That funding was for improvements and maintenance to unaccepted roads (paved AND gravel) and was only used for unaccepted roads.

This new approach focuses 1 million dollars on GRAVEL ROADS ONLY regardless of their status (accepted or unaccepted). It provides 1 million dollars for improvements to these 80+ miles of gravel roads throughout the Town.

In summary, the million dollars is to be spent on the 80+ miles of accepted and unaccepted gravel roads for their maintenance, grading, and repair, and, in some circumstances, paving the gravel road for future Town Meeting acceptance.

An example of how these funds could be spent would be the Town making maintenance improvements to 1200 linear feet of Duck Plain Road (an unaccepted gravel road) and also for paving and drainage work to 2875 linear feet on Billington Sea Road (an accepted road),

Thank you.

Chapter 112

THE COMMONWEALTH OF MASSACHUSETTS

In the Year Two Thousand and Twelve

AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO MAKE IMPROVEMENTS OF 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 5N 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,

Robert J. Fahnestock, Speaker.

In Senate, June 6, 2012.

Passed to be enacted,

Paul Cellery, President.

13 June, 2012.

Approved,

at 1 o'clock and 10 minutes, P. M.

[Signature]
GOVERNOR.

Town of Plymouth, Massachusetts

Pavement Management Program

Roadway Status Summary - Town Classification

	Roadway Type	Length (Miles)
Town Classification:	Accepted	
	BC	200.93
	GR	17.98
	Total:	218.91
Town Classification:	Unaccepted	
	BC	89.40
	GR	62.31
	Total:	151.71
Town Classification:	State	
	BC	74.02
	Total:	74.02
Town Classification:	Exclusion	
	BC	61.90
	GR	63.90
	Total:	126.15
	Total:	570.80

FY 2016 Chapter 90 Accepted Road Miles - 215

BETA Group, Inc.

11/30/2015 This Report Is Intended For General Planning and Informational Purposes Only Page 1 of 1



Town of Plymouth Department of Public Works

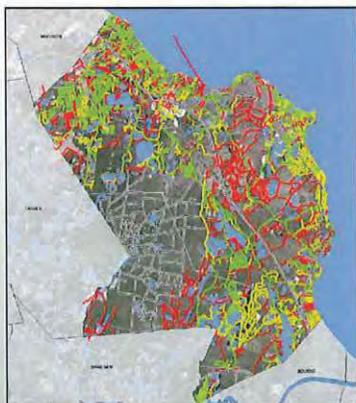
PAVEMENT MANAGEMENT PROGRAM UNACCEPTED ROADWAYS



JANUARY 8th, 2015

Roadway Inventory and GIS

Plymouth Roadway Profile

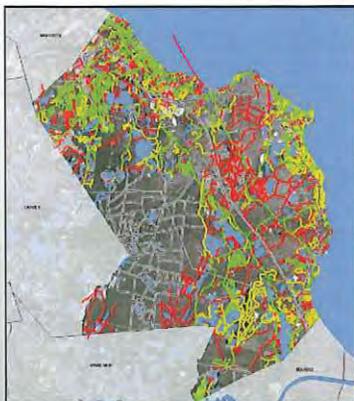


Classification	Miles
Town – Accepted	218.9
Town – Unaccepted	152.5
Town – Private/Exclusion	125.7
Total	497.1



Roadway Inventory and GIS

Plymouth Unaccepted Roadway Profile



Road Type	Miles
Unaccepted – Asphalt	87.5
Unaccepted – Gravel	65.0
Total	152.5



Pavement Management



Maintenance

- Crack Seal
- Pothole/Utility Patching

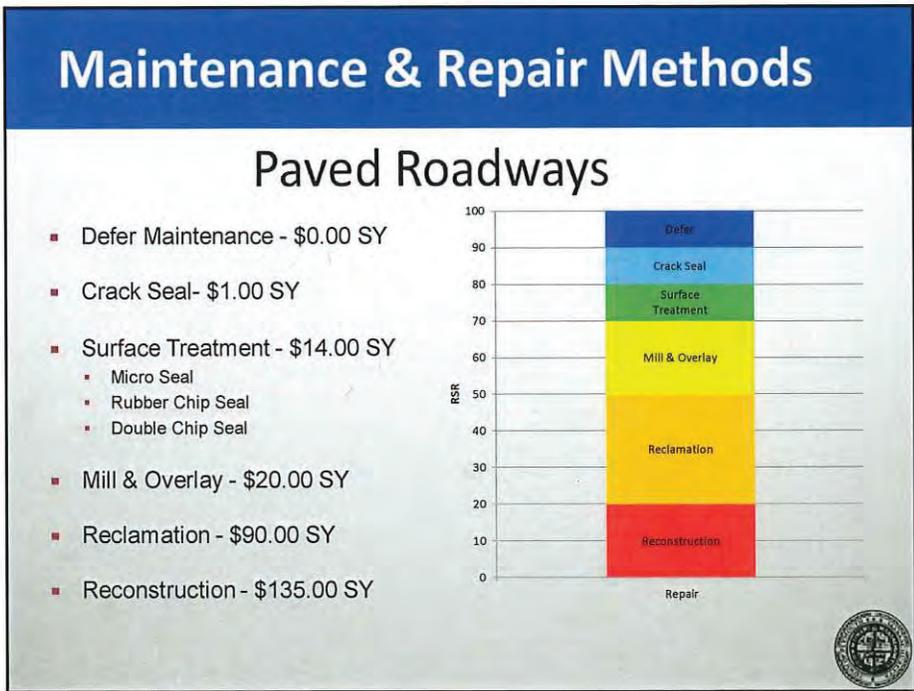
Surface Treatment

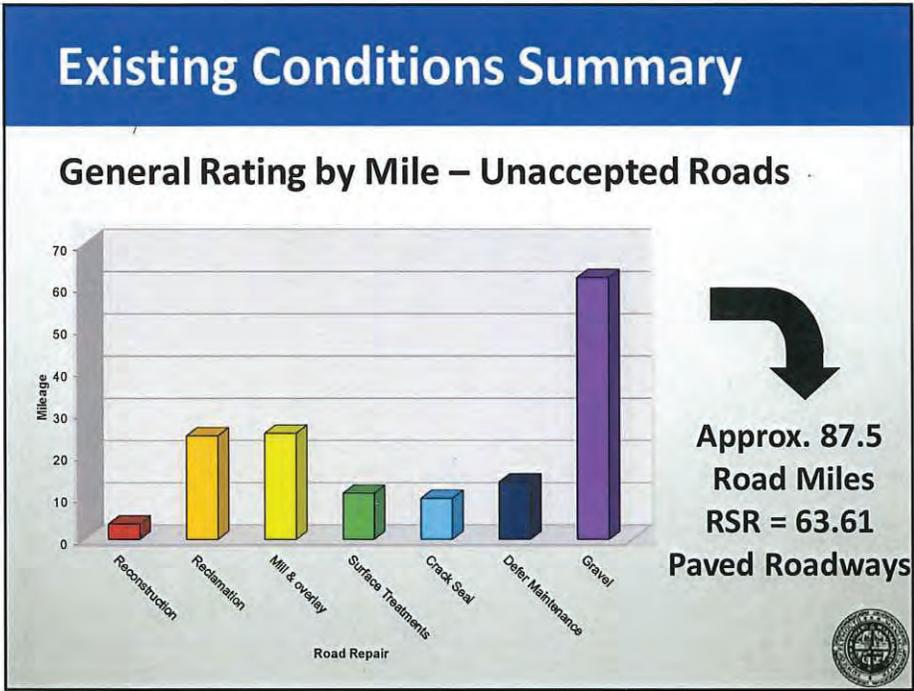
- Microsurfacing
- Rubber Chip Seal
- Double Chip Seal

Structural Repair

- Mill and Overlay
- Reclamation
- Reconstruction







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%
TOTAL:	87.5	\$43,737,048	100.0%

 **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)

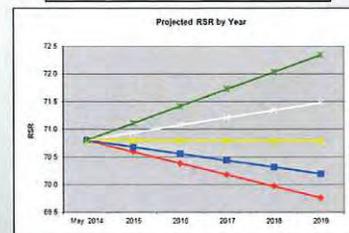


*Asking for \$500K at Town Meeting FY2016



Next Steps

- Determine target funding levels
- Identify funding sources
- Prioritize Roadway Construction
- Installation and Train of Town Staff



Town of Plymouth
Department of Public Works

PAVEMENT MANAGEMENT PROGRAM
UNACCEPTED ROADWAYS

Thank You

January 08, 2015



ARTICLE 15:

ARTICLE 15: To see if the Town will vote to authorize the Board of Selectmen to accept and allow as public ways the following streets or portions thereof as laid out by the Board of Selectmen and reported to the Town, and as shown on plans on file with Town Clerk; to authorize the Board of Selectmen to acquire by gift, purchase, or eminent domain an easement or easements to use said way for all purposes for which public ways are used in the Town of Plymouth, and all associated easements; and further to raise and appropriate or transfer from available funds a sum of money, or, 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);

- Pisces Lane
- Alewife Road
- Fairview Lane
- Edgewood Circle
- Douglas Lane
- George Street

or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 9-0-1). The Advisory & Finance Committee recommends Town Meeting approve Article 15. Town Meeting approval of this article will authorize the Board of Selectmen to accept 6 roads as public ways: Pisces Lane, Alewife Road, Fairview Lane, Edgewood Circle, Douglas Lane and George Street. These roads have been evaluated and approved for acceptance by the Roads Advisory Committee. Accepting paved roads increases the amount of Chapter 90 funds that Plymouth receives from the State.



TOWN OF PLYMOUTH

Department of Public Works
Engineering Division
11 Lincoln Street
Plymouth, Massachusetts 02360

TO: ADVISORY AND FINANCE COMMITTEE

FROM: SID KASHI, P. E., TOWN ENGINEER *(S.K.)*

Through: Jonathan Beder, Director of Public Works

CC: Roads Advisory Committee

DATE: January 25, 2017

**SUBJECT: STREET LAYOUT (ACCEPTANCE) PROGRAM
2017 SPRING ANNUAL TOWN MEETING – ARTICLE 15**

The following six (6) streets have been proposed for this year's acceptance.

- Pisces Lane,
- Alewife Road
- Fairview Lane
- Edgewood Circle
- Douglas Lane
- George Street

These streets are presently unaccepted and they have been approved by the Roads Advisory Committee for acceptance.

There is not any need for funding this article.

This package contains a brief synopsis of the locations being considered and locus maps.

Representative of the Engineering Division will be available on February 1st to present the materials and answer any questions that you may have.

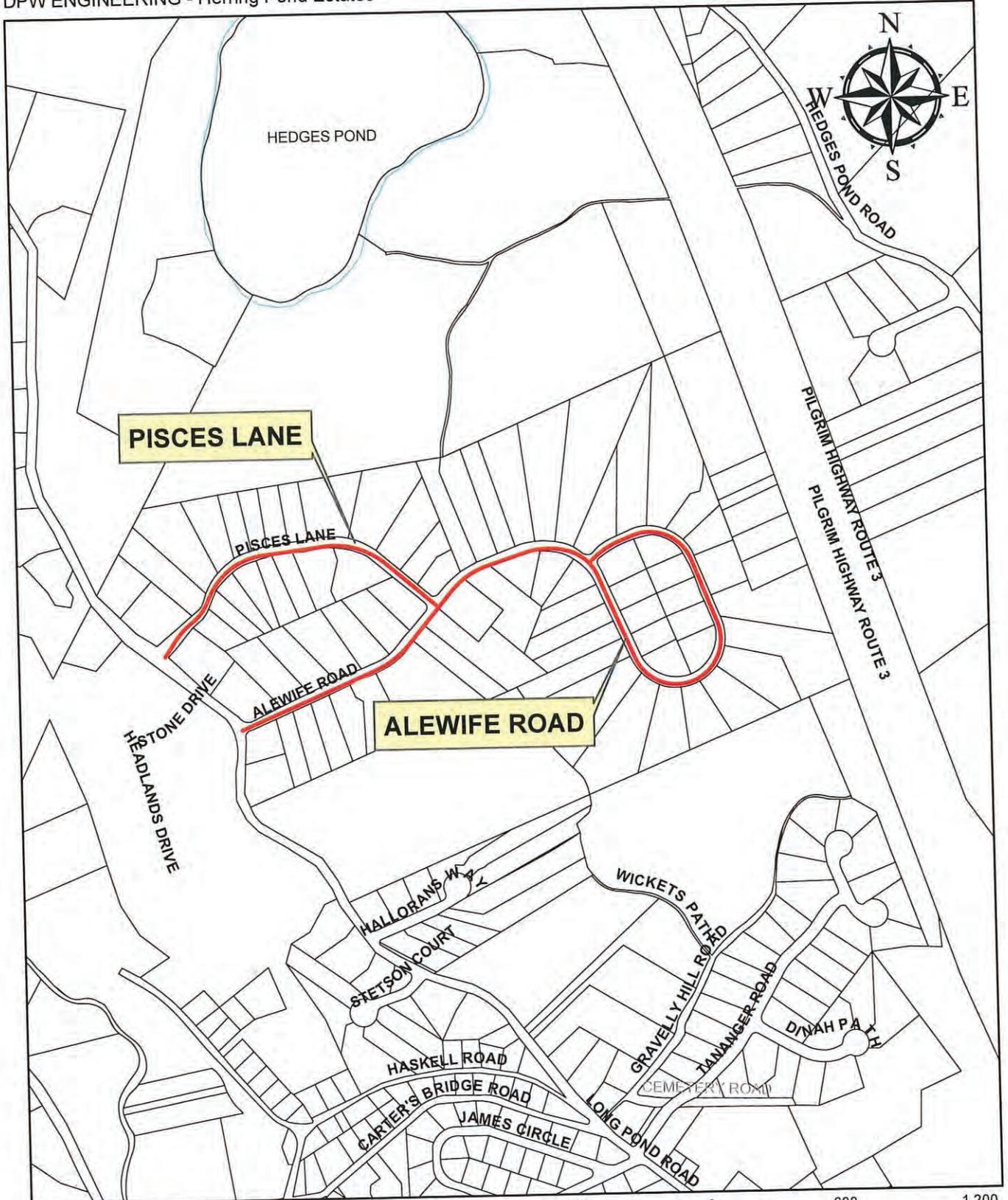
The D.P.W. recommends that the Advisory & Finance Committee members vote to support Article 15 as presented.

Encl: Locus Maps
Brief Synopsis of the Locations

2017 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE 15:
DPW ENGINEERING - Herring Pond Estates

PLAT 55



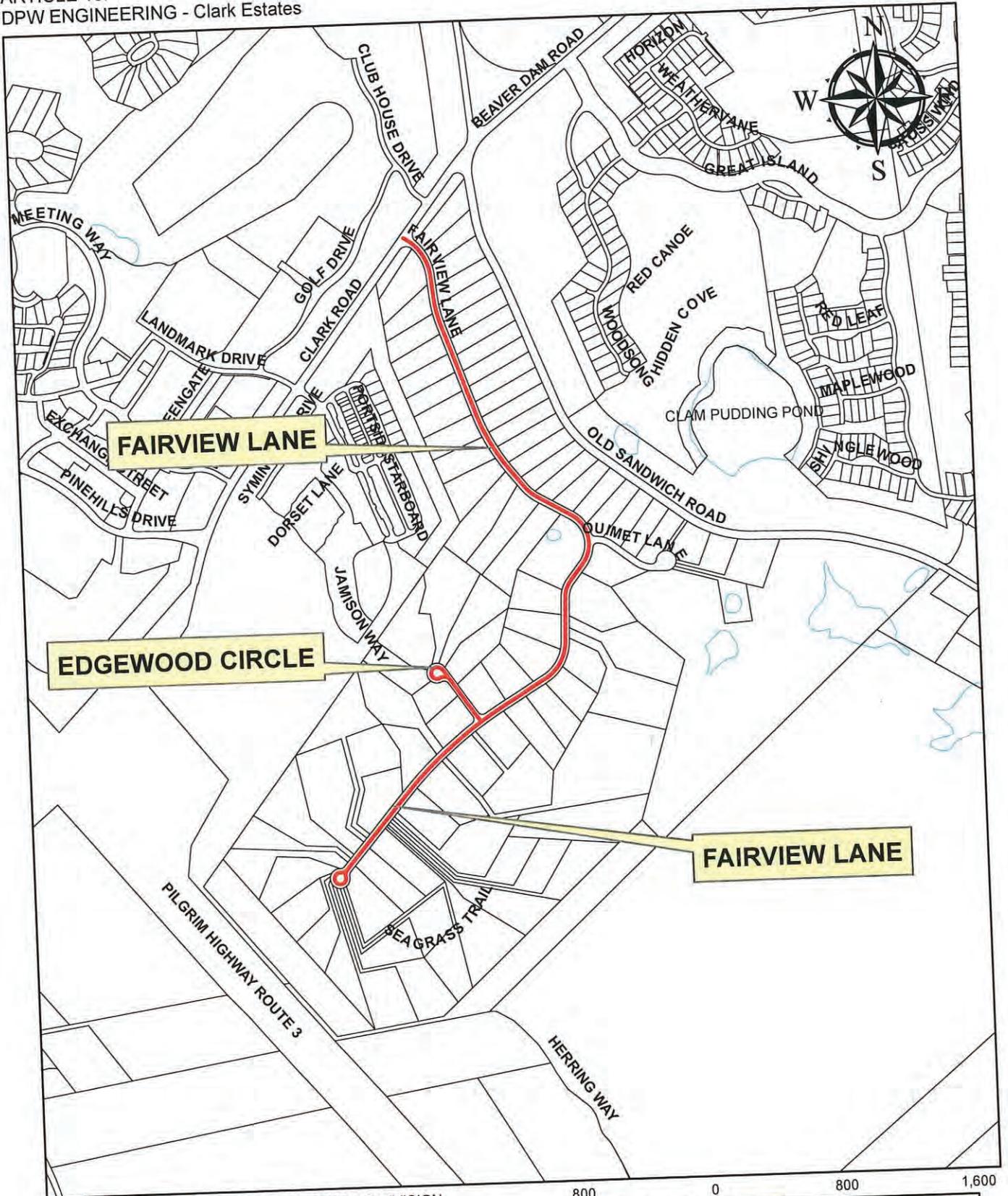
PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

SCALE IN FEET

2017 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE 15:
DPW ENGINEERING - Clark Estates

PLAT 77E



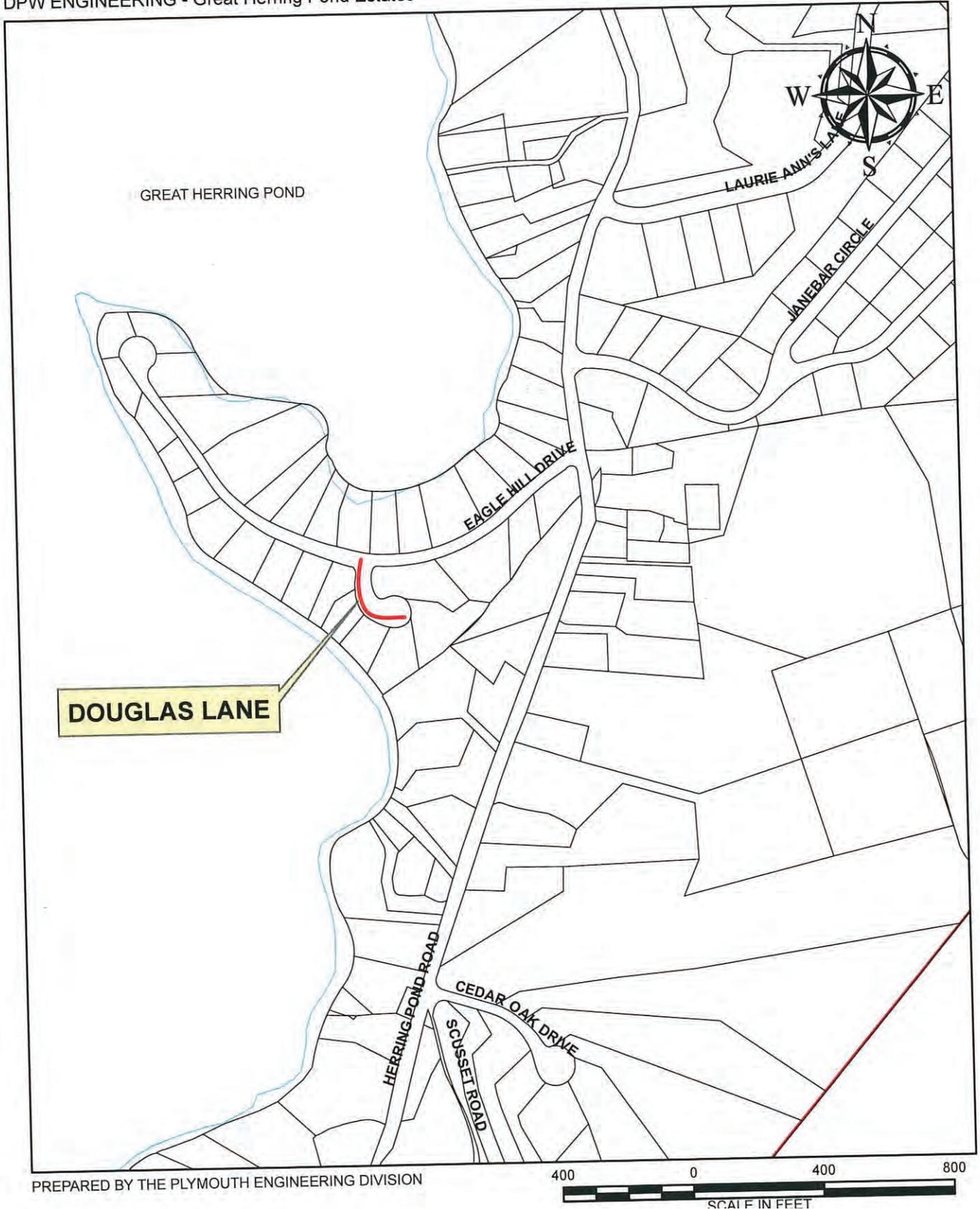
PREPARED BY THE PLYMOUTH ENGINEERING DIVISION



2017 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE 15:
DPW ENGINEERING - Great Herring Pond Estates

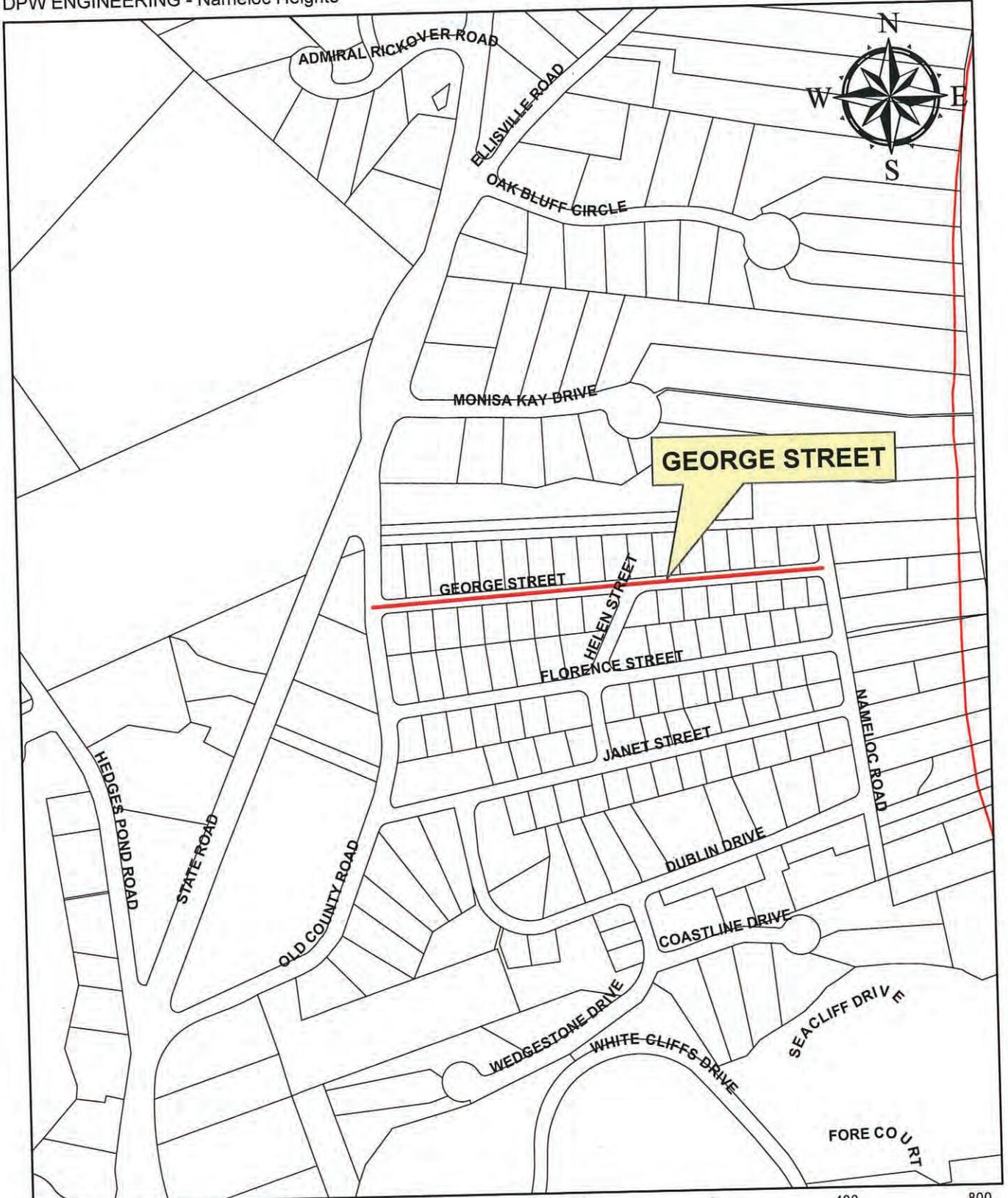
PLAT 56



2017 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE 15:
DPW ENGINEERING - Nameloc Heights

PLAT 54



PREPARED BY THE PLYMOUTH ENGINEERING DIVISION



ARTICLE 16A:

ARTICLE 16A: To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16A of the 2014 Spring Annual Town Meeting for the restoration of the 1820 Court House, as previously amended, by reducing the amount to be borrowed by a sum of money and transferring a sum of money from Fiscal Year 2018 Community Preservation Act estimated annual revenues or other available funds for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16A. Town Meeting approval of this article will authorize a \$500,000 reduction to the remaining \$3,000,000 borrowing authorization for the restoration of the 1820 Court House and authorize the Community Preservation Committee to set aside \$500,000 of FY18 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, Advisory & Finance Committee
From: The Community Preservation Committee
Date: Thursday December 7, 2016
Re: ATM 2017: CPA Article 16A

ARTICLE 16A: To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16A of the 2014 Spring Annual Town Meeting for the restoration of the 1820 Court House, as previously amended, by reducing the amount to be borrowed by a sum of money and transferring a sum of money from Fiscal Year 2018 Community Preservation Act estimated annual revenues or other available funds for such purposes, or take any other action relative thereto.
COMMUNITY PRESERVATION COMMITTEE

CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in support of Article 16A at its meeting held Thursday December 7, 2016. Town Meeting originally approved the 1820 Court House Restoration Article as borrowing. To avoid interest on borrowing, the CPC is moving available funds to pay for the renovations to the 1820 Court House.

ARTICLE 16B:

ARTICLE 16B: To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16A of the 2015 Fall Annual Town Meeting for the historical preservation, restoration and rehabilitation for the Simes House, as previously amended, by reducing the amount to be borrowed by a sum of money and transferring a sum of money from Fiscal Year 2018 Community Preservation Act estimated annual revenues or other available funds for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16B. Town Meeting approval of this article will authorize a \$500,000 reduction to the \$1,142,543,000 borrowing authorization for the restoration of the Simes House and authorize the Community Preservation Committee to set aside \$500,000 of FY18 CPA revenue for Simes 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, Advisory & Finance Committee
From: The Community Preservation Committee
Date: Thursday December 7, 2016
Re: ATM 2017: CPA Article 16B

ARTICLE 16B: To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16A of the 2015 Fall Annual Town Meeting for the historical preservation, restoration and rehabilitation for the Simes House, as previously amended, by reducing the amount to be borrowed by a sum of money and transferring a sum of money from Fiscal Year 2018 Community Preservation Act estimated annual revenues or other available funds for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in support of Article 16B at its meeting held Thursday December 7, 2016. Town Meeting originally approved the Simes House Article as borrowing. To avoid interest on borrowing, the CPC is moving available funds to pay for the restoration of the Simes House.

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 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 of land located off Sandwich Road in the Town of Plymouth comprised of 43 acres more or less being made up of lot 21 shown on Assessors Map 47 said land to be held under the care, custody and control of the Conservation Commission, to appropriate a total sum of money for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow or otherwise fund said total sum pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; provided, however, that any such borrowing authority shall be reduced by the amount of any grants received by the Town prior to such borrowing; 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 further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; 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 COMMITTEE

RECOMMENDATION: Approval \$191,100 (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16C. Town Meeting approval of this article will appropriate \$191,100 from the Community Preservation Fund for the purchase of approximately 43 acres of land off Sandwich Road and on Eel River for open space purposes. The town will be receiving an additional \$263,900 from a FY2018 MA Division of Conservation Services LAND (Local Acquisitions for Natural Diversity) grant which will be applied to the total purchase price of \$455,000. The purpose of this acquisition is to permanently protect and preserve 43 acres of upland, wetland and riverine habitat along the Eel River Watershed adjacent to 67 acres of protected open space. Parcel will be held under the care, custody and control of the Conservation Commission.



TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

MEMO

To: Town Meeting, Board of Selectmen, Advisory & Finance Committee
From: The Community Preservation Committee
Date: Thursday December 7, 2016
Re: ATM 2017: CPA 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 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 of land located off Sandwich Road in the Town of Plymouth comprised of 43 acres more or less being made up of lot 21 shown on Assessors Map 47 said land to be held under the care, custody and control of the Conservation Commission, to appropriate a total sum of money for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow or otherwise fund said total sum pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; provided, however, that any such borrowing authority shall be reduced by the amount of any grants received by the Town prior to such borrowing; 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 COMMITTEE

CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in support of Article 16C at its meeting held Thursday December 7, 2016.

SUMMARY & INTENT:

The Community Preservation Committee is recommending the purchase of land on Eel River off Sandwich Road. The purpose of the acquisition is to permanently protect and preserve 43 acres of upland, wetland and riverine habitat in the Eel River Watershed adjacent to 67 acres of protected open space. The Town of Plymouth has received \$263,900 in a grant funding from the MA Division of Conservation Services LAND program for the acquisition of this project.

Article 16C

The Community Preservation Committee does an excellent job documenting their projects. Please refer to their Spring Annual Town Meeting 2017 Community Preservation Act book for information about this article.

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 of land located off Russell Mills Road in the Town of Plymouth comprised of 10.2 acres more or less being made up of lot 58A-1, 58A-2 and 58A-3 shown on Assessors Map 82 said land to be held under the care, custody and control of the Conservation Commission, to appropriate a total sum of money for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow or otherwise fund said total sum pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; provided, however, that any such borrowing authority shall be reduced by the amount of any grants received by the Town prior to such borrowing; 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 further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; 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 COMMITTEE

RECOMMENDATION: Approval \$175,000 (9-1-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16D. Town Meeting approval of this article will appropriate \$175,000 from the Community Preservation Fund to purchase approximately 10.2 acres off Russell Mills Road for open space purposes. The purpose of this acquisition is to protect the Plymouth/Carver sole source aquifer and act as a buffer between the Eel River and the town sewer plant to the northeast. The town owns two parcels directly abutting to the west and east so this parcel will provide a buffer for connectivity of core habitats. Parcel will be held under the care, custody and control of the Conservation Commission.



TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

MEMO

To: Town Meeting, Board of Selectmen, Advisory & Finance Committee
From: The Community Preservation Committee
Date: Thursday December 7, 2016
Re: ATM 2017: CPA 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 of land located off Russell Mills Road in the Town of Plymouth comprised of 10.2 acres more or less being made up of lot 58A-1, 58A-2 and 58A-3 shown on Assessors Map 82 said land to be held under the care, custody and control of the Conservation Commission, to appropriate a total sum of money for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow or otherwise fund said total sum pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; provided, however, that any such borrowing authority shall be reduced by the amount of any grants received by the Town prior to such borrowing; 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 COMMITTEE

CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in support of Article 16D at its meeting held Thursday December 29, 2016.

SUMMARY & INTENT:

The Community Preservation Committee is recommending the purchase of 10.2 acres of uplands with frontage on Russell Mills Road. The Town owns two parcels directly abutting to the west and east, and large tracts of preserved land to the north and south. The property is located in the Plymouth-Carver sole source aquifer and acts as a buffer from the Eel River and the Town Sewer Plant to the North East. The parcel is within the Natural Heritage and Endangered Species Program BioMap 2 as "Critical Natural Landscape" as designated by the Commonwealth of Massachusetts. The area also provides a buffer for connectivity of Core Habitats.

Article 16D

The Community Preservation Committee does an excellent job documenting their projects. Please refer to their Spring Annual Town Meeting 2017 Community Preservation Act book for information about this article.

ARTICLE 16E:

ARTICLE 16E: To see if the town will vote to appropriate a sum of money for Community Preservation Act Debt Service from Fiscal Year 2018 Community Preservation Act estimated annual revenues or other available funds for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval \$103,564 (9-1-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16E. Town Meeting approval of this article will create a debt service budget to cover short term interest expenses for CPC projects for this year. Based on the current borrowing authorization at a 2.5% interest rate, the maximum exposure will be \$103,564. Most likely, the Town will not need to borrow the full amount and will receive a better interest rate, so this number will be adjusted at Fall Town Meeting when the actual amount of borrowing required to complete the CPC-funded portion of the 1820 Courthouse/Town Hall project and final costs for the Simes House project are known.



TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

MEMO

To: Town Meeting, Board of Selectmen, Advisory & Finance Committee
From: The Community Preservation Committee
Date: Thursday December 7, 2016
Re: ATM 2017: CPA Article 16E

ARTICLE 16E: To see if the town will vote to appropriate a sum of money for Community Preservation Act Debt Service from Fiscal Year 2018 Community Preservation Act estimated annual revenues or other available funds for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in support of Article 16E at its meeting held Thursday December 7, 2016.

SUMMARY & INTENT:

This will allow the Finance Department to accommodate anticipated debt service on short term borrowing for the 1820 Court House and Simes House restoration projects.

ARTICLE 16F:

ARTICLE 16F: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2018 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 2018, 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, 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 \$2,828,691 (9-1-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16F. Town Meeting approval of this article will allow the Community Preservation Committee to set aside for later spending 10% of the estimated annual revenues of the Community Preservation Fund for each of the following: a) open space in the amount of \$282,869; b) historic resources in the amount of \$282,869; and c) community housing in the amount of \$282,869. Also, \$113,148 (4%) of the estimated 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, \$397,272, 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, Advisory & Finance Committee
From: The Community Preservation Committee
Date: Thursday December 7, 2016
Re: ATM 2017: CPA Article 16F

ARTICLE 16F: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2018 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 2018, 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, 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 support of Article 16F at its meeting held Thursday December 7, 2016.

SUMMARY & INTENT:

The Community Preservation Committee recommends that 10% of the Fiscal Year 2018 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 2018 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 2018 SOURCES & USES OF FUNDS
Report for Community Preservation Committee**

SOURCES:

Estimated 2018 CPA Revenues:

Estimated 2018 Tax Revenue		\$ 161,093,560
CPA Surcharge Rate		1.50%
Estimated Surcharge for 2018 less Abatements & Exemptions		\$ 2,416,403
Investment Earnings		\$ 5,000
State Trust Fund Distribution estimated at 18%	\$2,262,712	\$ 407,288
		<u>\$ 2,828,692</u>

USES:

To meet the required Percentages (%) from 2018 Estimated CPA Revenues:

Open Space	10%	\$ 282,869
Historic Resources	10%	\$ 282,869
Community Housing	10%	\$ 282,869
	Total required to be spent or set aside	\$ 848,607

Amount available for CPA Administrative costs:

CPA Operating Budget	4%	\$ 113,148
	Amount available for budget (but not	\$ 113,148

Amount recommended to be set aside in a Budgeted Reserve for Future FY2018 Town Meetings - Remaining FY2018 Estimated Revenues

<i>Available for all 4 CPA Purposes (If not used during FY2018 it will close out to Unreserved Fund Balance at June 30, 2018)</i>	\$ 1,866,936
---	---------------------

Note that the budgeted reserve amount will be reduced by the amount of special purpose CPA articles voted within the Annual Town Meeting.

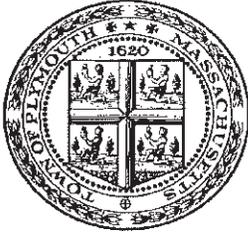
Community Preservation Fund - Available Funds									
	Balance 6/30/2016 - CP2	FY2017 Annual Town Meeting Action for 7/1/2016	Balances Available for FY2017 Town Meetings - FATM, April STM & ATM	FATM Art 9A - Reduce Borrowing 1820	FATM Art 9B- Steinway Library	FATM Art 9C - Mt Pleasant	FATM Art 9D - Old Sandwich	FATM Art 9E - Beaver Dam	Balances Remaining for STM in April
Reserved for Open Space	0.00	275,543.00	275,543.00				(250,000.00)	(25,543.00)	-
Reserved for Community Housing	752,916.00	275,543.00	1,028,459.00						1,028,459.00
Reserved for Historic Resources	-	275,543.00	275,543.00	(150,543.00)	(125,000.00)				-
Budgeted Reserve		352,583.00	352,583.00					(352,583.00)	-
Unreserved - for any Purpose									-
Undesignated Fund Balance	675,825.29		675,825.29	(349,457.00)				(220,874.00)	105,494.29
BORROWING									-
Grand Total	\$1,428,741.29	\$1,179,212.00	\$2,607,953.29	(\$500,000.00)	(\$125,000.00)	\$0.00	(\$250,000.00)	(\$599,000.00)	1,133,953.29

ARTICLE 18:

ARTICLE 18: To see if the Town will vote to authorize the Board of Selectmen to sell or lease or transfer such land and building, located at 0 Spooner Street, Plymouth, commonly known as Fire Station 7, shown as Lot 56 on Plymouth Assessors' Map 01, parcel no. 001-000-056-000 as on file with the Town Clerk, for a sum and upon conditions to be determined by the Board of Selectmen and pursuant to the requirements of G. L. c. 30B, and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to effectuate the purposes of this article; or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 18. Town Meeting approval of this article will give the Board of Selectmen the flexibility to sell, lease or transfer the 0 Spooner Street property, commonly known as Fire Station 7. This will allow the town to move quickly on negotiations regarding the future of 0 Spooner Street once a new fire station is built at 15 Hedge Road.



ATM 18

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: BOARD OF SELECTMEN
ADVISORY AND FINANCE COMMITTEE

FROM: DEREK S. BRINDISI, ASSISTANT TOWN MANAGER

SUBJECT: NORTH PLYMOUTH FIRE STATION 7- 0 SPOONER STREET

DATE: JANUARY 18, 2017

ARTICLE 18: To see if the Town will vote to authorize the Board of Selectmen to sell or lease or transfer such land and building, located at 0 Spooner Street, Plymouth, commonly known as Fire Station 7, shown as Lot 56 on Plymouth Assessors' Map 01, parcel no. 001-000-056-000 for a sum and upon conditions to be determined by the Board of Selectmen and pursuant to the requirements of G. L. c. 30B, as on file with the Town Clerk, and or take any other action relative thereto

During the spring 2016 Annual Town Meeting, Town Meeting members had authorized for the purchase of land and to design and construct a new fire station in North Plymouth in order to replace the existing and aging 1940s fire station located on Spooner Street. Presently, the Town Manager is in the process of acquiring 15 Hedge Road, which will be the location of the new fire station. Once the acquisition is complete, the Town will begin to develop a plan to fund the design and construction of the proposed modern fire facility. However, as the Town prepares for the acquisition and design and construction of the new station, we must simultaneously begin to prepare for the dispensation of the existing station on Spooner Street.

The sale or long term lease or gift/transfer of Town property requires a vote of Town Meeting. This article requests permission for the Selectmen to sell or lease or gift or transfer the building and land. It is critical that the Spooner Street building not be vacant for too long after its use as a fire station has ended due to long term maintenance needs and the concerns of possible vandalism of a vacant structure.

Reuse of the building would need to be determined, however, the public can be assured that the dispensation of the property will require the Town to follow all public bid laws such as Chapter 30B of the Massachusetts General Laws, unless the property is transferred to another public entity.

I would respectfully request your support in passing Article 18.

Unofficial Property Record Card - Plymouth, MA

General Property Data

Parcel ID 001-000-056-000	Account Number 329
Prior Parcel ID 1100 -G01 -001*0084*	
Property Owner PLYMOUTH TOWN OF FIRE DEPT	Property Location SPOONER ST
Mailing Address 11 LINCOLN ST	Property Use Improved
	Most Recent Sale Date 1/1/1932
City PLYMOUTH	Legal Reference 1063/402
Mailing State MA Zip 02360	Grantor
Parcel Zoning R20S	Sale Price 0
	Land Area 0.190 acres

Current Property Assessment

Card 1 Value	Building Value 260,800	Xtra Features Value 5,200	Land Value 156,700	Total Value 422,700
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Building Description

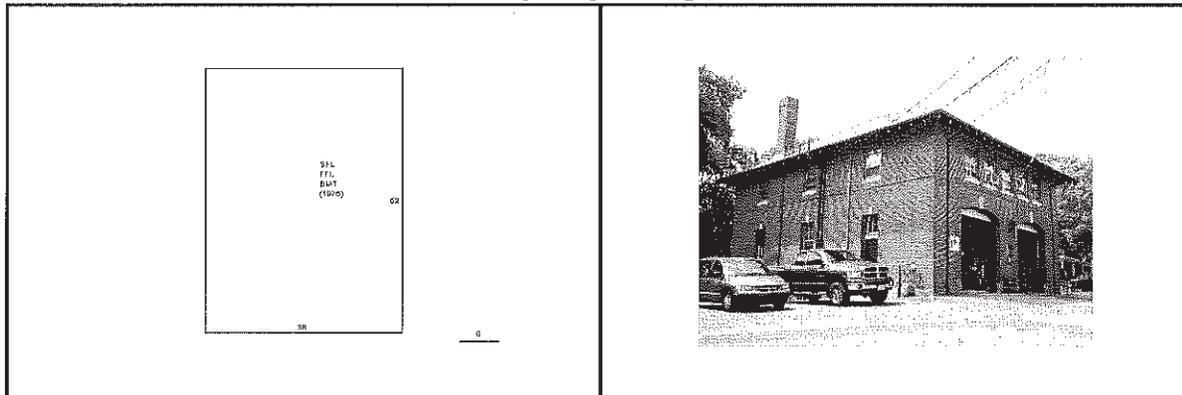
Building Style FIRE STATION	Foundation Type CONCRETE	Flooring Type HARDWOOD
# of Living Units 1	Frame Type CONCRETE	Basement Floor CONCRETE
Year Built 1940	Roof Structure HIP	Heating Type FORCED H/W
Building Grade AVERAGE+	Roof Cover Asphalt	Heating Fuel OIL
Building Condition Average	Siding BRICK	Air Conditioning 0%
Finished Area (SF) 3952	Interior Walls PLASTER	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 1	# of Other Fixtures 0

Legal Description

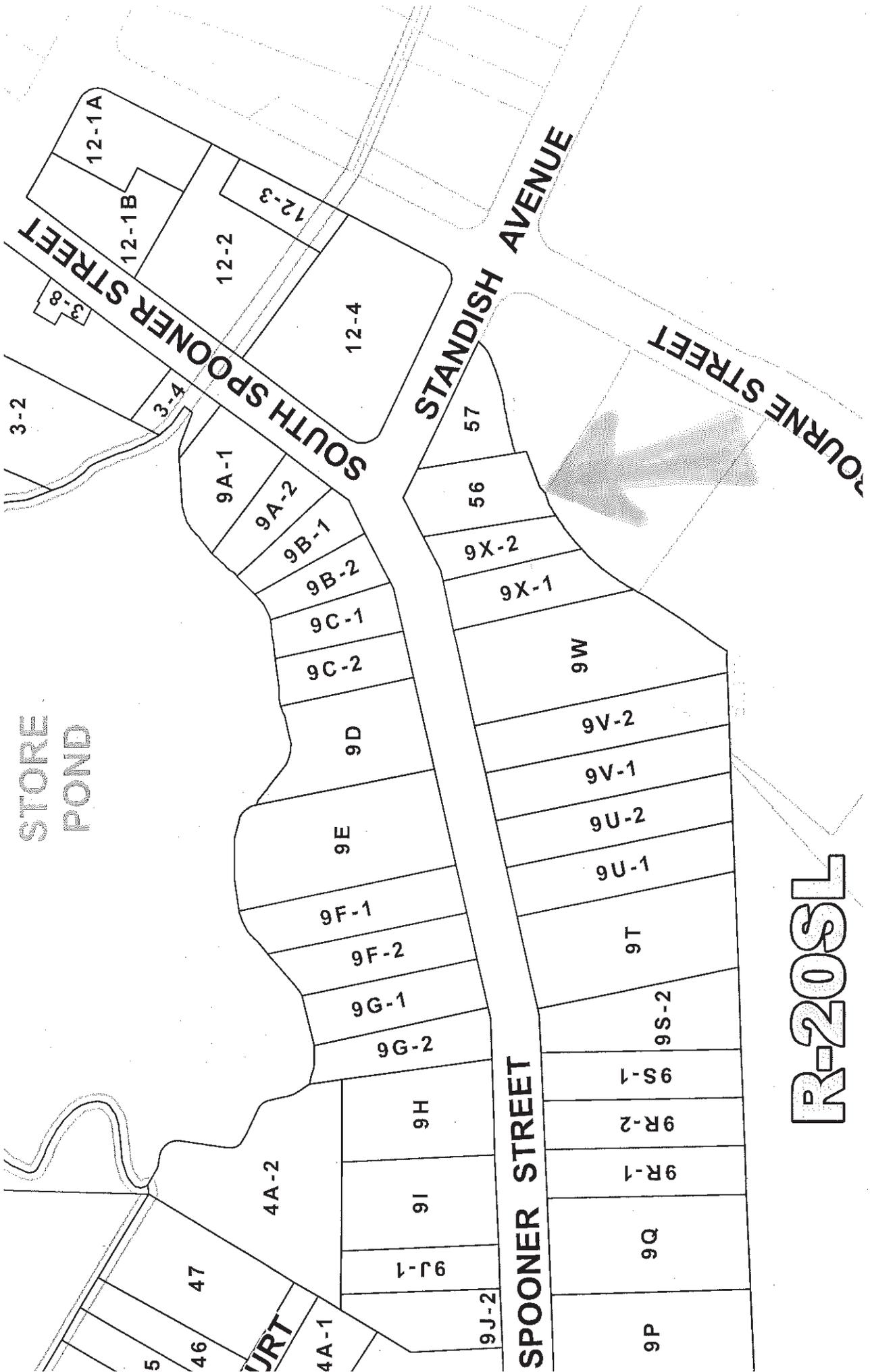
Narrative Description of Property

This property contains 0.190 acres of land mainly classified as Improved with a(n) FIRE STATION style building, built about 1940 , having BRICK exterior and Asphalt roof cover, with 1 unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 1 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



R-20SL

MAP 1

ARTICLE 19:

ARTICLE 19: To see if the Town will vote to transfer the care, custody, management and control of the property shown below as on file with the Town Clerk, from the Town Treasurer for tax title purposes to the Conservation Commission for conservation purposes pursuant to G.L. c. 40, section 8C; and further to authorize the Conservation Commission to execute any and all instruments as may be necessary to effectuate the vote taken hereunder, or take any other action relative thereto.

Parcel ID
044-006-030B-000
110-000-007-000
110-000-014-005
085-000-031-000

CONSERVATION COMMISSION

RECOMMENDATIONS: The first parcel listed in the article language (044-006-030B-000) was withdrawn. Several members of the Advisory & Finance Committee expressed concerns about transferring Tax Title properties to protected open space/conservation status when some parcels could be returned to the tax rolls. As a result, the Advisory & Finance Committee divided the article into three separate components discussing and voting each of the remaining three parcels individually:

110-000-007-000: **RECOMMENDATION: Approval (8-4-0).** The Advisory & Finance Committee recommends Town Meeting approve the transfer of parcel 110-000-007-000 from the care and custody of the Town Treasurer to the Conservation Commission for conservation and open space purposes. The parcel was taken by the Town through tax lien proceedings. This 1.719 acre property is on Fawn Pond Road and Agawam Road. It is in an area designated Priority Habitat of Rare Wildlife. Preserving this parcel as open space will help maintain the wildlife corridor, protect class A water, and connect trails to boost our town's ecotourism.

110-000-014-005: **RECOMMENDATION: Approval (8-4-0).** The Advisory & Finance Committee recommends Town Meeting approve the transfer of parcel 110-000-014-005 from the care and custody of the Town Treasurer to the Conservation Commission for conservation and open space purposes. The parcel was taken by the Town through tax lien proceedings. This 2.469 acre property is located at 330 Halfway Pond Road. This parcel, located in close proximity to the one just described above, is also in an area designated Priority Habitat of Rare Wildlife. Preserving this parcel as open space will help maintain the wildlife corridor, protect class A water, and connect trails to boost our town's ecotourism.

085-000-031-000: **RECOMMENDATION: Not Approve (6-7-0).** The Advisory & Finance Committee recommends Town Meeting not approve the transfer of parcel 085-000-031-000. This 9.159 acre property is located off Gunners Exchange Road. The Committee felt that this property should remain in the care and custody of the Town Treasurer to be sold at a future auction and placed back on the tax rolls.



Town of Plymouth
Conservation Commission &
Open Space Committee

To: Advisory and Finance Committee

From: Open Space Committee

Date: February 23, 2017

Re: ATM 2017 – Article 19

To see if the Town will vote to transfer the care, custody, management and control of the property shown below, from the Town Treasurer for tax title purposes to the Conservation Commission for conservation purposes pursuant to G.L. c. 40, section 8C; and further to authorize the Conservation Commission to execute any and all instruments as may be necessary to effectuate the vote taken hereunder, or take any other action relative thereto.

Parcel ID
110-000-007-000
110-000-014-005
085-000-031-000

PLYMOUTH OPEN SPACE COMMITTEE

The mission of the Open Space Committee is to protect the undeveloped areas of Plymouth through the acquisition and preservation of natural open space.

On August 2, 1999 the Planning Board, as directed by the Charter Commission, voted to create a nine-member Open Space Committee (OSC) "To act in an advisory capacity to representative town meeting with respect to the preservation of natural open space."

On April 3, 2005 Town Meeting, recognizing the critical importance of preserving natural open space, voted to specify which town boards would appoint members of the Open Space Committee: five (5) members by the Planning Board, two (2) by the Selectmen and two (2) by the Conservation Commission. Additionally, the Committee's role was expanded to assist the Community Preservation Committee (CPC) in fulfilling its duties under the Community Preservation Act (CPA).

In 2006, the OSC developed ranking criteria to establish open space land priorities. The committee evaluates environmentally-sensitive areas (wetlands, vernal pools, wildlife habitat and forests); lands within Aquifer Protection Districts; historic landscapes and areas with significant scenic views.

The Open Space Committee works to accomplish the following goals:

- Work toward the acquisition of natural open space to:
 - ✓ Ensure aquifer and surface water resources remain protected for future generations
 - ✓ Protect wildlife corridors, biodiversity and habitats of rare & endangered species
 - ✓ Safeguard natural character and scenic views
 - ✓ Increase public access for passive recreation
 - ✓ Continue to expand the trail system
- Increase public awareness of the importance of natural open space preservation.
- Provide guidance and education to the community in becoming proactive stewards of natural open space.

In order to meet these goals, the Open Space Committee:

- Identifies land suitable to be set aside as open space, and find ways and means to fund its acquisition.
- Researches and develops tools to preserve open space.
- Advocates for open space and participates in open space planning with other town committees, commissions and boards.
- Works with interested citizens of Plymouth, Wildlands Trust, The Nature Conservancy and other conservation organizations.



Memo

To: Kere Gillette, Finance Department

From: Patrick Farah, Planning Technician/Energy Officer

Date: March 2, 2017

Re: Justification for the conveyance of three Tax Title properties to Conservation status, ATM (spring) 2017

1. 110-000-007-000

- a. Wooded lot found between Agawam Rd, Fawn Pond Rd & Old Halfway Pond Rd.
- b. The 1.72 acre parcel is primarily a large depression with approximately 2/3 lying within Natural Heritage, Estimated & Priority Habitats of Rare Wildlife and Priority Habitats of Rare Species.
- c. The entire lot falls within the Plymouth Aquifer Protection District Area 3 – Contributing Areas to Significant Recreational Water Bodies.
- d. Lot is located near 10,000+ acres of protected open space including the Myles Standish State Forest and is integral with Plymouth's trail system infrastructure (enhances Eco-Tourism).
- e. An Affidavit, recorded Dec 29, 1949, shows the Town Treasurer purchasing the land after no public interest during a land auction.

2. 110-000-014-015

- a. A 2.47 acre lot, consisting of wooded uplands and containing portions of the Agawam River, is located off Mast Rd., south of Halfway Pond.
- b. Said lot was previously a portion of three lots (14-2, 14-3 and the river), as part of a Plan of Land, dated May 10, 1988 and later re-divided to create Lot 14-5 (a second Plan of Land).
- c. Entire lot lies within Natural Heritage, Estimated & Priority Habitats of Rare Wildlife and Priority Habitats of Rare Species.

- d. The entire lot falls within the Plymouth Aquifer Protection District Area 3 – Contributing Areas to Significant Recreational Water Bodies.
- e. Lot is located near 10,000+ acres of protected open space including the Myles Standish State Forest and is integral with Plymouth’s trail system infrastructure (enhances Eco-Tourism).
- f. Final Judgment recorded September 3, 1998.

3. 086-000-031-000

- a. A 9.16 acre wooded lot located off Gunners Exchange Rd.
- b. Portions of the lot fall within Natural Heritage, Estimated & Priority Habitats of Rare Wildlife.
- c. The entire lot falls within the Plymouth Aquifer Protection District Area 2 – Planned Future Well Site and Area 3 – Contributing Areas to Significant Recreational Water Bodies.
- d. Lot is located near Gunners Exchange Pond and abuts 10,000+ acres of protected open space including the Myles Standish State Forest and is integral with Plymouth’s trail system infrastructure (enhances Eco-Tourism).
- e. Affidavit, dated June 7, 1937, to the Town Treasurer allowing for the sale of said property.

Card 1 of 1

Location FAWN POND RD	Property Account Number 19298	Parcel ID 110-000-007-000 Old Parcel ID 9100 -G01 -110*0016*
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Current Property Mailing Address

Owner PLYMOUTH TOWN OF Address 11 LINCOLN ST	City PLYMOUTH State MA Zip 02360 Zoning RR
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Current Property Sales Information

Sale Date 1/1/1949 Sale Price 0	Legal Reference 2079-77 Grantor(Seller)
------------------------------------	--

Current Property Assessment

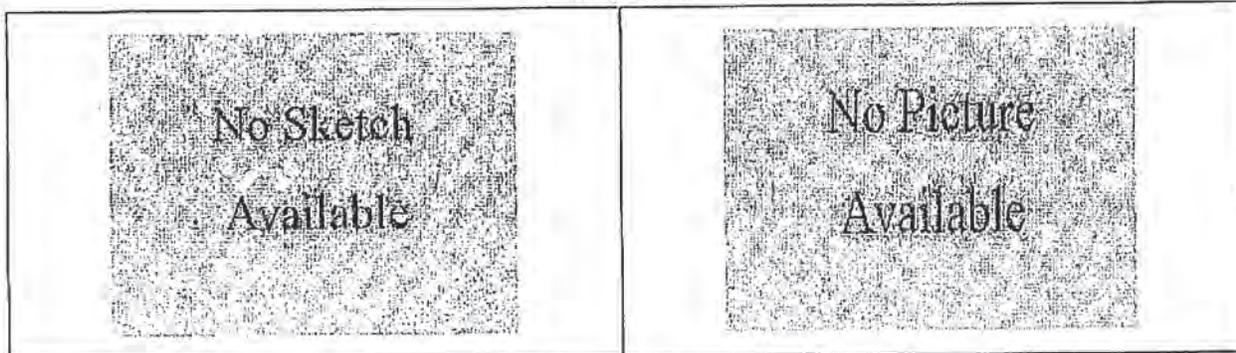
Year 2017 Land Area 1.719 acres	Card 1 Value Building Value 0 Xtra Features Value 0 Land Value 151,400 Total Value 151,400
------------------------------------	---

Narrative Description

This property contains 1.719 acres of land mainly classified as N/A with a(n) N/A style building, built about , having N/A exterior and N/A roof cover, with 0 unit(s), 0 total room(s), 0 total bedroom(s), 0 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

Legal Description

Property Images



Card 1 of 1

Location 330 HALFWAY POND RD	Property Account Number 65137	Parcel ID 110-000-014-006
		Old Parcel ID 1100 -G01 -110*0045A

Current Property Mailing Address

Owner PLYMOUTH TOWN OF	City PLYMOUTH
Address 11 LINCOLN ST	State MA
	Zip 02360
	Zoning RR

Current Property Sales Information

Sale Date 1/1/1998	Legal Reference 16675-258
Sale Price 0	Grantor(Seller)

Current Property Assessment

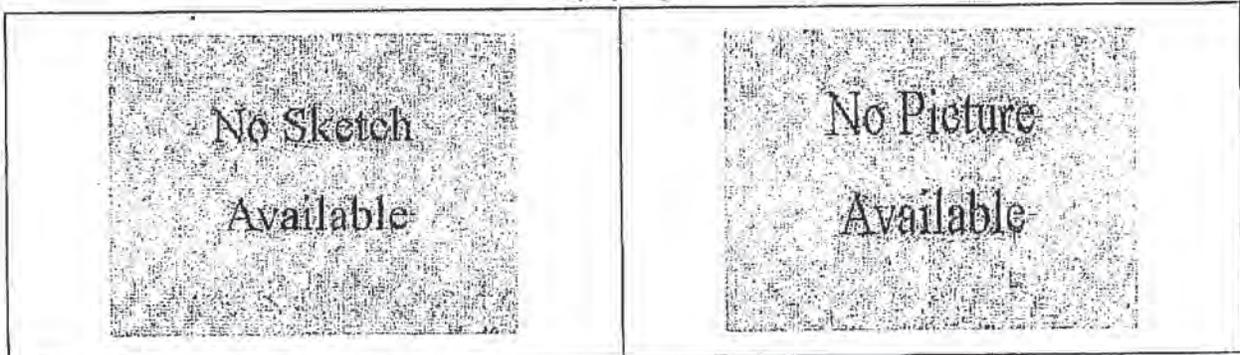
Year 2017	<u>Card 1 Value</u>
Land Area 2.469 acres	Building Value 0
	Xtra Features Value 0
	Land Value 32,100
	Total Value 32,100

Narrative Description

This property contains 2.469 acres of land mainly classified as N/A with a(n) N/A style building, built about , having N/A exterior and N/A roof cover, with 0 unit(s), 0 total room(s), 0 total bedroom(s), 0 total bath(s), 0 total half bath(s), 0 total 3/4 bath(s).

Legal Description

Property Images



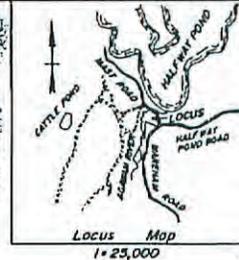
PLAN OF LAND PLYMOUTH, MASSACHUSETTS

PREPARED FOR
LORAC REALTY TRUST

Scale: 60 feet to an inch
John R. Farran Professional Land Surveyor
R.O. Box 1617 Plymouth, Massachusetts

May 10, 1988

Plymouth County Registry of Deeds
PLAN BOOK 8421 PAGE 233



Data:
Approval of the Subdivision
Confidential not required
Clerk
Plymouth Planning Board

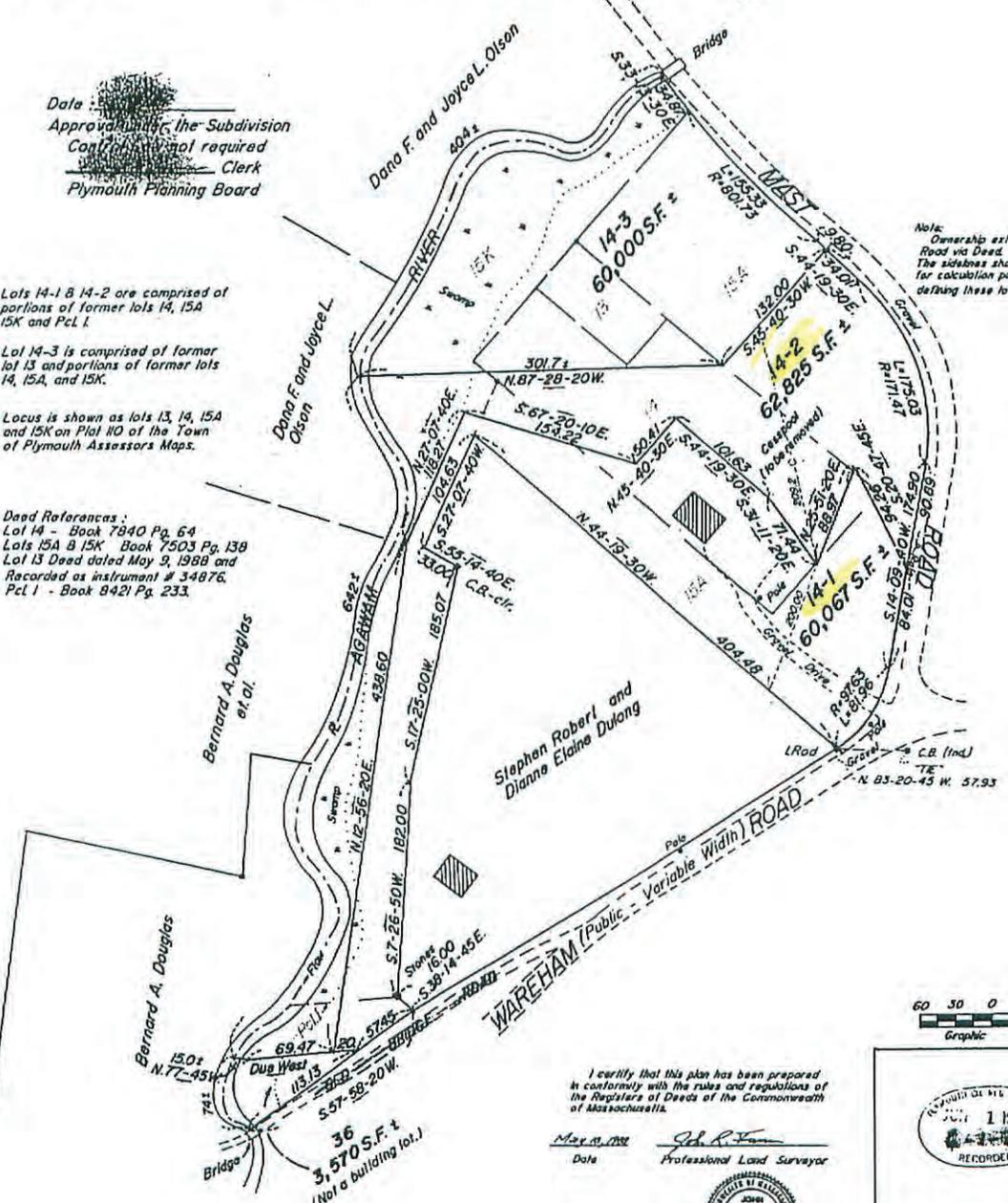
Lots 14-1 & 14-2 are comprised of portions of former lots 14, 15A, 15K and Pct. 1.

Lot 14-3 is comprised of former lot 13 and portions of former lots 14, 15A, and 15K.

Locus is shown as lots 13, 14, 15A and 15K on Plat 110 of the Town of Plymouth Assessors Maps.

Dead References:
Lot 14 - Book 7940 Pg. 54
Lots 15A & 15K - Book 7503 Pg. 139
Lot 13 Dead dated May 9, 1988 and Recorded as instrument # 34876.
Pct. 1 - Book 8421 Pg. 233.

Note: Ownership extends to the Road via Dead. The sidelines shown here are for calculation purposes in defining these lots only.



I certify that this plan has been prepared in conformity with the rules and regulations of the Registrars of Deeds of the Commonwealth of Massachusetts.
Date: May 10, 1988
John R. Farran Professional Land Surveyor



John R. Farran

Notes

1. Zoning: R-2 Rural Residential
Minimum Lot Area - 10,000 Sq. Ft.
Minimum Lot Width - 30 ft.
Minimum Yard Setbacks - Front 20' Side 30' Rear 30'
2. Deed Reference: Bk. 1171 Pg. 47, Bk. 1024 Pg. 171
3. Plan Reference: Plan No. 422 OF 1774 Plan No. 392 OF 1122
4. Piped Sewer: The House is Located in Flood Zone C (A New Flood Hazard Zone) As Shown On F.I.B.M. Map No. 10074-031C Dated February 17, 1988

Approved Under The Death Line Clause
Last Paid August 1987

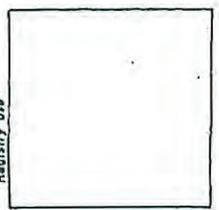
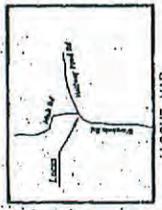
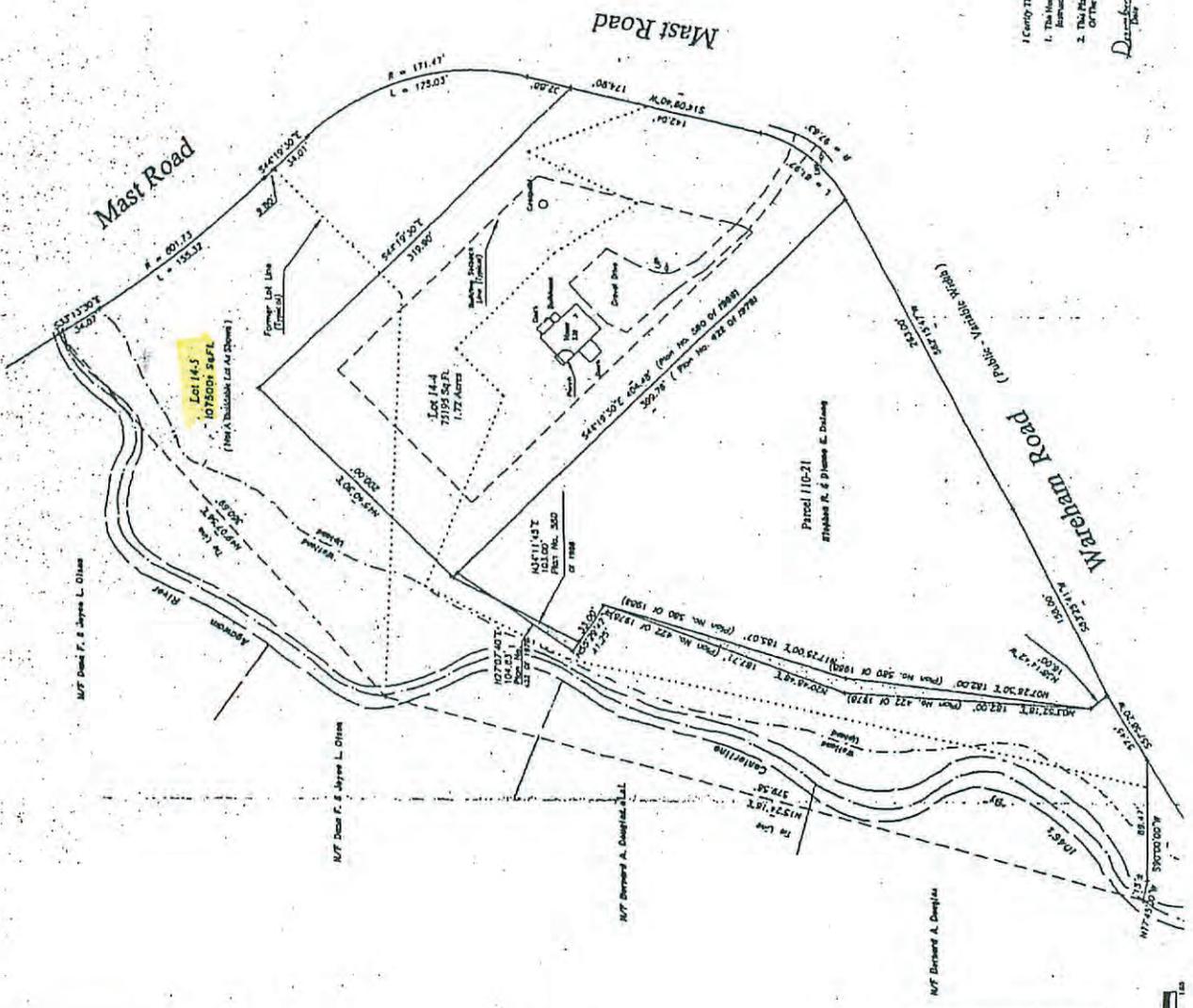
Address: 6 Hill Rd
Date: 8/2/87
Plymouth Planning Dept

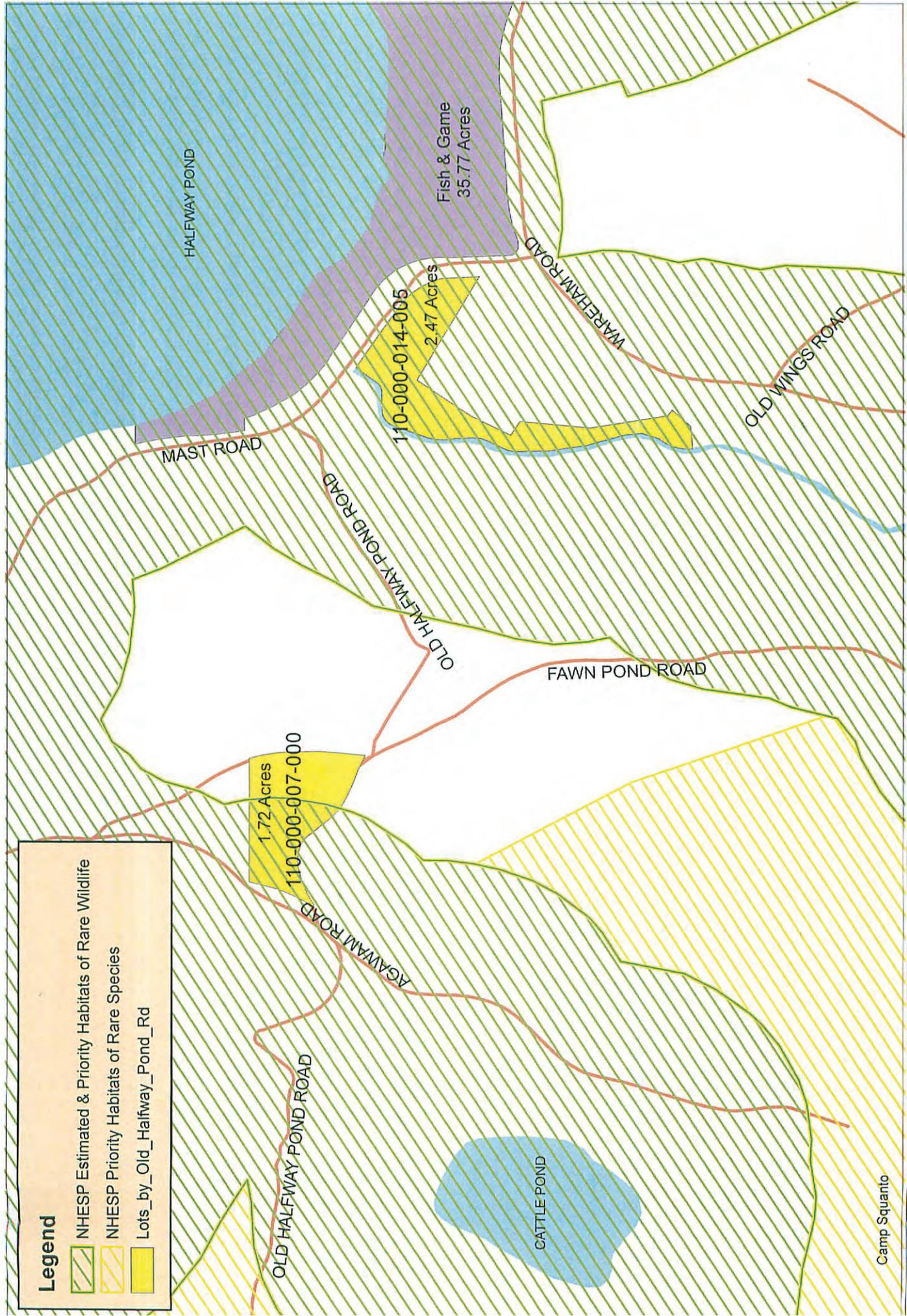
**Plan Of Land
In Plymouth, MA.**
Being A Redivision Of Parcels
110-14-1, 110-14-2, 110-14-3
Warham Rd. & Mast Rd.
Drawn For Triple J Realty Trust
Scale 1" = 40' 6 December 1989

DRAWN BY
STENBECK & TAYLOR, INC.
ENGINEERS-SURVEYORS-PLANNERS
844 WEBSTER ST. SUITE 3
MARSHFIELD, MA. 02050
(781) 431-1111 FAX (781) 431-1111
* ESTABLISHED 1951 *

I Certify That:
1. The House Location Shown is Based Upon An
Examination Survey;
2. The Map Complies With The Rules And Regulations
Of The Register Of Deeds.

December 4, 1989
Lily Adams
Register of Deeds
Plymouth, Massachusetts





Legend

- NHESP Estimated & Priority Habitats of Rare Wildlife
- NHESP Priority Habitats of Rare Species
- Lots_by_Old_Halfway_Pond_Rd

Camp Squanto

Spring Town Meeting 2017
 Tax Title Properties - A
 4.19 Acres



Map A-2
 Natural Heritage

Prepared by the Office of Planning and Development
 for the Open Space Committee
 January 18, 2017

85-31

Unofficial Property Record Card - Plymouth, MA

General Property Data

Parcel ID 086-000-031-000	Account Number 14684
Prior Parcel ID 9100-G01-086*0007*	
Property Owner PLYMOUTH TOWN OF	Property Location GUNNERS EXCHANGE RD
	Property Use Vacant TT
Mailing Address 11 LINCOLN ST	Most Recent Sale Date 5/15/1935
	Legal Reference 1887-531
City PLYMOUTH	Grantor
Mailing State MA Zip 02360	Sale Price 0
Parcel Zoning RR	Land Area 9.159 acres

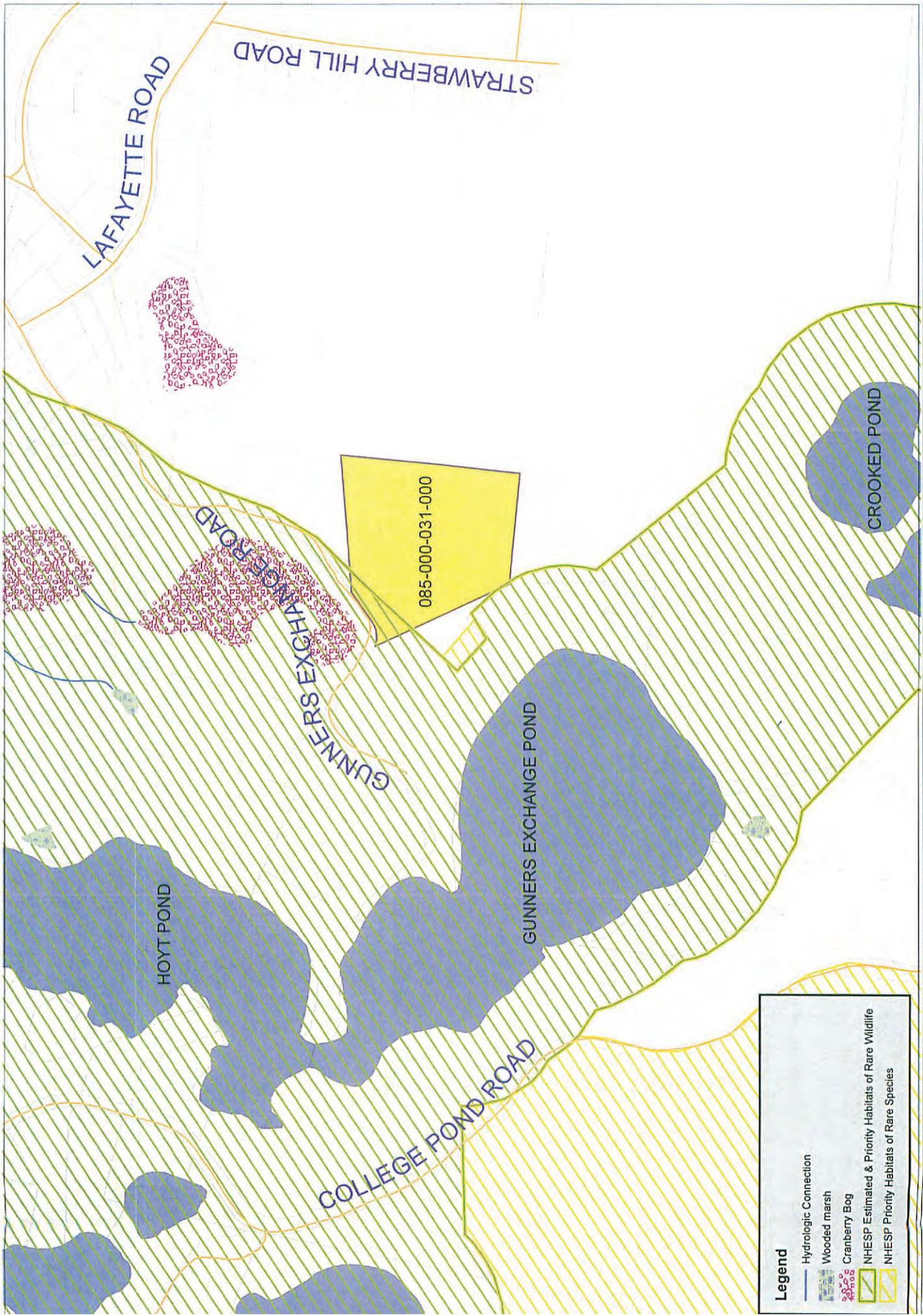
Current Property Assessment

Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 293,900	Total Value 293,900
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Building Description

Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units N/A	Framo Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition Average	Siding N/A	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bent Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

Legal Description



Legend	
	Hydrologic Connection
	Wooded marsh
	Cranberry Bog
	NHESP Estimated & Priority Habitats of Rare Wildlife
	NHESP Priority Habitats of Rare Species



Spring Town Meeting 2017
 Tax Title Properties - B
 9.16 Acres

Map B-2
 Natural Heritage

Prepared by the Office of Planning and Development
 for the Open Space Committee
 January 23, 2017

ARTICLE 21:

ARTICLE 21: To see if the Town will vote to amend the General By-Laws by authorizing the Board of Selectmen to create parking districts and enact traffic rules and regulations applicable as follows:

Chapter 197, Traffic Regulation. The Board of Selectmen, pursuant to the provisions of G.L. c. 90, §20A1/2, as may be amended, may promulgate traffic rules and shall, from time to time, establish by rule or regulation a schedule of fines for violations subject to the provisions of G.L. c. 90, §20A1/2 committed within the Town; provided, however, that all such fines shall be uniform for the same offense committed in the same zone or district, such zone or district to be established by the Board of Selectmen.

Or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 12-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 21. Town Meeting approval of this article will amend the General Bylaws by authorizing the Board of Selectmen to create parking districts and enact applicable traffic rules and regulations. This will allow revisions to the Traffic Rules and Orders to include the new parking fine amounts approved by the Board of Selectmen in August 2016 and allow for the creation of the proposed White Horse Beach Parking District.

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

OFFICE OF TOWN MANAGER
MEMORANDUM

To: Board of Selectmen
Advisory and Finance Committee Members

From: Derek S. Brindisi, Assistant Town Manager

Date: February 2, 2017

Re: **Annual Town Meeting, Article 21 – Chapter 197, Traffic Regulation**

ARTICLE 21: To see if the Town will vote to amend the General By-Laws by authorizing the Board of Selectmen to create parking districts and enact traffic rules and regulations applicable as follows:

Chapter 197, Traffic Regulation. The Board of Selectmen, pursuant to the provisions of G.L. c. 90, §20A1/2, as may be amended, may promulgate traffic rules and shall, from time to time, establish by rule or regulation a schedule of fines for violations subject to the provisions of G.L. c. 90, §20A1/2 committed within the Town; provided, however, that all such fines shall be uniform for the same offense committed in the same zone or district, such zone or district to be established by the Board of Selectmen.

Or take any other action relative thereto .

While the provisions of G.L. c. 90, §20A1/2 do not specifically require the enactment of a bylaw provided that the statute has been accepted by the Town (acceptance in Plymouth occurred in 1982), this bylaw would provide clear language that the Board of Selectmen have separately enacted parking and traffic regulations (e.g. Traffic Rules and Orders), which shall include the establishment of parking districts, and corresponding fine amounts.

During the ensuing year, the Traffic Rules and Orders will be revised to include the new parking fine amounts approved by the Board of Selectmen in August 2016 and will be amended for the creation of the proposed White Horse Beach Parking District.

Thank you for your consideration.

ARTICLE 23:

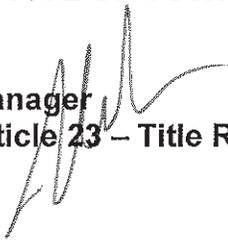
ARTICLE 23: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise fund \$100,000 for the purposes of title research and any related costs and expenses as recommended by the Town Manager and approved by the Board of Selectmen, or take any other action relative thereto.
BOARD OF SELECTMEN

RECOMMENDATION: Approval \$100,000 (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 23. Town Meeting approval of this article will authorize appropriation of \$100,000 for title research. This will allow the town the funding to conduct title research on parcels as the need arises. This need has arisen several times in recent years for various reasons including a push to perform title research on the 1000 acres in South Plymouth and questions about beachfront properties, including specifics about recreational and coastal access.

TOWN OF PLYMOUTH
11 Lincoln Street
Plymouth, MA 02360
(508) 747-1620
Fax (508) 830-4140

OFFICE OF TOWN MANAGER

TO: Board of Selectmen
FR: Melissa Arrighi, Town Manager
RE: Annual Town Meeting Article 23 – Title Research
DT: January 18, 2017



Throughout the years, issues have arisen about the title history of various parcels. The most common of these has been the push by the community to perform the title research on the 1000 acres in South Plymouth. We know that in order to do anything with that land in our future, we must understand the title issues tied to each individual parcel. In addition, many of us have heard questions about property rights, ownership, and titles related to beachfront property, including specifics about recreational and coastal overall access. Finally, we have some properties in the Town that we believe are public property (ie Long Beach), however, there is a private home on that site. The titles to these properties date back so far, that extensive research is required to validate ownership. This can get expensive.

These questions have remained unanswered for decades. I believe that we should put many of these to rest and receive final, legal determinations. The Board of Selectmen has supported that goal. Therefore, I am asking for an article that will provide for funds to do this title research as it arises.

Thank you.

ARTICLE 26: To see if the Town will vote to amend the Town of Plymouth General By-laws for LICENSES AND PERMITS, § 109-1 through § 109-6 in accordance with G.L. c. 40, §57, as provided below and as on file with the Town Clerk, with struck-through language deleted and bold and underlined language inserted.

LICENSES AND PERMITS

§ 109-1. Denial or revocation for failure to pay charges.

§ 109-2. List of delinquents.

§ 109-3. Notice and hearing; certificate of good standing.

§ 109-4. Payment agreements.

§ 109-5. Waivers.

§ 109-6. Exemptions.

[HISTORY: Adopted by the Special Town Meeting of the Town of Plymouth 4-3-1993 by Art. 14. Amendments noted where applicable.]

§ 109-1. Denial or revocation for failure to pay charges. [Amended 4-12-1995 ATM by Art. 33]

Any town board, officer or department may deny any application for, or revoke or suspend, **a building permit, or** any local license or permit, including renewals and transfers, issued by any such board, officer or department for any person, corporation or business enterprise who or which has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or other matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, in accordance with the following procedure.

§ 109-2. List of delinquents.

The Tax Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the "Tax Collector," shall annually, **and may periodically,** furnish to each town department, board, commission or division, hereinafter referred to as the "licensing authority," that issues licenses or permits, including renewals and transfers, a list of any person, corporation or business enterprise, hereinafter referred to as the "party," that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges, ~~for not less than a twelve-month period~~ and that such party has not filed in good faith a pending application for any abatement of such tax or a pending petition before the Appellate Tax Board.

§ 109-3. Notice and hearing; certificate of good standing. [Amended 4-12-1995 ATM by Art. 33]

- A. The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers, of any party whose name appears on said list furnished to the licensing authority from the Tax Collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the Tax Collector; provided, however, that written notice is given to the party and the Tax Collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than 14 days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party.

- B. The ~~Finance Director~~ Tax Collector or his/her designee shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension.
- C. Any license or permit denied, suspended or revoked under this chapter shall not be reissued or renewed until the licensing authority receives a certificate issued by the ~~Finance Director~~ Tax Collector or his/her designee that the party is in good standing with respect to any and all taxes, fees, assessments, betterments or other municipal charges payable to the municipality as of the date of issuance of said certificate.

§ 109-4. Payment agreements.

Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit, and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder shall be given notice and a hearing as required by applicable provisions of law.

§ 109-5. Waivers.

The Board of Selectmen may waive such denial, suspension or revocation if it finds that there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his or her immediate family, as defined in MGL c. 268A, § 1, in the business or activity conducted in or on said property.

§ 109-6. Exemptions.

This chapter shall not apply to the following licenses and permits: open burning (MGL c. 48, § 13); sales of articles for charitable purposes (MGL c. 101, § 33); children work permits (MGL c. 149, § 69) ; clubs and associations dispensing food or beverage license (MGL c. 140, § 21E) ; dog licenses (MGL c. 140, § 137) ; fishing, hunting and trapping licenses (MGL c. 131, § 12); marriage licenses (MGL c. 207, § 28); and theatrical events and public exhibition permits (MGL c. 140, § 181).

Or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 26. Town Meeting approval of this article will amend the General Bylaws for Licenses & Permits §109-1 through §109-6 to mirror MGL c. 40 §57 in accordance with recent changes resulting from the Municipal Modernization Act which became effective on November 7, 2016. This amendment will allow the Collector's Office to increase collection efforts for delinquent taxes and fees owed to the town by refusing to issue or renew licenses and permits, or revoke existing licenses and permits, when there are outstanding taxes owed.



TOWN OF PLYMOUTH

11 Lincoln Street
Plymouth, Massachusetts 02360
FAX (508) 830-4062
(508) 747-1620

DT: January 20, 2017

FR: Pamela L. Borgatti *PMB*
Treasurer/Collector

TO: Advisory & Finance Committee

RE: Bylaw Amendment Licenses & Permits §109-1 through §109-6

This article requests an amendment to the bylaw for Licenses & Permits §109-1 through §109-6. This amendment will allow the bylaw to mirror Massachusetts General Law Chapter 40 §57 in accordance with recent changes that are a direct result of the Municipal Modernization Act which was effective on November 7, 2016.

To provide you with a brief history, in April 1987 by Article 5 at a Special Town Meeting, MGL c.40 §57 was adopted. In April 1993 by Article 14 Special Town Meeting then adopted bylaw 109 for the revocation of Licenses and Permits for failure to pay. In August 2016 the Governor signed an act to modernize municipal finance and government which has triggered this request.

The amendment to Licenses & Permits §109-1 through §109-6 will allow the Collector's office to increase collection efforts for delinquent taxes and fees owed to the town by refusing to issue or renew licenses and permits when there are outstanding taxes owed. And further, will allow for the revocation of licenses and permits when there are outstanding obligations owed.

Along with this memo you will find the proposed draft bylaw language showing the proposed changes. The language has also been submitted to town counsel for review.

Your thoughtful consideration of this matter is greatly appreciated.



LICENSES AND PERMITS

With Chapter 40, Section 57 changes as of November 7th, Municipal Modernization Act

Strikethrough = language removed

Bold & Underlined = language added

§ 109-1. Denial or revocation for failure to pay charges.

§ 109-2. List of delinquents.

§ 109-3. Notice and hearing; certificate of good standing.

§ 109-4. Payment agreements.

§ 109-5. Waivers.

§ 109-6. Exemptions.

[HISTORY: Adopted by the Special Town Meeting of the Town of Plymouth 4-3-1993 by Art. 14. Amendments noted where applicable.]

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§ 109-2. List of delinquents.

The Tax Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the "Tax Collector," shall annually **and may periodically,** furnish to each town department, board, commission or division, hereinafter referred to as the "licensing authority," that issues licenses or permits, including renewals and transfers, a list of any person, corporation or business enterprise, hereinafter referred to as the "party," that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges ~~for not less than a twelve-month period~~ and that such party has not filed in good faith a pending application for any abatement of such tax or a pending petition before the Appellate Tax Board.

§ 109-3. Notice and hearing; certificate of good standing. [Amended 4-12-1995 ATM by Art. 33]

- A. The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers, of any party whose name appears on said list furnished to the licensing authority from the Tax Collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the Tax Collector; provided, however, that written notice is given to the party and the Tax Collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than 14 days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party.

- B. The ~~Finance Director~~ **Tax Collector or his/her designee** shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension.
- C. Any license or permit denied, suspended or revoked under this chapter shall not be reissued or renewed until the licensing authority receives a certificate issued by the ~~Finance Director~~ **Tax Collector or his/her designee** that the party is in good standing with respect to any and all taxes, fees, assessments, betterments or other municipal charges payable to the municipality as of the date of issuance of said certificate.

§ 109-4. Payment agreements.

Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit, and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder shall be given notice and a hearing as required by applicable provisions of law.

§ 109-5. Waivers.

The Board of Selectmen may waive such denial, suspension or revocation if it finds that there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his or her immediate family, as defined in MGL c. 268A, § 1, in the business or activity conducted in or on said property.

§ 109-6. Exemptions.

This chapter shall not apply to the following licenses and permits: open burning (MGL c. 48, § 13); sales of articles for charitable purposes (MGL c. 101, § 33); children work permits (MGL c. 149, § 69) ; clubs and associations dispensing food or beverage license (MGL c. 140, § 21E) ; dog licenses (MGL c. 140, § 137) ; fishing, hunting and trapping licenses (MGL c. 131, § 12); marriage licenses (MGL c. 207, § 28); and theatrical events and public exhibition permits (MGL c. 140, § 181).

ARTICLE 27:

ARTICLE 27: To see if the Town will vote to amend its General Bylaw by striking Chapter 154 – Soil Removal in its entirety, as on file with the Town Clerk, or take any other action relative thereto.

PLANNING BOARD

RECOMMENDATION: Approval (Unanimous, 14-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 27. Town Meeting approval of this article will amend the General Bylaws by striking Chapter 154 - Soil Removal. Existing bylaw language is vague and confusing and in the last 40+ years, has never been used. The striking of this chapter is being recommended in conjunction with the adoption of expanded earth removal regulations proposed in Article 28.

Memo

To: Town Manager
Board of Selectmen
Advisory and Finance Committee

From: Lee Hartmann, Dir. of Planning & Development

Date: January 10, 2017

Re: Article 27 – 2017 ATM - Chapter 154 – Soil Removal of the General Bylaws

Chapter 154 of the Town's General Bylaw appears to give the Board of Selectmen some level of authority to grant and/or issue cease and desist orders for the removal of soil, loam, sand or gravel. The language is vague and confusing. The bylaw has been on the books for over 40 years and to the best of staff's knowledge, has never been use. Since 1972, the Town has relied on its Zoning Bylaw to regulate the removal of earth in the Town.

In conjunction with the adoption of expanded earth removal regulations proposed in Article 28, the Planning Board voted (5-0) to recommend that the Town strike Chapter 154 from its General Bylaws.

Chapter 154- SOIL REMOVAL

§ 154-1. Notice to cease activity; application for permit; public hearing.

§ 154-2. Hours of operation of soil pits.

§ 154-3. Enforcement; violations and penalties.

[HISTORY: Adopted by the Annual Town Meeting of the Town of Plymouth 4-16-1974 by Art. 58 as Art. 5, Sec. 5.14 of the 1974 Bylaws. Amendments noted where applicable.]

§ 154-1. Notice to cease activity; application for permit; public hearing.

No person shall, except in conjunction with the construction of a building on the same parcel of land or for continued operation of an existing sand or gravel pit on the same parcel of land, remove any soil, loam, sand or gravel from any land in the town after notice to cease and desist or to refrain from removal thereof has been served upon such

person by delivery in hand or by leaving at the last and usual place of abode of such person or at the usual place of business of such person of written notice, signed by a majority of the Board of Selectmen, forbidding such removal, or any person wishing in advance of such notice to determine rights to remove soil, loam, sand or gravel may at any time apply to said Board for permission to remove such soil, loam, sand or gravel, said Board thereafter to hold a public hearing on the application, notice of filing such application and the date and time of the public hearing to be advertised in a paper published in the town seven days at least prior to the date fixed for such public hearing. The Board of Selectmen shall, within 10 days of completion of such public hearing, grant or deny permission to remove such soil, loam, sand or gravel.

§ 154-2. Hours of operation of soil pits. [Added 5-13-1981 ATM by Art. 44]

The hours of operation of licensed soil pits shall be 6:00 a.m. to 7:00 p.m., Monday through Friday, and 6:00 a.m. to 12:00 noon on Saturday.

§ 154-3. Enforcement; violations and penalties. [Added 11-16-1987 STM by Art. 5]

The Police Department shall enforce this chapter pursuant to Chapter 1, General Provisions, § 1-3 of this Code, related to noncriminal disposition of bylaw violations under MGL c. 40, § 21D. The fine for any violation of this chapter shall be \$100 for each offense.

ARTICLE 28:

ARTICLE 28: To see if the Town will vote to amend its Zoning Bylaw, Section 205-18 Natural features conservation requirements, to further define regulations associated with the excavation of earth (soil, sand, gravel or quarried stone) as well as associated definitions, procedures, and schedules, as on file with the Town Clerk, or take any other action relative thereto.

PLANNING BOARD

RECOMMENDATION: Approval (Unanimous, 14-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 28. Town Meeting approval of this article will amend the Zoning Bylaws, Section 205-18 Natural Features Conservation Requirements, to provide a greater level of protection to residents and the environment. The current bylaw allows commercial sand and gravel quarries and similar extractive industries by special permit in all residential zones without limitation. Existing language is vague, standards conflict with other parts of the Zoning Bylaw and some standards are unenforceable. The new language will prohibit earth removal operations in residential zones. It will also provide better guidance to decision makers and greatly expand the conditions imposed when earth removal does occur.

REPORT AND RECOMMENDATION OF THE PLANNING BOARD
ON THE PROPOSED AMENDMENT
TO THE ZONING BYLAW SECTION 205-18
NATURAL FEATURES CONSERVATION REQUIREMENTS

DATE OF PUBLICATION OF PUBLIC HEARING: November 23, 2016
November 20, 2016
DATE OF PUBLIC HEARING: December 12, 2016
January 9, 2017

VOTE: On January 9, 2017 the Planning Board voted (5-0) to recommend Town Meeting approve the following article to the April Annual Town Meeting.

NEED & JUSTIFICATION:

It has been the Town's practice to limit earth removal in residential areas to the **minimum absolutely necessary** to allow an end use to occur. However, the current bylaw is actually worded quite differently. It allows commercial sand and gravel quarries and similar **extractive industries** by special permit in all residential zones with no limitations.

Furthermore the current earth removal language is vague, standards conflict and some standards are unenforceable. For example, the current version requires a Zoning Permit for ALL activities involving removal of 10 cubic yards or more of gravel. Ten cubic yards is a relatively small amount of material and given the size of Plymouth and the amount of construction activity in the Town it is completely unenforceable.

The Earth Removal Bylaw Committee was tasked by the Planning Board to review the current bylaw and draft language that provides a greater level of protection to Plymouth's residents and the environment. The committee held a total of 23 meetings and met with a range of citizens and professionals. The result of this process is a comprehensive overhaul of Plymouth's earth removal bylaw.

The major modifications proposed with this amendment include:

- ✓ Expanded definitions and intent sections
- ✓ A PROHIBITION of commercial earth removal operations in residential zones
- ✓ Earth removal in residential zones can only occur if the removal is incidental and needed to construct a valid end use
- ✓ Improved guidance for earth removal activities related to agricultural uses
- ✓ Earth removal associated with FULLY PERMITTED commercial & industrial end uses are exempt from the special permit process
- ✓ Earth removal associated with septic system, foundations, landscaping and normal construction activities are exempt from the zoning permit process
- ✓ Codifies the Town's current practice of allowing by-right earth removal for cranberry operations provided that there is NO SALE of MATERIAL

- ✓ Requires a special permit for "FOR SALE" earth removal related to cranberry operations
- ✓ Greatly expanded enforcement provisions
- ✓ Greatly expanded conditions for operation
- ✓ Limits the length of earth removal operations to a maximum of 5 years

The following table compares some of the major changes proposed to the existing bylaw.

Comparison of Current & Proposed Bylaws		
Item	Current	Proposed
Zoning Permit Conditions	0	10
Special Permit Conditions	10	17
Criteria for Incidental	1	5
Groundwater Depth	None.	10'
Buffers	None	100'
Terracing	Not Required	Required
Time Limitation	Open	5
Change in Declared Use	Not Prohibited	5 Year Prohibition
Performance Guarantee	Bond or Cash	Cash Only

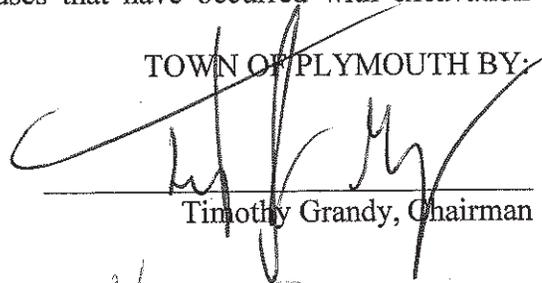
EFFECT

The effect of this amendment will be to prohibit commercial earth removal operations in Plymouth's residential zones. It will also provide better guidance to decisions makers and greatly expands the conditions imposed when earth removal does occur.

INTENT:

The intent of this amendment is to further protect the residents and the environment of the Town of Plymouth from the negative impacts of gravel excavation operations. It also seeks to incorporate additional conditions and safeguards into the Natural Features Conservation section of the Zoning Bylaw to reduce the potential for abuses that have occurred with excavation operations in Plymouth.

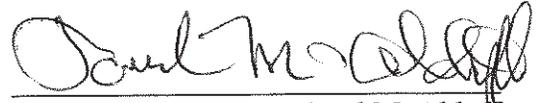
TOWN OF PLYMOUTH BY:



Timothy Grandy, Chairman

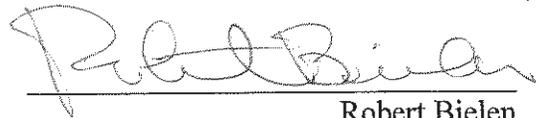


Ken Buechs



Paul McAlduff

Malcolm MacGregor



Robert Bielen

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD: January 23, 2017

DATE FILED WITH TOWN CLERK: January 24, 2017

cc: Town Clerk
Board of Selectmen
Advisory and Finance Committee

Review entire bylaw for cross references

§205-5 Building and zoning permits

A. Building and zoning permits required.

- (1) ~~Except as provided in §205-18, no~~ building or other structure shall be erected, structurally altered, added to, or moved, nor shall any cutting of trees, clearing of land, or excavation of soil be carried out, whether or not for purposes of construction, nor shall any change of land use be made unless a zoning permit has been issued, and no building permit, as required by the Building Code, shall be issued without an approved zoning permit. The Building Inspector shall issue no permit except for work in conformity with the provisions of this bylaw unless he receives a written order from the Zoning Board of Appeals allowing otherwise as follows hereinafter, § 205-9.

§205-18 Natural features conservation requirements

B. Application of requirements and procedures.

- (3) Without an approved zoning permit issued by the Building Commissioner, there shall be ~~no excavation or grading of soil or other geological material in excess of 10 cubic yards and~~ no cutting of trees larger than six inches in breast height diameter (diameter at breast height of mature man) and no clearing of trees in excess of three feet tall from any area larger than 3,000 square feet.

~~(4) A special permit shall be required from the Board of Appeals for excavation or clearing as described above which is not in preparation for the establishment or construction of specific uses or structures for which a zoning permit is required.~~

~~(5) Applications for excavation must include a request for any on-site use of processing equipment and staging areas. The size and location, as well as measures to minimize the impacts of noise, vibrations, and dust generated from such equipment must be detailed. [Added 10-23-2007 FTM by Art. 20]~~

§ 205-40 Rural Residential

Delete

~~D (1) Sand and gravel quarries and similar extractive industries, subject to § 205-18.~~

§ 205-3

DEFINITIONS

Agricultural use – Farming in all its branches, including cultivation and tillage of the soil; dairying; production, cultivation, growing and harvesting of any agricultural, aquacultural, floriculture, viticulture or other horticultural commodities; growing and harvesting of forest products upon forest land; raising of livestock including horses and the keeping of horses as a commercial enterprise, keeping and raising bees, fur-bearing animals, poultry, swine, cattle and any domesticated animal used for food purposes; any forestry or lumbering operations, performed by a Farmer.

Farm – A parcel of land, the principal use of which is Agriculture, having a minimum Area of 5 acres, or, provided it meets the requirements for sources, types and annual sales of products required by G. L. c. 40A, §3, a parcel of land having a minimum area of 2 acres.

Invasive Vegetation – Plant materials that have been introduced or spread into native or minimally managed plant systems in Massachusetts and may be detrimental to native vegetation due to their propensity to cause economic or environmental harm by becoming dominant and/or disruptive to systems of native vegetation, including but not limited to those plants listed at <http://www.mass.gov/eea/agencies/agr/farm-products/plants/massachusetts-prohibited-plant-list.html>.

Native Vegetation– Plant materials that are endemic or indigenous to Southeastern Massachusetts, consisting of trees, shrubs, grasses and flowering plants that have naturally evolved in the region.

Earth Removal - The mining and removal off-site of sand, gravel, clay, mineral deposits or quarried stone that alters the natural topography.

Cranberry Cultivation Earth Removal: Earth Removal that is necessary and incidental to:

- a. Preparing a site for cranberry cultivation, including excavation for the purpose of creating wetland resource areas such as ponds, canals, cranberry bogs, and land subject to flooding as defined under the M.G.L. Ch. 131 §40 and as defined in Massachusetts Wetlands regulations 310 CMR 10.00, or
- b. Maintaining or improving contiguous or non-contiguous land for existing cranberry cultivation purposes, but
- c. Excluding earth removal for the purpose of sale or trade.

Test Pit - Earth removal with the intention of determining its composition and/or market value.

Topsoil - The O and A Soil Horizons which have the greatest amount of organic matter and microorganisms and is the most favorable material for plant growth and ground water filtration.

Overburden – The material below topsoil and above sand and gravel deposits exclusive of tree limbs or stumps.

§ 205-18

Delete the current Section 205-18.F in its entirety and insert the following new text. Subsections below will need to be re-numbered consistent with the Zoning Bylaw.

F. EARTH REMOVAL REGULATION

Intent

To allow for the reasonable removal of earth necessary for agriculture, residential, commercial and industrial uses, while also protecting the environment.

To assure to the greatest extent as reasonably possible that earth removal activities shall be conducted in a safe manner.

To assure to the greatest extent as reasonably possible that earth removal operations are conducted in a manner that will not cause undue stress to town's natural resources

To prevent detriment to adjacent neighborhoods from earth removal activities: and

To prevent cumulative damage to landscape, aquifer and topography and related valuable and nonrenewable natural resources, while not unreasonably interfering with necessary, desirable, or creative land uses.

A. Earth Removal Operations Not Requiring a Zoning Permit or a Special Permit

The following earth removal operations do not require a Zoning Permit under Section 205-5 or a Special Permit under this Section 205-18 (all earth removal occurring under this section shall be conducted in accordance with best practices):

1. Earth removal related to the installation of Title V (septic) systems;
2. Earth removal of up to 100 cubic yards in a calendar year in the course of normal gardening or landscaping;
3. Earth removal of up to 200 cubic yards necessary and incidental to the construction of single family and two-family dwellings;
4. Earth removal of up to 1,000 cubic yards necessary and incidental to construction of multi-family dwellings, commercial uses, and industrial uses;
5. Earth removal of up to 2,500 cubic yards per calendar year necessary and incidental to an agricultural use not related to cranberry cultivation; or
6. Cranberry cultivation earth removal (see definition).

B. Earth Removal Operations Requiring a Zoning Permit but not a Special Permit

All earth removal operations not included in Section A of this Section 205-18.F require a Zoning Permit under Section 205-5 but do not require a Special Permit under this Section 205-18, provided that:

1. The Building Commissioner shall forward copies of the zoning permit application and plans to the Planning Board for review. The Planning Board will consider if in their opinion the Earth Removal Operation requires the Special Permit Minimum Conditions and Safeguards set forth in Section C below in addition to the Zoning Permit Minimum Conditions and Safeguards set forth in this Section B. Said

advisory opinion shall be forwarded to the Building Commissioner within 21 days of receipt of said application and plans.

If the Building Commissioner makes a determination that:

- a. The earth removal is;
 - i. Objectively necessary and incidental to an identified lawful principal use, a lawful structure, an approved subdivision road, or lawful utility installation; and
 - ii. Not of such scale or other characteristics as to require special conditioning in order to avoid possible objectionable negative effects (such as heavy equipment noise, vibration, dust or vehicular traffic) to abutting properties, the Town, or the environment; and
 - iii. Is otherwise in compliance with this Bylaw and all other applicable legal requirements.

OR

- b. The earth removal is occurring on property in the Light Industrial and Commercial (GC, AC, LI, AP, MC and HC) Districts and is necessary and incidental to a lawful end use which has received all required local and state permits for the use and which end use has been fully designed.

Then a special permit shall not be required.

For the purposes of Section 205-18(F), incidental shall be defined as meeting all of the following:

1. Is minor in significance to the primary use.
2. Is commonly established as reasonably associated with the primary use.
3. Is necessary to carry out the primary use.
4. Does not conflict with the intent of Section 205-18(F).
5. Is minor in its net effect to that of the principal use, based on the amount of material to be removed and the time period over which it is to be removed and/or the amount of money to be derived from the earth removal operations.

Zoning Permit Minimum Conditions and Safeguards. All earth removal operations included in Section B of this Section 205-18(F) are subject to site plan review per §205-32 and shall comply with the following minimum conditions and safeguards (Note: These conditions and safeguards can be reduced or waived by special permit from the Zoning Board of Appeals):

1. Except for earth removal related to one and two-family dwellings, the maximum depth of the excavation shall be no closer than ten feet above the highest historical groundwater level, except for excavations associated with cranberry cultivation for the purposes of constructing cranberry bogs, irrigation ponds, tailwater ponds, flowage canals, and other like facilities typically associated with cranberry cultivation which may be closer to the water table.
2. A revegetation plan prepared by a professional Landscape Architect or an equivalent qualified professional shall be submitted to and approved by the permit granting authority (the Building Commissioner for Zoning Permits in Section B and the

- Zoning Board of Appeals for Special Permits in Section C). The plan shall include Native Vegetation (trees, shrubs and grasses) planted at a density similar to the surrounding areas.
3. Overburden shall be stripped with topsoil and subsoil stored separately on site, and seeded to prevent erosion for use in the restoration of the site.
 4. A minimum of six inches of topsoil shall be placed on areas designated to be restored to a natural state (side slopes, open space and areas that are not to be otherwise improved). This minimum depth of topsoil shall be increased to 12 inches in the Aquifer Protection District Zone II.
 5. All areas of excavation and access ways to earth removal operations shall be clearly marked with legally posted no trespassing signs. Areas of steep slope or grade, as judged by the permit granting authority (the Building Commissioner for Zoning Permits in Section B and the Zoning Board of Appeals for Special Permits In Section C), shall additionally be fenced and clearly marked "DANGER- KEEP OUT every 150 feet.
 6. Excavation or depositing of excavated material shall not be made within 50 feet of any lot line and no excavation depth of greater than 15 feet shall be made within 100 feet of any lot line. For excavation sites in or directly abutting the RR, R40, R25, R-20SL and R-20MF, excavation shall not occur within 200 feet of the project's property lines which shall include a 100 foot vegetated natural buffer. The Board of Appeals may reduce these requirements by Special Permit when the excavation site:
 - a. Is located on a uniquely sloped lot where the change in topography screens the site from abutting uses;
 - b. Abuts a similar use; or
 - c. Such a reduction will not be detrimental to an abutting use.
 7. Excavation, trucking and equipment start-up and operation and any related use shall be limited to Monday through Friday and hours of operation shall be limited to 7:00 AM to 4:00 PM, with no excavation activities permitted on State or federal holidays.
 8. The Building Commissioner or authorized agent shall have access to the excavation site at all times in order to inspect the site to insure compliance with the approved site plan.
 9. Heavy vehicle round trips shall be limited to 40 round trips per day to and from the site.
 10. A heavy vehicle route plan sufficient in the opinion of the Building Commissioner shall be established to minimize the negative effects of heavy vehicle.

C. Earth Removal Operations Requiring a Zoning Permit and a Special Permit from the Zoning Board of Appeals

A special permit is required for Earth Removal Operations that do not meet the provisions of 205-18(B) and are not otherwise prohibited. A Zoning Permit under Section 205-5 and a Special Permit from the Board of Appeals under this Section 205-18.F is required for all earth removal operations:

1. With side slopes exceeding 3 to 1; or
2. With cuts to the natural topography exceeding 40 feet; or
3. Which are not included in Section A or Section B of this Section 205-18.F.

An applicant for a Special Permit for earth removal shall be required to submit the following information, in addition to the information required by Section 205-9:

1. Identification of all on-site processing equipment proposed to be used, its location while in use or staged, and specific measures to minimize noise, vibration, dust and other negative effects of excavation, processing and related activities.
2. Identification of topsoil and subsoil composition, depth of gravel as well as depth to groundwater. The number, location, sample size and depth of such test pits shall be established by a qualified Professional Engineer.
3. An alternatives analysis and site plan describing alternatives to the location and size of the earth removal operation that would:
 - a. Minimize the amount of earth removed;
 - b. Minimize the area of land disrupted; or
 - c. Reduce the length of the earth removal operation.

The alternatives analysis shall also include a discussion of the advantages and disadvantages of the preferred alternative over the alternatives, and may include a cost comparison with each. The analysis shall be reviewed by the Town's consulting engineers, after which the Board of Appeals shall have the right to require that additional alternatives be considered and evaluated.

Special Permit Minimum Conditions and Safeguards. In addition to the Zoning Permit Minimum Conditions and Safeguards included in Section B, all earth removal operations included in Section C shall also comply with the following minimum conditions and safeguards, unless the Board of Appeals determines that existing conditions are in place to adequately protect the public health and safety (note: these conditions and safeguards can be reduced or waived by the Board of Appeals):

- a. The following conditions shall apply:
 - a. Ten foot wide terraces are required for areas where cuts to the natural topography exceed 40 feet (on slopes exceeding 80 feet, terraces are required each 40 foot cut).
 - b. Side slopes exceeding 3 to 1 grades may be allowed by the Board of Appeals provided that the slopes do not exceed the soil's natural angle of repose and the Board of Appeals finds that the soils are suitable for steeper slopes and adequate revegetation plans are submitted.
 - c. Heavy vehicle round trips: A limit of 40 round trips per day to and from the site. The Board of Appeals may allow an increase in vehicle trips if based on a traffic analysis prepared by a qualified professional demonstrates to the Board's satisfaction that the increased trips will not:
 - i. When added to the existing traffic volume of the streets servicing the project prior to the commencement, exceed 85% of the capacity of the streets serving the project, as determined by a Professional Traffic Operations Engineer (PTOE), and

- ii. When added to the existing traffic, cause the level of service of any traffic approach at any street intersection to fall below a "D" level of service, as defined by the Highway Capacity Manual, 5th ed. 2010; or successor editions or professional standard publications. For the purpose of this Section, "intersection" includes at least two of the following: Major or Collector Streets, multilane highways or two-lane rural highways as defined by said Highway Capacity Manual; and
 - iii. Significantly impact (noise, vibration, etc.) residents living on the streets serving the excavation project.
 - d. Heavy vehicle route: A proposed route plan sufficient to minimize the negative effects of heavy vehicle traffic shall be submitted.
 - e. An operation sequencing plan updated quarterly with details on activities to occur over the next three months shall be submitted.
- b. Quarterly inspections and quarterly written certifications from a registered Professional Engineer shall be submitted to the Building Commissioner demonstrating substantial compliance with the Zoning Bylaw, the earth removal Special Permit, and accepted engineering practices.
 - c. Permanent stabilization of any portion of the development site not under active construction for a period of 6 months shall be required. No area greater than 5 acres may be disturbed at one time for earth removal, stockpiling, and/or processing, and prior to the commencement of disturbance of any subsequent area, the preceding 5-acre area shall be stabilized, either temporarily or permanently, as required by the Building Commissioner. In areas where vertical cuts exceed 30 feet, the Board of Appeals may allow, at their sole discretion, areas of disturbance in excess of 5 acres, provided that based on documentation prepared by a qualified professional, the Board finds that a larger area will minimize operation hazards or is necessary due to the size and scale of an earth removal operation.
 - d. Within 3 months of the reasonably anticipated completion of operations, the applicant shall provide written notice to the Building Commissioner of intent to complete operations and the estimated date thereof, and shall make the premises available for inspection by the Building Commissioner for conformity with the Special Permit, Zoning Permit and all approved Development Plans in advance of the intended date of completion.
 - e. The Building Commissioner shall calculate, after consultation with a qualified professional, a cash performance guarantee in an amount reasonably estimated to restore, regrade and revegetate the area under active excavation and other disturbed areas, if any, and shall include an adjustment for projected inflation or other predictable factors affecting cost of restoration over the term of the Earth Removal special permit plus one year. A cash performance guarantee shall be in place prior to the commencement of work.

Time Limitation. Earth removal operations permitted by Zoning Permit or Special Permit shall be limited in time to 3 years from the start of excavation, and the applicant

shall provide written notice to the Building Commissioner prior to the commencement of work.

1. Sixty days prior to the completion of the original 3-year limitation period, the applicant may file a written request to the permit or special permit granting authority for an extension of the excavation period, which shall be granted if determined to be consistent with the intent and purpose of this Section and the Bylaw generally, and may be denied for one or more of the following reasons:
 - a. One or more violations of the conditions of the permit or work not consistent with the approved Zoning Permit or Special Permit;
 - b. Abandonment of the work site, as determined by the Building Commissioner;
 - c. Failure to maintain the required landscaping, dust suppression measures, erosion control measures and proper stabilization measures;
 - d. The presence of any unsafe condition; or
 - e. One or more violations of the approved heavy equipment route plan or other traffic control conditions of the Earth Removal special permit.
2. A maximum of one excavation period extension may be granted for a term not to exceed two years. Additional extensions shall require a modification/reapplication of the Zoning Permit or Special Permit.

Additional Conditions and Safeguards. The Board of Appeals may impose additional conditions and safeguards for earth removal for all earth removal operations included in Section C of this Section 205-18.F if necessary to protect the public health and safety.

Denial of Earth Removal Special Permit. In addition to the special permit conditions of §205-9(B)(1) the Board of Appeals may deny an earth removal Special Permit if it determines that, even subject to the foregoing conditions, the earth removal operation:

- (a) Would not be necessary and incidental to an identified lawful principal use, a lawful structure, an approved subdivision road, or lawful utility installation, or
- (b) Would be excessive in scope or nature to the foregoing end use or structure, or
- (c) Would create unsafe conditions on or off the property, or
- (d) Would be a detriment or nuisance to nearby landowners or to the Town in general by reason of noise, dust, vibration, or other objectionable conditions;
- (e) Would constitute excessive disturbance to the site's natural landscape or
- (f) Is not in compliance with any of the provisions of Section 205-18.F.

D. Prohibited Earth Removal Operations

Notwithstanding anything in this Section 205-18.F to the contrary, earth removal operations as a principal use is prohibited in all Districts except the LI District.

E. 5 Year Prohibition

On sites where:

1. Over 10,000 cubic yards of earth are removed by zoning permit per Section 205-18(B) or
2. Earth removal in the RR, R40, R25, R20-SL, R20-MD or R20-MF District is allowed by special permit for an identified lawful principal use;

The site shall not be used for any other principal use until five years from the expiration of the excavation period or any extension thereof.

F. Segmentation

If the Building Commissioner determines that an earth removal operation has been impermissibly segmented to avoid the provisions set forth in this section, he may deny a Zoning Permit or take other appropriate steps to enforce this by-law.

Table 5

[Amended 3-28-1973 ATM by Art. 71; 4-17-1975 ATM by Art. 68; 4-10-1980 ATM by Art. 64; 5-12-1981 ATM by Art. 32; 5-12-1981 ATM by Art. 34; 5-13-1981 ATM by Art 36; 5-13-1981 ATM by Art. 37; 4-20-1982 ATM by Art. 52; 4-8-1985 ATM by Art. 55; 4-7-1987 ATM by Art. 69; 4-5-1989 ATM by Art. 30; 4-12-1994 ATM by Art. 22; 4-12-1994 ATM by Art. 24; 11-14-1995 STM by Art. 8; 4-1-2000 STM by Art. 9; 4-6-2000 ATM by Art. 27; 10-24-2000 ATM by Art. 13; 10-27-2003 FATM by Art. 19; 4-6-2004 ATM by Art. 32, 10-25-2005 FATM by Art. 17; Amended 5-20-06 ATM by Art. 30; Amended 4-3-10 SSTM by Art. 18; Amended 10-18-2014 FTM by Art. 28]

District	Intent of District	Allowed Uses	Special Permit Uses ³	Prohibited Uses	Minimum Lot Size	Minimum Lot Dimensions	Min Side Yard ^{2,4,7}	Min Front Yard ^{2,7}	Min Rear Yard ⁷	Max Lot Coverage/Max FAR**	Max Height	
§ 205-39 WA Wetlands Areas	Wetland restrictions relative to area and yard requirements overlie other zones. See full text.											
RR Rural Res.	To discourage development in areas remote from public utilities and facilities. To preserve the valuable rural character of the Town by prohibiting scattered small lot development. To permit development of very large, easily accessible sites for large self-contained uses.	Single-family dwellings, all wetlands uses, and home occupations	Exclusive industry; Recreation facilities, day nurseries, recreational campgrounds subject to conditions High tech PUD on >250 acres, RD, RDD, Transfer of Development Rights § 205-70; TRVD § 205-72	Medium and small residential, commercial, industrial, junkyards, retirement mobile home PUD	120,000 SF density ⁶ High tech. PUD: 250 acres RD: 6,000 SF; See § 205-59 RDD: 20,000 SF; See § 205-62	Width 200' Depth 200' Width 2,000* Depth 2,000*	30'	70'	50'	15% NA	3 stories 35 feet	
§ 205-41 R-40 Res. Single Family	To provide areas for a particularly spacious residential environment. To permit development of very large, easily accessible site for large self-contained uses.	All uses allowed in RR other than village density development - (see Definitions § 205-3)	2-family dwellings, recreation facilities, day nurseries, High tech. PUD on >250 acres, village density development, ⁵ RD TDR Sec. 205-70	Industrial, General Commercial, Arterial, improper storage of vehicles, retirement mobile home PUD	40,000 SF Two-family: 55,000 SF High tech. PUD: 250 acres RD: See § 205-59 RDD: See Sec. 205-62	Width 150' Depth 200'	25'	50'	50'	25%/NA	3 stories 35 feet	
Intensity requirements of the RR District are available as of right; dimensional and intensity requirements specified herein are available by special permit pursuant to adequate facility conditions or by exemption.												
§ 205-42 R-25 Res.	To provide areas for a reasonably spacious residential environment.	All uses allowed in R-40	Funeral homes, medical facilities, village density development ⁵ RD, VOSD, retirement mobile home PUD	Same as R-40	25,000 SF Two-family: 35,000 SF VOSD: 6,000 SF; See § 205-66 15,000 two family	Width 110' Depth 175'	15' single 40' total	35'	40'	25% NA	3 stories 35 feet	

ARTICLE 29:

ARTICLE 29: To see if the Town will vote to authorize the Board of Selectmen to convey a portion of the parcel of land located on the westerly side of Rocky Pond Road shown as lot 4C on Assessors Map 91 and, in exchange therefore, to acquire a portion of the parcel of land located on the westerly side of Rocky Pond Road shown as Lot 6-22 on Assessors Map 91, 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: Roy Geiger et al

RECOMMENDATION: No Motion No Action at Request of the Petitioner (Unanimous, 12-0-0). The Advisory & Finance Committee recommends No Motion No Action on Article 29 at the request of the Petitioner.

ARTICLE 30: To see if the Town Meeting will vote to amend Section 205-77, Ground-Mounted Solar Photovoltaic Systems, by amending the language of Section 205-77 so that said Section 205-77 as so amended shall read in its entirety as follows (changed language is shown as underlined or deleted, as the case may be):

205-77. Ground-Mounted Solar Photovoltaic Systems

A. **Intent.** The intent of this bylaw is to promote, by-right, subject to Site Plan Review, in all Districts, the generation of solar energy and to minimize the impacts of solar facilities on the character of neighborhoods, on property values, on the scenic, historic and environmental resources of the Town; and to protect health and safety, while allowing solar energy technologies to be utilized.

B. Location and Area Requirements.

Except as otherwise provided herein, GMSPS are allowed by right in all zoning districts subject to Site Plan Review under Section 205-32.

1. Site Plan Review is not required for a GMSPS that:
 - a. Actively occupies 1,500 square feet or less of land and has a total GMSPS height of less than 8 feet from final grade, subject to Section C.2.e.; or
 - b. is located on agricultural land, and used primarily for the accessory generation of energy for the operation of the agricultural use; or
 - c. is located on a Development Site consisting primarily of Disturbed Area and, if located within any of the following Districts, provided a minimum 200-foot Buffer is in place along each Lot line that abuts a Residential District:
 - I. Airport (AP)
 - II. Arterial Commercial (AC)
 - III. General Commercial (GC)
 - IV. Highway Commercial (HC)
 - V. Light Industrial (LI)
 - VI. Light Industrial/Waterfront (LI/WF)
 - VII. Mixed Commerce (MC)
 - VIII. Parking Lots
 - IX. Power Line Utility Easements
2. Prohibited.
 - a. A GMSPS that actively occupies more than ~~fifteen~~ five acres in area in any Residential District.
 - b. GMSPS are prohibited on any parcel that include Estimated Habitats of Rare Wildlife or Priority Habitats of Rare Species as identified by the Commonwealth of Massachusetts Natural Heritage and Endangered Species Program or that are located within a State designated Area of Critical Environmental Concern (ACEC).
 - c. GMSPS are not allowed on parcels in R20-SL, R20-MD, R20-MF, R25, R40 and RR zones that have been previously disturbed (i.e. cleared or substantially cleared of natural vegetation by other than natural forces such as fire or flood) for a period of five years from the date of disturbance.

- C. **Standards.** The following standards apply to all GMSPS:
1. **Setback** – A GMSPS site and construction thereon shall conform to the dimensional and intensity requirements set forth in Table 5 of the Zoning Bylaw.
 2. **Design** –
 - a. **Lighting** – High efficiency lighting, such as LED, or equivalent, shall be limited to that required for safety and operational purposes, and shall comply with the requirements of §205-65 Prevention of Light Pollution.
 - b. **Utility Connections** – Cabling and utility connections within the GMSPS shall be placed underground.
 - c. **Security** – The GMSPS must be physically secured by measures including, but not limited to, appropriate fence material, construction, locking devices and surveillance equipment.
 - d. **Signage** –
 - i. Required: A sign complying with Sign bylaw §205-19 shall identify the owner and operator, if not the same, and provide the following information: business name for any company or other entity owning and/or operating the installation, with the business address and name of a contact person for each; electric utility or other safety warnings and a 24-hour emergency contact phone number.
 - ii. Prohibited: Any advertising display.
 - e. All emergency vehicle access ways shall conform to dimensional requirements of the Plymouth Fire Department.
 - f. Screening, as defined in §205-3, shall be installed to shield residences from a GMSPS.
 - g. Buffers as defined in §205-3 are required as follows:
 - i. A minimum of ~~75~~ 150 feet for 1 to 2 MW DC systems;
 - ii. A minimum of ~~150~~ 200 feet for systems greater than 2 MW DC.
 3. **Land Clearing, Soil Erosion and Habitat Impacts.**
 - a. Clearing of native vegetation on any undeveloped or land in its natural state shall be limited to that necessary for the construction, operation and maintenance of the GMSPS. Effective internal storm water management and erosion control features shall be maintained at all times during and post-construction. Installed fencing shall maintain a minimum distance of 8 inches from final grade for small wildlife passage.
 - b. Stormwater management controls shall comply with Plymouth’s Stormwater Design Guidelines. Percolation tests will be required if no stormwater system controls are provided.
 - c. Management of all vegetated areas within the GMSPS shall be maintained throughout the life of the project through mechanical means and without the use of chemical herbicides.
 4. **Information Required with Zoning Permit for all GMSPS.**
 - a. **Landscape Plan** – A landscape plan prepared by a Registered Landscape Architect is required and shall include location of existing significant trees, shrubs and grasses to remain and all proposed additions, identified by specimen size and species at installation. Low growth vegetation shall be planted and maintained in areas under GMSPS rack equipment.
 - b. **Materials** – Manufacturer’s specifications for a proposed GMSPS shall be provided for all equipment and attendant facilities and include documentation of

the major system components to be used, including panels, mounting system, rated name plate capacity, colors, inverter and interconnection details.

- c. **Safety** – The GMSPS Owner or Operator shall submit a copy of the project summary, electrical schematic, and Development Site plan to the Building Commissioner, with a copy for review by the Fire Chief. Instructions to de-energize the system shall be made available to public safety personnel. The owner or operator shall identify a responsible person for public inquiries throughout the life of the GMSPS.
- d. **Financial Surety** – Except for a municipally owned GMSPS, a project designed to generate in excess of 2MW shall require a performance guarantee in the form of a cash bond in an amount approved by the Building Commissioner to cover the cost of GMSPS removal in the event the town must remove the installation and stabilize the Development Site with loam and seed.

5. **Other Requirements.**

- a. **Notification** – When site plan review is required, at least fourteen days prior to site plan review by the Planning Board, notice of the time and place of said review shall be sent by mail by the GMSPS Owner/Operator, postage prepaid to abutting owners of land within three hundred feet of the property line of the parcel or parcels upon which the GMPS proposes to be situated, as said abutters appear on the most recent applicable tax list. The assessors maintaining any applicable tax list shall certify the names and addresses of parties in interest and such certification shall be conclusive for all purposes.

At least 60 business days prior to the commencement of work on a project, the GMSPS Owner/Operator shall notify abutters within 300 feet of when work will commence and that site plans are available for public review at Town Hall.

- b. **Modification** – A substantial modification to a GMSPS shown on an approved Site Plan shall require Site Plan modification in compliance with the standards and procedures applicable to the original application.
- c. **Segmentation** – Adjacent parcels in the same ownership or control shall be deemed to be one parcel for purpose of calculating the area limitation of §B.2 above.
- d. **Abandonment** – A GMSPS shall be deemed abandoned when its operations are discontinued for more than one year without the written consent of the Building Commissioner; or if the Building Commissioner has determined that the installation is a hazard to public safety and the conditions have not been corrected within three months. A GMSPS must be removed by its owner and the site restored when it has been abandoned as provided herein.
- e. **Site Restoration** – A GMSPS must be removed by its owner within 150 days from the date of discontinuation of operations. The owner or operator shall notify the Building Commissioner by certified mail of the proposed date of discontinuation and provide detailed plans and schedule for GMSPS removal and restoration of the site to a function approved by the Building Commissioner or to a natural vegetative state.
- f. **Exemption** – This Section 205-77 shall not apply to a GMSPS for which a zoning permit was issued and was still in effect as of July 20, 2016 [the first publication date of notice of the August 8, 2016 Planning Board public hearing], but the record owner of the land shall have the right to waive this exemption, in which case this Section 205-77 shall apply.

or take any other action relative thereto.

BY PETITION: Sharl Heller et al

RECOMMENDATION: Approval (11-3-0). The Advisory & Finance Committee recommends Town Meeting approve Article 30. Town Meeting approval of this article will amend the Zoning Bylaw, Section 505-77 Ground-Mounted Solar Photovoltaic Systems, with 5 changes: restricting ground-mounted solar systems in sensitive environmental areas; notifying abutters of site plan review; increasing buffers from 75 to 150 feet for 1-2 MWDC systems; increasing buffers from 150 to 200 feet for systems greater than 2 MWDC; and reducing the maximum size allowed in residential zones from 15 to 5 acres. The Planning Board recommended the first four amendments listed but did not recommend reducing the maximum size from 15 to 5 acres. The Planning Board and Energy Committee believe insufficient time has passed since the bylaw was approved at Fall Town Meeting to recommend a reduction in maximum size, contending that the increased buffers will protect abutters from clearcutting to the property line. If ground mounted solar development decreases, so does the PILOT or traditional tax revenue the town receives from these projects. The Advisory & Finance Committee discussed this topic extensively. While some agreed that more time is needed to see if the existing bylaw works, the majority agreed with the petitioner and supporters that it is of the utmost importance to protect residents and the investments they make in their properties now before irreparable damage may be done rather than as a reaction should such damage occur. In addition, some members raised concern that large-scale solar arrays in residential areas are a commercial land use, providing prospective residents with little protection from the siting of such a solar array becoming the newest addition to their neighborhood.

REPORT AND RECOMMENDATION OF THE PLANNING BOARD
ON THE PETITION OF SHARL HELLER, ET AL ON THE PROPOSED AMENDMENT
TO SECTION 505-77 GROUND-MOUNTED SOLAR PHOTOVOLTAIC SYSTEMS

DATE OF PUBLICATION OF PUBLIC HEARING: November 30, 2016
December 7, 2016
DATE OF PUBLIC HEARING: December 19, 2016
January 9, 2017

VOTE: On January 9, 2017 the Planning Board voted (3-2) to recommend Town Meeting take the following actions on the proposed amendments to Section 205-77 Ground Mounted Solar Photovoltaic Systems of the Zoning Bylaw:

Underlined to be added and ~~strikethrough~~ to be deleted:

205-77(B)(2)(b.) GMSPS are prohibited on any parcel that includes Estimated Habitat of Wildlife or Priority Habitat or Rare Species as identified by the Commonwealth of Massachusetts Natural Heritage Program and Endangered Species Program or that are located within a State designated Area of Critical Environmental Concern (ACEC).

C(2)(g.) Buffers as defined in §205-3 are required as follows:

- i. A minimum of ~~75~~ 150 feet for 1 to 2 MW DC systems;
- ii. A minimum of ~~150~~ 200 feet for systems greater than 2 MW DC.

C(5)(a.) Notification - When site plan review is required, at least fourteen days prior to site plan review by the Planning Board, notice of the time and place of said review shall be sent by mail by the GMSPS Owner/Operator, postage prepaid to abutting owners of land within three hundred feet of the property line of the parcel or parcels upon which the GMSPS proposes to be situated, as said abutters appear on the most recent applicable tax list. The assessors maintaining any applicable tax list shall certify the names and addresses of parties in interest and such certification shall be conclusive for all purposes.

The Planning Board does not support the maximum size reduction in B(2)(a.) from fifteen acres to five acres.

NEED & JUSTIFICATION:

During the Fall 2016, Town Meeting process, a number of individuals encouraged the Town to continue to explore options to further regulate ground mounted solar photovoltaic system in Plymouth. This petitioned article seeks to impose two new limitations and modify three existing provisions.

All five Planning Board members are in is support of:

- Restricting GMSPS in sensitive environmental areas,
- Notifying abutters of site plan review, and
- Increasing the two existing buffer requirements.

However, a majority of the Board does not support reducing the maximum size of GMSPS to only 5 acres. A limitation of 5 acres is viewed as too restrictive.

EFFECT:

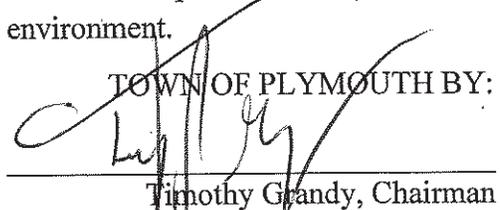
This article includes 5 modifications to the current bylaw:

1. Reduces the maximum size of a ground mounted solar photovoltaic system to 5 acres (opposed by the Planning Board);
2. Prohibits ground mounted solar photovoltaic system in Areas of Critical Environmental Concern and in areas identified by the Commonwealth as habitat for rare or endangered species;
3. Buffers are increased for 1 to 2 megawatt system from 75 feet to 150 feet
4. Buffers are increased for 2 megawatt or greater system from 150 feet to 200 feet; and
5. Requires abutter notification of Planning Board site plan review.

INTENT:

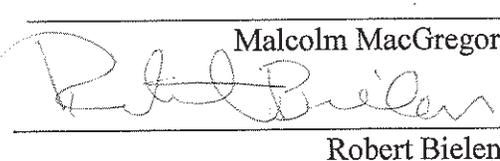
The Intent of this amendment to further refine the Bylaw approved at the Fall 2016 Annual Town Meeting and to impose reasonable regulations on ground mounted solar photovoltaic system to further protect Plymouth's residents and its unique natural environment.

TOWN OF PLYMOUTH BY:


Timothy Grandy, Chairman


Ken Buechs


Paul McAlduff


Robert Bielen

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD: January 23, 2017

DATE FILED WITH TOWN CLERK: January 24, 2017

cc: Town Clerk
Board of Selectmen
Advisory and Finance Committee

PROPOSED AMENDMENT:

205-77. Ground-Mounted Solar Photovoltaic Systems

A. **Intent.** The intent of this bylaw is to promote, by-right, subject to Site Plan Review, in all Districts, the generation of solar energy and to minimize the impacts of solar facilities on the character of neighborhoods, on property values, on the scenic, historic and environmental resources of the Town; and to protect health and safety, while allowing solar energy technologies to be utilized.

B. Location and Area Requirements.

Except as otherwise provided herein, GMSPS are allowed by right in all zoning districts subject to Site Plan Review under Section 205-32.

1. Site Plan Review is not required for a GMSPS that:
 - a. Actively occupies 1,500 square feet or less of land and has a total GMSPS height of less than 8 feet from final grade, subject to Section C.2.e.; or
 - b. is located on agricultural land, and used primarily for the accessory generation of energy for the operation of the agricultural use; or
 - c. is located on a Development Site consisting primarily of Disturbed Area and, if located within any of the following Districts, provided a minimum 200-foot Buffer is in place along each Lot line that abuts a Residential District:
 - I. Airport (AP)
 - II. Arterial Commercial (AC)
 - III. General Commercial (GC)
 - IV. Highway Commercial (HC)
 - V. Light Industrial (LI)
 - VI. Light Industrial/Waterfront (LI/WF)
 - VII. Mixed Commerce (MC)
 - VIII. Parking Lots
 - IX. Power Line Utility Easements
2. Prohibited.
 - a. A GMSPS that actively occupies more than ~~fifteen~~ five acres in area in any Residential District.
 - b. GMSPS are prohibited on any parcel that include Estimated Habitats of Rare Wildlife or Priority Habitats of Rare Species as identified by the Commonwealth of Massachusetts Natural Heritage and Endangered Species Program or that are located within a State designated Area of Critical Environmental Concern (ACEC).
 - c. GMSPS are not allowed on parcels in R20-SL, R20-MD, R20-MF, R25, R40 and RR zones that have been previously disturbed (i.e.

cleared or substantially cleared of natural vegetation by other than natural forces such as fire or flood) for a period of five years from the date of disturbance.

C. **Standards.** The following standards apply to all GMSPS:

1. **Setback** – A GMSPS site and construction thereon shall conform to the dimensional and intensity requirements set forth in Table 5 of the Zoning Bylaw.
2. **Design** –
 - a. **Lighting** – High efficiency lighting, such as LED, or equivalent, shall be limited to that required for safety and operational purposes, and shall comply with the requirements of §205-65 Prevention of Light Pollution.
 - b. **Utility Connections** – Cabling and utility connections within the GMSPS shall be placed underground.
 - c. **Security** – The GMSPS must be physically secured by measures including, but not limited to, appropriate fence material, construction, locking devices and surveillance equipment.
 - d. **Signage** –
 - i. Required: A sign complying with Sign bylaw §205-19 shall identify the owner and operator, if not the same, and provide the following information: business name for any company or other entity owning and/or operating the installation, with the business address and name of a contact person for each; electric utility or other safety warnings and a 24-hour emergency contact phone number.
 - ii. Prohibited: Any advertising display.
 - e. All emergency vehicle access ways shall conform to dimensional requirements of the Plymouth Fire Department.
 - f. Screening, as defined in §205-3, shall be installed to shield residences from a GMSPS.
 - g. Buffers as defined in §205-3 are required as follows:
 - i. A minimum of ~~75~~ 150 feet for 1 to 2 MW DC systems;
 - ii. A minimum of ~~150~~ 200 feet for systems greater than 2 MW DC.
3. **Land Clearing, Soil Erosion and Habitat Impacts.**
 - a. Clearing of native vegetation on any undeveloped or land in its natural state shall be limited to that necessary for the construction, operation and maintenance of the GMSPS. Effective internal storm water management and erosion control features shall be maintained at all times during and post-construction.

Installed fencing shall maintain a minimum distance of 8 inches from final grade for small wildlife passage.

- b. Stormwater management controls shall comply with Plymouth's Stormwater Design Guidelines. Percolation tests will be required if no stormwater system controls are provided.
- c. Management of all vegetated areas within the GMSPS shall be maintained throughout the life of the project through mechanical means and without the use of chemical herbicides.

4. **Information Required with Zoning Permit for all GMSPS.**

- a. **Landscape Plan** – A landscape plan prepared by a Registered Landscape Architect is required and shall include location of existing significant trees, shrubs and grasses to remain and all proposed additions, identified by specimen size and species at installation. Low growth vegetation shall be planted and maintained in areas under GMSPS rack equipment.
- b. **Materials** – Manufacturer's specifications for a proposed GMSPS shall be provided for all equipment and attendant facilities and include documentation of the major system components to be used, including panels, mounting system, rated name plate capacity, colors, inverter and interconnection details.
- c. **Safety** – The GMSPS Owner or Operator shall submit a copy of the project summary, electrical schematic, and Development Site plan to the Building Commissioner, with a copy for review by the Fire Chief. Instructions to de-energize the system shall be made available to public safety personnel. The owner or operator shall identify a responsible person for public inquiries throughout the life of the GMSPS.
- d. **Financial Surety** – Except for a municipally owned GMSPS, a project designed to generate in excess of 2MW shall require a performance guarantee in the form of a cash bond in an amount approved by the Building Commissioner to cover the cost of GMSPS removal in the event the town must remove the installation and stabilize the Development Site with loam and seed.

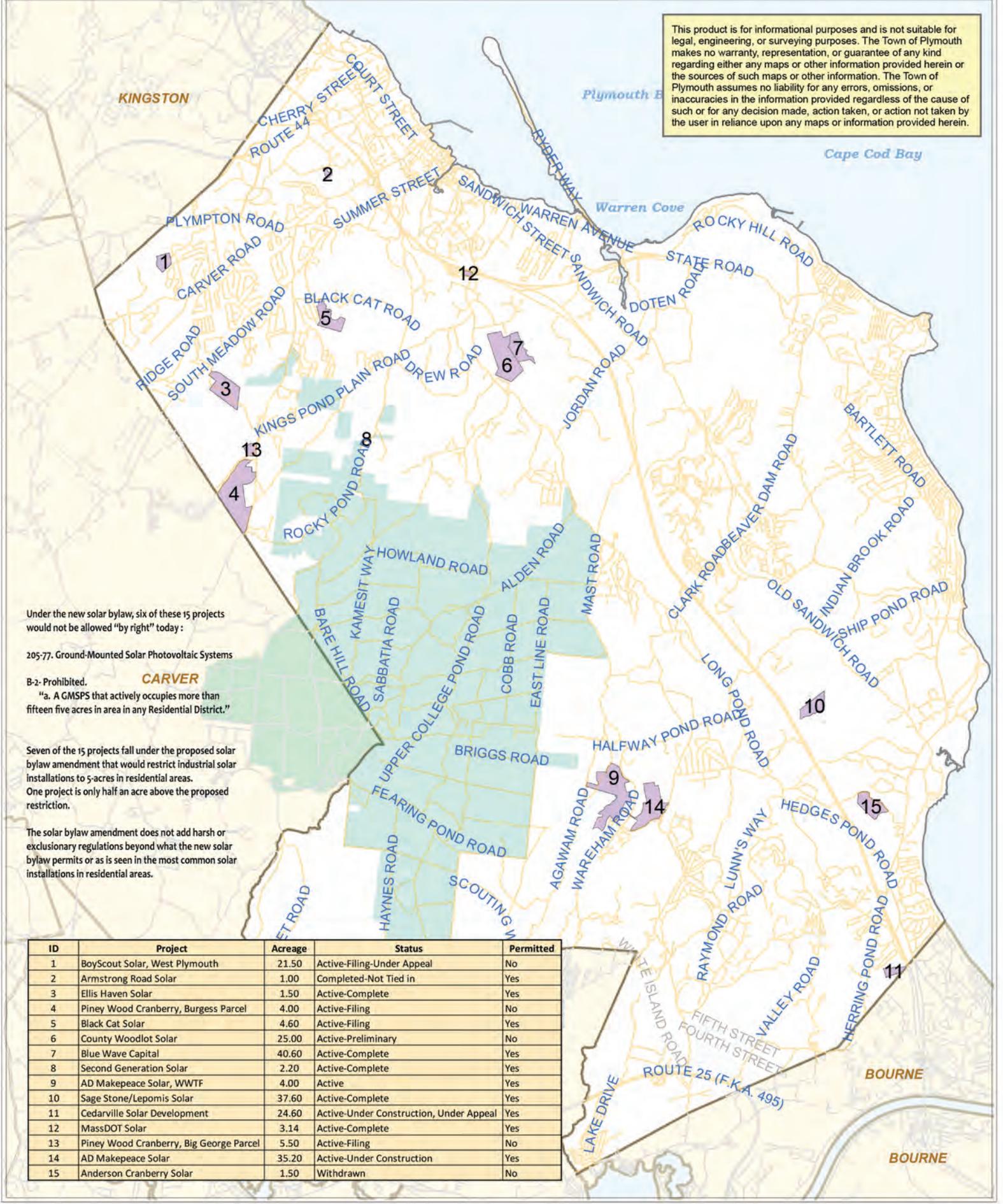
5. **Other Requirements.**

- a. **Notification** – When site plan review is required, at least fourteen days prior to site plan review by the Planning Board, notice of the time and place of said review shall be sent by mail by the GMSPS Owner/Operator, postage prepaid to abutting owners of land within three hundred feet of the property line of the parcel or parcels upon which the GMPS proposes to be situated, as said abutters appear on the most recent applicable tax list. The assessors maintaining any applicable tax list shall certify the names and addresses of parties in interest and such certification shall be conclusive for all purposes.

At least 60 business days prior to the commencement of work on a project, the GMSPS Owner/Operator shall notify abutters within 300 feet of when work will commence and that site plans are available for public review at Town Hall.

- b. **Modification** – A substantial modification to a GMSPS shown on an approved Site Plan shall require Site Plan modification in compliance with the standards and procedures applicable to the original application.
- c. **Segmentation** – Adjacent parcels in the same ownership or control shall be deemed to be one parcel for purpose of calculating the area limitation of §B.2 above.
- d. **Abandonment** – A GMSPS shall be deemed abandoned when its operations are discontinued for more than one year without the written consent of the Building Commissioner; or if the Building Commissioner has determined that the installation is a hazard to public safety and the conditions have not been corrected within three months. A GMSPS must be removed by its owner and the site restored when it has been abandoned as provided herein.
- e. **Site Restoration** – A GMSPS must be removed by its owner within 150 days from the date of discontinuation of operations. The owner or operator shall notify the Building Commissioner by certified mail of the proposed date of discontinuation and provide detailed plans and schedule for GMSPS removal and restoration of the site to a function approved by the Building Commissioner or to a natural vegetative state.
- f. **Exemption** – This Section 205-77 shall not apply to a GMSPS for which a zoning permit was issued and was still in effect as of July 20, 2016 [the first publication date of notice of the August 8, 2016 Planning Board public hearing], but the record owner of the land shall have the right to waive this exemption, in which case this Section 205-77 shall apply.

This product is for informational purposes and is not suitable for legal, engineering, or surveying purposes. The Town of Plymouth makes no warranty, representation, or guarantee of any kind regarding either any maps or other information provided herein or the sources of such maps or other information. The Town of Plymouth assumes no liability for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.



Under the new solar bylaw, six of these 15 projects would not be allowed "by right" today:

205-77. Ground-Mounted Solar Photovoltaic Systems

B-2. Prohibited.
CARVER
 "a. A GMSPS that actively occupies more than fifteen five acres in area in any Residential District."

Seven of the 15 projects fall under the proposed solar bylaw amendment that would restrict industrial solar installations to 5-acres in residential areas. One project is only half an acre above the proposed restriction.

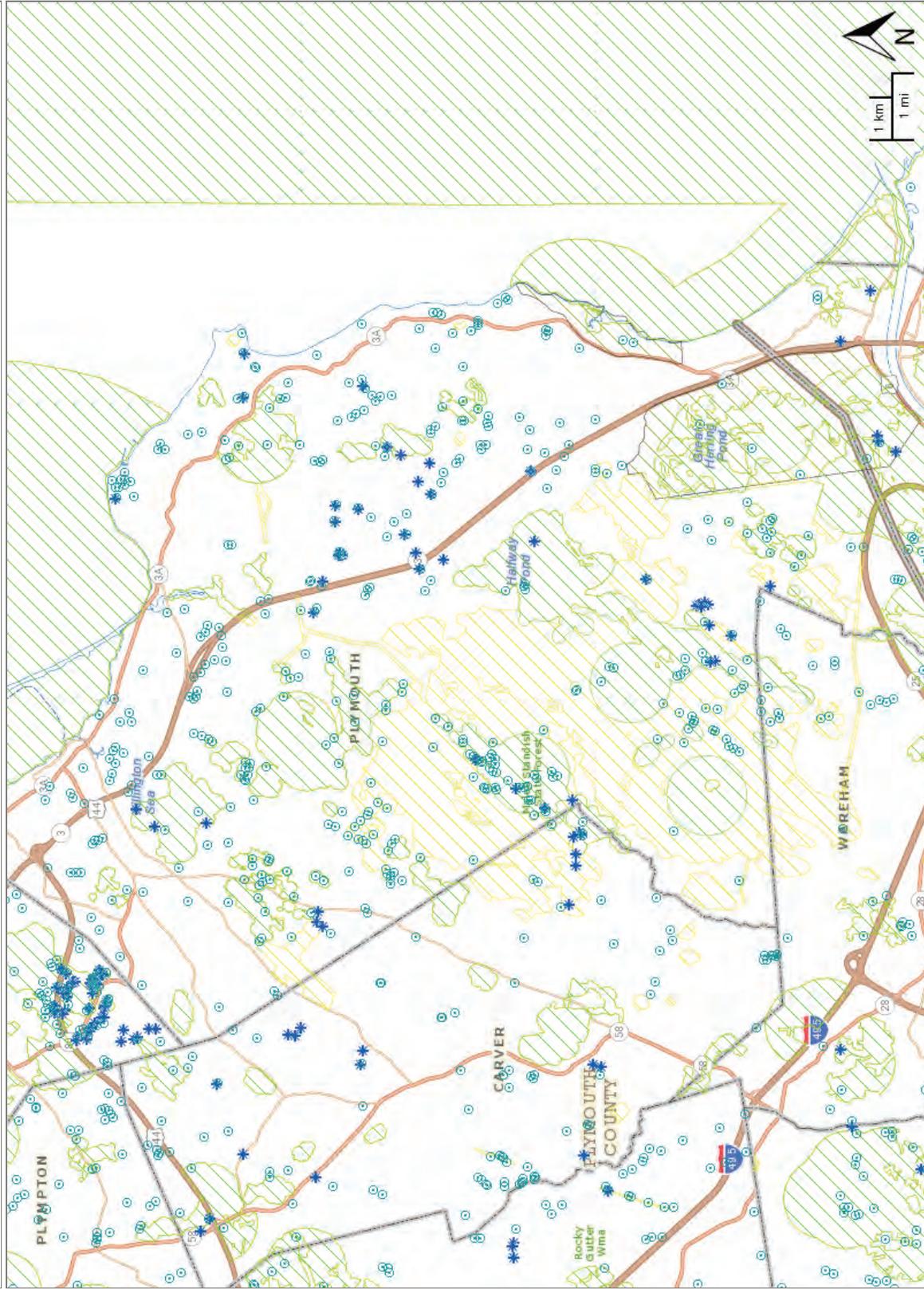
The solar bylaw amendment does not add harsh or exclusionary regulations beyond what the new solar bylaw permits or as is seen in the most common solar installations in residential areas.

ID	Project	Acreege	Status	Permitted
1	BoyScout Solar, West Plymouth	21.50	Active-Filing-Under Appeal	No
2	Armstrong Road Solar	1.00	Completed-Not Tied in	Yes
3	Ellis Haven Solar	1.50	Active-Complete	Yes
4	Piney Wood Cranberry, Burgess Parcel	4.00	Active-Filing	No
5	Black Cat Solar	4.60	Active-Filing	Yes
6	County Woodlot Solar	25.00	Active-Preliminary	No
7	Blue Wave Capital	40.60	Active-Complete	Yes
8	Second Generation Solar	2.20	Active-Complete	Yes
9	AD Makepeace Solar, WWTF	4.00	Active	Yes
10	Sage Stone/Lepomis Solar	37.60	Active-Complete	Yes
11	Cedarville Solar Development	24.60	Active-Under Construction, Under Appeal	Yes
12	MassDOT Solar	3.14	Active-Complete	Yes
13	Piney Wood Cranberry, Big George Parcel	5.50	Active-Filing	No
14	AD Makepeace Solar	35.20	Active-Under Construction	Yes
15	Anderson Cranberry Solar	1.50	Withdrawn	No

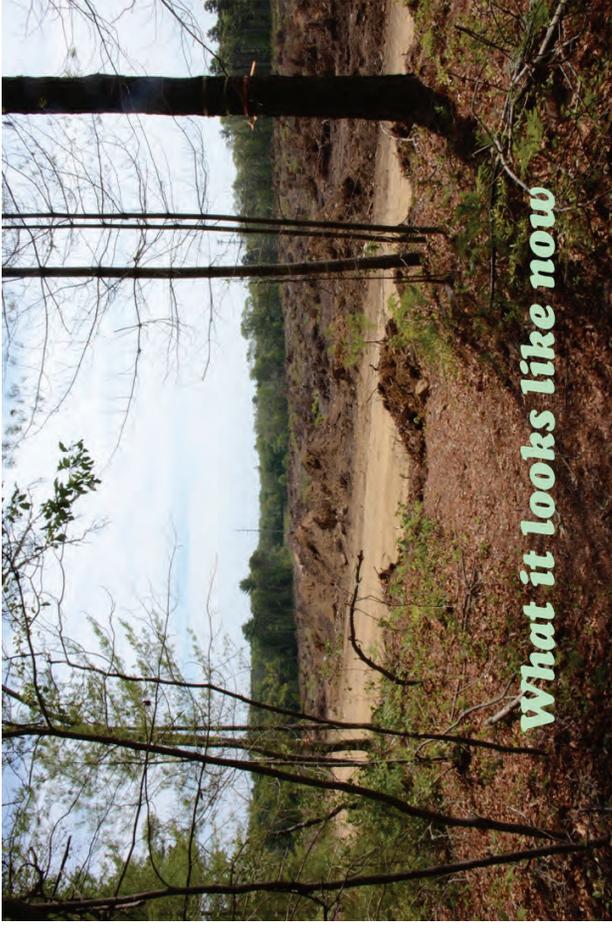
Plymouth Ground-Mounted Solar Projects - 2016



Plymouth NHESP Estimated Habitats of Rare Wildlife/Priority Habitats of Rare Species



Potential Vernal Pools
 NHESP Certified Vernal Pools
 NHESP Estimated Habitats of Rare Wildlife
 NHESP Priority Habitats of Rare Species
 Areas of Critical Environmental Concern ACECs
 Detailed Features
 Google 2014-2016 Orthoimagery
 Google 2014-2016 Orthoimagery



An Amendment to Protect Neighborhoods, Preserve Forests, and Enhance Quality of Life

Before the company cleared the trees behind this Plymouth home for their 25-acre solar array you would often see deer wandering along the trails, hear the songs of birds in the morning, enjoy the muted light of the sun through acres of pine and oak and feel extreme temperatures muted or enhanced by its natural insulation.

There was no reason to think this would ever change.

The property depicted here is zoned “Rural Residential” and lies within a state-designated Area of Critical Environmental Concern (ACEC) supposedly “requiring special management attention to protect important historic, cultural and scenic values, fish or wildlife resources or other natural systems or processes.”

Plymouth’s newly adopted and well-intentioned solar bylaw (205-77) provides guidelines for streamlined permitting but reduces the ability of residents to have input into commercial solar projects that dramatically alter their neighborhoods and does not prevent the devaluation of property or protect our highest value forests and habitats.

The proposed Amendment will do just that while helping meet many of the goals of Plymouth’s master plan including maintaining the rural character of the community.

The proposed amendment to the solar bylaw will:

1. Reduce the maximum installation parcel size from 15 to 5 acres in Residential zones;
2. Prohibit GMSPS on parcels identified by the Massachusetts Natural Heritage and Endangered Species Program as Estimated Habitats of Rare Wildlife or Priority Habitats of Rare Species or those located within a designated ACEC;
3. Increase buffers from 75 feet to 150 feet for 1 to 2 MW DC systems;
4. Increase buffers from 150 to 200 feet for systems greater than 2 MW DC;
5. Require the GMSPS owner to notify abutters 14 days prior to the site plan review when a site plan review is required.

Date: January 12, 2017
To: Plymouth Finance Committee
Re: Proposed Solar Bylaw Amendment

The town's own map of proposed and permitted ground mounted solar arrays has a lot to contribute to the debate over the reasonableness of a 5-acre maximum array lot size in residential areas.

Under the existing bylaw, passed just last year, six of fifteen projects approved by the town would not be allowed "by right" today because they exceed – often dramatically – the present 15-acre limit.

More importantly, though opponents of the amendment have argued that a five-acre maximum size would be a de facto ban on solar (suggesting that no commercial developer would consider an array that small) seven of the 15 proposed or permitted arrays on this map are under 5 acres. Another is just a half-acre larger.

The crux of this debate is what size of array is too big, or too small, in a rural, residential area.

The state* breaks down arrays into small, medium and large arrays, and says that a large array is anything over 40,000 square feet, or just 1 acre!

The amendment proposes to allow developers up to five times that size, up to five acres in a residential zone.

The pattern of solar array development in Plymouth, backed up by the state's own definitions, make it clear that five acres is more than enough.

*** Model Zoning for the Regulation of Solar Energy System Department of Energy Resources
Massachusetts Executive Office of Energy and Environmental Affairs December 2014**

<http://www.mass.gov/eea/docs/doer/green-communities/grant-program/model-solar-zoning.pdf>

Solar Energy System, Large-Scale: An Active Solar Energy System that occupies more than 40,000 square feet of surface area (equivalent to a rated nameplate capacity of about 250kW DC or greater).



Solar Energy System, Medium-Scale: An Active Solar Energy System that occupies more than 1,750 but less than 40,000 square feet of surface area (equivalent to a rated nameplate capacity of about 10 - 250 kW DC).

Solar Energy System, Small-Scale: An Active Solar Energy System that occupies 1,750 square feet of surface area or less (equivalent to a rated nameplate capacity of about 10 kW DC or less).

Siting Preferences (from the document above, page 5)

Where a solar facility is sited, as well as placement on the site once selected, is an important consideration, particularly in regard to large-scale ground mounted facilities. DOER strongly discourages locations that result in significant loss of land and natural resources, including farm and forest land, and encourages rooftop siting, as well as locations in industrial and commercial districts, or on vacant, disturbed land. Significant tree cutting is problematic because of the important water management, cooling, and climate benefits trees provide.

Respectfully submitted,

Sharl Heller
201 Center Hill Road, Plymouth

Article 30 – Petitioned – Bylaws – Ground Mounted Solar
ADDITIONAL INFORMATION

To view additional information that was submitted by the petitioner, visit the town's website www.plymouth-ma.gov/ then click on Quick Links then Town Meeting Information then Annual Town Meeting Article 30 or use the following link: http://www.plymouth-ma.gov/sites/plymouthma/files/uploads/article_30_4.pdf

- Map – Plymouth North Open Space Protected
- Map – Plymouth South Open Space Protected
- Model Zoning for the Regulation of Solar Energy (Mass Dept. of Energy Resources)
- *Plymouth town counsel says prohibiting solar arrays in residential districts makes sense*, Wicked Local Plymouth 10/14/16

