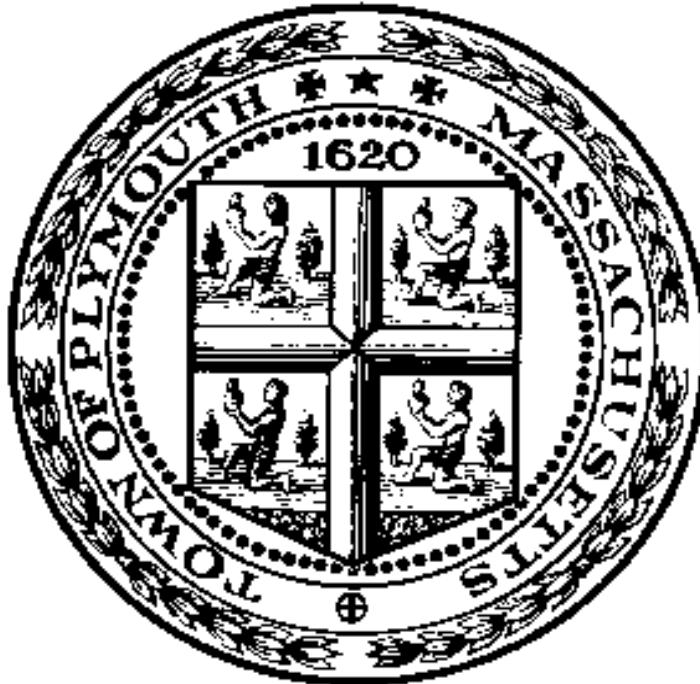


TOWN OF PLYMOUTH

REPORT
& RECOMMENDATIONS
OF THE
ADVISORY AND FINANCE
COMMITTEE



Presented at the
April 7, 2018

SPRING ANNUAL
TOWN MEETING

SPRING ANNUAL TOWN MEETING

April 7, 2018

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REPORT & RECOMMENDATIONS

REPORT & RECOMMENDATIONS OF THE ADVISORY & FINANCE COMMITTEE

Spring Annual Town Meeting - April 7, 2018

ARTICLE 1: Withdrawn

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

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 2. Approval of this article will allow 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 if the Town will vote pursuant to G.L. c. 44, §53E 1/2 to establish the fiscal year 2019 spending limits for each revolving fund established by Chapter 143 of the General By-laws, Departmental Revolving Funds, 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 3. Approval of this article will set the FY2019 spending caps for each of the revolving funds. There is no longer a need to re-establish the revolving funds annually since they were established by bylaw last year in accordance with updates to G.L. c.44, §53E ½..

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, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 4. Town Meeting approval of this article will authorize the Manomet Steering Committee, Plymouth Harbor Committee, and West Plymouth Steering Committee to continue, with a review in three years at the 2021 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: Approval (Unanimous, 11-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 5. Town Meeting approval of this article will amend the Personnel Bylaw by: 1. Adding 2 new positions to the existing table for Miscellaneous Schedule D – Non-Union Employees, an Event Production Assistant at Memorial Hall and a COA Matron; 2. Adding salary tables for these 2 new positions as well as adding steps to the salary table of the 1749 Courthouse Information Aide position; and 3. Adding a paragraph to Section 12(a) regarding paid holidays, giving a 3-hour floating holiday to non-union employees at Town Hall in recognition of the loss of paid holiday hours for the day after Thanksgiving which falls on Friday, now a 4.5 hour day. This matches the language considered by SEIU and OPEIU employees subject to the same work schedule.

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, 10-0-0). 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 included 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, 2018, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$218,550,228. Votes were taken by sub-committee recommendation: Town: A (9-1-0), B (10-0-0), C (9-1-0), D (9-1-0), E (10-0-0); School: F (9-0-1) See reports on pages 68-118

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, 2018, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$4,160,002 (Unanimous, 10-0-0). *See report on pages 125-126*

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, 2018, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$5,922,809 (Unanimous, 10-0-0). *See report on pages 121-122*

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, 2018, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$2,325,772 (Unanimous, 10-0-0). *See report on pages 123-124*

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, 2018, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$2,635,922 (Unanimous, 10-0-0). *See report on pages 119-120*

ARTICLES 7A-E: Total Recommendations: \$233,594,733

The Advisory & Finance Committee recommends Town Meeting approve Articles 7A, 7B, 7C, 7D and 7E comprising the FY2019 Operating Budget of \$233,594,733. 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* (pages 68-126) and details of each departmental budget can be found in the *FY2019 General Government Proposed Operating Budget Book*.

ARTICLE 8: To see if the Town will vote to accept the provisions of G.L. c. 44, § 53F½ establishing Cable Public Access as an enterprise fund effective fiscal year 2019, to transfer to said enterprise fund any receipts held by the Town for such purposes, and further to raise and appropriate or transfer from available funds a sum of money to operate the Cable Public Access enterprise for fiscal year 2019, 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 8. Approval of this article will establish a Cable Public Access Enterprise Fund, transfer the balance from the Cable Revolving Fund to this new fund, and approve the fund's FY2019 budget as provided in the article's supporting documentation. State law recently changed so this fund is being set up per guidelines from the Department of Revenue. The town receives cable related franchise fees as well as license fees from Comcast and Verizon.

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, and to authorize contracts or lease/purchase agreements for such purposes for terms of three or more years, as follows:

A1	Town Building Repair Program:	AC Units for Computer & Comm Room at Police Dept.
A2	Town Building Repair Program:	Replace Overhead Doors at DPW Facility
A3	Town Building Repair Program:	Generator Replacement at DPW Facility
A4	School Building Repair Program:	West: Replace Windows-1 Pod Per Year
A5	School Building Repair Program:	Nathaniel Morton: Brick Remediation
A6	School Building Repair Program:	South: Replace Intercom
A7	Town Vehicle & Equip Replacement Program:	Cemetery: Replace 2009 Dump Truck C72 with Sander
A8	Town Vehicle & Equip Replacement Program:	Fleet: Purchase Facility Maintenance Pickup Truck
A9	Town Vehicle & Equip Replacement Program:	Fleet: Fleet Fuel Efficiency Program
A10	Town Vehicle & Equip Replacement Program:	Highway: Replace 1995 Dump Truck H330
A11	Town Vehicle & Equip Replacement Program:	Parks & Forestry: Replace 1999 Truck P25
A12	Town Vehicle & Equip Replacement Program:	Marine & Environmental: Replace Animal Control Vehicle
A13	Public Health	Sterilis Medical Waste Device
A14	Information Technology	Strategic Plan
A15	DPW - Parks & Forestry	Nelson Park Play Structure Repairs
A16	Marine & Environmental	Town Forest Red Pine Cutting
A17	School Vehicle & Equip Replacement Program:	DW Facilities: Replace 2003 Food Service Truck
A18	School Vehicle & Equip Replacement Program:	DW Facilities: Purchase One Diesel Bus
A19	DPW - Parks & Forestry	Jenny Grist Mill Improvements
A20	Police	Analog CCTV Camera Upgrade
A21	DPW - Engineering	Wicking Well Manomet Ave.
A22	Marine & Environmental	Feasibility for Jenney Pond By-Pass
A23	Sewer	SCADA Upgrades
A24	Sewer	Trailer Mounted Bypass Pump
A25	Sewer	Hedge Rd Pump Station Screen Design and Installation
A26	Water	Water System Master Plan
B1	Fire	Purchase and Equip 100' Aerial Truck
B2	Marine & Environmental	Maritime Facility Construction
B3	Sewer	Collection System Rehabilitation and Repair
B4	Water	Forges Field Well & System Expansion

or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$16,732,672 (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 9. Capital requests totaled \$47.9 million for FY19. (See pages 27-32 for the CIC spreadsheet) The Town Manager recommends projects totaling \$24.5 million and the Advisory & Finance Committee is in agreement with that recommendation. Article 9 addresses \$16,732,672 of those capital projects.

- General Fund projects totaling \$3,339,897 to be funded with \$2,464,806 from Free Cash, \$4,600,000 from borrowing, and \$83,180 from other available funds.
- Enterprise Fund projects totaling \$13,392,775 to be funded with \$278,886 from Sewer Enterprise Fund Retained Earnings, \$1,000,000 from Sewer Enterprise Fund borrowing, \$305,800 from Water Enterprise Fund Retained Earnings, and \$8,000,000 from Water Enterprise Fund borrowing.

The balance of the recommended capital projects consists of acquiring land to protect the well located at Darby Pond (\$325,000 Water Enterprise Fund Retained Earnings, 50% of which is reimbursable from the state) in ATM Article 15A, and construction of a new fire station in North Plymouth (\$7,500,000 borrowing) in ATM Article 10.

ARTICLE 10: To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money for the design, construction, equipping and furnishing of a new Fire Station at 15 Hedge Road, North Plymouth, shown at Assessor's Map 006-000-060D-000, including but not limited to site preparation, demolition of existing buildings, and all other costs incidental and related thereto; or to take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$7,500,000 (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 10. Town Meeting approval of this article will authorize borrowing \$7.5 million for the design, construction, equipping and furnishing of a new 3-bay 2-story fire station at 15 Hedge Road in North Plymouth. Replacement of the current fire station built in 1910 for horse-drawn steam engines is long overdue.

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 (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 11. Town Meeting approval of this article will allow expenditures totaling \$654,652 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. Funds are used for special events, celebrations and paying for a marketing and promotions contract with Destination Plymouth. Destination Plymouth provides the Town with television and print advertising around the country, maintains a waterfront information booth, and provides a Destination Plymouth website.

ARTICLE 12: Withdrawn

ARTICLE 13: 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.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 9-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 13. Town meeting approval of 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 FY2019 was not known at the time this report was prepared, Plymouth did receive more than \$1.5 million for FY2018. The Town expects a similar amount in FY2019 unless there is change in policy and/or the state's financial health.

ARTICLE 14: Withdrawn

ARTICLE 15A: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money, and to authorize the Board of Selectmen to acquire for public water supply protection and conservation and passive recreation purposes by purchase, gift, eminent domain, or otherwise, and to accept the deed to a parcel of land of approximately 39 +\/- acres owned by John and Roseann DeGrenier as described on Assessors Map 107, Parcel 72, to be under the care, custody and control of the Board of Selectmen acting as the Board of Water Commissioners, with such property to be managed in consultation with the Town Department of Marine and Environmental Affairs and the Water Division, and to authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose pursuant to the provisions of G.L. c.44, §§7 or 8 or any other enabling authority, and that the Town Manager be authorized to file on behalf of the Town any and all applications deemed necessary under the Self-Help Act, G.L. c.132A, §11, the Land and Water Conservation Fund program, or any other applicable funding program, or execute any other documents or agreements, in any way connected with the scope of this acquisition; or to take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Not Approve (Unanimous, 0-9-0). The Advisory & Finance Committee recommends Town Meeting not approve Article 15A. The Committee originally heard this proposal as Articles 15 and 17. Article 15 was recommended for approval unanimously (10-0-0). The vote on Article 17 was postponed until the Warrant language was to be finalized. There was some confusion over the combined warrant language at the time of the subsequent deliberations of the new Article 15A. Since this involved grant language and significant spending the Committee did not feel comfortable approving the Article.

ARTICLE 15B: Withdrawn

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 2019 Community Preservation Act estimated annual revenues, 1820 Courthouse Fund or other available funds for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval (5-4-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16A. Town Meeting approval of this Article will be to transfer \$250,000 from the Court House Meals Tax Fund and raise \$250,000 of Fiscal 2019 Community Preservation Revenues to reduce the amount of the CPC 1820 Court House debt from \$2.5 million to \$2 million. The meals tax revenue has been coming in each quarter higher than expected and based on estimates, the Finance Director believes there is sufficient funding for the pay down of the debt over the next few years in combination with CPC funding. This falls within the scope of the Meals Tax and will preserve some Community Preservation funds for new purposes for future years.

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 2019 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, 7-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16B. Town Meeting approval of this article will authorize a \$642,523 reduction to the borrowing authorization for the restoration of the Simes House using funds raised from FY2019 Community Preservation revenues. This will completely pay off the Simes House debt, thereby saving the Town money by not incurring any more debt payments for this project beyond FY2019.

ARTICLE 16C: To see if the Town will vote to amend the vote taken under Article 12 of the 2015 Special Town Meeting authorizing the acquisition of land located off Old Sandwich Road in the Town of Plymouth for open space and recreation purposes, by increasing the amount appropriated from \$705,000 to \$1,100,000, with the additional \$395,000 appropriated hereunder to be transferred from the Community Preservation Fund Reserves and the unexpended balances of previously approved Community Preservation Act open space acquisitions, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval \$395,000 (6-3-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16C. Town Meeting approval of this article will amend the vote taken under Article 12 of the 2015 Special Town Meeting by increasing the amount appropriated by \$395,000, from \$705,000 to \$1,100,000, to acquire the 88 acre Hio Hill property off Old Sandwich Road. Acquisition of this property will help protect the water supply at the Ellisville and Cedarville wells and help ecotourism, adding to the trail system which one day will connect Myles Standish State Forest with Ellisville Harbor. This additional funding will come from a combination of grant funds, CPC Open Space Reserve Funds, and balances from previously approved open space acquisitions.

ARTICLE 16D: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the fiscal year 2019 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 2019, 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 (Unanimous, 9-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16D. 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: open space in the amount of \$283,982; historic resources in the amount of \$283,982; and community housing in the amount of \$283,982. Also, \$113,593 (4%) of the estimated annual revenues of the Community Preservation Fund will be set aside for the purpose of funding administrative and operational expenses and \$94,276 for the interest expense on debt. The balance of the annual CPA revenue will be held as a reserve balance which can be used for any CPA purpose at future Town Meetings.

ARTICLE 17: Withdrawn

ARTICLE 18: Withdrawn

ARTICLE 19: To see if the Town will vote to accept the provisions of G.L. c.83, §§16A through 16F, which allow the Town to impose property liens to recover past due sewer rates and charges in accordance with a detailed statutory process provided therefor, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATIONS: Approval (Unanimous, 9-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 19. Approval of this article will accept provisions of Mass General Laws Chapter 83 Sections 16A through F, allowing the town to place liens on real estate tax bills when there is an outstanding sewer bill. This is a housekeeping article because the town had been placing these liens until record of prior acceptance of the statute could not be found.

ARTICLE 20: 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 the 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);

- Ashberry Street
- Compton Court
- Daniel Circle
- Debbie Court
- Moraski Lane
- Ouimet Lane
- Peter Road
- Pimental Way
- Powell Street
- Treetop Way

or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 20. Town Meeting approval of this article will accept the 10 roads listed in the warrant language as public ways. Adding to the town's number of miles of accepted public ways increases Chapter 90 funds received from the state by \$5,000 to \$8,000 per mile. One third of the roads on the list received funding and were brought up to standards last year.

ARTICLE 21: To see if the Town will vote to accept and allow as public way the existing way known as Billington Sea Road, as has been laid out by the Board of Selectmen and reported to the Town as shown on plans on file with the Town Clerk; and further to authorize the Board of Selectmen to acquire, by gift, purchase, eminent domain, or otherwise, and upon such terms and conditions as it deems appropriate, such interests in land within said layout sufficient to use said way for all purposes for which public ways are used in the Town of Plymouth, and within the lands abutting the way sufficient to make improvements to said way in accordance with said plans, and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisition(s), or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 21. Town Meeting approval of this article will accept Billington Sea Road as public way. The residents have petitioned the town for roadway improvements. The proposed roadwork will require residents to donate deeded easements to the town over the proposed roadway right of way. Design will create a written layout clearly defining the extents of the roadway corridor. Of the 35 properties, all but 2 or 3 of the owners had signed the petition agreeing to donate the easements and it is hoped those 2 or 3 will sign soon.

ARTICLE 22: To see if the Town will vote to authorize the Board of Selectmen to accept perpetual easements for public way purposes over the property located on Long Pond Road, Plymouth, MA and shown as Plymouth Assessor's parcel number 083-000-002G-000, and further to accept and allow the alteration of the layout of the Town way, Long Pond Road, as laid out by the Board of Selectmen and reported to the Town and further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and upon such terms and conditions as it deems appropriate, such interests in land within said altered layout sufficient to use said ways for all purposes for which public ways are used in the Town of Plymouth, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 22. Town Meeting approval of this article will approve alteration of the road layout and authorize the Board of Selectmen to accept an easement for highway purposes. The developer of the corner lot on Long Pond Road and County Drive will grant the town a permanent easement and the town intends to widen the road at that intersection and include the easement in the layout.

ARTICLE 23: To see if the Town will vote to authorize the Board of Selectmen to accept perpetual easements for public way purposes over the properties located on Court Street, Plymouth, MA and shown as Plymouth Assessor's parcel numbers 005-000-110C-000, 005-000-110D-000 and 005-000-111B-000, and further to accept and allow the alteration of the layout of the Town way, Court Street, as laid out by the Board of Selectmen and reported to the Town and further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and upon such terms and conditions as it deems appropriate, such interests in land within said altered layout sufficient to use said ways for all purposes for which public ways are used in the Town of Plymouth, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 23. Town Meeting approval of this article will approve alteration of the road layout and authorize the Board of Selectmen to accept an easement for highway purposes. The developer of the CVS store on the corner lot on Court Street and Cherry Street will grant the town a permanent easement and the town intends to include the easement in the road layout for future changes.

ARTICLE 24: To see if the Town will vote to authorize the Board of Selectmen to accept perpetual easements for public way purposes over the property located on Carver Road, Plymouth, MA and shown as Plymouth Assessor's parcel number 104-000-008-037, and further to accept and allow the alteration of the layout of the Town way, Carver Road, as laid out by the Board of Selectmen and reported to the Town and further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and upon such terms and conditions as it deems appropriate, such interests in land within said altered layout sufficient to use said ways for all purposes for which public ways are used in the Town of Plymouth, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 24. Town Meeting approval of this article will approve alteration of the road layout and authorize the Board of Selectmen to accept an easement for highway purposes. The property owner of the Stonegate Subdivision, at the corner of Carver Road and Montgomery Drive, will grant the town a permanent easement and the town intends to include the easement in the road layout for future changes.

ARTICLE 25: To see if the Town will vote to authorize the Board of Selectmen to accept perpetual easements for public way purposes over the properties located on Bourne Road, Plymouth, MA and shown as Plymouth Assessor's Parcels Nos. 121-000-002-043, 121-000-002-044, and 121-000-002-047; and further to accept and allow as a public way the following street or portions thereof as laid out by the Board of Selectmen and reported to the Town, and as shown on plans on file with the Town Clerk; to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain an easement to use said ways for all purposes for which public ways are used in the Town of Plymouth, and all associated easements; and further, and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition: Bourne Road, A Portion Thereof, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 25. Town Meeting approval of this article will authorize the Board of Selectmen to accept easements from the property owner of Deer Pond Village Subdivision on Bourne Road near Amanda Avenue. The owner of the property is willing to grant the town easement for highway purposes for whatever portion of Bourne Road he owns.

ARTICLE 26: To see if the Town will vote to amend the General By-Laws by deleting, in its entirety, Section 6 of Chapter 43, Council on Aging, which provides as follows:

§43-6. Appointment of staff.

The Council may appoint such clerks and other employees as it may require.

or to take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 11-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 26. Town Meeting approval of this article will amend the General Bylaws by deleting Section 6 of Chapter 43 regarding the Council on Aging appointment of staff. The bylaw conflicts with the Charter which grants the Town Manager authority to appoint all staff. Deletion of this section ensures that appointment of COA staff appointments are made in compliance with the Charter.

ARTICLE 27: To see if the Town will vote to amend the General By-Laws, Chapter 81, "HARBOR," as provided below, with strikethrough language to be deleted and bold and underlined language to be inserted:

§81-1. Definitions.

CHANNEL—A navigable route for the passage of vessels, established by customary use or under the authority of federal, state or municipal law.

VESSEL—Watercraft of every description, except a sea plane on the water, used or capable of being used as a means of transportation.

§81-3. Water skiing.

Water skiing will not be permitted in posted areas or anchorages.

§81-3. Harbor Safety.

- A. **Water-skiing, use of a tow behind device and swimming will not be permitted in posted areas, anchorages, mooring fields or channels. For this section, a tow behind device is defined as any object used in the towing of a person or persons by a motorboat whether the persons ride on the device or hold on to the device.**

§81-10. Mooring applications and permits.

~~C. Said applications shall be date stamped upon receipt by the Harbor Master, who shall consider permit applications in the order of their submission. The Harbor Master shall grant permits in the order of submission of the applications, provided, however. On the basis of the availability of suitable mooring space for the particular boat.~~

C. The Harbormaster shall provide a written procedure for the fair and equitable assignment of vacant or new moorings. Methods for mooring assignment which are appropriate include, but are not limited to, one or more of the following:

- 1. Date of mooring application;**
- 2. Physical characteristics of vessels, e.g., size and type;**
- 3. Purposes of vessel use, e.g., commercial vs. recreational or public vs. private;**
- 4. Public or private tidelands.**

§81-11. Mooring specifications and Maintenance.

~~A. Dredged areas.~~

- ~~(1) Hairpins or eyes in blocks must be 25% heavier than chain specification.~~

Length of Boat (feet)	Cement Block or Equivalent (inches)
16 to 20	28 x 28 x 18
21 to 26	32 x 32 x 18
27 to 32	36 x 36 x 20
33 to 38	36 x 36 x 24
39 to 42	42 x 42 x 24
43 to 55	48 x 48 x 24
56 and over	Subject to ruling by Harbor Master

- ~~(2) Chain Size.~~

Length of Boat (feet)	Diameter (inches)
16 to 20	1/2
21 to 26	1/2
27 to 32	5/8
33 to 38	5/8
39 to 42	3/4
43 to 55	7/8
56 and over	Subject to ruling by Harbor Master

- ~~(3) Pennant diameter.~~

Length of Boat (feet)	Nylon or Equivalent (inches)
16 to 20	1/2
21 to 26	5/8
27 to 32	3/4
33 to 38	7/8
39 to 42	1
43 to 55	1 1/4
56 and over	Subject to ruling by Harbor Master

- ~~(4) Scope.~~

- ~~(a) Length of chain for flotation buoys; ocean floor to two feet above maximum high water.~~
- ~~(b) Length of pennant: 1/2 length of boat measured in a straight line from extreme bow chock to stern of boat. This method of measurement shall be used with cans, balls or synthetic flotation buoys.~~

A. Mooring specifications shall remain in compliance with current waterway regulations and inspection standards.

§81-11. Mooring specifications and Maintenance.

~~B. Nondredged areas (flats).~~

- ~~(1) Block or mushroom.~~

Length of Boat (feet)	Cement Block or Equivalent (inches)
Up to 26	36 x 36 x 12

- ~~(2) Chain Size.~~

Length of Boat (feet)	Diameter (inches)
Under 16	3/8 to 1/2
17 to 20	1/2
21 to 26	1/2

- ~~(3) Pennant diameter.~~

Length of Boat (feet)	Nylon or Equivalent (inches)
Under 16	1/2
17 to 20	1/2
21 to 26	5/8

(4) Scope.

Length of Boat (feet)	Scope (feet)
Under 16	10
17 to 20	10
21 to 26	12

(5) Boats moored on flats at two feet below mean low level water shall have their moorings completely buried.

B. Owners with defective moorings shall be allowed seven days after receiving notice from the Harbormaster to correct defective conditions. If the defect is not corrected after this time, the owner will be subject to penalty in conformance with this chapter.

§81-11. Mooring specifications and Maintenance.

~~C. Special areas: moorings in channels, Hobs Hole, Saquish Head, Goose Point, Cordage Channel or equivalent tidal areas.~~

~~(1) Present moorings may stay at existing overall scope. If the harbor conditions in these areas become congested in the future, moorings shall be shortened in these tidal areas with chain two feet above mean high water and the length of the pennant equal to the length of the boat.~~

~~C. **The Harbormaster shall keep a detailed description of all active mooring permits, their locus, the owner's name, home address, contact information and vessel record information.**~~

§81-11. Mooring specifications and Maintenance.

~~D. All areas.~~

~~(1) The use of spars or stainless steel floats for chain flotation shall be prohibited. Only cans, balls or styrene type chain flotation shall be used. In all types of chain flotation buoys, other than metal, chain or a metal rod must be passed through the buoy connecting the mooring pennant to the mooring chain.~~

~~(2) All chain flotation buoys shall be plainly and clearly visible above any tide level at all times.~~

~~(3) The above described moorings shall be painted white with a blue band and must display the owners last name and mooring number on the can or buoy.~~

~~(4) All new complete moorings placed or replaced in any location in Plymouth Harbor after April 1, 1963, shall conform to the regulations and will be placed at a locus designated by the Harbor Master.~~

~~(5) Winter spars must be installed on all moorings. They shall be painted and identifiable at all times except during ice conditions.~~

~~(6) Winter spars or buoys shall not be installed prior to September 1 and must be removed by June 1.~~

~~(7) The Harbor Master will inspect all moorings regularly, commencing June 1 through September 1 of each year, for flotation of cans, balls or buoys and notify owners, in writing, by certified mail, if their cans, balls or buoys do not conform to this chapter.~~

~~(8) All pennants shall be nylon or equivalent with adequate mooring devices, approved by the Harbor Master, to eliminate the hazard of chafing.~~

~~(9) Owners with defective moorings shall be allowed seven days after receiving notice from the Harbor Master to correct the defective conditions. If the defect is not corrected after this time, the owner will be subject to penalty in conformance with this chapter. The Harbor Master, upon finding a defective mooring, shall properly mark said mooring to show danger or obstruction.~~

~~(10) The Harbor Master shall keep a detailed description of all moorings, their locus, the owner's name, telephone number and home and business address, date of mooring and length and rig of the boat.~~

D. Mooring permit holders shall be in compliance with mooring permit conditions at all times. Failure to comply may result in revocation of the permit, non-renewal of permit, penalties and or removal of the mooring at the owner's expense.

§81-12. Violations and penalties.

A. A fine not to exceed \$50 may be imposed for first offense infractions or disobedience of this chapter when state or federal penalties do not apply. All other fines that are applicable are defined in MGL e. 40, §21. **Each day that any violation continues shall constitute and be a separate offense.**

or to take any other action relative thereto.

DEPARTMENT OF MARINE AND ENVIRONMENTAL AFFAIRS

RECOMMENDATION: Approval (Unanimous, 9-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 27. Town Meeting approval of this article will amend Chapter 81 - Harbor of the General Bylaws. The changes provide better definition, enhanced public safety and better management practice and are consistent with state, federal and waterways regulations.

ARTICLE 28: To see if the Town will vote to amend the General By-Laws, Chapter 134, Ponds, by deleting Section 134-4 in its entirety, which currently reads as set forth below:

§134-4. Airplanes.

No airplane adapted to land on water shall be allowed to operate from or upon any pond in Plymouth except upon an emergency basis.

or to take any other action relative thereto.

DEPARTMENT OF MARINE AND ENVIRONMENTAL AFFAIRS

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 28. Town Meeting approval of this article will amend Chapter 134 – Ponds of the General Bylaws by deleting Section 134-4 Airplanes in its entirety. There was a legal case where a ticket had been issued for landing an aircraft on one of the ponds however the court ruled the bylaw to be unenforceable and invalid as it conflicted with federal laws. It would eliminate confusion if this unenforceable section was removed from the bylaws.

ARTICLE 29: To see if the Town will vote to transfer the following Tax Title/Foreclosed properties from the Tax Title custodian for tax title purposes to the Conservation Commission for conservation purposes, including but not limited to any and all easements, utility easements, drainage easements:

Parcel ID	Location	Acreage	Yr. Final Judgement
059A-003-020-000 59A-003-021-000	Lakeview Avenue	0.09	2015
061-000-021A-000	195 Mountain Hill Road	0.40	2013
061-000-001-000	off Savery Pond	23.44	2012
112A-000A-001-000 (134 lots)	Manomet Street	8.23	2012
112A-000G-001-000 through 112A-000G-004-000	Harvard Street	0.23	2016
Total acreage		33.0 acres	

or take any other action relative thereto.

CONSERVATION COMMISSION

RECOMMENDATIONS: Since the effect of this Article is to place property now in Tax Title/Foreclosed status into permanent conservation status the Committee felt the need to break out and deliberate on each individual property. Thus the Committee divided the Article into the following separate components, discussing and voting as follows:

29-2 059A-003-020-000 & 59A-003-021-000 (Lakeview Ave):

RECOMMENDATION: Approval (8-2-0). The Advisory & Finance Committee recommends approval of Article 29-2. The property is 0.09 acres of vegetated land along the shore of Island Pond. It protects Class A water, is identified as a wildlife and plant corridor, provides cooling properties, carbon sink protection and is 80% or greater native vegetation.

29-3 061-000-021A-000 (195 Mountain Hill Road):

RECOMMENDATION: Not Approve (4-6-0): The Advisory & Finance Committee recommends Town Meeting not approve Article 29-3. The majority of the Committee did not feel that a compelling case was made to take the property out of Tax Title and put it into permanent conservation.

29-4 061-000-001-000 (off Savery Pond):

RECOMMENDATION: Approval (10-0-0): The Advisory & Finance Committee recommends approval of Article 29-4. The Committee felt that a 23.44 acre lot of forested land near Savery Pond and the Savery well head was property worth preserving. The parcel is contiguous to existing protected open space and is identified as a corridor between natural landscapes.

29-5 112A-000A-001-000 (134 lots, Manomet St) &
112A-000G-001-000 through 112A-000G-004-000 (Harvard St):

RECOMMENDATION: Not Approve (2-8-0): The Advisory & Finance Committee recommends Town Meeting not approve Article 29-5. The majority of the Committee did not feel that a compelling case was made to take these properties out of Tax Title and put it into permanent conservation. These parcels are small components of a larger piece of property. It appeared short sighted to the Committee to place these in conservation without a plan for the entire parcel.

ARTICLE 30: Withdrawn

ARTICLE 31: To see if the Town will vote to amend its Zoning By-Law to recodify, reorganize, clarify and amend the By-Law all as set forth in the document on file with the Town Clerk entitled "Town of Plymouth Massachusetts Zoning By-Law," dated December 2017, and to amend the Official Zoning Map of the Town of Plymouth as appropriate, or take any other action relative thereto.

PLANNING BOARD

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 31. Town Meeting approval of this article will amend the Zoning Bylaw and Official Zoning Map of the town. The Bylaw has been re-written by legal counsel and staff with input from interested parties. The current bylaw is 45 years old, outdated, has received hundreds of amendments over the years, and is not consistent with recent legal decisions. This re-working will not change the way the town does business, it is just more readable and more defendable. There were some sections that were not touched because they would require a far more complicated process. The untouched sections include sign bylaw, inclusionary zoning, open space mixed-use development, prevention of light pollution, Cordage Park, Obery Street Overlay, Traditional Village Density Development, and wind energy facilities. The full document is available in the Planning Department, Town Clerk's Office, at the libraries, and online on the Zoning Bylaw update page, and on the Town Meeting page under ATM Article 31.

ARTICLE 32: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise fund one hundred thousand dollars (\$100,000) for the purposes of conducting title research specifically related to the so-called Thousand Acres located in south Plymouth, including any costs and expenses related thereto, or take any other action relative thereto.

BY PETITION: Michael J. Hanlon et al

RECOMMENDATION: Approval, \$100,000 (9-2-0). The Advisory & Finance Committee recommends Town Meeting approve Article 32. Town Meeting approval of this article will appropriate \$100,000 for title research on the Thousand Acre property. Many agree that the town should pursue clearing titles to this land and developing access to Route 25. Thousand Acres offers the potential for economic development in South Plymouth. The town already owns 35.8% of the lots. The intent is for the \$100,000 to be used to clear suspect titles of the highest prioritized parcels. If successful, future town meetings could appropriate additional funds to continue the title research.

ARTICLE 33: To see if the Town will vote to honor John Scaglarini's option to renew and reinstate his lease for land on Plymouth Beach for another five-year period or to take any other action relative thereto.

BY PETITION: John Scaglarini et al

This article was ruled outside the scope of Town Meeting.

ROLL CALL VOTING CHARTS

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

Y - For
N - Against
A - Abstain
X - Absent

Ch - Chair did not vote

ARTICLES

		Kevin Carty	Beth Davis	Brian Dunn	Harry Helm	Roz Jones	Stephen Karam	Ethan Kusmin	John Moody	Patrick O'Brien	Harry Salerno	Ashley Shaw	Sheila Sheridan	Marc Sirrico	Scott Stephenson	Evelyn Strawn	VOTE TOTAL FOR-AGAINST-ABSTAIN
2	Reports of Boards & Committees	Y	Y	Y	Y	Y		X	Y	X	Ch	Y	Y	Y	Y		10 - 0 - 0
3	Revolving Fund Spending Limits	Y	X	Y	Y	Y	X	X	Y	X	Ch	Y	Y	Y	Y	X	9 - 0 - 0
4	Continuation of Committees	Y	Y	Y	Y	Y		X	Y	X	Ch	Y	Y	Y	Y		10 - 0 - 0
5	Personnel Bylaw	Y	Y	Y	X	Y	Y	Y	Y	Ch	X	X	Y	Y	Y		11 - 0 - 0
6	Salaries of Elected Town Officials	Y	Y	Y	Y	Y		X	Y	X	Ch	Y	Y	Y	Y		10 - 0 - 0
General Fund Budget:																	
7A	By Subcommitte: A	Ch	X	Y	N	Y	Y	Y	Y	Y	X	Y	Y	Y	X	X	9 - 1 - 0
	B	Ch	X	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	X	X	10 - 0 - 0
	C	Ch	X	Y	Y	Y	Y	Y	N	Y	X	Y	Y	Y	X	X	9 - 1 - 0
	D	Ch	X	Y	N	Y	Y	Y	Y	Y	X	Y	Y	Y	X	X	9 - 1 - 0
	E	Ch	X	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	X	X	10 - 0 - 0
	F	Ch	X	Y	Y	Y	Y	Y	Y	Y	X	Y	A	Y	X	X	9 - 0 - 1
7B	Water Enterprise Budget	Ch	X	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	X	X	10 - 0 - 0
7C	Sewer Enterprise Budget	Ch	X	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	X	X	10 - 0 - 0
7D	Solid Waste Enterprise Budget	Ch	X	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	X	X	10 - 0 - 0
7E	Airport Enterprise Budget	Ch	X	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	X	X	10 - 0 - 0
8	Cable Public Access Enterprise Fund	Y	X	Y	Y	Y	X	X	Y	X	Ch	Y	Y	Y	X		9 - 0 - 0
9	Capital Improvements	Ch	X	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	X	X	10 - 0 - 0
10	North Plymouth Fire Station	Ch	X	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	X	X	10 - 0 - 0
11	Town Promotion Fund	Y	Y	Y	Y	Y		X	Y	X	Ch	Y	Y	Y			10 - 0 - 0
13	Chapter 90 Roads	Y	X	X	Y	Y	X	Y	Y	X	Ch	Y	Y	Y	X	Y	9 - 0 - 0
15A	Land Acquisition re: Darby Well	N	X	N	N	N	X	X	N	X	Ch	N	N	N	N	X	0 - 9 - 0
16A	CPC - Reduce Borrowing - 1820 Court House	N	X	Y	N	N	X	X	N	X	Ch	Y	Y	Y	Y	X	5 - 4 - 0
16B	CPC - Reduce Borrowing - Simes House	Y	Y	Y	X	X	Y	X	X	X	Ch	X	Y	X	Y	Y	7 - 0 - 0
16C	CPC - Open Space - off Old Sandwich Rd (Hi Ho Hill)	N	N	Y	X	X	Y	X	N	X	Ch	X	Y	Y	Y	Y	6 - 3 - 0
16D	CPC-FY2018 Budget & Set-Asides	Y	Y	Y	X	X	Y	X	Y	X	Ch	X	Y	Y	Y	Y	9 - 0 - 0

ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART - ANNUAL TM ARTICLES
Y - For
N - Against
A - Abstain
X - Absent
Ch - Chair did not vote
ARTICLES

	Kevin Carty	Beth Davis	Brian Dunn	Harry Helm	Roz Jones	Stephen Karam	Ethan Kusmin	John Moody	Patrick O'Brien	Harry Salerno	Ashley Shaw	Sheila Sheridan	Marc Sirrico	Scott Stephenson	Evelyn Strawn	VOTE TOTAL FOR-AGAINST-ABSTAIN
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19	Sewer Liens	Y	X	Y	Y	Y	X	X	Y	X	Ch	Y	Y	Y	Y	X	9 - 0 - 0
20	Accept & Allow as Public Way - various	Y	X	X	Y	Y	X	Y	Y	Y	Ch	Y	Y	Y	X	Y	10 - 0 - 0
21	Accept & Allow as Public Way - Billington Sea Rd	Y	X	X	Y	Y	X	Y	Y	Y	Ch	Y	Y	Y	X	Y	10 - 0 - 0
22	Accept Easements - Long Pond Rd	Y	X	X	Y	Y	X	Y	Y	Y	Ch	Y	Y	Y	X	Y	10 - 0 - 0
23	Accept Easements - Court St	Y	X	X	Y	Y	X	Y	Y	Y	Ch	Y	Y	Y	X	Y	10 - 0 - 0
24	Accept Easements & Road Alteration - Carver Rd	Y	X	X	Y	Y	X	Y	Y	Y	Ch	Y	Y	Y	X	Y	10 - 0 - 0
25	Accept Easements & Allow as Public Way - Portion of Bourne Rd	Y	X	X	Y	Y	X	Y	Y	Y	Ch	Y	Y	Y	X	Y	10 - 0 - 0
26	Bylaws - Delete COA Apt of Staff	Y	Y	Y	X	Y	Y	Y	Y	Y	Ch	X	X	Y	Y	Y	11 - 0 - 0
27	Bylaws - Amend Ch 81 Harbor	Y	X	Y	Y	Y	X	X	Y	X	Ch	Y	Y	Y	Y	X	9 - 0 - 0
28	Bylaws - Delete Ch 134 Sec 4 Ponds - Airplanes	Y	Y	Y	Y	Y	Y	X	Y	X	Ch	Y	Y	Y	Y		10 - 0 - 0
Transfer Parcels to Conservation Comm:																	
29 : Lakeview Ave		N	Y	Y	Y	X		Y	N	Y	Ch	Y	Y	Y	X		8 - 2 - 0
29	3: 195 Mountain Hill	N	Y	Y	N	X		N	N	Y	Ch	N	Y	N	X		4 - 6 - 0
30 : off Savery Pond		Y	Y	Y	Y	X		Y	Y	Y	Ch	Y	Y	Y	X		10 - 0 - 0
31 : 5 (5/6): Bay Terrace & Harvard St		N	N	Y	N	X		N	N	Y	Ch	N	N	N	X		2 - 8 - 0
31	Zoning Bylaw - Reorganize, Clarify & Amend	Y	Y	Y	Y	Y		X	Y	X	Ch	Y	Y	Y	Y		10 - 0 - 0
32	Petitioned - Title Research - Thousand Acres	Y	Y	Y	X	Y	N	Y	N	Y	Ch	X	X	Y	Y	Y	9 - 2 - 0

CAPITAL
IMPROVEMENTS
COMMITTEE



TOWN OF PLYMOUTH

26 Court Street
Plymouth, Massachusetts 02360
508-747-1620
FAX 508-830-4133

TO: Board of Selectmen
Advisory and Finance Committee
Town Meeting

FROM: Pamela D. Hagler, Procurement Officer

DATE: February 16, 2018

RE: Capital Improvements Committee Recommendation

As required by Bylaw 38, Capital Improvements, the Capital Improvements Committee met on February 12, 2018, to review the following articles for Town Meeting consideration:

Article 15A - Acquisition of 39 +/- Acres of Land on
Map 107, Parcel 72

The Committee unanimously voted to prioritize this request within the Capital Improvement Plan voted January 12, 2018, and forward to Town Meeting review.

Article 16C CPC - Amend Article 12 of the 2015 Special
Town Meeting

This is a request for an additional \$395,000 for the purchase of land. The CPC originally offered \$705,000 to purchase the land and the offer was accepted by the owner. The heirs are now asking \$1,100,000 for the land. The Committee unanimously voted to support the acquisition at the original price, however, they do not support the additional funds. They voiced their concerns that this parcel is not part of the CPC's strategic plan, there will be no ADA accessibility to the land, and there is no plan to include active recreation. They strongly recommended that future requests should be focused on the affordable housing component of the Community Preservation Act.

TOWN OF PLYMOUTH - FY 19 CAPITAL IMPROVEMENTS REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON JANUARY 12, 2018

ATM ART#	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R	TOWN MANAGER	FREE CASH	DEBT	OTHER
					A	RECOMMENDED			
10	Fire Department	New Station 7 in North Plymouth		7,500,000	1	7,500,000		7,500,000	
9B1	Fire Department	Purchase and Equip 100' Aerial Truck		1,100,000	2	1,100,000		1,100,000	
DPW Op-Maintenance	Town Building Repair Program:			3,696,612	3	272,250	272,250		
9A1		AC Units for Computer & Comm Room at Police Dept.	38,500						
9A2		Replace Overhead Doors at DPW Facility	151,250						
9A3		Generator Replacement at DPW Facility	82,500						
		Repairs to the Following Buildings per Facilities Assessment Report:							
		Hedges Pond Main Building	36,133						
		Cedarville Garage	43,308						
		Crematory	8,363						
		DPW Annex	308,960						
		Fire Station 1 - HQ	117,550						
		Fire Station 2 - W. Plymouth	111,013						
		Fire Station 3 - Pine Hills	57,745						
		Fire Station 4 - Bourne Rd	61,545						
		Fire Station 5 - Manomet	228,654						
		Fire Station 6 - Cedarville	131,809						
		Harbor Master Building	55,745						
		Highway Building	275,000						
		Little Red Schoolhouse	69,367						
		Library - Main Branch	884,870						
		Library - Manomet Branch	38,889						
		Manomet Youth Center	85,581						
		Memorial Hall	500,000						
		Police Station	132,008						
		Senior Center	65,247						
		Stephens Field Concession/Restroom Facility	18,150						
		Vine Hills Cemetery Office	160,827						
		Visitor Center	33,598						

TOWN OF PLYMOUTH - FY 19 CAPITAL IMPROVEMENTS REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON JANUARY 12, 2018

ATM ART#	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	DEBT	OTHER
	School Department	School Building Repair Program:		1,299,176	4	212,240	212,240		
9A4	West	Replace Windows-1 Pod Per Year	36,000						
9A5	Nathaniel Morton	Brick Remediation	126,500						
9A6	South	Replace Intercom	49,740						
	West	Create Additional Parking	31,000						
	Hedge	Paint Exterior Trim	72,555						
	PCIS	Replace IMC Carpet with Vinyl Tile	61,732						
	PSMS	Sidewalk Asphalt Repairs	60,650						
	Indian Brook/South	Gym Dividers	21,554						
	Cold Spring	Restoration of Play Area	23,644						
	PCIS	Renovate Ballfields and Install Chain Link	148,290						
	Hedge	Fence Parking Lot & Crack Fill/Sealcoat Play Area	134,200						
	PCIS	Replace Public Address System	25,751						
	Federal Furnace	Replace Windows-1 Pod Per Year	90,000						
28	Federal Furnace	Replace Skylights	64,610						
	Cold Spring	ACM Tile Removal and Install VCT Tile	95,000						
	Indian Brook	Resurface Gym Floor	32,500						
	PCIS	Replace Gym Floor	108,353						
	South	Resurface Gym Floor	38,192						
	Federal Furnace	Resurface Gym Floor	38,192						
	PCIS	Add Additional Card Readers to Exterior Doors	24,756						
	PCIS	Replace Classroom Curtains with Vertical Blinds	15,957						
	Procurement/Town Clei Municipal Document Management System - Phase 1				300,000	5			
	DPW Op-Maintenance	Town Vehicle & Equipment Replacement Program:		2,507,426	6				
9A7	CEM	Replace 2009 Dump Truck C72 with Sander	108,957			108,957	108,957		
9A8	FLT	Purchase Facility Maintenance Pickup Truck	59,687			147,411	147,411		
9A9	FLT	Fleet Fuel Efficiency Program	87,724						
9A10	HY	Replace 1995 Dump Truck H330	286,000			286,000	286,000		
	HY	Replace 2000 6 Wheel Truck H32	220,000						
	HY	Replace 1999 6 Wheel Truck H36	226,600						

TOWN OF PLYMOUTH - FY 19 CAPITAL IMPROVEMENTS REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON JANUARY 12, 2018

ATM ART#	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	DEBT	OTHER
HY		Replace 1988 Holder Mower/Sidewalk Plow H33	225,720						
HY		Replace 2007 Sweeper H304	305,250						
HY		Replace 2002 Truck H355	108,900						
HY		Purchase New Compact Skidsteere Loader	39,215						
HY		Replace 1995 Holder H325	225,720						
HY		Replace 5 Ton Roller	91,839						
HY		Replace 2006 Dump Truck H346	108,900						
HY		Replace 2006 Dump Truck H347	108,900						
HY		Replace 2006 Dump Truck H348	108,900						
9A11	PK	Replace 1999 Truck P25	108,957			108,957	108,957		
	PK	Purchase New Pickup Truck	41,121						
	PK	Replace 1997 Tractor	58,567						
9A12	MEA	Replace Animal Control Vehicle	47,426			47,426	47,426		
	MEA	Replace Harbor Master Pickup Truck ME5	48,000						
29									
9A13	Public Health	Sterilis Medical Waste Device	42,229	7		42,229	32,729		9,500
									Grants
9A14	Information Technology	Strategic Plan	60,000	8		60,000	60,000		
9A15	DPW-Parks & Forestry	Nelson Park Play Structure Repairs	18,000	9		18,000	18,000		
9A16	Marine & Environmenta	Town Forest Red Pine Cutting	37,000	10		37,000			24,500
									Grants
									12,500
									Environmental
									Affairs Fund
9B2	Marine & Environmenta	Maritime Facility Construction	3,500,000	11		3,500,000		2,000,000	1,500,000
									Grants
	Fire Department	Replace and Equip Pumping Engine	650,000	12					

TOWN OF PLYMOUTH - FY 19 CAPITAL IMPROVEMENTS REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON JANUARY 12, 2018

ATM ART#	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	DEBT	OTHER
	School Department	School Vehicle & Equipment Replacement Program:		454,495	13	128,500			
	PSHS	Equipment for New Building	131,495						
9A17	DW Facilities	Replace 2003 Food Service Truck	45,000				128,500		
9A18	DW Facilities	Purchase One Diesel Bus	83,500						
	DW Facilities	Replace 2006 Utility Truck	52,000						
	DW Facilities	Replace 2002 Utility Truck	49,500						
	DW Facilities	Replace 2002 Rack Truck	63,000						
	DW Facilities	Replace 2000 Pickup Truck	30,000						
9A19	DPW-Parks & Forestry	Jenny Grist Mill Improvements		750,000	14	750,000	750,000		
	Fire Department	Public Safety Radio System Upgrades		87,000	15				
9A20	Police Department	Analog CCTV Camera Upgrade		112,336	16	112,336	112,336		
30		School Dept/Bldg Cmt Infrastructure Management:		4,791,476	17				
	Nathaniel Morton	Brick Remediation	2,025,000						
	West	Roof Replacement	1,312,004						
	Indian Brook	Roof Replacement	1,454,472						
9A21	DPW-Engineering	Wicking Well Manomet Ave.		180,000	18	180,000	180,000		
	DPW-Engineering	Seven Hills Rd. Drainage Improvements		550,000	19				
	DPW-Engineering	Allerton Street Roadway Improvements		500,000	20				
	DPW-Engineering	Manomet Pt. Revetment Design		120,000	21				
	DPW-Parks & Forestry	Training Green Sidewalks		150,000	22				
	DPW-Cemetery	Parting Ways Cemetery Expansion Design		75,000	23				

TOWN OF PLYMOUTH - FY 19 CAPITAL IMPROVEMENTS REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON JANUARY 12, 2018

ATM ART#	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	DEBT	OTHER
	DPW-Parks & Forestry	Manomet Recreation Area Parking Lot Improvements		80,000	24				
	DPW-Cemetery	Replace Waterline & Paving in Vine Hills Cemetery		70,000	25				
	DPW-Cemetery	Hearse House and Entry Renovations		300,000	26				
	DPW-Engineering	Brook Road Bridge Design and Construction		1,000,000	27				
	DPW-Engineering	Bartlett Rd. Bridge Design		200,000	28				
	DPW-Parks & Forestry	Deisgn for Billington St. Covered Bridge Repairs		40,000	29				
	DPW-Engineering	Town Wide Signal Inspection		250,000	30				
31	Fire Department	Purchase and Equip Tow Vehicles		36,000	31				
	9A22	Marine & Environmenta Feasibility for Jenney Pond By-Pass		36,680	32	36,680		36,680	
									Environmental Affairs Fund
	Police Department	Replace Emergency Response Vehicle		99,051	33				
	DPW-Parks & Forestry	Veterans Park Construction		450,000	34				
	DPW-Parks & Forestry	Design for Two Multi-Purpose Fields at Forges Field		150,000	35				
	DPW-Engineering	Federal Furnace Elem. School Sidewalks		3,000,000	36				
	DPW-Cemetery	Burial Hill Cannon Surround Fence		55,000	37				
	TOTAL FOR GENERAL FUND PROJECTS				34,247,481	14,647,986	2,464,806	10,600,000	1,583,180

TOWN OF PLYMOUTH - FY 19 CAPITAL IMPROVEMENTS REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON JANUARY 12, 2018

ATM ART#	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	DEBT	OTHER
9B3	DPW Utilities (Sewer)	Collection System Rehabilitation and Repair		1,000,000	1	1,000,000		1,000,000	
9A23	DPW Utilities (Sewer)	SCADA Upgrades		55,000	2	55,000			55,000
9A24	DPW Utilities (Sewer)	Trailer Mounted Bypass Pump		73,886	3	73,886			73,886
9A25	DPW Utilities (Sewer)	Hedge Rd Pump Station Screen Design and Installation		150,000	4	150,000			150,000
	DPW Utilities (Sewer)	Replace Six-Wheel Dump Truck w/Plow & Sander S58		206,000	5				Sewer Retained
	DPW Utilities (Sewer)	Replace 2003 Utility Truck S51		68,000	6				Earnings
		TOTAL FOR SEWER	1,552,886		1,278,886			1,000,000	278,886
9B4	DPW Utilities (Water)	Forges Field Well & System Expansion		8,000,000	1	8,000,000		8,000,000	
9A26	DPW Utilities (Water)	Water System Master Plan		305,800	2	305,800			305,800
15A	DPW Utilities (Water)	Purchase Map 107, Parcel 72		325,000	*	325,000			325,000
	DPW Utilities (Water)	Stafford Water Storage Tank Restoration		1,550,000	3				Water Retained
	DPW Utilities (Water)	Water Infrastructure		500,000	4				Earnings
	DPW Utilities (Water)	N. Pine Hill Booster Station and Pressure Zone Improvements		1,150,000	5				
	DPW Utilities (Water)	Replace 2001 6-Wheel Dump Truck		206,000	6				
	DPW Utilities (Water)	Replace 2007 Utility Truck W43		63,000	7				
	DPW Utilities (Water)	Replace 2005 Pickup Truck W441		28,000	8				
		TOTAL FOR WATER	12,127,800		8,630,800			8,000,000	630,800
32						<i>* ranked 11th overall, state will reimburse town 50% (\$162,500)</i>			
Solid Waste		Upgrade Sticker/Tracker Equipment and Software Program		37,089	1				
		TOTAL FOR SOLID WASTE	37,089						
		TOTAL FOR ENTERPRISE FUNDS	13,717,775		9,909,686			9,000,000	909,686
		TOTAL PROJECTS FOR FY18	47,965,256		24,557,672	2,464,806	19,600,000	2,492,866	
		FUNDING BY ARTICLE:	9As		3,132,672	2,464,806	-	667,866	
			9Bs		13,600,000	-	12,100,000	1,500,000	
					16,732,672	2,464,806	12,100,000	2,167,866	
			10		7,500,000			7,500,000	
			15A		325,000			325,000	
					24,557,672	2,464,806	19,600,000	2,492,866	

ARTICLE
SUPPORTING
DOCUMENTATION

ARTICLE 2:

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

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 2. Approval of this article will allow 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 if the Town will vote pursuant to G.L. c. 44, §53E 1/2 to establish the fiscal year 2019 spending limits for each revolving fund established by Chapter 143 of the General By-laws, Departmental Revolving Funds, 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 3. Approval of this article will set the FY2019 spending caps for each of the revolving funds. There is no longer a need to re-establish the revolving funds annually since they were established by bylaw last year in accordance with updates to G.L. c.44, §53E ½..

**Town of Plymouth
Finance Department**

TO: Board of Selectmen, Advisory & Finance Committee
FROM: Lynne A. Barrett, Director of Finance
RE: ATM Article 3 – FY2019 Revolving Fund Spending Caps
DATE: January 25, 2018

Last year, in accordance with the Massachusetts Municipal Modernization Act changes to MGL Chapter 44: Section 53E ½ Revolving Funds, Plymouth’s revolving funds were established by bylaw. The statute further states that the town “shall, on or before July 1 of each year, vote on the limit on the total amount that may be expended from each revolving fund established under this section.” We are proposing the following FY2019 Revolving Fund Spending Caps:

Revolving Fund	FY2019 Spending Cap
Manomet Village Parking	\$ 1
Cedarville Village Parking	\$ 1
West Plymouth Village Parking	\$ 1
No. Plymouth Village Parking	\$ 2,960
Plymouth Center Village Parking	\$ 110,787.72
Animal Shelter Adoption	\$ 5,000
State Boat Ramp	\$ 65,017
Recreation Fund	\$ 475,000
Vocational Technical Services Fund	\$ 350,000
Plymouth Beach Fund	\$ 274,600
Cemetery Repair & Beautification Fund	\$ 20,000
Council on Aging Programs Fund	\$ 45,000
Council on Aging Meals on Wheels	\$ 30,000
Fire Safety and Prevention	\$ 150,000
Fire Alarm Master Box Services	\$ 85,000
Local Hazardous Materials Program	\$ 60,000
Cedarville Community Center	\$ 12,000
Memorial Hall	\$ 130,000
Compost Bins	\$ 5,160
Hedges Pond	\$ 50,000
CPA Conservation Land	\$ 100
School Custodial Details	\$ 150,000
1820 Court House Maintenance	\$ 1
Shellfish Upweller	\$ 10,000
Public Health Program*	\$ 150,000

* Establishment of this revolving fund is proposed under Special Town Meeting Article 6

Thank you for your consideration of this article.

Revolving Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Fiscal Years	FY2018 Spending Cap	FY2019 Requested Spending Cap	Notes
Manomet Village Parking <i>Director of Planning & Development</i>	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.	Fiscal Year 2019 and subsequent years	\$1	\$1	
Cedarville Village Parking <i>Director of Planning & Development</i>	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.	Fiscal Year 2019 and subsequent years	\$1	\$1	
West Plymouth Village Parking <i>Director of Planning & Development</i>	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.	Fiscal Year 2019 and subsequent years	\$1	\$1	
No. Plymouth Village Parking <i>Director of Planning & Development</i>	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.	Fiscal Year 2019 and subsequent years	\$1	\$2,960	
Plymouth Center Village Parking <i>Director of Planning & Development</i>	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.	Fiscal Year 2019 and subsequent years	\$175,866.03	\$110,787.72	
Animal Shelter Adoption <i>Director of Marine & Environmental Affairs</i>	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.	Fiscal Year 2019 and subsequent years	\$5,000	\$5,000	
State Boat Ramp <i>Harbor Master</i>	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.	Fiscal Year 2019 and subsequent years	\$64,000	\$65,017	Salaries

Revolving Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Fiscal Years	FY2018 Spending Cap	FY2019 Requested Spending Cap	Notes																
Recreation Fund <i>Recreation Director</i>	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.	Fiscal Year 2019 and subsequent years	\$450,000	\$475,000	<i>Salaries</i>																
Vocational Technical Services Fund <i>School Department</i>	Those identified as arising from the Vocational/Educational Studies Programs enumerated above	<p>This fund shall be for the salaries, benefits & expenditures of the following programs:</p> <table> <tbody> <tr><td>a) Automotive</td><td>i) Design & Visual Communication</td></tr> <tr><td>b) CAD/CAM</td><td></td></tr> <tr><td>c) Carpentry</td><td>j) Electronics</td></tr> <tr><td>d) Child Care</td><td>k) Graphic Arts</td></tr> <tr><td>e) Computer Science</td><td>l) Metals/Welding</td></tr> <tr><td>f) Marine Technology</td><td>m) Plumbing</td></tr> <tr><td>g) Culinary Arts</td><td>n) Cosmetology</td></tr> <tr><td>h) Distributive Education</td><td>o) Electrical</td></tr> </tbody> </table>	a) Automotive	i) Design & Visual Communication	b) CAD/CAM		c) Carpentry	j) Electronics	d) Child Care	k) Graphic Arts	e) Computer Science	l) Metals/Welding	f) Marine Technology	m) Plumbing	g) Culinary Arts	n) Cosmetology	h) Distributive Education	o) Electrical	Fiscal Year 2019 and subsequent years	\$350,000	\$350,000	<i>Salaries</i>
a) Automotive	i) Design & Visual Communication																					
b) CAD/CAM																						
c) Carpentry	j) Electronics																					
d) Child Care	k) Graphic Arts																					
e) Computer Science	l) Metals/Welding																					
f) Marine Technology	m) Plumbing																					
g) Culinary Arts	n) Cosmetology																					
h) Distributive Education	o) Electrical																					
Plymouth Beach Fund <i>Director of Marine & Environmental Affairs</i>	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.	Fiscal Year 2019 and subsequent years	\$262,135	\$274,600	<i>Salaries</i>																
Cemetery Repair & Beautification Fund <i>Cemetery Superintendent</i>	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.	Fiscal Year 2019 and subsequent years	\$19,000	\$20,000																	
Council on Aging Programs Fund <i>Director of Elder Affairs - COA</i>	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.	Fiscal Year 2019 and subsequent years	\$45,000	\$45,000																	
Council on Aging Meals on Wheels <i>Director of Elder Affairs - COA</i>	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.	Fiscal Year 2019 and subsequent years	\$30,000	\$30,000																	
Fire Safety and Prevention <i>Fire Chief</i>	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.	Fiscal Year 2019 and subsequent years	\$125,000	\$150,000	<i>Salaries</i>																

Revolving Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Fiscal Years	FY2018 Spending Cap	FY2019 Requested Spending Cap	Notes
Fire Alarm Master Box Services <i>Fire Chief</i>	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.	Fiscal Year 2019 and subsequent years	\$75,000	\$85,000	
Local Hazardous Materials Program <i>Fire Chief</i>	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.	Fiscal Year 2019 and subsequent years	\$60,000	\$60,000	
Cedarville Community Center <i>Fire Chief</i>	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.	Fiscal Year 2019 and subsequent years	\$12,000	\$12,000	
Memorial Hall <i>Director of Community Resources</i>	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.	Fiscal Year 2019 and subsequent years	\$110,000	\$130,000	<i>Salaries</i>
Compost Bins <i>Assistant DPW Director</i>	Those identified as relating to the sale of compost bins.	This fund shall be for purchasing compost bins.	Fiscal Year 2019 and subsequent years	\$5,160	\$11,870.85	
Hedges Pond <i>Recreation Director</i>	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.	Fiscal Year 2019 and subsequent years	\$45,000	\$50,000	<i>Salaries</i>
CPA Conservation Land <i>Director of Marine & Environmental Affairs</i>	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.	Fiscal Year 2019 and subsequent years	\$100	\$100	
School Custodial Details <i>School Department</i>	Those received from fees from rental of school facilities.	This fund shall be for payment of Custodial Overtime Salaries for building use.	Fiscal Year 2019 and subsequent years	\$150,000	\$150,000	

Revolving Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Fiscal Years	FY2018 Spending Cap	FY2019 Requested Spending Cap	Notes
1820 Court House Maintenance <i>Town Manager in consultation with the Community Preservation Committee</i>	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.	Fiscal Year 2019 and subsequent years	\$1	\$1	
Shellfish Upweller Harbor Master	Those identified as fees charged for upweller space	This fund shall be used to support the recreational shellfish program such as shellfish relays, future recreational oyster harvest, DMEA upweller to raise seed, or grant matching funds.	Fiscal Year 2019 and subsequent years		\$10,000	
Public Health Program <i>Director of Public Health</i>	Those identified as payments for landlord license registrations, subdivision plan reviews, Title V inspector license registrations, farm stable license registrations, poultry license registrations and license registrations for online marketplace and hospitality services for people to lease or rent short-term lodging, including vacation rentals, apartment rentals, homestays, hostel beds or hotel rooms (eg. VRBO, HomeAway, Airbnb, etc.).	Public Health Program – including public health investigations and evaluations, programming, equipment, technology, and staff training.	Fiscal Year 2019 and subsequent years		\$150,000	

Revolving Fund Report

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	FY2018 Spending Cap	FY2019 Request	Variance
Manomet Village Parking:								
FY2017: 7/1/16-6/30/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
Cedarville Village Parking:								
FY2017: 7/1/16-6/30/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
W. Plymouth Village Parking:								
FY2017: 7/1/16-6/30/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
N. Plymouth Village Parking:								
FY2017: 7/1/16-6/30/17	\$ 2,960.00	\$ -	\$ -	\$ -	\$ 2,960.00	\$ 1	\$ 2,960	\$ 2,959
FY2018 1st Half: 7/1/17-12/31/17	\$ 2,960.00	\$ -	\$ -	\$ -	\$ 2,960.00	\$ 1	\$ 2,960	\$ 2,959
Plymouth Center Village Parking:								
FY2017: 7/1/16-6/30/17	\$ 182,167.72	\$ 7,000.00	\$ -	\$ 34,720.42	\$ 154,447.30	\$ 110,787.72	\$ 175,866.03	\$ 110,787.72
FY2018 1st Half: 7/1/17-12/31/17	\$ 154,447.30	\$ 10,500.00	\$ -	\$ 54,159.58	\$ 110,787.72	\$ 175,866.03	\$ 110,787.72	\$ (65,078.31)
Animal Adoption:								
FY2017: 7/1/16-6/30/17	\$ 4,356.80	\$ 590.00	\$ -	\$ 4,582.59	\$ 364.21	\$ 574.21	\$ 5,000	\$ 5,000
FY2018 1st Half: 7/1/17-12/31/17	\$ 364.21	\$ 210.00	\$ -	\$ -	\$ -	\$ 574.21	\$ 5,000	\$ -
State Boat Ramp:								
FY2017: 7/1/16-6/30/17	\$ 4,621.16	\$ 19,381.00	\$ 11,918.70	\$ 50.00	\$ 12,033.46	\$ 17,407.15	\$ 64,000	\$ 65,017
FY2018 1st Half: 7/1/17-12/31/17	\$ 12,033.46	\$ 48,415.25	\$ 27,432.06	\$ 15,609.50	\$ 17,407.15	\$ 64,000	\$ 65,017	\$ 1,017
Recreation:								
FY2017: 7/1/16-6/30/17	\$ 609,864.94	\$ 475,362.37	\$ 260,101.48	\$ 184,697.16	\$ 640,428.67	\$ 598,774.66	\$ 450,000	\$ 475,000
FY2018 1st Half: 7/1/17-12/31/17	\$ 640,428.67	\$ 199,163.55	\$ 144,754.72	\$ 96,062.84	\$ 598,774.66	\$ 450,000	\$ 475,000	\$ 25,000
Vocational/Technical Services:								
FY2017: 7/1/16-6/30/17	\$ 71,604.43	\$ 248,202.63	\$ 16,332.88	\$ 235,983.32	\$ 67,490.86	\$ 27,087.05	\$ 350,000	\$ 350,000
FY2018 1st Half: 7/1/17-12/31/17	\$ 67,490.86	\$ 97,396.94	\$ 14,833.55	\$ 122,967.20	\$ 67,490.86	\$ 27,087.05	\$ 350,000	\$ 350,000
Plymouth Beach:								
FY2017: 7/1/16-6/30/17	\$ 166,430.48	\$ 284,596.00	\$ 178,043.51	\$ 15,063.05	\$ 257,919.92	\$ 12,119.72	\$ 276,849.91	\$ 262,135
FY2018 1st Half: 7/1/17-12/31/17	\$ 257,919.92	\$ 144,340.00	\$ 113,290.29	\$ 12,119.72	\$ 257,919.92	\$ 12,119.72	\$ 276,849.91	\$ 262,135

Revolving Fund Report

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	FY2018 Spending Cap	FY2019 Request	Variance
Cemetery Repair & Beautification:								
FY2017: 7/1/16-6/30/17	\$ 108,471.90	\$ 63,040.18	\$ -	\$ 15,975.40	\$ 155,536.68	\$ 19,000	\$ 20,000	\$ 1,000
FY2018 1st Half: 7/1/17-12/31/17	\$ 155,536.68	\$ 13,750.00	\$ -	\$ 1,555.68	\$ 167,731.00	\$ -	\$ -	\$ -
Council on Aging Programs:								
FY2017: 7/1/16-6/30/17	\$ 871.59	\$ 40,716.45	\$ -	\$ 40,793.45	\$ 794.59	\$ -	\$ -	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ 794.59	\$ 23,358.28	\$ -	\$ 21,326.78	\$ 2,826.09	\$ 45,000	\$ 45,000	\$ -
Council on Aging Meals on Wheels:								
FY2017: 7/1/16-6/30/17	\$ 2,044.23	\$ 8,585.75	\$ -	\$ 8,983.15	\$ 1,646.83	\$ -	\$ -	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ 1,646.83	\$ 4,320.18	\$ -	\$ 3,776.18	\$ 2,190.83	\$ 30,000	\$ 30,000	\$ -
Fire Safety & Prevention:								
FY2017: 7/1/16-6/30/17	\$ 106,505.50	\$ 187,944.97	\$ 34,570.77	\$ 68,831.71	\$ 191,047.99	\$ -	\$ -	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ 191,047.99	\$ 101,215.25	\$ 22,425.48	\$ 43,746.16	\$ 226,091.60	\$ 125,000	\$ 150,000	\$ 25,000
Fire Alarm Services:								
FY2017: 7/1/16-6/30/17	\$ 86,606.84	\$ 64,450.00	\$ 39,705.15	\$ 36,607.42	\$ 74,744.27	\$ -	\$ -	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ 74,744.27	\$ 30,891.84	\$ 24,929.70	\$ 18,369.34	\$ 62,337.07	\$ 75,000	\$ 85,000	\$ 10,000
Fire Local Hazardous Waste:								
FY2017: 7/1/16-6/30/17	\$ 256.76	\$ 225.95	\$ -	\$ -	\$ 482.71	\$ -	\$ -	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ 482.71	\$ -	\$ -	\$ 479.00	\$ 3.71	\$ 60,000	\$ 60,000	\$ -
Fire Cedarville Community Room:								
FY2017: 7/1/16-6/30/17	\$ 5,820.94	\$ 840.00	\$ -	\$ 1,645.00	\$ 5,015.94	\$ -	\$ -	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ 5,015.94	\$ 415.00	\$ -	\$ -	\$ 5,430.94	\$ 12,000	\$ 12,000	\$ -
Memorial Hall:								
FY2017: 7/1/16-6/30/17	\$ 342,044.58	\$ 191,289.60	\$ 96,946.47	\$ 19,611.98	\$ 416,775.73	\$ -	\$ -	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ 416,775.73	\$ 90,293.56	\$ 65,849.18	\$ 1,787.14	\$ 439,432.97	\$ 110,000	\$ 130,000	\$ 20,000
Compost Bins:								
FY2017: 7/1/16-6/30/17	\$ 9,591.85	\$ 1,634.00	\$ -	\$ -	\$ 11,225.85	\$ -	\$ -	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ 11,225.85	\$ 645.00	\$ -	\$ -	\$ 11,870.85	\$ 5,160	\$ 5,160	\$ -
Hedges Pond Recreation:								
FY2017: 7/1/16-6/30/17	\$ 113,024.33	\$ 50,530.00	\$ 28,458.79	\$ 16,269.39	\$ 118,826.15	\$ -	\$ -	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ 118,826.15	\$ 5,465.00	\$ 20,799.12	\$ 15,008.11	\$ 88,483.92	\$ 45,000	\$ 50,000	\$ 5,000

Revolving Fund Report

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	FY2018 Spending Cap	FY2019 Request	Variance
CPA Conservation Land Revolving								
FY2017: 7/1/16-6/30/17	\$ 737.01	\$ -	\$ -	\$ 700.00	\$ 37.01			
FY2018 1st Half: 7/1/17-12/31/17	\$ 37.01	\$ -	\$ -	\$ -	\$ 37.01	\$ 100	\$ 100	\$ -
School Custodial Services								
FY2017: 7/1/16-6/30/17	\$ 3,392.99	\$ 43,043.80	\$ 45,043.80	\$ -	\$ 1,392.99			
FY2018 1st Half: 7/1/17-12/31/17	\$ 1,392.99	\$ 21,664.60	\$ 24,319.52	\$ -	\$ (1,261.93)	\$ 150,000	\$ 150,000	\$ -
1820 Court House								
FY2017: 7/1/16-6/30/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ -
FY2018 1st Half: 7/1/17-12/31/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shellfish Upweller								
NEW - 2017 Fall TM						\$ 10,000	\$ 10,000	\$ 10,000
Public Health Program								
NEW - 2018 Special TM						\$ 150,000	\$ 150,000	\$ 150,000
Authorizations Requested						\$ 1,983,266.03	\$ 2,180,628.72	\$ 197,362.69

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, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 4. Town Meeting approval of this article will authorize the Manomet Steering Committee, Plymouth Harbor Committee, and West Plymouth Steering Committee to continue, with a review in three years at the 2021 Annual Town Meeting.

TOWN OF PLYMOUTH FINANCE DEPARTMENT

TO: Board of Selectmen
Advisory and Finance Committee

FROM: Kere Gillette
Budget Analyst

RE: Article 4 – Town Meeting Committees

DATE: January 9, 2018

Attached please find data sheets corresponding to the Town Meeting Committees scheduled for review at the 2018 Annual Town Meeting - Article 4.

Manomet Steering Committee

Continue for review in three years at the 2021 Annual Town Meeting with no changes.
A report will be placed on file with the Town Clerk to be included in the Annual Town Report.
Please see the attached data sheet.

Plymouth Harbor Committee

Continue for review in three years at the 2021 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.

West Plymouth Steering Committee

Continue for review in three years at the 2021 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

<u>Committee:</u>	Manomet Steering Committee	
<u>Article/Year:</u>	Art. 27 - 1991 Annual	
<u>Members:</u>	7	
<u>Appointing Authority:</u>	6 - Planning Board 1 - Selectmen	
<p>Any Town Meeting members who live within the defined Manomet Village Service Area who are not appointed to the committee shall be non-voting "ex-officio" members.</p>		
<u>Purpose:</u>	"...implementing the recommendations outlined in the Manomet Village Master Plan. The Committee to be advisory in nature and its primary function to assist in the implementation of the Manomet Village Master Plan, and to advocate for the needs of the area."	
<u>Temporary/Permanent:</u>	Permanent	
<u>Review Dates:</u>	1994 ATM 1997 ATM 2000 ATM 2003 ATM 2006 ATM	2009 ATM 2012 ATM 2015 ATM 2018 ATM
<u>Next Review Date:</u>	2021 ATM	
<u>Term:</u>	3-year overlapping terms	
<u>Report Required:</u>	Annual Town Report	
<u>2018 Recommendation:</u>	Continue Committee for review at 2021 Annual Town Meeting.	

TOWN MEETING COMMITTEES

<u>Committee:</u>	Plymouth Harbor Committee	
<u>Article/Year:</u>	Art. 102 - 1962 ATM Art. 4 - 1990 ATM Art. 4 - 1994 ATM	
<u>Term:</u>	3 years	
<u>Members:</u>	11	
<u>Appointing Authority:</u>	Board of Selectmen, as follows: 1 from Chamber of Commerce 1 Lobster Fisherman 1 member of Plymouth Yacht Club 1 party boat owner 6 Citizens at large, preferably dragger fisherman, pleasure boat owner, or boat yard operator, but no more than two members from each of these categories.	
The Harbormaster shall serve as a non-voting member.		
<u>Purpose:</u>	"..."To study all phases of the shore frontage of the Town, including the harbor and the use and operation of any and all waterfront facilities, shore protection, landings and beaches. Said Committee to make recommendations to the Board of Selectmen and to draft suggested rules and regulations for the operation and conduct of any waterfront or harbor facilities and to assist said Board in its duties in connection with the entire waterfront. Said Committee shall issue a report of their yearly activities to the Annual Town Meeting."	
<u>Temporary/Permanent:</u>	Temporary	
<u>Review Dates:</u>	1986 ATM continued to 1988 1988 ATM continued to 1991 1990 ATM membership changed 1993 ATM 1997 ATM 2000 ATM	2003 ATM 2006 ATM 2009 ATM 2012 ATM 2015 ATM 2018 ATM
<u>Next Review Date:</u>	2021 ATM	
<u>Term:</u>	Annual Appointment	
<u>Report Required:</u>	Annual Report	
<u>2018 Recommendation:</u>	Continue Committee for review at 2021 Annual Town Meeting.	

TOWN MEETING COMMITTEES

<u>Committee:</u>	West Plymouth Steering Committee	
<u>Article/Year:</u>	Art. 38 - 1994 Annual	
<u>Members:</u>	7	
<u>Appointing Authority:</u>	6 - Planning Board 1 - Board of Selectmen	
<p style="text-indent: 40px;">"Any Town Meeting members who live within the defined West Plymouth Village Service Area who are not appointed to the committee shall be non-voting 'ex-officio' members."</p>		
<u>Purpose:</u>	"...implementing the recommendations outlined in the West Plymouth Village Master Plan. The Committee to be advisory in nature and its primary function to assist in the implementation of the West Plymouth Village Master Plan, and to advocate for the needs of the area."	
<u>Temporary/Permanent:</u>	Permanent	
<u>Review Date:</u>	1997 ATM 2000 ATM 2003 ATM 2006 ATM	2009 ATM 2012 ATM 2015 ATM 2018 ATM
<u>Next Review Date:</u>	2021 ATM	
<u>Term:</u>	3 year overlapping terms	
<u>Report Required:</u>	Oral report at Town Meeting or written report placed on file with the Town Clerk for inclusion in the Annual Town Report.	
<u>2018 Recommendation:</u>	Continue Committee for review at the 2021 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: Approval (Unanimous, 11-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 5. Town Meeting approval of this article will amend the Personnel Bylaw by: 1. Adding 2 new positions to the existing table for Miscellaneous Schedule D – Non-Union Employees, an Event Production Assistant at Memorial Hall and a COA Matron; 2. Adding salary tables for these 2 new positions as well as adding steps to the salary table of the 1749 Courthouse Information Aide position; and 3. Adding a paragraph to Section 12(a) regarding paid holidays, giving a 3-hour floating holiday to non-union employees at Town Hall in recognition of the loss of paid holiday hours for the day after Thanksgiving which falls on Friday, now a 4.5 hour day. This matches the language considered by SEIU and OPEIU employees subject to the same work schedule.

**TOWN OF PLYMOUTH
26 Court Street
Plymouth, MA 02360
(508) 747-1620**

**OFFICE OF TOWN MANAGER
MEMORANDUM**

To: Board of Selectmen
Advisory and Finance Committee Members

From: Marlene McCollem, Assistant Town Manager

Date: March 1, 2018

Re: Annual Town Meeting, Article 5 – Personnel

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

1. We request that **Section 7.4 of the Town of Plymouth Classification and Compensation Plan and Personnel Bylaw** (last amended at the April 2017 Special Town Meeting) be amended to add two (2) new positions to the existing table for Miscellaneous Schedule D—Non-Union employees:
 - **Event Production Assistant at Memorial Hall:** a part-time, on-call position that is not benefit eligible. This position will be funded from the event rental fees that are collected at Memorial Hall.
 - **COA Matron:** a part-time, non-benefited position that will be funded through grant funds to assist at the Senior Center

(Draft job descriptions are attached for the above positions.)

Furthermore, we request that the salary table (last revised January 1, 2017) associated with Miscellaneous Schedule D employees be amended as follows:

- **New Position: Event Production Assistant at Memorial Hall** (hourly rate)
Step 1: \$20.00
Step 2: \$22.00
Step 3: \$24.00
Step 4: \$26.00

- **New Position: COA Matron** (hourly rate)
Step 1: \$11.00
Step 2: \$11.50
Step 3: \$12.00
Step 4: \$12.50
 - **Existing Position: Information Aide 1749 Courthouse** (hourly rate). This schedule currently has one step at \$11.00. We request that three (3) additional steps be added to the scale at to accommodate annual increases for staff:
Step 2: \$11.50
Step 3: \$12.00
Step 4: \$12.50
2. We also request that **Section 12(a) of the Town of Plymouth Classification and Compensation Plan and Personnel Bylaw** (last amended at the April 2017 Special Town Meeting) be amended regarding paid holidays, by adding the following paragraph:

In recognition that the Day After Thanksgiving amounts to 4.5 hours for Town Hall employees, Town Hall employees shall be entitled to one 3-hour Floating Holiday per fiscal year to be used within 6 months of the Day After Thanksgiving.

This amendment addresses the recent change to a half day schedule on Fridays at Town Hall, and matches the language considered by the SEIU and OPEIU employees subject to the same work week schedule.

Thank you for your consideration.

TOWN OF PLYMOUTH
Event Production Assistant at Memorial Hall

DEFINITION

Responsible for the monitoring of Memorial Hall during special events and Memorial hall rentals in the absence of the Facility and Special Events Director.

SUPERVISION

Works under the general direction of the Facility and Special Events Director of Memorial Hall.

JOB ENVIRONMENT

Will be required to work outside of normal business hours including evenings and weekends. The hours will vary every week depending on frequency, type and duration of the events scheduled at the hall. Some event days may include long hours (ex: in excess of 8-10 hours per event day).

This position is an on-call position and hours will vary depending on the events in any given week.

Hours will not exceed 19.5 hours in any given week.

Operates computer and other standard office equipment such as telephone, copier, and fax machine. Errors in administration could result in monetary loss, threaten public health and safety or the environment, and have legal repercussions.

Must be able to work in an environment that is regularly exposed to loud sounds and amplified music.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assist in the oversight of production load in and set up of Memorial Hall as necessary.

Assist with communications to events participants, supporters and suppliers.

Assist in all pre-event preparation and on the event day provide support as required by the Event Director.

Assist in the coordination of facility preparations, deliveries, set-up and cleanup of equipment and other items in related to the day of event.

Knowledge of health and safety standards regarding public food service.

Knowledge of food service operations to include handling, preparation, service and presentation.

Knowledge of Crowd controls and TIPS (T.I.P.S.- Training and Intervention Procedures for Servers of alcohol)

Knowledge of the principles of the operation of audio/visual and related equipment

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma required, College Degree preferred and one to three years of progressive experience in facilities management and or event planning; or equivalent combination of education and experience.

Special Requirements

Crowd Control, TIPS certified, ServSafe, or to obtain within 3 months of hire

Knowledge, Ability and Skill

Through knowledge of office and business procedures and equipment. Working knowledge of Microsoft Word, Excel and Access. Working knowledge of municipal government and general knowledge of special event functions and operations. Knowledge of email and social media. Knowledge of on-line ticketing a plus.

Ability

Ability to work in a fast-paced, multi-task environment. Ability to maintain detailed and accurate records. Ability to communicate effectively both orally and in writing. Ability to interact and work effectively with employees in other departments. Ability to interact with customers, vendors, and other members of the public.

Skills

Excellent customer service skills

Physical Requirements

Work may be performed in indoor and outdoor settings. The employee is frequently required to walk. Employee is frequently required to use tools and audio/visual controls. The noise level in the work environment is usually low but may be moderate to high levels at times. Occasionally required to lift equipment weighing 50 pounds or more.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Title: Matron	Classification: MISC D
Department: Council on Aging	Grade:
Reports to: Director of Elder Affairs	FLSA Status:
Effective Date: TBD via grant	Union Status: N/A

Summary

Manual work involving daily cleaning of Council on Aging areas frequented by patron; related work as required.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

LIST ESSENTIAL FUNCTIONS

Washing dishes, pots, pans and other kitchen utensils and equipment including coffee machines etc. Run commercial dishwasher. Wiping down tables, chairs and counters after daily patron use. Emptying public area receptacles into waste cart and restocking waste bags. Room set up and breakdown for programs and events.

Performs similar or related work as required, or as situation dictates.

Supervision Received and Exercised

Works under direct supervision of Director of Elder Affairs.

Qualifications

Education, Training and Experience

Minimum Education High School Diploma or equivalent.

Knowledge: Knowledge of basic cleaning methods and safety precautions.

Ability: Ability to carry out written and oral instructions.

Skill: Attentive to assigned and related tasks. Time management skills required. Must be able to complete tasks independently.

Licensing/Certifications:

None

Job Environment

Work will be performed in a municipal building during and after hours of operations. Frequent interaction with the public, staff and volunteers. Exposure to varying levels of noise.

Physical Requirements

Requires frequent standing, sitting, reaching, and lifting up to 20 pounds. Dexterity as needed for use of some equipment.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Equal Opportunity/Americans with Disabilities Act Employer

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, 10-0-0). 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 included in Article 7A – The General Fund Budget.

TOWN OF PLYMOUTH
26 Court Street
Plymouth, MA 02360
(508) 747-1620

OFFICE OF TOWN MANAGER
MEMORANDUM

To: Board of Selectmen
Advisory and Finance Committee Members

From: Marlene McCollem, Assistant Town Manager *MM*

Date: January 8, 2018

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 19, 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-E:

ARTICLE 7A: To see what action the Town will take to provide a reserve fund and to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town, including debt and interest, for the ensuing twelve month period beginning July 1, 2018, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$218,550,228. Votes were taken by sub-committee recommendation: Town: A (9-1-0), B (10-0-0), C (9-1-0), D (9-1-0), E (10-0-0); School: F (9-0-1)

See corresponding sub-committee reports on pages 68-118

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, 2018, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$4,160,002 (Unanimous, 10-0-0).

See corresponding sub-committee report on pages 125-126

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, 2018, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$5,922,809 (Unanimous, 10-0-0).

See corresponding sub-committee report on pages 121-122

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, 2018, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$2,325,772 (Unanimous, 10-0-0).

See corresponding sub-committee report on pages 123-124

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, 2018, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$2,635,922 (Unanimous, 10-0-0).

See corresponding sub-committee report on pages 119-120

ARTICLES 7A-E: Total Recommendations: \$233,594,733

The Advisory & Finance Committee recommends Town Meeting approve Articles 7A, 7B, 7C, 7D and 7E comprising the FY2019 Operating Budget of \$233,594,733. 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* (pages 68-120) and details of each departmental budget can be found in the *FY2019 General Government Proposed Operating Budget Book*.

FY2019 BUDGET SUB-COMMITTEE LISTING

A: Reports on Pages x-x

ADMINISTRATION	INSPECTORIAL SVS	FIXED COSTS
123 Town Manager	241 Building/Zoning	130 Fuel & Utilities
138 Procurement	510 Board of Health	910 Member Benefits
152 Human Resources		945 All Town Insurance
161 Town Clerk		

Scott Stephenson, Chair – Ethan Kusmin – Ashley Shaw – Sheila Sheridan

B: Reports on Pages x-x

FINANCE DEPT	FIXED COSTS	DEBT
114 Moderator	129 Salary Reserve Fund	710 Long Term Debt
133 Finance & Accounting	132 Reserve Fund	750 Long Term Interest
141 Assessing	158 Tax Title Foreclosures	752 Short Term Interest
146 Treasury & Collections	911 Pension Contributions	753 Misc. Interest
155 Information Technology	913 Unemployment Trust	755 Bond Issuance
	914 Member Insurance	
	915 OPEB Trust	
	916 Compensated Absences	

Roz Jones, Chair – Ethan Kusmin – Marc Sirrico

C: Reports on Pages x-x

PUBLIC SAFETY	MARINE & ENVIRON
210 Police	292 Animal Control
220 Fire	295 Harbor Master
291 Emergency Management	427 Natural Resources
293 Parking Enforcement	

Kevin Carty, Chair – Patrick O’Brien – Ashley Shaw – Sheila Sheridan

D: Reports on Pages x-x

PUBLIC WORKS	
411 Engineering	425 Fleet Maintenance
420 Highway	433 Solid Waste General Fund
421 Administration	490 Crematory
422 Building Maintenance	491 Cemetery
423 Snow & Ice	492 Parks & Forestry

Patrick O’Brien, Chair - Beth Davis – John Moody

E: Reports on Pages x-x

PLANNING & DEVELOPMENT	COMMUNITY RESOURCES
175 Community Planning	541 Council on Aging
189 Redevelopment Authority	543 Veterans Services
	549 Disabilities
	610 Library
	695 1749 Court House
	630 Recreation

Marc Sirrico, Chair – Beth Davis – Harry Helm

F: Reports on Pages x-x

SCHOOLS	FIXED COSTS
300 Plymouth Schools	390 Medicaid Reimbursements
	391 Out of District Transport

Harry Helm, Chair – Brian Dunn – Roz Jones – Scott Stephenson

G: Reports on Pages x-x

ENTERPRISE FUNDS	
433 Solid Waste Enterprise	450 Water Enterprise
440 Sewer Enterprise	482 Airport Enterprise

John Moody, Chair – Kevin Carty – Brian Dunn – Harry Salerno

To: Advisory & Finance Committee
From: Budget Sub-Committee A – Administration/Inspectional Services/Fixed Costs
Scott Stephenson, Chair
Committee Members: Sheila Sheridan, Ashley Shaw and Ethan Kusmin
Date: February 15, 2018
Subject: Sub-Committee A - FY2019 Budget Review & Recommendations

Budget Summary: Town Manager

Proposed FY2019 Budget	Total:	\$1,344,897	Personnel:	\$592,487	Other:	\$752,410
FY2018 Budget	Total:	\$1,249,870	Personnel:	\$561,560	Other:	\$688,310
FY2017 Actual	Total:	\$1,080,118	Personnel:	\$506,558	Other:	\$573,560

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 and one-part time personnel. Assistant Town Manager Marlene McCollem met with the Sub-Committee. The Town Manager is Melissa Arrighi.

Budget Observations

The requested town manager's budget shows an overall 7.6% increase or \$95,027. The personnel services increase is \$30,927 and was primarily due to a new initiative recommendation of making the formerly part time Records Access Officer/Archivist a full time position at a cost of \$24,039. The remaining costs of \$6,888 are for sick leave buybacks and contract benefits. Other expenses in the town manager's budget increased \$64,100 or 9.3% of which \$50,000 is for title research. A new initiative request of \$15,000 is broken down into two components: \$10,000 will be used for the preservation of Town records and the remaining \$5,000 is to be utilized to organize and display historical items at the Town Hall to encourage residents and visitors to explore the new facility and the restored 1820 courthouse wing. In FY2019, the town manager's buy back/holiday benefit is budgeted for \$26,332 a significant increase from FY2015 when it was \$9,000.

Recommendations

The Sub-Committee recommends the Town Manager's budget be approved. With the new state public records mandate and the complexities associated with that directive, it seems prudent that the Town Manager convert the current part time position to full time. The last two years Town record requests were flat at about 330 requests, but Police requests increased to 3,987 from 3,150 the prior year. Outside legal fees of \$623,000, of which the sewer litigation is a significant contributor to this number, accounts for almost 50% of the Town Manager's entire budget.

*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 FY2019 Budget	Total:	\$437,206	Personnel:	\$168,929	Other:	\$268,277
FY2018 Budget	Total:	\$433,001	Personnel:	\$165,979	Other:	\$267,022
FY2017 Actual	Total:	\$382,630	Personnel:	\$155,212	Other:	\$227,418

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 1.0% or \$4,205. The largest impact to the budget is the cost of \$10,200 for the lease of copiers. This was offset by a decrease in office supplies and equipment of \$4,210 and \$6,825, respectively.

Recommendations

The Sub-Committee recommends approval of the budget at \$437,206.

Budget Summary: Human Resources

Proposed FY2019 Budget	Total:	\$351,837	Personnel:	\$235,287	Other:	\$116,550
FY2018 Budget	Total:	\$335,871	Personnel:	\$225,421	Other:	\$110,450
FY2017 Actual	Total:	\$277,105	Personnel:	\$212,347	Other:	\$64,758

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 5.5% or \$15,966 increase from FY17. Salary expenses accounted for \$9,866 and additional \$5,000 for drug testing.

Listed below are some historical town employment related statistics.

	2015	2016	2017
Active Employees*	504	526	523
Seasonal & Temporary Employees	138	149	150
New Hires*	34	56	42
Number of Retired/Terminated/Resigned Employees*	34	43	45
Number of Promoted Employees*	28	39	32

*Full time and Part time

Recommendations

The Sub-Committee recommends a budget amount of \$351,837.

Budget Summary: Town Clerk

Proposed FY2019 Budget	Total:	\$616,120	Personnel:	\$401,630	Other:	\$214,490
FY2018 Budget	Total:	\$525,051	Personnel:	\$331,451	Other:	\$193,600
FY2017 Actual	Total:	\$522,060	Personnel:	\$323,579	Other:	\$198,481

Department Synopsis

The Town Clerk's office has six 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 \$616,120, which is 17.3% higher than last year's budget. Of the \$70,179 increase in personnel services, \$43,955 is for the hiring of temporary poll workers for upcoming elections and an additional \$18,764 is for overtime to process absentee and early ballots. The \$9,230 listed under other expenses is for technical services associated with the upcoming elections. There is an \$11,100 increase in the records preservation, which was recommended by the Town Manager. These funds will be used organize and preserve Town records, which have been neglected in the past.

Recommendations

The Sub-Committee recommends a budget amount of \$616,120. With the additional upcoming elections and early voting requirement, the clerk's office needs additional resources.

Budget Summary: Building and Zoning

Proposed FY2019 Budget	Total:	\$723,255	Personnel:	\$712,090	Other:	\$11,165
FY2018 Budget	Total:	\$730,624	Personnel:	\$722,029	Other:	\$8,595
FY2017 Actual	Total:	\$645,291	Personnel:	\$640,750	Other:	\$4,541

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 \$723,255, which is a decrease of \$7,369 or 1.0% from FY2018. A position in the department went from full time to part time, netting a positive variance of \$9,939 for the department under personnel services. Other expenses increased \$2,570 primarily due to the purchase of trade publications and periodicals. The department continues to be very busy keeping up with the growth in town. A total of 17,104 inspections were performed and 8,197 permits were issued in 2017. This department continues to be one of the top revenue producers in town, collecting \$1,991,257, which was above last year's revenue of \$1,949,506.

Initiatives & Opportunities

Due to the health of real estate market and several large projects including Redbrook, Cordage Park, etc., the departments expect 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 has been discussed for many years and is 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 FY2019 Budget	Total:	\$308,262	Personnel:	\$214,962	Other:	\$93,300
FY2018 Budget	Total:	\$292,330	Personnel:	\$226,780	Other:	\$65,550
FY2017 Actual	Total:	\$231,170	Personnel:	\$177,579	Other:	\$53,591

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 Dr. Nate Horwitz-Wills, under Inspectional Services Director Paul McAuliffe

Budget Observations

The budget recommendation increased by \$15,932 or 5.5%. The main reason for this increase of \$23,500 is to hire an outside food inspector. The town completed about 300 inspections last year and the additional food inspector will be able to complete another 300 inspections. There are over 500 establishments that require a food inspection and best practices dictate 2 inspections per year, per establishment. This hire will bring the town closer to meeting that standard. The Board of Health currently uses their Health Agent to conduct inspections, as well. Title V inspections increased to 670 compared to 614 the prior year. Septic permits decreased slightly from 374 to 345 in 2017. The revenue generated from these two items was \$217,595.

Recommendations

The Sub-Committee recommends the approval of the Board of Health Budget. With the growth in commercial and residential buildings, it seems to follow that the public health department may recommend an increase in their budget to hire another health inspector in 2020's budget cycle.

Budget Summary: Consolidated Utilities (Fuel and Utility)

Proposed FY2019	Total:	\$1,584,650	Personnel:	0	Other:	\$1,584,650
FY2018 Budget	Total:	\$1,642,050	Personnel:	0	Other:	\$1,642,050
FY2017 Actual	Total:	\$1,470,812	Personnel:	0	Other:	\$1,470,812

Department Synopsis

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

Budget Observations

The 2019 recommended budget reflects a 3.5% or \$57,400 decrease from the FY18 budget. Over the last couple of years, 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. A number of departments had decreases in vehicle fuel, primarily because of the efficiencies with new automobiles. The Council on Aging has requested a \$21,000 increase as building usage has increased significantly. The police department had an increase of \$58,000 because of additional automobiles on the road patrolling the community, etc.

Recommendations

The Sub-Committee recommends approval of FY19 budget.

Budget Summary: Member Benefits

Proposed FY2019 Budget	Total:	\$7,188,654	Personnel:	0	Other:	\$7,188,654
FY2018 Budget	Total:	\$6,594,512	Personnel:	0	Other:	\$6,594,512
FY2017 Actual	Total:	\$5,870,057	Personnel:	0	Other:	\$5,870,057

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 FY19 shows an increase of 9.0% or \$594,142. Employer Medicare benefits increased by \$26,797. Managed Blue expenses continue to rise and in FY19 it is budgeted to increase by \$521,101 or 29.2%, double last year's 14% increase. More retirees are electing Managed Blue versus Medex. (See chart below).

Initiatives & Opportunities

Workers Compensation continues to rise and is increasing 10.7% or \$92,649. The recommended budget in this line item is \$956,287. 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 that has the potential to help decrease future workers compensation claims.

A total of 107 employees were injured while performing their duties in service to the Town in 2017, 79 School employees and 28 Town employees. In addition, 26 Firefighters and 41 Police Officers were injured on duty during 2017. There are 62 Police and Firefighter retirees who were covered for medical expenses due to injuries incurred while they were active employees. In 2017, a total of 39 claims were filed for unemployment benefits of which 32 were former School employees.

	2015	2016	2017
Blue Choice Enrollments	1634	1639	1618
Blue Care Elect Enrollments	146	138	126
Medex III w/OBRA Enrollments	929	940	940
Managed Blue Enrollments	296	379	454
MetLife Dental Enrollment	2631	2687	2613
LTD Insurance Enrollments	439	465	470
Life Insurance Enrollments	2033	2035	2024

Recommendations

The Sub-Committee recommends the member benefits be approved as submitted at \$7,188,654.

The Town will continue to face significant challenges in the years ahead as costs of health care, health care reform mandates, changes in minimum wage and retirements, to name a few, will increase the cost to the Plymouth taxpayer.

Budget Summary: Town Insurance

Proposed FY2019 Budget	Total:	\$1,134,500	Personnel:	0	Other:	\$1,134,500
FY2018 Budget	Total:	\$1,015,733	Personnel:	0	Other:	\$1,015,733
FY2017 Actual	Total:	\$918,569	Personnel:	0	Other:	\$918,569

Department Synopsis

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

Budget Observations

Total budget requested shows a 11.7% increase or \$118,767, which is high, but lower than the previous year's increase of 17.2%.

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
Roz Jones, Chair
Ethan Kusmin
Marc Sirrico

Date: February 15, 2018
Subject: Sub-Committee B Budget Review & Recommendations

The sub-committee would like to thank the Finance Director Lynne Barret, Budget Analyst Kere Gillette and the other finance division heads for taking the time to meet with our sub-committee to review the FY '19 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 FY19 Budget	\$19,100	\$6,200	\$12,900
Current FY18 Budget	\$18,100	\$6,200	\$11,900
Prior Year FY17 Actual	\$8,990	\$2,000	\$6,990

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 \$10,000 which is a \$1,000 increase for electronic voting at Town Meetings. Additionally, the Charter Review Committee requested \$7,000 in funding, \$4,200 for personnel and \$2,800 for other expenses.

Recommendation: The sub-committee recommends an increase to the Board of Selectman budget appropriation in the amount of \$7,000 for the Charter Review Committee request, bringing the total budget recommendation to \$19,100.00 for the Town Moderator. Funding for this elected position is voted by Town Meeting annually as Article 6.

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

	Total	Personnel	Other
Proposed FY19 Budget	\$701,503	\$563,850	\$137,653
Current FY18 Budget	\$672,711	\$549,838	\$122,873
Prior Yr. FY17 Actual	\$629,536	\$510,462	\$119,074

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: There is an overall increase of \$28,792 or 4.3% over FY 2018. Part of the increase is found in Salaries and Wages, which increased overall \$14,303. This is primarily due to scheduled salary increases for employees. However, it should be noted that the budgeted overtime has been decreased \$291 or 5% from FY 2018

There is an increase of \$14,780 or 12% for Other Expenses in FY19. The bulk of this is attributed to a \$13,500 increase in accounting and actuarial costs related to OPEB valuation.

Recommendation: The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$701,503.

	Total	Personnel	Other
Proposed FY19 Budget	\$553,770	\$475,143	\$78,627
Current FY18 Budget	\$563,525	\$469,990	\$93,535
Prior Year FY17 Actual	\$433,434	\$408,510	\$24,924

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 9. The majority of the expenses for this department are personnel costs. The size of the staff and the salary levels reflect that the Department does all of the real estate assessments and the revaluations in-house. The overall budget for this department is decreased by \$9,755 or 1.7% for FY2019. Although there was a slight increase to salaries of \$5,5153, this was offset by a \$15,000 reduction in the Revaluation Services line item of Other Expenses for FY2019.

New Initiative: The department transitioned a previously temporary personnel position into a fully-staffed position. These wages are reflected as an increase of \$24,525 in the salary and wages line. However, these wages were moved out of the new initiative line for FY19

Recommendation: The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$553,770.

Department of Finance**146 Treasury and Collection**

	Total	Personnel	Other
Proposed FY19 Budget	\$622,857	\$589,577	\$33,280
Current FY18 Budget	\$642,551	\$601,416	\$40,135
Prior Year FY17 Actual	\$559,813	\$546,260	\$13,553

Department Synopsis

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

Budget Observations: The department has a staff of 10 full time and one part-time individual as well as three seasonal workers. Seasonal staff assist in late spring and early summer with sticker sales and solid waste curbside/transfer station sales. The seasonal staff are budgeted to cost \$21,906.

Personnel costs for FY 2019 are budgeted at \$11,456 or 2% less than the prior year. This is in part because newer staff are coming in at lower salaries. Additionally, although overall personnel costs are reduced, the budgeted overtime is increased by \$3,550 or 71% over the prior year. There is additional effort projected to perform back office functions that support increased collections of revenue. The department has historically used \$8,000 to \$10,000 in overtime and the budget for FY 2019 is reflecting the overtime used in the past several years.

The other large expense is \$29,400 for Financial and Banking Services. This is comprised mainly of \$8,750 fees for the OPEB and \$15,000 rebate calculation services.

Recommendation: The sub-committee recommends approval of the Advisory and Finance Committee's budget appropriation of \$622,857.

	Total	Departmental Equipment	Personnel	Other
Proposed FY19 Budget	\$1,476,631	\$38,875	\$486,201	\$951,555
Current FY18 Budget	\$1,247,284	\$0	\$489,684	\$757,600
Prior Year FY17 Actual	\$889,553	\$0	\$356,364	\$533,189

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.

Budget Observations:

The department has a staff of 6, one of whom serves the Police Department and another primarily the Fire Department. A new Applications Manager was added to the department in FY2018.

The overall budget for Information technology is \$236, 947 or 19% larger than in FY 2018. Most of this increase is attributed to a \$193,955 rise in other expenses. There are several line items that account for most of this increase:

- \$159,400 increase in Management and Consulting costs – these are contracted services for systems and technology support. The Town of Plymouth does not have a Help Desk function presently. Moreover, there is no staffed position for system and network management. Given that the Town's public safety operations are reliant on uninterrupted functionality, it is critical to bolster systems and to provide access to a helpdesk at any time. The following contracted services are budgeted in FY2019:
 - \$59,400 24x7x365 Managed Service Network (helpdesk support)
 - \$57,600 Server Management Services
 - \$47,400 Cloud-based Disaster Recovery
- \$32,656 increase in Network Communications
 - Prior to moving to the new town hall, Network services were shared between Town Administration and the School Department. For FY 2019, the Town Administration must maintain and expand its own network services capabilities. It must also provide backup at the Emergency Operations Center. This will cost more than last year.

Additionally, new in FY 2019 is the inclusion of Department Equipment for each cost center. For Information Technology this amounts to \$38, 875 for replacing PCs switches and for relocation of splices from 11 Lincoln Street.

Recommendation: The sub-committee recommends approval of the of the Board of Selectmen budget appropriation of \$1,476,631.

Department of Finance**132 FinComm Reserve Fund**

	Total	Personnel	Other
Proposed FY19 Budget	\$150,000	\$0	\$150,000
Current FY18 Budget	\$143,000	\$0	\$143,000
Prior Year FY17 Actual	\$0	\$0	\$0

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.

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 FY19 Budget	\$679,000	\$0	\$679,000
Current FY18 Budget	\$134,579	\$0	\$134,579
Prior Year FY17 Actual	\$0	\$0	\$0

Department Synopsis

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

All contracts expire as of 6/30/18. The budgeted amount reflects the COLA increases for the 1st year of a new 3-year contract.

Recommendation: The sub-committee recommends approval of the Board of Selectman budget appropriation of \$679,000.

Department of Finance**916 Compensated Absences**

	Total	Personnel	Other
Proposed FY19 Budget	\$125,000	\$0	\$125,000
Current FY18 Budget	\$175,000	\$0	\$175,000
Prior Year FY17 Actual	\$150,000	\$0	\$150,000

Department Synopsis

This is a new account adopted at the Fall 2013 Town Meeting. Statute allows towns to set up a fund to pay out unused vacation and if applicable, sick time to employees who exit their jobs. Based on last year's usage, it was projected that a lesser amount of \$125,000 would be considered sufficient for FY 2019

Recommendation: The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$125,000.

Department of Finance**158 Tax Title Foreclosure**

	Total	Personnel	Other
Selectman FY19 Budget	\$300,000	\$0	\$300,000
Current FY18 Budget	\$300,000	\$0	\$300,000
Prior Year FY17 Actual	\$139,031	\$0	\$139,031

Department Synopsis

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

Foreclosures have dropped every year since 2011. However, there is significant amount of effort and required legal services need for titles, leans and evictions. For this reason, it is recommended that the budgeted amount for FY 2019 remain level with the prior year

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 FY19 Budget	\$13,240,525	\$9,420,815	\$3,819,710
Current FY18 Budget	\$12,282,001	\$8,778,821	\$3,503,180
Prior Year FY17 Actual	\$11,396,079	\$8,309,288	\$3,086,791

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	\$4,086
Amortization of Unfunded Liability	\$7,822

The balance in the account as of 1/1/2017 is \$158.5 million; this is the **funded** amount.

According to the January 1, 2017 Actuarial Report the projected **unfunded** liability at FY19 will be \$157.6 million.

Recommendation: The sub-committee recommends Approval of the Board of Selectmen budget appropriation of \$13,240,525.

	Total	Personnel	Other
Proposed FY19 Budget	\$34,104,031	\$0	\$34,104,031
Current FY18 Budget	\$32,832,537	\$0	\$32,832,537
Prior Year FY17 Actual	\$31,824,112	\$0	\$31,824,112

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 \$1,271,494 above the FY2018 appropriation, a 3.9% 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.

Recommendations

The sub-committee recommends approval of the Board of Selectmen budget appropriation amount of \$34,104,031.

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

	Total	Personnel	Other
Proposed FY19 Budget	\$950,119	\$0	\$950,119
Current FY18 Budget	\$853,740	\$0	\$853,740
Prior Year FY17 Actual	\$711,950	\$0	\$711,950

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 represents an 11.3% increase over FY2018 funding.

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.

Recommendations

The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$950,119.

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

	Total	Personnel	Other
Proposed FY19 Budget	\$125,000	\$0	\$125,000
Current FY18 Budget	\$125,000	\$0	\$125,000
Prior Year FY17 Actual	\$125,000	\$0	\$125,000

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 amount requested of \$125,000 is equivalent to what was requested in FY 2018.

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

Department of Finance**Debt and Interest****Revised**

Cost Center	2015	2016	2017	2018	2019
710 Long Term Debt	6,636,095	8,432,670	8,111,990	10,043,722	\$9,800,856
750 Long Term Interest	3,773,137	4,988,366	4,621,641	7,072,705	\$6,651,726
752 Short Term Interest	136,630	86,424	801,300	700	\$680,469
753 Misc. Interest	5,000	2,733	5,000	5,000	\$5,000
755 Bond Issuance Costs	50,000	50,000	25,000	25,000	\$25,000
TOTAL	10,600,862	13,560,193	13,564,931	17,147,127	\$17,163,051

Budget Observations

Long term debt reflects principal payments due on existing debt. The proposed budget reflects a decrease of \$242,866 or 2.4% in principal payments.

Long term interest is the interest on existing debt. This budget reflects a decrease of \$420,979 or 5.9%.

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. In 2018 there was \$700 budgeted for the Plymouth Beach Revetment of \$35,000. In 2019 there are several more significant projects.

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.

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: Kevin Carty, Chair ; Patrick O'Brien ; Ashley Shaw ; Sheila Sheridan
 Date: February 28, 2018
 Subject: Sub-Committee C FY2019 Budget Review & Recommendations: Police Department

Budget Summary: Police Department

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2019 Budget	\$ 11,213,797	\$ 480,992	\$ 306,960	\$ 12,001,749
FY2018 Revised Budget	\$ 11,209,001	\$ 455,590	\$ --	\$ 11,664,591
FY2017 Actual	\$ 10,239,515	\$ 415,472	\$ --	\$ 10,654,987

Department Synopsis

Chief Michael Botieri leads the Plymouth Police Department, which is charged with delivering police protection and carrying out various law enforcement responsibilities within the Town of Plymouth. The Police Department currently has 97 officers at the patrolmen level, 12 sergeants, 7 lieutenants, 2 captains, 1 chief, 1 business manager, 2 administrative assistants, 2 administrative secretaries, 8 dispatchers, and 2 custodians, and 4 crossing guards. It should be noted that approximately 56 police officers have been with the department for 5 years or less.

Budget Observations

The Budget approved by the Board of Selectmen is a level-service budget. Their budget recommends a \$6,083 (6.17%) increase to salaries and wages, consistent with contractual increases. Increases to other expenses from their budget total \$25,402 (5.6%), coming largely from the increased costs of repair and maintenance, professional services, education and trainings, and subscriptions to publications.

The Sub-Committee recommends modifications to this budget, as explained in the subsection below.

Initiatives & Opportunities

Chief Botieri's original budget request sought the addition of a new full-time administrative assistant. This was not supported by the Town Manager or Board of Selectmen. This position will assist in processing citations and inputting them electronically, complying with court-orders, complying with the public records laws, and processing requests from insurance companies, among other functions. The cost of a full-time administrative assistant would be \$39,116. The Sub-Committee recommends adding this as a part-time position, which would cost \$19,819.

Chief Botieri's original budget request also sought to change a part-time dispatcher position into a full-time dispatcher position. This request was supported by the Town Manager and the Board of Selectmen, and is reflected in the "New Initiative" line of the budget. The increase based on this change totals \$25,409.

The Sub-Committee also found two areas to cut the budget. The Town Manager has opted to discontinue the use of motorcycles by the Police Department. As such, \$6,000 set aside for motorcycle maintenance can be eliminated. Additionally, \$700 allocated under Building Maintenance Supplies, Misc. Building Supplies can also be eliminated.

Recommendations

The Sub-Committee recommends:

Addition of \$19,819 to the "New Initiative" section to fund one new PT Administrative Assistant Position;

Reduction of \$6000 to "R&M Equipment" → "Motorcycle Maintenance" line item;

Reduction of \$700 from "Building Maintenance Supplies" → "Misc. Building Supplies" line item.

The Sub-Committee's recommendations amount to an overall increase from the Board of Selectmen's budget for this Department of \$13,119.

If adopted by the rest of the Committee, these recommendations would change the Proposed Budget line to the following:

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2019 Budget	\$ 11,233,616	\$ 474,292	\$ 306,960	\$ 12,014,868

Comments / Other

The Sub-Committee believes the Police Department is well run, but would greatly benefit from the addition of a part-time administrative assistant position. It is likely that this position will need to be made full-time in the near future, but the Sub-Committee felt that it made sense to start the position at a part-time level.

The Sub-Committee is also concerned by the impact of the town-wide 5% reduction in overtime funding for this Department since the Department is currently understaffed and is charged with providing necessary and essential protection to the Town of Plymouth 24 hours a day, every day. The Sub-Committee also notes that funding overtime for existing employees is generally cheaper in the long-term than hiring additional employees to work what would otherwise be overtime hours. The Sub-Committee is not recommending any change to this 5% reduction at this time, but notes the decrease now should a future request for additional overtime funding be made.

Statistical information detailing some of this Department's work during Calendar Year 2017 has been included in an addendum to this report.

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Patrick O'Brien ; Ashley Shaw ; Sheila Sheridan
Date: February 28, 2018
Subject: Sub-Committee C FY2019 Budget Review & Recommendations: Fire Department

Budget Summary: Fire Department

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2019 Budget	\$ 11,438,874	\$ 331,837	\$ 98,040	\$ 11,869,751
FY2018 Revised Budget	\$ 11,093,241	\$ 300,067	\$ --	\$ 11,393,308
FY2017 Actual	\$ 10,195,561	\$ 247,227	\$ --	\$ 10,442,788

Department Synopsis

Chief Edward Bradley leads the Plymouth Fire Department, which is charged with providing fire protection and a variety of emergency medical services within the Town of Plymouth. The Fire Department currently has 81 firefighters, 23 lieutenants, 10 captains, 6 battalion chiefs, 2 deputy chiefs, 1 chief, 3 mechanics, 1 business manager, 1 part-time fire alarm supervisor, and 1 part-time administrative secretary.

Budget Observations

The budget approved by the Board of Selectmen seeks to add 4 new firefighters and 1 new part-time administrative assistant, representing an increase in \$273,299 under the "New Initiative" line. Other increases to the salaries of existing positions are contractual and step increases. Their budget also increases other expenses by \$31,770 (10.6%), with that increase coming largely from restocking first aid supplies and air packs and increases to the cost of repair and maintenance of vehicles and communication lines.

The Sub-Committee is in agreement with the budget approved by the Board of Selectmen.

Initiatives & Opportunities

The addition of the 4 new firefighters will help increase the response time to calls. The National Fire Protection Agency recommends that Fire Departments be able to respond to 90% of calls within 8 minutes (from receiving call to arriving on scene). The Department is currently able to meet that standard only 70.11% of the time. The Department was able to meet this standard 74.88% of the time in calendar year 2005. The worsening response time is due to increased activity level (meaning more calls to respond to), stagnant staffing levels, and the geographical challenges of Plymouth. Higher response times mean less risk to property and less risk to life. Lower response times will also reduce the premiums on home insurance paid by taxpayers. The Department can do nothing about the number of calls they receive or the geography of Plymouth, so in order to improve response time staffing levels must be increased.

The addition of the part-time administrative assistant will help the Department deal with the dramatic increase in permitting work. Any permit requests received by the Building Department also require work by the Fire Department. The number of permits sought has increased significantly, yet staffing has remained stagnant. The Building Department also has more administrative staff than the Fire Department, making the Fire Department the bottle-neck in most instances. Staffing must be increased to meet service demands.

Recommendations

The Sub-Committee recommends a budget for this Department consistent with that approved by the Board of Selectmen.

Comments / Other

The Sub-Committee believes this Department is well run, and does the best it can with current staffing and rising demands. Areas for improvement exist, but increases in staffing are necessary to achieve better results. The Sub-Committee is confident that the Department's current leadership is capable of getting the Department where it wants to be once staffing is increased.

The Sub-Committee is also concerned by the impact of the town-wide 5% reduction in overtime funding for this Department since the Department is currently understaffed and is charged with providing necessary and essential protection to the Town of Plymouth 24 hours a day, every day. The Sub-Committee also notes that funding overtime for existing employees is generally cheaper in the long-term than hiring additional employees to work what would otherwise be overtime hours. The Sub-Committee is not recommending any change to this 5% reduction at this time, but notes the decrease now should a future request for additional overtime funding be made.

Statistical information detailing some of this Department's work during Calendar Year 2017 has been included in an addendum to this report.

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Patrick O'Brien ; Ashley Shaw ; Sheila Sheridan
Date: February 28, 2018
Subject: Sub-Committee C FY2019 Budget Review & Recommendations: Emergency Management

Budget Summary: Emergency Management

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2019 Budget	\$ 0	\$ 69,900	\$ --	\$ 69,900
FY2018 Revised Budget	\$ 0	\$ 69,900	\$ --	\$ 69,900
FY2017 Actual	\$ 0	\$ 19,684	\$ --	\$ 19,684

Department Synopsis

The Office of Emergency Management is a division of the Plymouth Fire Department. Henry Lipe serves as the Emergency Management Director. An administrative assistant also works in this department. The responsibilities of the Office include the activation of the Emergency Operations Center, acting as liaison with local, state, and federal public safety and law enforcement and emergency management officials. The Office also performs post-incident debris management work.

Budget Observations

The budget approved by the Board of Selectmen is both level-serviced and level-funded from the taxpayer's perspective. A grant from Entergy currently pays for the staff salaries and benefits, and has for years. However, this arrangement is likely to change once Pilgrim Station is shut down. No specifics of the nature of those changes are known currently, though it should be anticipated that the grant will no longer exist.

The Sub-Committee is in agreement with the budget approved by the Board of Selectmen.

Initiatives & Opportunities

There are no new initiatives or opportunities to report.

Recommendations

The Sub-Committee recommends a budget for this Department consistent with that approved by the Board of Selectmen.

Comments / Other

While staff salaries and many expenses are funded via a grant from the Entergy Pilgrim Station, the Sub-Committee notes that it should be expected that source of funding will either be substantially reduced or, more likely, entirely disappear after Pilgrim Station is shut down.

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Patrick O'Brien ; Ashley Shaw ; Sheila Sheridan
Date: February 28, 2018
Subject: Sub-Committee C FY2019 Budget Review & Recommendations: Parking Enforcement

Budget Summary: Parking Enforcement

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2019 Budget	\$ 0	\$ 0	\$ --	\$ 0
FY2018 Revised Budget	\$ 44,031	\$ 0	\$ --	\$ 44,031
FY2017 Actual	\$ 34,932	\$ 0	\$ --	\$ 34,932

Department Synopsis

This cost center has been functionally eliminated, with the duties once performed by its personnel being handled by another agency.

Budget Observations

The budget of this cost center has been reduced to zero.

Initiatives & Opportunities

It is likely this cost center, which currently exists only on paper and presumably for the purpose of showing that it has been eliminated, will no longer appear in the budget in future years since it will no longer serve any purpose.

Recommendations

The Sub-Committee supports the elimination of this cost center now that its duties are being performed by another agency and it no longer has any personnel.

Comments / Other

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Patrick O'Brien ; Ashley Shaw ; Sheila Sheridan
Date: February 28, 2018
Subject: Sub-Committee C FY2019 Budget Review & Recommendations: Animal Control

Budget Summary: Animal Control

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2019 Budget	\$ 151,119	\$ 6,800	\$ --	\$ 157,919
FY2018 Revised Budget	\$ 149,703	\$ 6,800	\$ --	\$ 156,503
FY2017 Actual	\$ 143,795	\$ 6,606	\$ --	\$ 150,400

Department Synopsis

This is one of three divisions within Marine and Environmental Affairs. David Gould is the Director of Marine and Environmental Affairs. This division employs 3 animal control officers. This division runs the Town's animal shelter, enforces the Town's animal by-laws and provides support for resident encounters with wildlife.

Budget Observations

The increases to this budget, as approved by the Board of Selectmen, consist of a \$1,506 (1.0%) increase to salaries and wages. However, due to the 5% reduction in overtime for this division, consistent with the 5% Town-wide reduction on overtime funding, the total increase to this budget is just \$1,416 (0.9%).

The Sub-Committee is in agreement with the budget approved by the Board of Selectmen.

Initiatives & Opportunities

There are no new initiatives or opportunities to report.

Recommendations

The Sub-Committee recommends a budget for this division of Marine & Environmental Affairs that is consistent with that approved by the Board of Selectmen.

Comments / Other

The Sub-Committee believes this division is well run and serves the Town effectively.

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Patrick O'Brien ; Ashley Shaw ; Sheila Sheridan
Date: February 28, 2018
Subject: Sub-Committee C FY2019 Budget Review & Recommendations: Harbormaster

Budget Summary: Harbormaster

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2019 Budget	\$ 372,172	\$ 38,900	\$ 14,000	\$ 425,072
FY2018 Revised Budget	\$ 366,240	\$ 32,400	\$ --	\$ 398,640
FY2017 Actual	\$ 371,137	\$ 32,371	\$ --	\$ 403,508

Department Synopsis

This is one of three divisions within Marine and Environmental Affairs. David Gould is the Director of Marine and Environmental Affairs, and Chad Hunter serves as the Director. This division has 4 year-round employees and numerous seasonal part-time employees. The Harbormaster works to protect life, property, and natural resources upon and within Plymouth's waterways. The Department is responsible for search and rescue operations, responding to boating emergencies, enforcement of boating laws and by-laws, and manages moorings, docks, and the town piers.

Budget Observations

This budget, as approved by the Board of Selectmen, contains a \$26,432 (6.6%) total increase over last year. "Personnel Services" sees an increase of \$2,982 (1.2%) to salaries and wages and a \$2,350 (23.5%) increase to overtime. The overtime increase covers increases mandated by the state for certain part-time positions in the department, such as part-time harbormaster positions. It should be noted that the overtime rate was still reduced by 5%, prior to the increase, consistent with the Town-wide 5% reduction in overtime. The other notable increase is to mooring operations, which saw a \$5,500 (122.2%) increase based on a new program that will allow transient mooring availability to be tracked online to make it easier for prospective transient moorers to spend time with their boats in Plymouth.

The Sub-Committee is in agreement with the budget approved by the Board of Selectmen.

Initiatives & Opportunities

The new online listing of transient mooring availability should bring in additional fees to this division, as well as additional revenue to local businesses.

Recommendations

The Sub-Committee recommends a budget for this division of Marine & Environmental Affairs that is consistent with that approved by the Board of Selectmen.

Comments / Other

The Sub-Committee believes this division is well run and serves the Town effectively.

Statistical information detailing some of this division's work during Calendar Year 2017 has been included in an addendum to this report.

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Patrick O'Brien ; Ashley Shaw ; Sheila Sheridan
Date: February 28, 2018
Subject: Sub-Committee C FY2019 Budget Review & Recommendations: Natural Resources

Budget Summary: Natural Resources

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2019 Budget	\$ 458,845	\$ 71,850	\$ --	\$ 530,695
FY2018 Revised Budget	\$ 447,244	\$ 83,450	\$ --	\$ 530,694
FY2017 Actual	\$ 426,828	\$ 63,649	\$ --	\$ 490,477

Department Synopsis

This is one of three divisions within Marine and Environmental Affairs. David Gould is the Director of Marine and Environmental Affairs. This division consists of 3 natural resource wardens, 1 full-time environmental technician, 1 part-time environmental technician, 1 full-time administrative assistant, and also funds 80% of Director Gould's salary. This division is tasked with protecting Plymouth's natural resources. Responsibilities include monitoring of Long Beach, inland fisheries, and Plymouth's numerous lakes and ponds. The division also conducts biological and nutrient monitoring programs, water sampling, and other water testing. The division also coordinates Hazardous Waste collection days each Fall and Spring.

Budget Observations

This budget, as approved by the Board of Selectmen, contains an increase of only \$1 over last year (that is not a typo). Notable "Personnel services" increases include an increase to salaries and wages of \$5,957 (1.4%), and an increase in sick leave buyback of \$4,269 (200.0%). In the "Other Expenses" sees notable decreases to environmental annual compliance costs of \$12,100 (63.4%) and an increase of \$500 (14.3%) in supplies and materials.

The Sub-Committee is in agreement with the budget approved by the Board of Selectmen.

Initiatives & Opportunities

There are no new initiatives or opportunities to report.

Recommendations

The Sub-Committee recommends a budget for this division of Marine & Environmental Affairs that is consistent with that approved by the Board of Selectmen.

Comments / Other

The Sub-Committee believes this division is well run and serves the Town effectively.

Statistical information detailing some of this division's work during Calendar Year 2017 has been included in an addendum to this report.

To: Advisory & Finance Committee
 From: Sub-Committee D – Department of Public Works
 Pat O'Brien (Chair), John Moody, Beth Davis
 Date: February 16, 2018
 Subject: Sub-Committee D - FY 2019 Budget Review & Recommendations

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

Proposed Budget – F19	Total:	\$7,056,265	Personnel:	\$5,400,476	Other including Dep Equip.:	\$1,655,789
Current Budget - FY18	Total:	\$6,645,339	Personnel:	\$5,195,853	Other:	\$1,449,486
Prior Year Actual - FY17	Total:	\$5,886,851	Personnel:	\$4,900,876	Other:	\$985,975

Department Synopsis

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

Budget Observations

The proposed Public Works Department budget for Fiscal Year 2019 has increased by \$410,926 (6.2 percent) from the prior fiscal year.

Initiatives & Opportunities

Outlined in each division report below.

The Sub-Committee recommends the following budget:

Fin Comm Proposed	Total:	\$7,078,752	Personnel:	\$5,452,545	Other:	\$1,626,207
FY2019 Budget						

The following is a summary of the FY 2019 Department of Public Works (DPW) budget by division:

Public Works Department: Engineering Division (411)

Proposed Budget - FY19	Total:	\$600,461	Personnel:	\$516,065	Other:	\$84,238
Current Budget - FY18	Total:	\$597,516	Personnel:	\$513,278	Other:	\$84,238
Prior Year Actual – FY17	Total:	\$557,587	Personnel:	\$494,924	Other:	\$62,663

Division Synopsis

The Engineering Division manager is Mr. Sid Kashi, Town Engineer. The Division currently has a staff of six (6) full-time employees, and is responsible for providing engineering, field surveying services, and technical support related to all town-owned land, rights-of-way, and infrastructure.

Budget Observations

The Engineering Division budget for FY 2019 has increased by \$2,945 (.5% percent) from FY 2018. The budget is basically level funded from the previous year, with the only increases coming in standard pay and benefit increases.

Initiatives & Opportunities

The Department proposed a new Construction/Project Engineer in 2019 but this initiative was not supported by the Board and Town Manager in their budgets. We occur.

The committee identified two areas where we saw the ability to reduce the budget. Line 524400 (R&M Eqpt) has been well under budget for at least 2 years with spending of 50% of budget amount in FY2017 and \$0 spending halfway through FY2018. Budget could be reduced by \$300 to \$1,000.

Line 572011 (Mileage) for use of personal vehicle when needed; underspending for 2 years; could be cut to \$75 from \$150 as only \$3 were spent in FY2017 and \$0 thus far in FY2018.

The Sub-Committee recommends the following budget:

<u>Fin Comm Proposed</u> <u>FY2019 Budget</u>	<u>Total:</u>	<u>\$600,086</u>	<u>Personnel:</u>	<u>\$516,223</u>	<u>Other:</u>	<u>\$83,863</u>
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This represents a .4% increase overall from FY18.

Public Works Department: Highway Division (420)

Proposed Budget - FY19	Total:	\$2,085,185	Personnel:	\$1,796,887	Other:	\$239,570
Current Budget - FY18	Total:	\$2,026,874	Personnel:	\$1,787,304	Other:	\$239,570
Prior Year Actual - FY17	Total:	\$1,821,035	Personnel:	\$1,600,579	Other:	\$220,456

Division Synopsis

The division manager is Mr. Dennis Wood. The Highway Division provides repair, maintenance, and construction services for approximately 430 miles of public and private roadways in Plymouth. There are currently thirty-four (34) full-time positions in the Highway Division.

Budget Observation

The Highway Division budget for FY 2019 has increased by \$58,311 (2.9 percent) from FY 2018. The increase is mainly due to the addition of departmental equipment into this section of the budget.

Initiatives & Opportunities

The committee feels that the DPW Highway budget needs to be realistically funded. Since FY 16 it has been underfunded.

	<u>FY16 Budget</u>	<u>FY16 Spending</u>	<u>FY17 Budget</u>	<u>FY17 Spending</u>	<u>FY18 Budget</u>	<u>FY18 YTD</u>	<u>FY19 Budget</u>
Overtime	<u>47,250</u>	<u>201,241</u>	<u>47,250</u>	<u>167,194</u>	<u>72,250</u>	<u>84,605</u>	<u>66,638</u>

The committee recommends funding line-item 513000 at \$95,000 which is more realistic of the actual spending, this is an increase of \$28,362. Additionally a few areas of opportunity to reduce were identified. The committee recommends reducing Signal Maintenance (line-item 524009) by \$12,500 to \$12,500. This is used as an insurance incase a signal is damaged by real spending in FY17&FY18 totals only \$1,758 of the \$50,000 budgeted. Also line item 530101 Meetings/Training is recommended to be reduced \$500. Finally line -item 553001 Sidewalk Supplies is recommended for a \$1,000 reduction. The committee supported departmental equipment.

The Sub-Committee recommends the following budget:

<u>Fin Comm Proposed</u> <u>FY2019 Budget</u>	<u>Total:</u>	<u>\$2,099,547</u>	<u>Personnel:</u>	<u>\$1,825,249</u>	<u>Other:</u>	<u>\$225,570</u>
					<u>Dept Equip</u>	<u>\$48,728</u>

This represents a 3.5% increase overall from FY18.

Public Works Department: DPW Administration (421)

Proposed Budget - FY19	Total:	\$527,010	Personnel:	\$511,134	Other:	\$15,876
Current Budget - FY18	Total:	\$524,923	Personnel:	\$509,047	Other:	\$15,876
Prior Year Actual - FY17	Total:	\$510,699	Personnel:	\$498,064	Other:	\$12,635

Division Synopsis

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

Budget Observations

The DPW Administration budget for FY 2019 increased by \$2,087 (.4%), which is basically a level funded budget from the prior fiscal year. The increases resulted from contractual pay and benefit increases.

Initiatives & Opportunities

The committee identified one area of opportunity. With Asst. Director Westgate leaving the department line-item 514005 Longevity pay can be reduced by \$500.

The Sub-Committee recommends the following budget:

Fin Comm Proposed FY2019 Budget	Total:	\$526,510	Personnel:	\$510,634	Other:	\$15,876
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This represents a .3% increase overall from FY18.

Public Works Department: Building Maintenance Division (422)

Proposed Budget - FY19	Total:	\$1,036,848	Personnel:	\$713,088	Other:	\$323,760
Current Budget - FY18	Total:	\$847,721	Personnel:	\$550,961	Other:	\$296,760
Prior Year Actual - FY17	Total:	\$674,335	Personnel:	\$455,627	Other:	\$218,708

Division Synopsis

The division manager is the, Assistant Director of Public Works. The Building Maintenance Division is responsible for the maintenance of 36 town-owned buildings. Many of the specialty services provided by the division, including fire extinguishers, sprinklers systems, fire-alarms, HVAC, plumbing, electrical, elevators, and back-up generators, are out-sourced to private contractors. This budget does not include buildings owned and managed by the School Department.

Budget Observations

The Building Maintenance Division budget for FY 2019 has increased by \$216,390 (29.2 percent), a majority (\$104,514) is in new initiatives within personnel services. This increase represents the addition 2 custodians and increasing the Memorial Hall Custodian to 40 hours, from 24. The Memorial Hall custodian is already a full-time employee who has split between the Hall and Transfer Station. The Selectmen did not approve the divisional request for a craftsman foreman, HVAC/Electrical Craftsman and apprentice craftsman. Additionally, purchase of services increased \$27,000 related to custodial services for Town Hall and White Horse Beach bathrooms.

Initiatives & Opportunities

The inclusion of two new custodians and making the Memorial Hall custodian full time we agree with these additions. The committee saw a few opportunities for savings. Line-item 530012 Generator Service Maintenance can be reduced \$1,000 to \$9,000 based on prior year actual spending and 2018 projected. The purchase of services line item 520000, which was slated to increase \$27,000 should be reduced by \$5,000 to \$122,000 overall. Finally, the mileage line item 572001, which has seen no spending in 2017 or 2018, should be reduced from \$500 to \$150.

The Sub-Committee recommends the following budget:

Fin Comm Proposed	Total:	\$1,031,498	Personnel:	\$713,088	Other:	\$318,410
FY2019 Budget						

This represents a 24.7% increase from FY18.

Public Works Department: Fleet Maintenance Division (425)

Proposed Budget - FY19	Total:	\$813,639	Personnel:	\$355,549	Other:	\$458,090
Current Budget - FY18	Total:	\$706,173	Personnel:	\$348,083	Other:	\$358,090
Prior Year Actual - FY17	Total:	\$704,536	Personnel:	\$343,869	Other:	\$360,666

Division Synopsis

The division manager is the Assistant Director of Public works. The Fleet Maintenance Division is responsible for maintaining town-owned vehicles belonging to the Public Works and the Police departments (approximately 178 vehicles). Fire Department and School Department vehicles are not maintained by this division.

Budget Observation

The Fleet Maintenance Division budget for FY 2019 has increased by \$107,466 (15.2 percent). Personal services was increased minimally with standard cola and contractual allowances.. The \$100,000 increase in Vehicle Maintenance Supplies brings the line-item to the proper funding level based on previous yearly spending.

Initiatives & Opportunities

The committee did see some duplication in line items 530015 and 548001 as tire repairs could fall under vehicle and maintenance supplies. The tire repair line item has spent roughly \$50,000 of an \$82,000 budget the last two years. Potentially combining these could help soften the \$100,000 increase.

Another opportunity for revenue that should be considered would be becoming a Mass. Inspection Sticker Service for other municipal and state agencies. Investing in the equipment needed and providing the service could provide a revenue source and should be evaluated.

The Sub-Committee recommends the following budget:

Fin Comm Proposed	Total:	\$813,639	Personnel:	\$355,549	Other:	\$458,090
FY2019 Budget						

This represents a 15.2 % increase overall from FY18.

Public Works Department: Crematory Division (490)

Proposed Budget - FY19	Total:	\$169,810	Personnel:	\$135,210	Other:	\$34,600
Current Budget - FY18	Total:	\$163,890	Personnel:	\$121,790	Other:	\$42,100
Prior Year Actual - FY17	Total:	\$130,296	Personnel:	\$99,387	Other:	\$30,909

Division Synopsis

The division is managed by Mr. Theodore Bubbins. The Crematory Division is responsible for the operation and maintenance of the Vine Street Crematorium.

Budget Observation

The Crematory Division budget has increased by \$5,920 (3.6 percent) in FY 2019. Crematory business is up 6% this year after see a sharp decrease a few years back. Advertising has been cut back after last year's \$10,000 investment to \$2,500.

Initiatives & Opportunities

The committee felt comfortable with the budget as presented. A potential revolving account, if DOR allowed it, would be wise.

The Sub-Committee recommends the following budget:

<u>Fin Comm Proposed</u>	<u>Total:</u>	<u>\$169,810</u>	<u>Personnel:</u>	<u>\$135,210</u>	<u>Other:</u>	<u>\$34,600</u>
<u>FY2019 Budget</u>						

This represents a 3.6 % increase overall from FY18.

Public Works Department: Cemetery Division (491)

Proposed Budget - FY19	Total:	\$330,392	Personnel:	\$311,561	Other:	\$18,831
Current Budget - FY18	Total:	\$324,919	Personnel:	\$306,088	Other:	\$18,831
Prior Year Actual - FY17	Total:	\$293,144	Personnel:	\$275,858	Other:	\$17,286

Division Synopsis

The division manager is Mr. Theodore Bubbins. The Cemetery Division is responsible for maintenance and management of 6 active and 26 inactive cemeteries owned by the Town.

Budget Observation

The Cemetery Division budget has increased by 5,472 (1.7 percent) for FY 2017. This is all standard personnel charges.

Initiatives & Opportunities

The department proposed 3 positions: Asst. Supt. Cemetery/Crematory, Part-time admin asst. and Leadman. The Selectmen did not support those new initiatives. The committee talked at length with Mr. Bubbins about the needs and identified some opportunities. There was a clerical error that showed the seasonal laborers position funded at \$8,007, while the same position in Parks was \$10,000. We corrected the error for the positions to be the correct \$10,000.

In recent years funds for seasonal staff has been added to both this division and parks. Those seasonal jobs have been difficult to fill as the pay is not competitive to attract seasonal workers. The subcommittee recommends adding the Leadman position to the Cemetery division that was proposed. The cost is \$44,084, which we would fund through various savings identified throughout DPW. We would recommend cutting one seasonal laborer position in this department as well as two from Parks to provide savings. With the error correction, seasonal position deletion and fulltime Leadman position added we propose the budget below.

The Sub-Committee recommends the following budget:

<u>Fin Comm Proposed</u>	<u>Total:</u>	<u>\$374,440</u>	<u>Personnel:</u>	<u>\$355,609</u>	<u>Other:</u>	<u>\$18,831</u>
<u>FY2019 Budget</u>						

This represents a 14.6 % increase overall from FY18.

Public Works Department: Parks & Forestry Division (492)

Proposed Budget - FY19	Total:	\$1,261,296	Personnel:	\$1,003,158	Other:	\$206,792
Current Budget - FY18	Total:	\$1,211,742	Personnel:	\$999,819	Other:	\$211,923
Prior Year Actual - FY17	Total:	\$1,041,319	Personnel:	\$859,236	Other:	\$182,083

Division Synopsis

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

Budget Observation

The Parks & Forestry budget has increased by \$49,554 (4.1 percent) for FY 2019. Most of this money is in Salary and Wages with the filling of a vacant full time Laborer position (\$39,384) which the Selectmen supported. The committee supported this as well.

Departmental equipment of \$51,347 was supported.

Initiatives & Opportunities

Speaking with Mr. Bubbins he identified the same issue in Cemetery of filling seasonal positions. He agreed with cutting two seasonal employees in Parks (saving \$20,000 from line item 512000) to help fund the Cemetery Leadman position. Additionally, cutting 2,900 from line item 524003 was recommended based on prior year spending and current fiscal year run rates.

The Sub-Committee recommends the following budget:

Fin Comm Proposed FY2019 Budget	Total:	\$1,238,397	Personnel:	\$983,158	Other: Dept. Equip:	\$203,892 \$51,347
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This represents a 2.1 % increase overall from FY18.

Public Works Department: Transfer Station Operation (433)

Proposed Budget - FY19	Total:	\$231,623	Personnel:	\$57,825	Other:	\$173,798
Current Budget - FY18	Total:	\$241,581	Personnel:	\$59,483	Other:	\$182,098
Prior Year Actual - FY17	Total:	\$153,901	Personnel:	\$54,624	Other:	\$99,277

Budget Observation

The Transfer Station Operation budget decreased by \$9,958 (4.1 percent). The majority of the decrease was in eliminating the Christmas tree recycling program.

Initiatives & Opportunities

The committee identified an area to reduce this budget further. The line item 521002 for fuel should be eliminated. It has been a \$0 spend since FY15. Additionally, the line item for land fill monitoring has remained \$50,000 for the last three years with FY 16 actual spend 42,45, FY17 actual spend of \$26,267 and FY18 current spend zero. The committee understands that this is done in the spring but feels that a \$5,000 reduction in line item 53701 is prudent.

The Sub-Committee recommends the following budget:

Fin Comm Proposed FY2019 Budget	Total:	\$224,825	Personnel:	\$57,825	Other:	\$167,000
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This represents a 6.9% decrease overall from FY18.

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (Chair), Harry Helm, Beth Davis
Date: February 28, 2018
Subject: Sub-Committee E FY2019 Budget Review & Recommendations: Planning & Development

Budget Summary: Planning & Development

Proposed FY2019 Budget	Total:	\$882,296	Personnel:	\$531,059	Other:	\$351,237
FY2018 Budget	Total:	\$869,536	Personnel:	\$523,950	Other:	\$345,586
FY2017 Actual	Total:	\$831,762	Personnel:	\$484,988	Other:	\$346,775

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 \$7,109, which represents an 1.4% increase over FY2018. This is primarily due to contractual increases in salaries and wages and an increase in overtime of \$2,500 or 15.2%, due to the afterhours meetings staff are required to attend. Other expenses increased by \$5,651 or 1.6%. The overall budget increase for FY2019 is \$12,760 or 1.5%.

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 \$882,296.

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (chair), Harry Helm, Beth Davis
Date: February 28, 2018
Subject: Sub-Committee E FY2019 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:	\$21,977	Personnel:	\$0	Other:	\$21,977

Department Synopsis

The Redevelopment Authority is independent of the town and the budget provides partial funding for the PRA's staff and activities. In addition, the town supports the operation of the Redevelopment Authority through 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 FY2019.

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 Town Manager/Board of Selectmen recommended budget of \$21,977.

Comments / Other

To: Advisory & Finance Committee
 From: Budget Sub-Committee E
 Marc Sirrico (chair), Harry Helm, Beth Davis
 Date: February 28, 2018
 Subject: Sub-Committee E FY2019 Budget Review & Recommendations: Center for Active Living-COA

Budget Summary: Center for Active Living - COA

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
TM/BOS Proposed FY2019 Budget	\$ 391,048	\$ 113,020	\$ 7,850	\$ 511,918
FY2018 Revised Budget	\$ 385,644	\$ 102,500	\$ 0	\$ 488,144
FY2017 Actual	\$ 344,202	\$ 87,218	\$ 0	\$ 431,419

Department Synopsis

The Center for Active Living-COA provides a variety of services to Plymouth's older residents 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 (6 full-time and 2 half-time) including Jennifer Young, Director of Elder Affairs.

Budget Observations

There is an increase in personnel costs of \$6,453, which represents an 1.7% increase over FY2018. The increase in Salaries and Wages of \$43,356 or 12.7% is primarily due to the position of Front Desk/Receptionist (FY2018 new initiative) with a full-time salary, being moved to Salaries and Wages. Of note one third of the Community Resource Director's salary, which is \$37,559, is included in the budget. Other expenses increased by \$10,520 or 10.3%. This was primarily due to new and renegotiated R&M contracts. A new category for FY2019, Departmental Equipment, (formally Article 8), included costs of \$7,850 for a new sign. The overall budget increase for FY2019 is \$24,823 or 5.1%.

Initiatives & Opportunities

Jennifer Young, Director of Elder Affairs is seeking to add a matron to help with set up and cleaning activities. This position is a part-time, non-union Miscellaneous D employee that will have zero impact on the operating budget because it is grant funded. With the projected increase in the population aged 64-84 years in MA through 2030, and the increased utilization of the services provided by The Center for Active Living-COA, it is a very realistic projection that the addition of new positions will need serious consideration in the future.

Recommendations

The Sub-Committee recommends a slight increase of \$1,049 to the Town Manager/Board of Selectmen recommended budget in Personnel Expenses to account for an increase in the salary of the Director of Community Resources

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
LA&F Proposed FY2019 Budget	\$ 392,097	\$ 113,020	\$ 7,850	\$ 512,967

Comments / Other

The Center for Active Living-COA has 2 Revolving Funds. The Council on Aging Programs Fund has a total amount that may be expended of \$45,000, which is used 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, Beth Davis
 Date: February 28, 2018
 Subject: Sub-Committee E FY2019 Budget Review & Recommendations: Library

Budget Summary: Library

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
TM/BOS Proposed FY2019 Budget	\$ 1,318,370	\$ 499,132	\$ 15,000	\$ 1,832,502
FY2018 Revised Budget	\$ 1,206,101	\$ 487,644	\$ 0	\$ 1,693,745
FY2017 Actual	\$ 1,183,136	\$ 480,304	\$ 0	\$ 1,663,441

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

Budget Observations

There is an increase in personnel costs of \$113,348, which represents a 9.4% increase over FY2018. This is primarily due to the new initiative which is \$61,703, contractual increases for salaries and wages of \$44,684 or 4.1%, an increase for overtime of \$4,760 or 4.1%, and an increase for longevity pay of 2,135 or 133.0%. Of note one third of the Community Resources Director's salary, which is \$38,179, is included in the budget. Other expenses increased by \$11,488 or 2.4%. R&M Buildings increased by \$3,200 or 8.4%, Meetings, Education, and Training increased by \$1,260 or 63.0%, Books and Periodicals increased by \$4,591 or 1.5%, Library Supplies increased by \$2,790 or 37.7%, and Dues and Memberships increased by \$1,518 or 3.0%. A new category for FY2019, Departmental Equipment, (formally Article 8), included costs of \$15,000 for carpet. The overall budget increase for FY2019 is \$139,836 or 8.3%.

Initiatives & Opportunities

There is a request of \$61,703 for an Assistant Director. 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 a slight increase of \$1,080 to the Town Manager/Board of Selectmen recommended budget in Personnel Expenses to account for an increase in the salary of the Director of Community Resources.

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
IA&F Proposed FY2019 Budget	\$ 1,319,450	\$ 499,132	\$ 15,000	\$ 1,833,582

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (chair), Harry Helm, Beth Davis
Date: February 28, 2018
Subject: Sub-Committee E FY2019 Budget Review & Recommendations: Veterans Services

Budget Summary: Veterans Services

Proposed FY2019 Budget	Total:	\$781,703	Personnel:	\$119,923	Other:	\$661,780
FY2018 Budget	Total:	\$780,084	Personnel:	\$119,459	Other:	\$660,625
FY2017 Actual	Total:	\$771,930	Personnel:	\$114,901	Other:	\$657,029

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 \$464, which represents a 0.4% increase over FY2018. This is due to contractual increases. Other expenses increased \$1,155 or 0.2%. This is due to \$400 for supplies and an increase in Holiday Remembrances of \$750 or 11.2%. The overall budget increase for FY2019 is \$1,619, which represents a 0.2% increase. Of note, Veterans benefits which total \$650,000, are reimbursed 75% by the state.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen budget of \$781,703.

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, Beth Davis
Date: February 28, 2018
Subject: Sub-Committee E FY2019 Budget Review & Recommendations: 1749 Court House

Budget Summary: 1749 Court House

Proposed FY2019 Budget	Total:	\$19,200	Personnel:	\$12,375	Other:	\$6,825
FY2018 Budget	Total:	\$19,200	Personnel:	\$12,375	Other:	\$6,825
FY2017 Actual	Total:	\$12,827	Personnel:	\$7,887	Other:	\$4,940

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

The overall budget is level funded for FY2019.

Initiatives & Opportunities

Recommendations

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

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (chair), Harry Helm, Beth Davis
Date: February 28, 2018
Subject: Sub-Committee E FY2019 Budget Review & Recommendations: Disabilities Commission

Budget Summary: Disabilities Commission

Proposed FY2019 Budget	Total:	\$325	Personnel:	\$0	Other:	\$325
FY2018 Budget	Total:	\$325	Personnel:	\$0	Other:	\$325
FY2017 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 is level funded for FY2019. The amount 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, Beth Davis
 Date: February 28, 2018
 Subject: Sub-Committee E FY2019 Budget Review & Recommendations: Recreation

Budget Summary: Recreation

	Personnel	Other	Departmental	
	Expenses	Expenses	Equipment	Total
TM/BOS Proposed FY2019 Budget	\$ 462,024	\$ 19,715	\$ 13,394	\$ 495,133
FY2018 Revised Budget	\$ 446,079	\$ 19,165	\$ 0	\$ 465,244
FY2017 Actual	\$ 369,349	\$ 14,741	\$ 0	\$ 384,090

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 Sleusser-Huff.

Budget Observations

There is an increase in personnel costs of \$16,994, which represents an 3.8% increase over FY 2018. The increase in Salaries and Wages of \$64,466 or 16.8% is primarily due to the position of Office Program Manager (FY2018 new initiative) with a salary of \$51,487, being moved to Salaries and Wages. Of note one third of the Community Resource Director's salary, which is \$37,559, is included in the budget. Other expenses increased by \$550 or 2.9%, which is primarily due to an increase in Meetings, Education, and Training, and Dues and Memberships. A new category for FY2019, Departmental Equipment, (formally Article 8), included costs of \$13,394 (for AEDs, tables for Memorial Hall, and radios for beach staff communication) and was added to the other category above. The overall budget increase for FY2019 is \$30,938 or 6.6%.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends a slight increase of \$1,049 to the Town Manager/Board of Selectmen recommended budget in Personnel Expenses to account for an increase in the salary of the Director of Community Resources

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
A&F Proposed FY2019 Budget	\$ 463,073	\$ 19,715	\$ 13,394	\$ 496,182

Comments / Other

The department has 3 Revolving Funds. The department is requesting the spending cap be set at \$475,000 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 \$130,000 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 \$50,000 for the Hedges Pond Revolving Fund. Seasonal operational expenses and improvements to the park are paid from the account and excess funds are forwarded to the next years fund to be used for future capital improvements.

To: Advisory & Finance Committee
From: Budget Sub-Committee F
Harry Helm; Chair, Scott Stephenson, Roz Jones, Brian Dunn
Date: 2/14/18
Subject: Sub-Committee F; FY2019 Budget Review & Recommendations: Plymouth Public Schools

Budget Summary: [Cost Center Name]

Proposed FY2019 Budget	Total:	\$97,034,575	Personnel:	\$76,137,363	Other:	\$20,897,212
FY2018 Budget	Total:	\$94,211,170	Personnel:	\$74,059,201	Other:	\$20,151,969
FY2017 Actual	Total:	\$90,088,774	Personnel:	\$70,155,009	Other:	\$19,933,765

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 FY18 total staffing level is 1,219 FTE (Full Time Equivalents). Certificated Staff make up the majority at 757. The 2019 staffing projection is 1,217 FTE. Certificated staff is projected at 759.

Student population trends continue to be in decline from 7,780 FY16 to 7,686 FY17 to 7,619 FY18. These declines are expected to continue over the next few fiscal years and enrollment for FY19 is projected to be 7,591.

For general reference and comparison, there are approximately 404 local and regional school districts in Massachusetts. Plymouth is the 15th largest school district (by enrollment) in the state. The average teacher salary in Plymouth was approximately \$67,600 for 2017. In 2016 Plymouth was 256 out of 325 districts examined in average teacher salary (approximately \$9,000 per year below state average). In other words, only 68 of 325 school districts had lower average teacher salaries. Numbers for 2017 are unavailable but there has likely been minimal comparative change.

Class size statistics are difficult to pin down as they vary across reporting sources and appear to be updated in a highly irregular manner (if at all). The Boston Globe reported 2016 class size in Plymouth as averaging 13.1 students per teacher. Also in 2016, ThoughtCo.com indicates that the National Center for Education Statistics reported a Massachusetts average of 13.7 students per teacher. Whether these 2 reports used the same data is a matter of speculation. But, regardless, student/teacher ratios are lowered by Plymouth's in-district Vocational Education programs which have a smaller number of students per teacher, and in-district Special Education programs many of which are 1 on 1.

Budget Observations

The proposed FY19 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 FY18 budget.

The FY19 budget as recommended by the School Committee and Board of Selectmen, represents a \$2,823,405 (3%) increase over FY18. In comparison, the FY18 year to year increase from FY17 was 4.6%. The 3% increase for FY19 is made up of a 2.8% increase in Salaries and a 3.7% increase in Non-Salary expenses.

For FY19 Salaries account for 78% of budget total and Non-Salary accounts for 22%.

Salaries (Certificated, Clerical and Other) The FY19 Salary Total of \$76,137,363 includes an increase of \$2,078,162 (2.8%) over FY18. (The FY18 Salaries increase over FY17 was 5.5%.)

The increase is comprised of the following elements:

- Certificated Salaries to increase by \$1,926,420
- Clerical Salaries to increase by \$7,924
- Other Salaries increased by \$143,818

Non-Salary Expenses increased \$745,243 (3.7%) to \$20,897,212 from FY18.

The 3.7% FY19 increase was led largely by increases in the Contracted Services lines across numerous Cost Centers. The largest contributor to this increase in Contracted Services was Special Education Services which increased by \$264,146 (3.8%) over FY18. Significant changes from FY18 include:

- Special Education Tuitions increased by \$510,960 over FY18.
- Special Education Transportation decreased by \$267,814 over FY18.
- Regular Transportation increased by \$139,504
- Electricity and Solar increased by \$43,857

Chapter 70 Aid increased by \$1,569,910 in FY18. This is due to the addition of the Full Day Kindergarten Program in 2017. 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. Plymouth Public Schools have seen Chapter 70 funding go from \$21.7 Million in 2012 to \$25.9 Million for 2018. However, this calculates out to only an average increase of \$705,000 per year over the 7 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 and mandates have continued to be added causing the foundation budget to lag behind true costs. A 2017 *Report of Unfunded/Underfunded Mandates* prepared by Dr. Maestas details the difficulties this places upon the taxpayers due to the increasing number of mandates and a stagnant formula. This should be read by anyone who wants to understand the significant difficulties caused by inadequacies in Chapter 70 aid and the impact of an increasing number of Mandates.

Special Education Services represent 10.4% of the total FY19 budget and is one of the largest Cost Centers, second only to Plymouth North High School. 18% of students in Plymouth are enrolled in a Special Education Program compared to 16% statewide. The yearly cost per special needs students is \$18,000 when kept with-in the Plymouth School District. Costs for out-of district placement average \$75,000 per year. For a variety of educational quality and cost control reasons Plymouth Public Schools has focused on building programs that enable special needs students to remain with-in the district. These efforts have greatly reduced potential costs and thereby saved taxpayers' monies.

Initiatives & Opportunities

In the Joint Budget Presentation on January 9, 2018, Dr. Maestas made clear 5 current and future needs for the Plymouth Public Schools.

- Infrastructure needs.
- Technology replacement and upgrade needs.
- Behavioral and Mental Health needs.
- EL (English Learners) Educator needs.
- Health Education.

These all present significant , near-term budgetary challenges which can not be handled with-in the "same level of service" budget model. The Sub-Committee understands these needs as well as the on-going efforts of the district administration and staff in controlling costs and maintaining excellent educational outcomes in the face of increasing mandates and salary obligations.

In light of this, the Sub-Committee would like to see the following:

- The School District and Town should launch a joint evaluation to investigate a Shared Services Program involving Information Technology, Fleet and Facilities Management. The potential for savings on baseline and overtime costs may be significant to both the School and Town sides of the Budget.
- School and Town officials, along with Plymouth residents, should actively engage Plymouth's elected delegation to the State Legislature in support of the recommendations of the Foundation Budget Review Commission (Chapter 70). The commission's final report was issued on October 30, 2015. It's recommendations have not yet been enacted and the taxpayers of Plymouth are footing the bill.
- 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.

Recommendations

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectman recommended FY2019 budget of \$97,034,575.

To: Advisory & Finance Committee
From: Budget Sub-Committee F
Harry Helm; Chair, Scott Stephenson, Roz Jones, Brian Dunn
Date: 2/14/18
Subject: Sub-Committee F; FY2019 Budget Review & Recommendations: Medicaid Program

Budget Summary: Medicaid Program (#390)

Proposed FY2019 Budget	Total:	\$275,150	Personnel:	\$219,750	Other:	\$55,400
FY2018 Budget	Total:	\$258,492	Personnel:	\$203,092	Other:	\$55,400
FY2017 Actual	Total:	\$252,576	Personnel:	\$197,276	Other:	\$55,300

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 FY2019 budget increase of \$16,658 (6.4%) is 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 FY2019 budget of \$275,150.

Comments / Other

None

To: Advisory & Finance Committee
From: Budget Sub-Committee F
Harry Helm; Chair, Scott Stephenson, Roz Jones, Brian Dunn
Date: 2/14/18
Subject: Sub-Committee F; FY2019 Budget Review & Recommendations: Out of District Transportation

Budget Summary: Out of District Transportation (#391)

Proposed FY2019 Budget	Total:	\$31,320	Personnel:	\$0	Other:	\$31,320
FY2018 Budget	Total:	\$53,200	Personnel:	\$0	Other:	\$53,200
FY2017 Actual	Total:	\$29,500	Personnel:	\$0	Other:	\$29,500

Department Synopsis

The Out of District Transportation cost center reflects the costs associated with transporting students to other schools that offer an agricultural curriculum. By State mandate, 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 decrease in the FY19 budget over FY18 is due to a decrease of enrolling students to 5.

Initiatives & Opportunities

None

Recommendations

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectman recommended FY2019 budget of \$31,320.

Comments / Other

None

To: Advisory & Finance Committee
 From: Budget Sub-Committee G
 Kevin Carty, Brian Dunn, John Moody (Chair), Harry Salerno
 Date: February 20, 2018
 Subject: Sub-Committee G: FY2019 Budget Review & Recommendations: Airport Enterprise

Budget Summary: Airport Enterprise Fund

	Personnel Expenses	Other Expenses (incl. OPEB)	Departmental Equipment	Debt Service	Total	Indirect Costs
Proposed FY2019 Budget	\$ 556,291	\$ 2,033,931	\$ 6,300	\$ 39,400	\$ 2,635,922	\$ 206,853
FY2018 Revised Budget	\$ 550,078	\$ 2,270,430	\$ N/A	\$ 40,230	\$ 2,860,738	\$ 200,828
FY2017 Actual	\$ 507,657	\$ 1,427,330	\$ N/A	\$ 0	\$ 1,934,987	\$ 194,979

Department Synopsis

The Plymouth Municipal Airport, home to more than 30 businesses that collectively employ more than 230 people, has been in operation since 1934. 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 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 for Airport operations is generated through 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 staff and 2 part-time staff. One of the part-time positions has been vacant for several years and is expected to remain so until airport volume increases.

Airport Manager: Tom Maher:

Budget Observations

The requested budget appropriation of \$2,635,922 represents a 7.9% reduction from the FY2018 budget, due substantially to a reduction in aviation fuel purchases. Aviation fuel, the principal source of income for the Airport, is purchased in bulk by the Airport and resold with a modest margin to customers. FY2018 budget anticipated a larger than realized uptick in customer demand for fuel. The Airport Manager observed that while sales volume continues to increase at approximately 5% per year, price remains soft and total volume remains 25% below the 2007 peak sales of 800,000 gallons.

FY2019 Technical Services are double the FY2018 budget with an increase of \$19,500 due to addition of waste water testing requirements for the on-site Waste Water Treatment Plant associated with a new Massachusetts Department of Environmental Protection permit.

The Airport has no Capital Project requests for FY2019.

Departmental Equipment expenses are \$6,300 and represent the purchase of two portable waste water samplers to support the testing requirements imposed by the new DEP permit.

Overall, the requested budget is \$224,816 less than the FY2018 appropriation and total expenses, including Indirect Costs, are \$218,791 lower than FY2018.

Debt Service for the Airport Enterprise Fund is \$39,400 for FY2019, representing 1.5% of the requested budget appropriation.

Retained Earnings

Enterprise Funds differ from other municipal budgets in that operational revenue in excess of expenses is retained in the fund rather than becoming part of the annual "free cash" exercise – that excess revenue is Retained Earnings, which can be used for operational expenses in succeeding years, providing a "cushion" or reserve for capital improvement needs or unanticipated expenses. If current year operating expenses exceed current year revenue plus the Retained Earnings balance, the deficit (or shortfall) must be subsidized from the General Fund, requiring a property tax increase. As such, Enterprise Fund Retained Earnings is an important budgetary concept.

Like "free cash", Enterprise Fund Retained Earnings are certified annually by the Massachusetts Department of Revenue

approximately nine months after the close of the Fiscal Year and just prior to Plymouth's Annual Town Meeting. We reviewed the past four years of certified Airport Retained Earnings and the FY2017 estimated Retained Earnings currently undergoing the certification process. The objective of the review is to determine whether Retained Earnings are managed at a level that minimizes the risk of requiring a General Fund subsidy.

The Retained Earnings history for the Airport Enterprise Fund is:

	FY2013	FY2014	FY2015	FY2016	FY2017
Cash Balance	\$678,264	\$710,387	\$749,086	\$506,769	\$613,709
Encumbrances, Payables, Adjustments, etc.	\$362,497	\$707,160	\$631,606	\$381,821	\$570,922
Undesignated Balance	\$315,767	\$3,227	\$117,480	\$124,948	\$42,787
Certified Date	3/31/2014	3/31/2015	3/31/2016	3/31/2017	Not yet certified

The Enterprise Fund Retained Earnings calculation is filled with a wide array of variables that change from year to year. Some of the variables include outstanding payables, outstanding receivables, grant obligations, and funds encumbered by Town Meeting approval of planned capital projects, just to name a few.

The Cash Balance of the Enterprise Fund is adjusted by those variables to establish the Undesignated Retained Earnings, or funds available for appropriation for Enterprise Fund purposes in the current year or in future years. Building an on-going minimum balance that is relatively stable increases management flexibility in responding to capital needs over time and unexpected incidents that may occur.

With respect to the Airport Enterprise Fund, we see that the Undesignated Retained Earnings is volatile even though the cash balance is relatively stable. The average Undesignated balance over the past 5 years is \$120,842, or 4.6% of the FY2019 proposed budget.

Initiatives & Opportunities

The Airport Manager observed that the Airport is expected to begin work this year on the long-anticipated replacement of its Administrative Building with the aid of state funds that would cover approximately 95% of the \$2.5 million estimated cost. Town Meeting has previously authorized the Town's share of that cost (\$125,000) and the amount is encumbered within the fund's Retained Earnings.

Recommendations

The Sub-Committee recommends:

- Approval of the requested budget appropriation of \$2,635,922.
- Management (Board of Selectmen, Town Manager, Finance Director and the Airport Manager) consider establishing a target, guideline, or policy for a minimum Undesignated Retained Earnings balance for the Airport Enterprise Fund.

Comments / Other

The Sub-Committee inquired of the Finance Director about what a prudent minimum balance for Retained Earnings might be. To be fair, the question was out of the blue and the Finance Director did not have the opportunity to conduct analysis, but speculated that a prudent balance for Water and Sewer funds, which are more capital intense, might be 75% of the budget. She did not offer insight on the Airport fund, but we took from her answer that it would be substantially less. Our limited analysis tends to bear that out. The sub-committee believes a balance of approximately 9% of the budget appropriation, which is about two times the five-year average may be reasonable.

Obviously, consideration of market rates for the revenue components of the budget (land leases, aviation fuel, etc.) are a factor in growing the Retained Earnings balance, which suggests a multi-year approach that slowly advances toward a specified target would be appropriate.

To: Advisory & Finance Committee
 From: Budget Sub-Committee G
 Kevin Carty, Brian Dunn, John Moody (Chair), Harry Salerno
 Date: February 20, 2018
 Subject: Sub-Committee G: FY2019 Budget Review & Recommendations: Sewer Enterprise (Revised: 02/28/2018)

Budget Summary: Sewer Enterprise Fund

	Personnel Expenses	Other Expenses (incl. OPEB)	Departmental Equipment	Debt Service	Total	Indirect Costs
Proposed FY2019 Budget	\$ 386,206	\$ 2,225,575	\$ 36,284	\$ 3,274,744	\$ 5,922,809	\$ 398,248
FY2018 Revised Budget	\$ 382,500	\$ 2,056,159	\$ N/A	\$ 2,382,356	\$ 4,821,015	\$ 315,110
FY2017 Actual	\$ 323,288	\$ 1,988,323	\$ N/A	\$ 2,118,551	\$ 4,430,162	\$ 293,124

Department Synopsis

The Sewer Division is responsible for the operation and maintenance of the wastewater collection and treatment systems, and has four (4) full-time employees, and two (2) employees that split time with other divisions, specifically, the Water/Sewer Engineer is shared with the Water Division and the Billing Coordinator is split between Sewer, Water and Solid Waste. The system is operated and maintained by Veolia Water under a long-term contract with the Town. The Veolia contract expires at the end of FY2021 (June 2021).

The town has 3,300 sewer connections. Two additional pump stations came on line last year: the Samoset Street Pump Station and the Cranberry Crescent Pump Station. And, as all are no doubt aware, a newly constructed Force Main.

Division Manager: Gary Frizzell

Budget Observations

The requested budget appropriation of \$5,922,809 represents a 22.85% increase over the FY2018 budget, due substantially to an \$892,388 increase in Debt Service. The Debt Service increase accounts for 80% of the overall budget increase of \$1,108,294.

Personnel expenses are flat, reflecting a 1% increase over FY2018, while Other Expenses are increased by \$178,661, or 8.7%. The majority of Other Expenses increase is a \$125,000 addition to Technical Services for a consultant to assist management in developing a Treatment Plant Operations Transition Plan in anticipation of the termination of the Veolia agreement. Other chief increases are an additional \$33,161 for repair and maintenance of the sewer system and a new line item for \$20,000 for inspection and cleaning of the Force Main.

Capital Project requests total \$1,554,000, which includes \$1,000,000 for the Collection System Rehabilitation and Repair, \$55,000 for SCADA (Supervisory Control and Data Acquisition) software upgrades, \$150,000 for Hedge Road Pump Station Screen Design & Install and \$75,000 for a bypass pump in addition to requests to replace several service vehicles.

Departmental Equipment expense requests are \$36,284 and include purchase and installation of a new Switch-N-Go dump body at \$18,094, a grease treatment system for the Long Pond pump station at \$15,000, a cut off saw at \$1,760, and a replacement backhoe digging bucket for \$1,430. Sewer management was successful in obtaining a \$6,500 grant from the Massachusetts Interlocal Insurance Association (MIIA) for an aluminum Trench Box to improve employee safety.

Overall, the requested budget is \$1,101,794 more than the FY2018 appropriation and total expenses, including Indirect Costs, are \$1,184,932 more than FY2018.

Debt Service for the Sewer Enterprise Fund is \$3,274,744 for FY2019, representing 55% of the budget appropriation. FY2018 Debt Service was 49.4% of the budget appropriation.

Retained Earnings

Enterprise Funds differ from other municipal budgets in that operational revenue in excess of expenses is retained in the fund rather than becoming part of the annual "free cash" exercise – that excess revenue is Retained Earnings, which can be used for operational expenses in succeeding years, providing a "cushion" or reserve for capital improvement needs or unanticipated expenses. If current year operating expenses exceed current year revenue plus the Retained Earnings balance, the deficit (or shortfall) must be subsidized from the General Fund, requiring a property tax increase. As such, Enterprise Fund Retained Earnings is an important budgetary concept.

Like "free cash", Enterprise Fund Retained Earnings are certified annually by the Massachusetts Department of Revenue approximately nine months after the close of the Fiscal Year and just prior to Plymouth's Annual Town Meeting. We reviewed the past four years of certified Sewer Retained Earnings and the FY2017 estimated Retained Earnings currently undergoing the certification process. The objective of the review is to determine whether Retained Earnings are managed at a level that minimizes the risk of requiring a General Fund subsidy.

The Retained Earnings history for the Sewer Enterprise Fund is:

	FY2013	FY2014	FY2015	FY2016	FY2017
Cash Balance	\$2,371,500	\$1,649,800	\$2,254,592	\$1,644,238	\$1,845,320
Encumbrances, Payables, Adjustments, etc.	\$822,648	\$878,968	\$1,484,968	\$1,301,697	\$1,165,450
Undesignated Balance	\$1,548,852	\$770,832	\$769,624	\$342,541	\$679,870
Certified Date	3/31/2014	3/31/2015	3/31/2016	3/31/2017	Not yet certified

The Enterprise Fund Retained Earnings calculation is filled with a wide array of variables that change from year to year. Some of the variables include outstanding payables, outstanding receivables, grant obligations, and funds encumbered by Town Meeting approval of planned capital projects, just to name a few.

The Cash Balance of the Enterprise Fund is adjusted by those variables to establish the Undesignated Retained Earnings, or funds available for appropriation for Enterprise Fund purposes in the current year or in future years. Building an on-going minimum balance that is relatively stable increases management flexibility in responding to capital needs over time and unexpected incidents that may occur.

With respect to the Sewer Enterprise Fund, we see that the Undesignated Retained Earnings has been reduced by more than 50% over the past five years while encumbrances and adjustments have increased by more than 40% over the same period and the cash balance appears to be on a two-year cycle with lower peaks and lower valleys, all suggesting an operation under stress. The average Undesignated balance over the past 5 years is \$822,344, or 13.9% of the FY2019 proposed budget.

Initiatives & Opportunities

Veolia contract termination 6/2021

Discontinued large hauler discount for septage

Connection Fee increase (7 – 10)

Recommendations

The Sub-Committee recommends:

- Approval of the requested budget appropriation of \$5,922,809.
- Management (Board of Selectmen, Town Manager, Finance Director, DPW Director and the Sewer Manager) consider establishing a target, guideline, or policy for a minimum Undesignated Retained Earnings balance for the Sewer Enterprise Fund.

Comments / Other

The Sub-Committee inquired of the Finance Director about what a prudent minimum balance for Retained Earnings might be. To be fair, the question was out of the blue and the Finance Director did not have the opportunity to conduct analysis, but speculated that a prudent balance for Water and Sewer funds, which are more capital intense, might be 75% of the budget. Our limited analysis of Sewer Enterprise Fund Retained Earnings suggests the current balance may be inadequate and will certainly experience greater stress in the years to come.

While current circumstances would create significant challenges in pursuing a Retained Earnings balance of \$3.8 million (75% of the three-year average budget) as suggested by the Finance Director, the Sub-Committee believes an effort to incrementally increase the balance should be undertaken as soon as possible; the lower peaks and lower valleys behavior over the past five years should raise concern for any prudent observer and an effort to change that trend is necessary.

To: Advisory & Finance Committee
 From: Budget Sub-Committee G
 Kevin Carty, Brian Dunn, John Moody (Chair), Harry Salerno
 Date: February 20, 2018
 Subject: Sub-Committee G: FY2019 Budget Review & Recommendations: Solid Waste Enterprise

Budget Summary: Solid Waste Enterprise Fund

	Personnel Expenses	Other Expenses (Incl. OPEB)	Departmental Equipment	Debt Service	Total	Indirect Costs /OPEB
Proposed FY2019 Budget	\$ 272,196	\$ 2,053,576	\$ 0	\$ 0	\$ 2,325,772	\$ 273,069
FY2018 Revised Budget	\$ 277,016	\$ 2,048,284	\$ N/A	\$ 0	\$ 2,325,300	\$ 299,029
FY2017 Actual	\$ 226,413	\$ 1,846,796	\$ N/A	\$ 0	\$ 2,073,209	\$ 294,914

Department Synopsis

The Solid Waste Division is responsible for the management of the curb-side collection program, and operation and maintenance of the Manomet transfer station with recycling, materials transport, administration of sticker sales, and violation processing. The division employs five people amounting to 3.2 full-time equivalents (FTEs); two people (0.85 FTEs) provide services supporting the Curbside Program with the remaining 2.35 FTEs supporting the Transfer Station Program. The Transfer Station Program currently has two vacant positions, both heavy equipment operators, totaling 1.8 FTEs.

Division Manager: Jonathan Beder (temporary until a new Assistant DPW Director is hired)

Budget Observations

The requested budget appropriation of \$2,325,772 is flat relative to the FY2018 budget, reflecting an increase of \$472 (less than 0.1%). At \$272,196, Personnel costs are down 1.7% from FY2018 and Other Expenses are 0.7% higher.

Notable changes in the budget are an \$8,300 increase in the cost of Recycling Services for the Transfer Station and a \$6,000 contractual increase on the Curbside Collection Contract.

Management discussed multiple challenges in the field of Solid Waste Management that could adversely affect performance against the proposed budget. Chief among these is the withdrawal of China from the recycling market, which may require Plymouth to pay to process some of its recyclable materials. The vendor handling glass recycling has gone out of business, leaving Plymouth and other municipalities in a precarious position for recycling glass since other options are limited. The market for cardboard also is depressed and revenue projections 18 months out may be too optimistic.

In addition, management noted potential contractual disagreements with the Curbside Collection vendor and a risk that the vendor may not remain a viable on-going concern through the end of its contract. Plymouth is in its fourth year of an eight-year agreement.

As singular events, each of these concern areas probably would not create substantial risk to the programs, but together they could create the perfect storm for the Solid Waste Management program. Management notes that it is engaging a consultant to develop strategies to work through the immediate challenges and identify contingencies should worst case scenarios emerge.

Capital Project requests total \$37,089, representing the cost of consolidating and upgrading three separate software programs that read plates at the Transfer Station, provide sticker management and violation billing & management.

The FY2019 Solid Waste budget does not include any Departmental Equipment requests.

The Solid Waste Enterprise Fund has no Debt requiring service payments.

As noted earlier, overall, the requested budget is \$472 more than the FY2018 appropriation and total Fund expenses of \$2,598,841, including Indirect Costs, are \$25,488 less than FY2018.

Retained Earnings

Enterprise Funds differ from other municipal budgets in that operational revenue in excess of expenses is retained in the fund rather than becoming part of the annual "free cash" exercise – that excess revenue is Retained Earnings, which can be used for operational expenses in succeeding years, providing a "cushion" or reserve for capital improvement needs or unanticipated expenses. If current year operating expenses exceed current year revenue plus the Retained Earnings balance, the deficit (or shortfall) must be subsidized from the General Fund, requiring a property tax increase. As such, Enterprise Fund Retained Earnings is an important budgetary concept.

Like "free cash", Enterprise Fund Retained Earnings are certified annually by the Massachusetts Department of Revenue approximately nine months after the close of the Fiscal Year and just prior to Plymouth's Annual Town Meeting. We reviewed the past four years of certified Solid Waste Retained Earnings and the FY2017 estimated Retained Earnings currently undergoing the certification process. The objective of the review is to determine whether Retained Earnings are managed at a level that minimizes the risk of requiring a General Fund subsidy.

The Retained Earnings history for the Solid Waste Enterprise Fund is:

	FY2013	FY2014	FY2015	FY2016	FY2017
Cash Balance	\$2,020,507	\$2,097,904	\$1,863,530	\$2,060,666	\$2,578,439
Encumbrances, Payables, Adjustments, etc.	\$1,586,103	\$1,869,854	\$1,409,440	\$1,260,506	\$1,450,884
Undesignated Balance	\$434,404	\$228,050	\$454,126	\$800,160	\$1,127,555
Certified Date	3/31/2014	3/31/2015	3/31/2016	3/31/2017	Not yet certified

The Enterprise Fund Retained Earnings calculation is filled with a wide array of variables that change from year to year. Some of the variables include outstanding payables, outstanding receivables, grant obligations, and funds encumbered by Town Meeting approval of planned capital projects, just to name a few.

The Cash Balance of the Enterprise Fund is adjusted by those variables to establish the Undesignated Retained Earnings, or funds available for appropriation for Enterprise Fund purposes in the current year or in future years. Building an on-going minimum balance that is relatively stable increases management flexibility in responding to capital needs over time and unexpected incidents that may occur.

With respect to the Solid Waste Enterprise Fund, we see the Undesignated Retained Earnings balance growing over time with relatively stable Cash Balance and encumbrances and adjustments. The average Undesignated balance over the past 5 years is \$608,859, or 26.2% of the FY2019 proposed budget.

Initiatives & Opportunities

Plymouth's chief opportunity in Solid Waste Management lies in its contract with Covanta to process its municipal solid waste (MSW) at \$70 per ton. Most communities are now paying \$100 per ton to dispose of MSW. Plymouth is in its fifth year of a ten-year agreement, providing considerable running room to adjust program strategies.

Recommendations

The Sub-Committee recommends:

- Approval of the requested budget appropriation of \$2,325,772.
- Management (Board of Selectmen, Town Manager, Finance Director and the DPW Director) consider establishing a target, guideline, or policy for a minimum Undesignated Retained Earnings balance for the Sewer Enterprise Fund.

Comments / Other

The Sub-Committee inquired of the Finance Director about what a prudent minimum balance for Retained Earnings might be. To be fair, the question was out of the blue and the Finance Director did not have the opportunity to conduct analysis, but speculated that a prudent balance for Water and Sewer funds, which are more capital intense, might be 75% of the budget. Our limited analysis of Solid Waste Enterprise Fund Retained Earnings suggests the current balance may be sufficient under normal circumstances, however, current concern areas discussed with management give rise to the question of whether the current balance is sufficient to weather the potential storm that appears to be brewing in the field of Solid Waste management.

The current and developing circumstances in Solid Waste illustrate the need for a guideline on the minimum Undesignated Retained Earnings balance; when events such as these reveal themselves, which could happen with any of the Enterprise Funds, it will usually be too late to begin raising cash to resolve or adjust to the emerging challenges; funds to react and implement changes to maintain programs must be readily available.

The current Undesignated Retained Earnings balance of \$1,127,555 is 50.3% of the average budget over the past three years. Is it sufficient to absorb the lost recycling revenue that could occur in the coming 18 months? Is it sufficient to cover possible legal costs in working through challenges on the Curbside Contract or establishing a substitute contract with a new vendor? Possibly; under normal operating conditions, a minimum Retained Earnings balance equal to 50% of the annual budget is probably adequate, but given the dynamic circumstances discussed earlier in this report, the amount could prove inadequate.

To: Advisory & Finance Committee
 From: Budget Sub-Committee G
 Kevin Carty, Brian Dunn, John Moody (Chair), Harry Salerno
 Date: February 20, 2018
 Subject: Sub-Committee G: FY2019 Budget Review & Recommendations: Water Enterprise

Budget Summary: Water Enterprise Fund

	Personnel Expenses	Other Expenses (<i>incl. OPEB</i>)	Departmental Equipment	Debt Service	Total	Indirect Costs /OPEB
Proposed FY2019 Budget	\$ 1,276,687	\$ 1,381,661	\$ 0	\$ 1,590,404	\$ 4,248,752	\$ 1,279,338
FY2018 Revised Budget	\$ 1,258,500	\$ 1,394,836	\$ N/A	\$ 1,573,811	\$ 4,227,147	\$ 1,244,511
FY2017 Actual	\$ 1,140,569	\$ 1,042,018	\$ N/A	\$ 1,035,088	\$ 3,217,675	\$ 1,293,076

Department Synopsis

The Water Division is responsible for the operation and maintenance of the Plymouth's water treatment, transmission, and distribution systems including 12 wells, 10 pump houses and 4 booster stations. The Division is comprised of 19 full-time employees, two employees (Water/Sewer Engineer & Billing Coordinator) that are shared with other divisions and two seasonal worker positions. Two of the full-time positions are currently vacant.

The Plymouth Water System includes approximately 14,000 connections servicing an estimated 38,000 people in town.

Division Manager: Richard Tierney

Budget Observations

The requested budget appropriation of \$4,248,752 reflects an increase of \$21,605 (0.5%) over the FY2018 budget. At \$1,276,687, Personnel costs are up 1.4% from FY2018 and Other Expenses reflect an increase of \$28,500 (2.1%); these increases are partially offset by a \$41,675 reduction in OPEB funding since FY2018 amount included several years of catch-up funding. Debt Service costs increased by \$16,593 (1.1%).

Notable changes in the budget include a \$14,000 (14%) increase in Overtime, an \$8,500 (130.8%) increase in Water Conservation Programs and a \$20,000 (28.8%) increase in Public Road Maintenance Supplies. The \$20,000 increase in Public Road Supplies is for the disposal of asbestos pipe removed from the system under a state program.

The Sub-Committee discussed a variety of in-flight projects with the Division Head. The Water Meter Replacement program is expected to be complete in April. The project is intended to improve the accuracy and efficiency of meter reading activity through use of automated, drive-by meter reading technology; it is expected the program will result in more efficient billing operations as well, permitting more frequent billings that will break-up ratepayer costs into smaller chunks.

The primary capital project is the Forges Field Well and Water System Expansion project, adding 1.0 million gallons per day capacity and reducing risk of peak demand water emergency situations.

The Sub-Committee questioned the Technical Services appropriation of \$100,000, noting that only \$962 had been spent in FY2017 and \$0 year-to-date in FY2018. The funds will provide for consultant services to aide the division in regulatory work needed to address a reduction of the water withdrawal permit from 6.3 MGD to 5.04 MCD; the division is seeking some flexibility for the 2019 – 2021 period.

The Sub-Committee also questioned the \$488,750 appropriation for electricity, noting that FY2017 spending totaled \$420K and that year-to-date FY2018 spending was running at an estimated \$310,000. The Water Manager noted that these costs tend to be cyclical since the electricity is primarily used for pumping station operations and see higher bills during peak demand seasons. The Sub-Committee felt the cost was still high and requested a reduction; Mr. Tierney agreed to reduce the line item to \$400K.

Capital Project requests total \$11,880,800, which includes \$8,000,000 for the Forges Field Well and Water System Expansion, \$305,800 to update the 20-Year Water Master Plan (last updated in 2004), \$1,550,000 for rehabilitation of the Stafford Water Tank, \$1,200,000 for Pinehills booster station upgrades and numerous vehicle replacement requests.

The FY2019 Water budget does not include any Departmental Equipment requests.

Debt Service for the Water Enterprise Fund is \$1,590,404 for FY2019, representing 37.4% of the budget appropriation. FY2018 Debt Service was 37.2% of the budget appropriation.

Total Fund expenses of \$5,528,090, including Indirect Costs, are \$56,432 (1.0%) more than FY2018.

Retained Earnings

Enterprise Funds differ from other municipal budgets in that operational revenue in excess of expenses is retained in the fund rather than becoming part of the annual “free cash” exercise – that excess revenue is Retained Earnings, which can be used for operational expenses in succeeding years, providing a “cushion” or reserve for capital improvement needs or unanticipated expenses. If current year operating expenses exceed current year revenue plus the Retained Earnings balance, the deficit (or shortfall) must be subsidized from the General Fund, requiring a property tax increase. As such, Enterprise Fund Retained Earnings is an important budgetary concept.

Like “free cash”, Enterprise Fund Retained Earnings are certified annually by the Department of Revenue approximately nine months after the close of the Fiscal Year and just prior to Plymouth’s Annual Town Meeting. We reviewed the past four years of certified Water Retained Earnings and the FY2017 estimated Retained Earnings currently undergoing the certification process. The objective of the review is to determine whether Retained Earnings are managed at a level that minimizes the risk of requiring a General Fund subsidy.

The Retained Earnings history for the Water Enterprise Fund is:

	FY2013	FY2014	FY2015	FY2016	FY2017
Cash Balance	\$3,469,493	\$2,780,397	\$3,340,677	\$4,149,903	\$4,053,411
Encumbrances, Payables, Adjustments, etc.	\$2,027,396	\$1,885,936	\$2,356,163	\$2,319,032	\$1,573,632
Undesignated Balance	\$1,442,097	\$894,461	\$984,514	\$1,830,871	\$2,479,779
Certified Date	3/31/2014	3/31/2015	3/31/2016	3/31/2017	Not yet certified

The Enterprise Fund Retained Earnings calculation is filled with a wide array of variables that change from year to year. Some of the variables include outstanding payables, outstanding receivables, grant obligations, and funds encumbered by Town Meeting approval of planned capital projects, just to name a few.

The Cash Balance of the Enterprise Fund is adjusted by those variables to establish the Undesignated Retained Earnings, or funds available for appropriation for Enterprise Fund purposes in the current year or in future years. Building an on-going minimum balance that is relatively stable increases management flexibility in responding to capital needs over time and unexpected incidents that may occur.

With respect to the Water Enterprise Fund, we see the Undesignated Retained Earnings balance growing over time with a general trend of growth in the Cash Balance and relatively stable encumbrances and adjustments. The average Undesignated balance over the past 5 years is \$608,859, or 26.2% of the FY2019 proposed budget.

Initiatives & Opportunities

The Water Meter Replacement program is expected to improve water use tracking and the efficiency of meter reading & billing activities. Management noted that during the replacement process, a large number of meters were found to be mounted vertically rather than horizontally, which could adversely affect meter accuracy.

Recommendations

The Sub-Committee recommends:

- Approval of a budget appropriation of \$4,160,002, reflecting the \$88,750 reduction to the Electricity budget line.
- Management (Board of Selectmen, Town Manager, Finance Director, DPW Director and Water Division Manager) consider establishing a target, guideline, or policy for a minimum Undesignated Retained Earnings balance for the Sewer Enterprise Fund.

Comments / Other

The Sub-Committee inquired of the Finance Director about what a prudent minimum balance for Retained Earnings might be. To be fair, the question was out of the blue and the Finance Director did not have the opportunity to conduct analysis, but speculated that a prudent balance for Water and Sewer funds, which are more capital intense, might be 75% of the budget. Our limited analysis of Water Enterprise Fund Retained Earnings suggests there is an on-going build-up of Undesignated Retained Earnings over the past couple years to address the known capital needs for projects in queue.

The current Undesignated Retained Earnings balance of \$2,479,779 is 63.6% of the average budget over the past three years, close to the suggestion of the Finance Director; efforts to maintain this level in coming years should be pursued.

ARTICLE 8:

ARTICLE 8: To see if the Town will vote to accept the provisions of G.L. c. 44, § 53F½ establishing Cable Public Access as an enterprise fund effective fiscal year 2019, to transfer to said enterprise fund any receipts held by the Town for such purposes, and further to raise and appropriate or transfer from available funds a sum of money to operate the Cable Public Access enterprise for fiscal year 2019, 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 8. Approval of this article will establish a Cable Public Access Enterprise Fund, transfer the balance from the Cable Revolving Fund to this new fund, and approve the fund's FY2019 budget as provided in the article's supporting documentation. State law recently changed so this fund is being set up per guidelines from the Department of Revenue. The town receives cable related franchise fees as well as license fees from Comcast and Verizon.

**Town of Plymouth
Finance Department**

TO: Board of Selectmen, Advisory & Finance Committee
FROM: Lynne A. Barrett, Director of Finance
RE: ATM Article 8 – Cable Public Access Enterprise Fund
DATE: February 13, 2018

State law recently changed regarding Cable Television PEG Access funds; Chapter 352 of the Acts of 2014; guidance of which was issued in IGR 16-102 from the Department of Revenue, Division of Local Services. DOR provided an implementation period to enact the law and two options that the Town could explore to account for the activity.

The Town of Plymouth receives cable related franchise fees from both Verizon and Comcast. Up until this past fiscal year these fees were going directly to PACTV; the Town Manager has changed this practice so the fees come to us first and we process payments to PACTV for the Public and Governmental Access component and the Schools for the Educational Access component based on contracts with Verizon and Comcast with the town. These fees are collected from customers by the cable operator relating to the franchise and in support of public, educational and government (PEG) programming. In addition to the imposition of these franchise fees, cable licensing agreements typically require that cable companies provide services, facilities and equipment for PEG channels, deliver cable television programming to municipal buildings, and maintain customer service quality. Under state law, cable operators also pay the municipality an annual license fee, which is based on the number of cable customers. This second fee the Town received all along.

During this implementation period we have been accounting for all these fees and expenses through the current Cable Access Revolving account. We have determined that the best course of action is to create an enterprise fund in accordance with MGL Chapter 44 Section 53F%. Enterprise funds establish a separate (outside of the general fund) accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services.

This article will specifically:

1. Establish a Cable Public Access Enterprise Fund effective fiscal year 2019 (beginning July 1, 2018).
2. Authorize that the remaining balance in the Cable Services Revolving Fund be transferred to the Cable Public Access Enterprise fund.
3. Approve the following Cable Public Access Enterprise Fund budget for FY2019; these numbers are estimates based on previous receipts with a 5% escalator:

Fiscal 2019 Operating Budget:	
Governmental Access – PACTV	\$ 1,068,000
Educational Access – Plymouth Schools	\$ 552,000
Legal Services	\$ 10,000
Other Expenditures	\$ 5,000
Equipment & other Capital Related	\$ 50,000
Total Expenses	\$ 1,685,000

Attached I have provided a list of services provided to the Town of Plymouth from PACTV for the Public and Governmental component. Also attached is a list of services the school provides for the Educational component.

Moving forward the annual budget of this enterprise fund will be voted at Annual Town Meeting as Article 7F. The creation and funding of this enterprise fund will have no impact on the town's operating budget or cable television agreements. It is merely a mechanism used to ensure the town's compliance with the new regulations.

Thank you for your consideration of this article.



Services Provided to Plymouth

Public Access

- 90% of regular shows are done by Plymouth residents
- 59% of the 244 PACTV members are Plymouth residents
- 1809 bulletin board announcements were created in 2016
- 87.5% of all Public Service Announcements that PACTV produced were from Plymouth or organizations that provide services to Plymouth residents
- 67% of all events that PACTV covered were in Plymouth
- 57% of all stories covered by PACTV were about the town of Plymouth, people in Plymouth, Plymouth organizations and Plymouth businesses

Government

- 105 meetings were covered for the town of Plymouth in 2016
- 2 new regular meetings covered in 2017 (Nuclear Decommissioning Citizens Advisory Panel and Charter Review Committee)
- Talking Information Center is streamed on the Government Channel so residents who are visually impaired can be informed
- 6 government access shows are produced at PACTV
- 2 special events were covered in 2017 – “Plymouth Welcomes Home Veteran’s” at Memorial Hall
- 1,315 tweets on #PACTVGovtAccess Twitter account in 2016 about government meetings, specials and shows
- Candidate Statements created for Plymouth town races
- Candidates Forums are held for candidate running for School Committee and Board of Selectmen (contested races) and State Representative

Other Ways We Support Plymouth

- PACTV is a member of the Plymouth Rotary Club
- PACTV staff service on the board of directors for three Plymouth organizations
- There were 22,574 views of PACTV Video Share (parades, PSAs, government shows and town meetings)

Public Access

Programming

PACTV staff are responsible for programming and monitoring the Public Access Channel for the town of Plymouth on Comcast Channel 13 and Verizon Channel 43. This channel has content running 24 hours a day and features shows produced primarily by community producers, local content produced by PACTV, public service announcements and community announcements. PACTV also programs and post emergency messaging as needed as an overlay on channel.

Programs Created by Residents and PACTV Members

In 2016, 338 local shows and specials (596 hours of unique programming) were produced by community producers for the Public Access Channel. Community producers that reside in Plymouth create 90% on the regular shows that include programs such as Talk of the Town, Melissa's Menu, The Time is Now, the Plymouth Show, and 2 Grannies on the Road.

Currently there are 244 members of PACTV, of which 145 or 59% are Plymouth residents.

Production Training:

PACTV provides video production training for people interested in producing content for the public channel to educate, inform and entertain viewers. People also take training classes to become volunteer on shows or support PACTV in producing local content such as coverage of Plymouth events. Types of training include but are not limited to;

1. Standard courses (Studio Production, HD Video Camera, DSLR Camera, Audio, Lighting, Editing and other production software courses)
2. Small group trainings (Courses adapted to the needs of area nonprofits or to support the development of new programs for community producers)
3. Monthly User Group Sessions (the Video Challenge) to advance the skills of our producers
4. Specialized Training Sessions: PACTV regularly provides short term educational programming and workshops for Rising Tide Charter School, various scouting groups and Sacred Heart School. In 2016, PACTV supported specialized training sessions for a vocational training group at the ARC of Greater Plymouth and is in the process of developing programming for the Project Growth Group from Plymouth North High School in Fall 2017.
5. Summer Youth Workshop: Each summer, PACTV offers a 2-week intensive Documentary Filmmaking Workshop which is open to children in Plymouth. In 2016, they produced "People of the First Light; A Native Perspective on Thanksgiving". They worked with the Wampanoag Indigenous Program at Plimoth Plantation to produce this documentary and were awarded a National Telly Award for their film. (This was the 3rd consecutive year the documentaries produced in the workshop won a national award.)
6. Additional Educational Opportunities: PACTV is a popular location for area youth groups to visit for educational tours. The tours are customized to the groups needs and offer education on PEG access, free speech and video production.

Public Access (continued)

Provide technical assistance and production services to Public access users

Producers who are creating videos and shows for the Public Access Channel, receive support, technical assistance and help creating their shows. These staff members are available to Community Producers 52 hours per week (50 hours in the summer).

Equipment and Facilities

PACTV provides field and studio equipment including cameras, microphones, tripods, lighting kits, microphone stands, audio mixers, portable studio equipment, editing and other software, laptops, studios (kitchen, small talk show and large full studio) so that Plymouth residents can create programs for the Public Access Channel.

Community Notices on the Community Bulletin Board

PACTV's longest running community service is its Community Bulletin Board. Organizations, non-profits, and community groups can submit messages to educate the community, promote events, request assistance or share information.

In 2016, PACTV created 1809 bulletin board notices. 62% were from the town of Plymouth

PACTV has also incorporated programming announcements, upcoming meetings, weather and information from the Talking Information Center (TIC) into the bulletin boards for area residents who are visually impaired.

Public Service Announcements & Non-Profit TV:

As a community service, PACTV produces Public Service Announcements (PSAs) free-of-charge throughout the year for non-profit organizations, community service providers, community groups and the town of Plymouth (Library, COA, Fire Dept., etc). These PSAs are featured on our channels, our website, our social media and our You Tube Channel. The PSAs are also given to the organization so they may promote them through their online networks. In 2016, PACTV produced 54 PSAs for 37 organizations. 87.5% of all PSAs were produced for Plymouth organizations or organizations that provide services to the town of Plymouth. PACTV also produced a PSA about Zika Virus in English and Spanish for the National Office of the March of Dimes that was shown nationally (including Puerto Rico) to educate and inform our residents.

In 2017, PACTV introduced a new service to our non-profits. Based on the PSA Day model, Non-Profit TV was developed to give area non-profits a longer format option for informing and educating the community about their organization and services. PACTV has produced talk shows for the Plymouth Philharmonic Orchestra, Plymouth 400, Inc. and the Children's Melanoma Prevention Foundation.

Public Access (continued)

Event Coverage

PACTV covers a variety of community events each year. In 2016, we covered the Plymouth 4th of July Parade, the Plymouth 4th of July Patriotic Concert with the Plymouth Philharmonic and America's Hometown Thanksgiving Celebration. Each of these events were covered LIVE from the Plymouth Waterfront with multi-camera productions by PACTV staff and volunteers. Each event was also streamed LIVE on PACTV's Prime Streaming Channel on our website for viewers worldwide.

PACTV also collaborates with the Plymouth Rotary Club to produce their annual auction in our studio. This 3-day LIVE event is carried on our community channel and streamed LIVE on PACTV's Prime Streaming Channel, our website and the Plymouth Rotary Club website. In 2017, our staff and volunteers assisted the Rotary Club in raising over \$50,000 for Plymouth non-profits, community service groups and scholarships.

Community News Show – PACTV Community News (PCN) and PCN Life

In 2012, PACTV conducted a needs assessment and one of the key findings was that residents, organizations and the towns wanted more local news and information. PACTV started a weekly news show, PACTV Community News that features stories from Plymouth, as well as Duxbury, Kingston and Pembroke. The show has won several awards include two bronze Telly awards and several Hometown Media awards.

In 2016, PACTV decided to add a second news show that is recorded two times each month.

There were 293 stories produced in 2016 of which 164 were from Plymouth, which is 57%. Stories produced cover a wide-range of organizations, town information and businesses including: construction on the Plymouth T Wharf, the Lobster Crawl launching and Cold Spring Elementary School's Garden to Table Club. In December of 2016, PCN celebrated their 200th Episode.

Building Community:

Building Community is a talk show and community service project produced by PACTV. This show discusses topics that impact the health and wellness of our communities as well as the services and supports available to residents. Topics covered so far in 2017 include; Opioid Addiction & Recovery featuring the Plymouth Recovery Center and BID-Plymouth, Improving Health Care for People with Disabilities featuring South Shore Partners in Prevention and the Arc of Greater Plymouth and The Impact of Technology and Media in Child Development with BID-Plymouth and the Plymouth Public Schools.

Additional Support to Non-Profits and Community Service:

PACTV is committed to supporting the communities we serve. Many of our staff serve on charitable or promotional boards which serve our community. Currently, our staff is a member of Plymouth Rotary Club, Destination Plymouth Board of Directors, Plymouth County Development Council (PCDC) Board of Directors and the Plymouth Area Chamber of Commerce. We are a founding supporter of Plymouth 400, Inc. by providing video production support. In 2017, one of our staff served as the Emcee for the March of Dimes Walk for Babies (in Plymouth) and we held a food drive for the Greater Plymouth Food Warehouse.

Public Access (continued)

Promotion of PACTV Services and Viewership

PACTV provides many promotional tools to engage residents and encourage viewers to watch shows and programs on the channel. This included sending out press releases, putting information on the Community Bulletin Board or channel, Twitter, Facebook and a Member Facebook group.

YouTube Channels

PACTV has two YouTube Channels: PACTV Video Share and PACTV Community News. The YouTube Channels allow us to place content previously shown on the Public Access (Community) Channel and allow Plymouth residents an easy way to watch PACTV Programs including PACTV Community News full episodes and individual stories, parades, public service announcements, government access shows and youth documentaries. (Carol to look for examples on Monday)

Video on Demand, Streaming Channel

PACTV purchased On Demand capability and a streaming channel so that viewers have additional ways to view the Public Access Channel. Residents can watch some PACTV-produced content on PACTV's website. Video on Demand is primarily used for government meetings, however PACTV plays the PACTV Community News and PCN Life on Video on Demand.

PACTV website

PACTV maintains a media-rich website that is updated often to inform residents of our services, programs and events.

Government Access

Board and Committee Meeting Coverage

On average, PACTV staff and videographers cover 107 meetings per year. Meetings include:

- Advisory and Finance Committee
- Board of Selectmen
- Charter Review Committee
- Committee of Precinct Chairs
- Nuclear Decommissioning Citizens Advisory Panel (new in 2017)
- Planning Board
- Zoning Board of Appeals

Town Meeting Coverage

PACTV staff and videographers cover Annual Town Meetings, Special Town Meetings and Town Meeting Preview. These meetings are live and replay on Plymouth's Government channel. Meetings are also placed on PACTV's YouTube Channel.

Notices on the Plymouth Government Channel's Bulletin Board

PACTV operates a separate Bulletin Board for Plymouth's Government Channel. Town notices are created to inform residents and include notices from town departments like the Council on Aging, Libraries, Recreation Department, etc.

In 2016, PACTV created 1809 bulletin board notices. 62% were from the town of Plymouth

PACTV has also incorporated programming announcements, weather and information from the Talking Information Center (TIC) for area resident who are visually impaired.

Special Meeting Coverage

PACTV is asked to cover additional meetings by the town, either at town hall or other locations. Having the staff and equipment available makes it possible to cover events, meetings, forums and provide special support like the Schichigahama Telethon in 2011, 1820 Courthouse presentation, annual Thanksgiving Board of Selectmen meeting or video services for the funeral of one of Plymouth's fallen heroes. In 2017, we have covered several special meetings including:

- Nuclear Regulatory Commission Public meeting at the Hotel 1620
- Nuclear Regulatory Commission Annual Assessment meeting at Memorial Hall
- Plymouth County Advisory Board meeting held in Kingston

Archival of Meetings

Meetings are archived on a quarterly basis and provided to the IT Manager on a hard drive.

Government Access (continued)

Government Informational Programs

PACTV produces informative programs with town, county and state elected officials to educate residents. Shows done at PACTV include:

- Breaking the Cycle with Plymouth County District Attorney and Plymouth County Sheriff. This show focuses on the opioid addiction epidemic and has featured guests such as Plymouth Police Chief Mike Botieri. (4 episodes)
- Café COA with former Council on Aging Director Conn DiLego
- Issues of the Day with State Rep. Tom Calter (18 episodes)
- Nook News with Activities Coordinator at the Plymouth Center for Active Living, Beth Hadfield (1 episode). This is a new series in 2017.
- Registers Report with host John Buckley, Plymouth County Register of Deeds (45 episodes)
- Safe Communities with host Plymouth County Sheriff Joseph McDonald (11 episodes)
- Scales of Justice with host Plymouth County District Attorney Timothy Cruz (6 episodes)
- Healthy and Delicious Cooking with the Plymouth Council on Aging (3 episodes recorded)

Training to Residents to Assist with Government Program

PACTV provides training for residents who are interested in volunteering on Government Information Programs. Residents have been trained as floor directors, camera operators and teleprompter operators, while others have attended weekly drop-in training sessions so they could record and edit segments for Café COA.

1. Government Information Programs (Cooking COA show)
2. Access to the Channel (LWV)

Candidate Spotlight

This free service provides information to voters in local Spring elections so that can be better informed. Candidates running for local office in Plymouth are invited to PACTV to record a statement that PACTV staff edit into a special called "Candidate Spotlight". Candidate Spotlight is shown on the Plymouth Government Channel, PACTV's website and on PACTV's YouTube Channel.

Candidate Forums

This free service provides additional information to voters in the Spring elections for contested races. In 2017 PACTV held a Candidate Forum with candidates running for Board of Selectmen.

Public Service Announcements

In addition to providing free Public Service announcements to community organizations, PACTV also produces PSAs for town departments like the Plymouth Public Library, Plymouth Fire Department, etc.

Government Access (continued)

YouTube Channel

PACTV puts government informational shows like Town Meeting, "Nook News" and "State Matters" on its YouTube Channel, PACTV Video Share, so Plymouth residents have an easy way to watch these programs from their phone, computer or tablet after the program has played on the Plymouth Government Channel. For example, the PSA produced for the fundraiser "Comedy for Colarusso" with members of the Plymouth Fire Department received 873 views on YouTube.

Video on Demand, Streaming Channel

Residents watch government meetings on PACTV's website for up to 30 days after it has played on Plymouth's government channel. PACTV can measure the views on Video Demand so that we can see how many people are watching. For example, 90 people watched Plymouth's last Board of Selectmen meeting.

PACTV website

PACTV maintains a media-rich website that is updated often to inform residents of important events like Town Meeting. It is also a place where viewers can watch meetings on Video on Demand, see the programming schedule and watch government shows.

Social Media

PACTV staff created a Government Access Twitter account because the demand for up-to-date information was request by residents. @PACTVGovtAccess was started in 2011. 1,315 tweets were sent out in 2016 with notices about government meetings, shows and special meetings events and forums. The account has 911 followers and had 129,374 tweet impressions in 2016.

Educational Access

Plymouth EDTV seeks to create and promote engaging media through education, communication, and entertainment. We are dedicated to provide educational opportunities to the students of Plymouth and to capture the lasting moments to share with the community and families of Plymouth Public Schools. Our focus is to provide the Plymouth community with district-wide educational programming of the highest quality, across a number of platforms including television, web, and in the classroom.

Programming

The EDTV Channel has content running 24 hours a day for the town of Plymouth on channel 14 for Comcast and channel 45 for Verizon. The productions are a collaboration of mostly student created content with additional EDTV staff programming as well. The staff is responsible for collecting all of the student videos and programming their work on the channel for the community to enjoy. The main focus of the channel is to provide an inside look and present information about the happenings in Plymouth Public Schools.

Programs Created by the Students

70% of the videos aired last year were projects created by the students in the Plymouth School System. EDTV has a philosophy that the educational channel should be mostly told through the students' point of view and vision. Content is created from grades 5-12 with programs at each school that train the students on equipment and editing techniques. Some of the student shows created are PNN, Panther TV, Jag TV, Falcon TV, and 8 elementary school news shows.

Training:

EDTV provides video training to any staff member or student in the district who is interested in creating videos for the EDTV Channel. Some of these trainings occur in the classrooms during the day, at after-school club activities, or even one-on-one sessions for the advanced learners. Included in this training are the following subjects:

- Camera Techniques
- Tripod Use
- Digital Content Collection
- Editing
- Sound Production
- Live Video Production
- Multi-Camera Shoots
- Storytelling
- Scriptwriting
- Directing

Equipment and Facilities

The EDTV production facilities are state-of-the-art studios based in both high schools. The success of the PNN and Panther TV programs around New England has put both Plymouth Schools on the map as premiere programs in the area, with towns from around the region visiting the two high schools as a blueprint of how a studio should be set up and established.

All students in the video programs (at all levels) have pre-made video "kits" which include everything a student would need for a single camera production. These kits are the basis for everything these students need to create successful storytelling about what is happening at their schools. These kits are not only for the students, but the staff as well, as teachers will sometimes use video equipment to enhance their curriculums by creating videos with their students.

The studios at the high school level are multi-functional and well maintained. The students and staff at each school take pride in their facilities and keep them running in top shape for all of their productions throughout the year. The main goal of these studios is to create a real-life studio environment in order to help these students succeed.

Event Coverage

There are many school events happening within the walls of the 12 school buildings in Plymouth. EDTV tries to cover as many of these events as possible to allow the public to see the wonderful shows, concerts, and sporting events that the school system has to offer. These productions are mainly covered by the students who are in the EDTV video program, with the exception of events the students must attend. In those cases the EDTV staff will step in to help with the productions. Sometimes along with the events, comes a backstage look at the production with interviews and clips to showcase the performances. These are small snapshots of the event in compressed formats for all audiences to enjoy.

Vimeo Channels

EDTV has a vimeo channel dedicated to all the productions created on the channel. This library of videos allows the public to watch the events in the school system on their own time. EDTV currently has 1,650 videos hosted on the vimeo channel for the community to watch.

EDTV Website

The EDTV website is a one stop shop for all things EDTV. With school curriculum updates, to behind the scenes pictures and videos. Anything you need to learn about the programming, staff, productions, and classes are all posted on the site. Most of the videos created are viewable at this location as well. [Link to EDTV Website](#)

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, and to authorize contracts or lease/purchase agreements for such purposes for terms of three or more years, as follows:

A1	Town Building Repair Program:	AC Units for Computer & Comm Room at Police Dept.
A2	Town Building Repair Program:	Replace Overhead Doors at DPW Facility
A3	Town Building Repair Program:	Generator Replacement at DPW Facility
A4	School Building Repair Program:	West: Replace Windows-1 Pod Per Year
A5	School Building Repair Program:	Nathaniel Morton: Brick Remediation
A6	School Building Repair Program:	South: Replace Intercom
A7	Town Vehicle & Equip Replacement Program:	Cemetery: Replace 2009 Dump Truck C72 with Sander
A8	Town Vehicle & Equip Replacement Program:	Fleet: Purchase Facility Maintenance Pickup Truck
A9	Town Vehicle & Equip Replacement Program:	Fleet: Fleet Fuel Efficiency Program
A10	Town Vehicle & Equip Replacement Program:	Highway: Replace 1995 Dump Truck H330
A11	Town Vehicle & Equip Replacement Program:	Parks & Forestry: Replace 1999 Truck P25
A12	Town Vehicle & Equip Replacement Program:	Marine & Environmental: Replace Animal Control Vehicle
A13	Public Health	Sterilis Medical Waste Device
A14	Information Technology	Strategic Plan
A15	DPW - Parks & Forestry	Nelson Park Play Structure Repairs
A16	Marine & Environmental	Town Forest Red Pine Cutting
A17	School Vehicle & Equip Replacement Program:	DW Facilities: Replace 2003 Food Service Truck
A18	School Vehicle & Equip Replacement Program:	DW Facilities: Purchase One Diesel Bus
A19	DPW - Parks & Forestry	Jenny Grist Mill Improvements
A20	Police	Analog CCTV Camera Upgrade
A21	DPW - Engineering	Wicking Well Manomet Ave.
A22	Marine & Environmental	Feasibility for Jenney Pond By-Pass
A23	Sewer	SCADA Upgrades
A24	Sewer	Trailer Mounted Bypass Pump
A25	Sewer	Hedge Rd Pump Station Screen Design and Installation
A26	Water	Water System Master Plan
B1	Fire	Purchase and Equip 100' Aerial Truck
B2	Marine & Environmental	Maritime Facility Construction
B3	Sewer	Collection System Rehabilitation and Repair
B4	Water	Forges Field Well & System Expansion

or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$16,732,672 (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 9. Capital requests totaled \$47.9 million for FY19. (*See pages 27-32 for the CIC spreadsheet*). The Town Manager recommends projects totaling \$24.5 million and the Advisory & Finance Committee is in agreement with that recommendation. Article 9 addresses \$16,732,672 of those capital projects.

- General Fund projects totaling \$3,339,897 to be funded with \$2,464,806 from Free Cash, \$4,600,000 from borrowing, and \$83,180 from other available funds.
- Enterprise Fund projects totaling \$13,392,775 to be funded with \$278,886 from Sewer Enterprise Fund Retained Earnings, \$1,000,000 from Sewer Enterprise Fund borrowing, \$305,800 from Water Enterprise Fund Retained Earnings, and \$8,000,000 from Water Enterprise Fund borrowing.

The balance of the recommended capital projects consists of acquiring land to protect the well located at Darby Pond (\$325,000 Water Enterprise Fund Retained Earnings, 50% of which is reimbursable from the state) in ATM Article 15A, and construction of a new fire station in North Plymouth (\$7,500,000 borrowing) in ATM Article 10.

Please refer to CIC's ranked capital spreadsheet on pages 27-32.

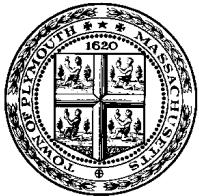
ARTICLE 10:

ARTICLE 10: To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money for the design, construction, equipping and furnishing of a new Fire Station at 15 Hedge Road, North Plymouth, shown at Assessor's Map 006-000-060D-000, including but not limited to site preparation, demolition of existing buildings, and all other costs incidental and related thereto; or to take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$7,500,000 (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 10. Town Meeting approval of this article will authorize borrowing \$7.5 million for the design, construction, equipping and furnishing of a new 3-bay 2-story fire station at 15 Hedge Road in North Plymouth. Replacement of the current fire station built in 1910 for horse-drawn steam engines is long overdue.

Please refer to CIC's ranked capital spreadsheet on pages 27-32.



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

February 20, 2018

RE: Construction Funding to Replace Fire Station 7, North Plymouth

For some years now, the Town has understood that the current North Plymouth Fire Station on Spooner Street has exceeded its useful life. Some of the problems include:

1. Age of the structure. The building was originally constructed in 1910 to house horse drawn steam engines. The building had a major renovation in the mid-1970s which included replacing the failed wooden apparatus floor with a cast-in-place concrete floor system, updated living quarters, and a new heating plant. The heating system needs to be replaced again, and there is no cooling system or dehumidification system.

The electrical system is undersized for the load and does not support the emergency generator in the automatic mode. Crews must manually switch between street power and generator power during outages. The concrete apparatus floor has buckled in many areas creating a trip hazard, and much of the reinforcement bar in the concrete is badly corroded thus weakening the floor structure. The slate roof system is original and loses heavy slate pieces due to rotted fasteners and roof sheathing.

2. Size. The lot and the station are both severely undersized. The station has two apparatus bays that cannot accommodate modern apparatus. The apparatus floor measures 31 feet wide (two bays each 15-feet-wide) by 50 feet deep. Other Plymouth Fire Stations have bays between 18 and 19-feet-wide by 80 to 100 feet deep. Additionally, the apparatus bay doors are 9-foot 11-inches wide while other stations have doors that are between 12-and 14-feet wide. A pumper truck (engine) is 102 inches wide plus the mirrors (Federal Motor Vehicle Regulations maximum), about 10 feet + in total width.

We have had to plane back the door casings to gain an additional 1 inch of width to accommodate the apparatus and mirrors. Our firefighters have barely any clearance on each side of the \$570,000 piece of apparatus as they maneuver out of the station on emergency responses.

3. Special equipment to accommodate apparatus size. Previously the Town funded the replacement of Engine 7, located at the North Plymouth Station. This apparatus required special manufacturing instructions to ensure the truck would fit in the station. The necessary width and height restrictions added to the cost of building the apparatus. In addition, we removed trim boards and modified the entrance at the apparatus doors to widen the opening for the new apparatus. Even with these modifications and size restrictions there is only 2 inches of clearance for the apparatus to exit and enter the building. When Engine 7 is out of service for maintenance, we are limited on replacement apparatus due to the restrictions. Finally, most mutual aid crews cannot back their apparatus into the building when they are called to cover North Plymouth.

4. Location of the building on the small lot. The lot size barely accommodates the station itself. The parking area (off road due to the 3 street intersections) is on Eversource substation land. The front of the fire station is less than 18-feet from the intersection; apparatus cannot completely pull out of the station without blocking the roadway. Firefighters assisting the operator exiting or entering the station must stand in the roadway and risk being struck by passing traffic. The lot leaves no room on site for the operator to park the vehicle for daily inspections, so these are done off site for safety reasons.

Land at 15 Hedge Road was purchased in 2016 for a new station. North Plymouth is densely populated with closely constructed buildings. In 2017, North Plymouth accounted for over 1,359 annual calls for service of the 9,121 calls town wide (15%) in their own first due area. This station also responded to another 1,500 calls in other stations' first due area. These are counts of emergency responses only, the crews also responded to hundreds of other nonemergency calls for service. Station 7 has the largest number of mercantile properties that are inspected regularly as compared to the other stations. The crews at Station 7 also performed over 200 new and resale inspections of residential property.

In addition to the site acquisition, \$300,000 in FY18 funds were allocated to fund the design for a new North Plymouth station. The Town signed a contract in December 2017 with CDR Maguire to serve as the architect for the purposes of developing a schematic design and preliminary cost estimates. Pomroy Associates has also been selected to serve as the Owner's Project Manager. An internal team comprised of: Ed Bradley, Fire Chief; Marlene McCollem, Assistant Town Manager; Mark Saccoccio, Architect; and Rick Pomroy, Project Manager has been meeting weekly to expedite the design process in advance of April Town Meeting.

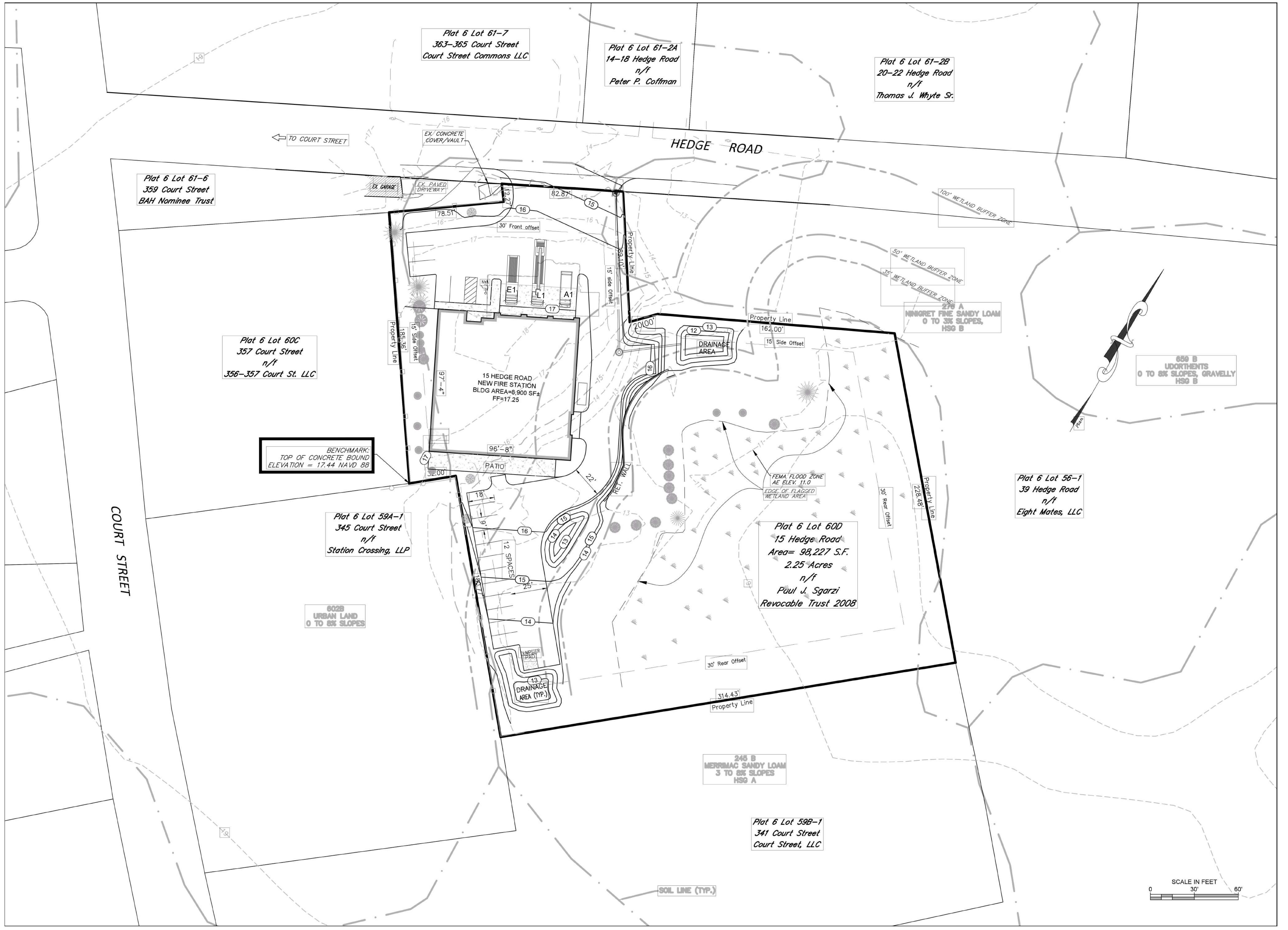
The most recent schematic plans are attached to this memo showing the development thus far. The geotechnical investigation is complete and the preliminary results have not returned any cause for concern regarding the suitability of the site. An initial internal review has also occurred between the designers and the Town's Inspectional Services Department, Planning Department, Department of Public Works, and Town Manager's Office. The Building Committee was introduced to the design team in January and an update will be provided at the March meeting.

The station is anticipated to be approximately 12,500 square feet and is currently under review by the cost estimating firm of Construction Cost Engineering of Boston.

REVIEWD BY: CIVIL: _____ ARCH: _____ STRU: _____ PLUM: _____ FIRE: _____ MECH: _____ ELEC: _____

SLOTTED: 2/12/2018 11:55:17 AM

PROJECT FILE: C:\Users\stron\Documents\Plymouth Fire Station_CENTRAL_mailello149@grwu.edu.rvt



REVIEWED BY: CIVIL ENGINEER: MECH.: ELEC.:

E.C. —

MECH. —

FIRE

1

1

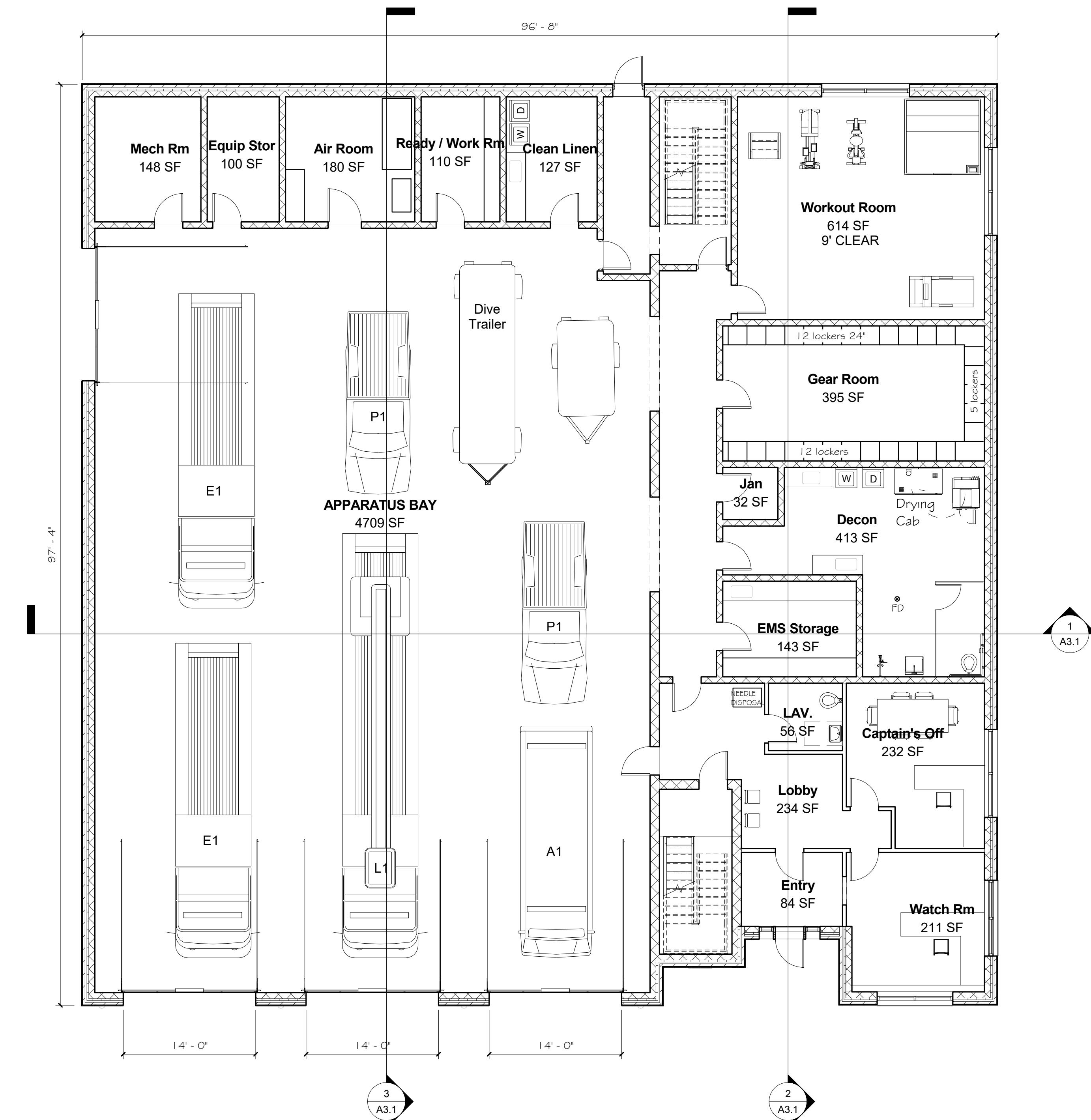
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1

REVIEWWB

LOTTED: 2/12/2018 11:54:56 AM

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Gross Sq Ft 8,900 1st fl
3,300 2nd fl

total 12,200

1st FLOOR PLA
1/8" = 1'-0"



rchitects / Engineers / Planners
1 Congress Street, 11th Floor
oston, Massachusetts 02110
IL (617) 778-1440
www.cdrmaguire.com

PROJECT NUMBER:

DESIGNED BY: Design

RAWN MS
1:

SEARCHED BY: MS

DATE: OCTOBER, 20

SALE. 1/8 - 1-0

HEET NUMBER:

HEET OF

11. *What is the primary purpose of the following statement?*

TRAINING HATCH

Mech
144 SF

Mezzanine

4' HIGH CHAIN
LINK FENCE

Bunk 1
127 SF

Captain
231 SF

Bunk 2
101 SF

Bunk 3
101 SF

Bunk 4
101 SF

Bunk 5
101 SF

Bunk 6
101 SF

Stor
28 SF

Bath
102 SF

Bath
104 SF

Stor
73 SF

Day Room
1017 SF

3
A3.1

2
A3.1

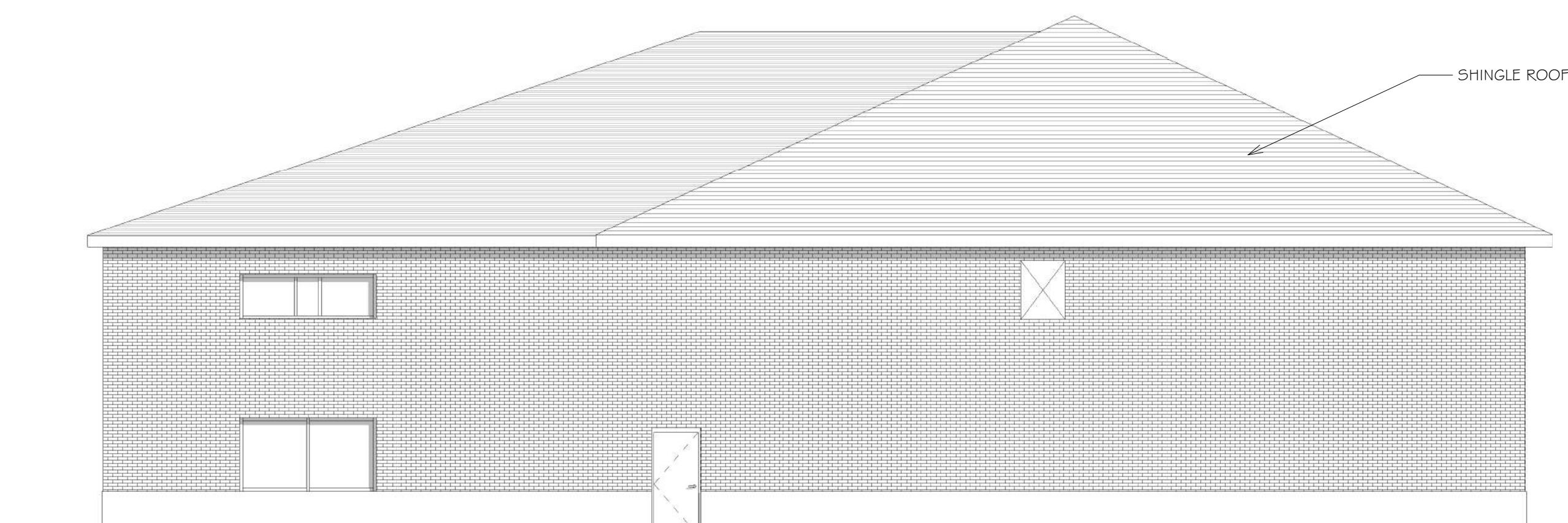
Second Floor Plan 3300 Sq.Ft.

1 2nd FLOOR PLAN
1/8" = 1'-0"

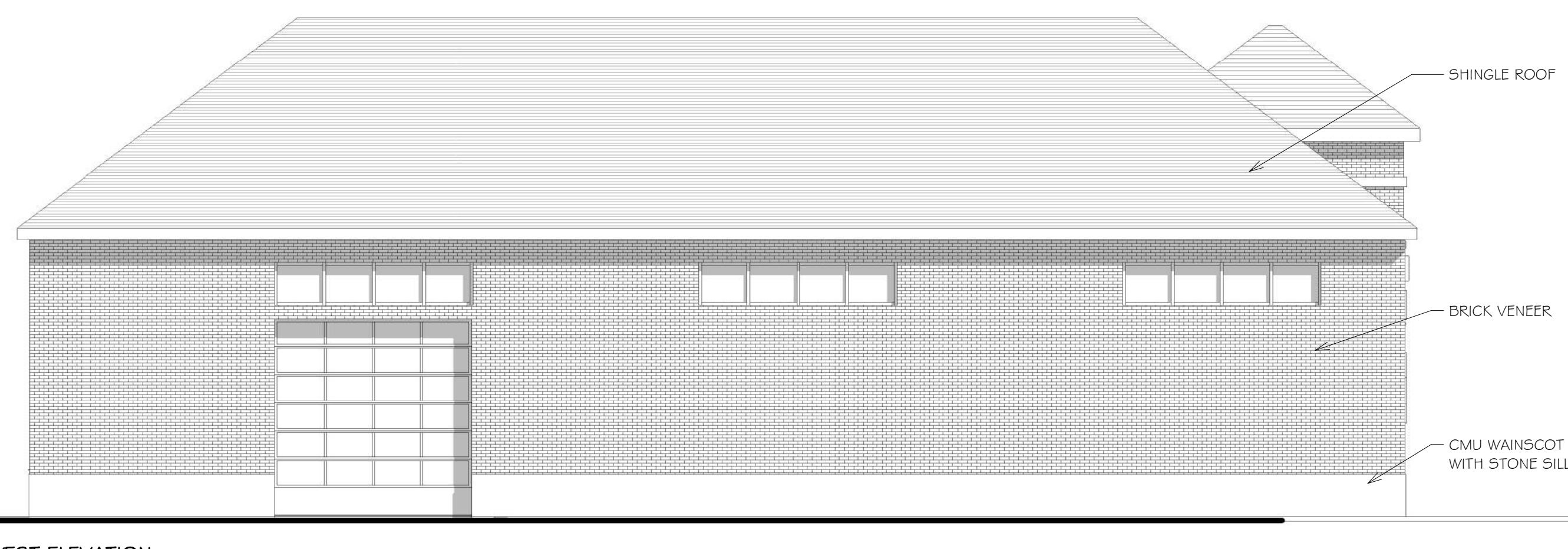
A1.2



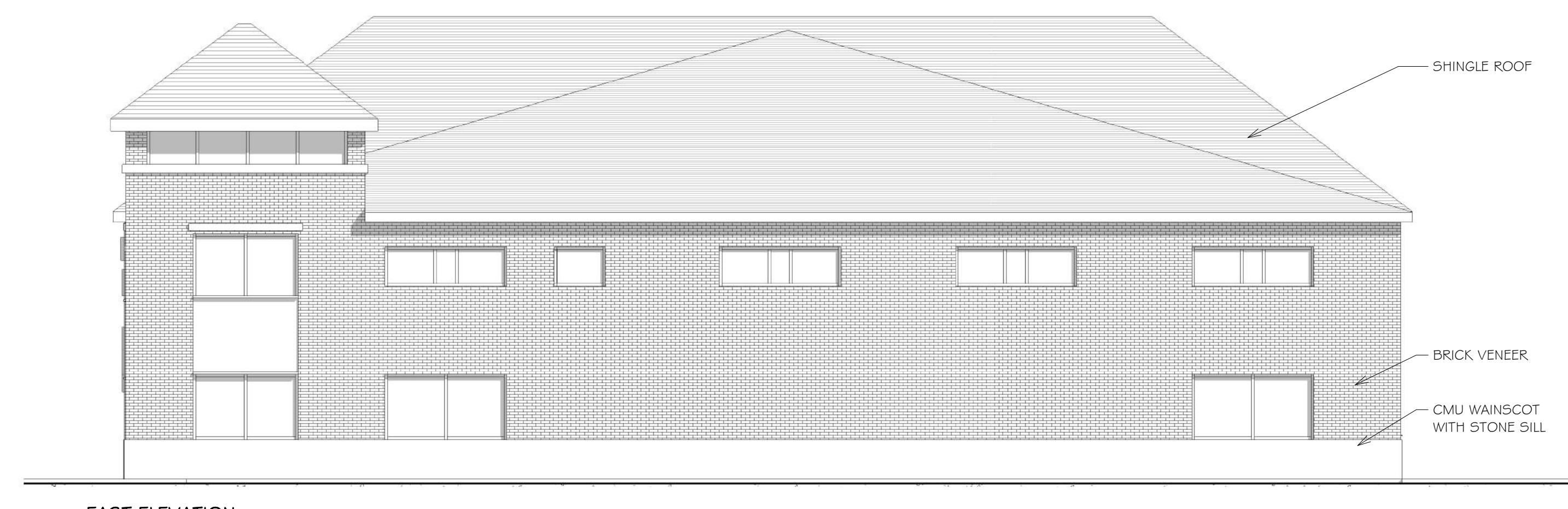
2 SOUTH ELEVATION
1/8" = 1'-0"



1 NORTH ELEVATION
1/8" = 1'-0"



4 WEST ELEVATION
1/8" = 1'-0"



3 EAST ELEVATION
1/8" = 1'-0"

Schematic Design

North Plymouth Fire Station

15 Hedge Rd.

EXTERIOR ELEVATIONS

PROJECT NUMBER:

DESIGNED BY: Designer

RECEIVED
Y:
CHECKED BY: SG

DATE: OCTOBER 2017

SCALE: 1/8" = 1'-0"

IEEE NUMBER

HEET NUMBER:

A2.1

SHEET OF

ARCH: ✓ STRU: ✓ PLUM: ✓ FIRE: ✓ MECH: ✓ ELEC: ✓

ROOF
35' - 0"

3rd FLOOR
21' - 0"

2nd FLOOR
12' - 0"

1st FLOOR
0' - 3 1/4"

3 A3.1

2 A3.1

Section 1
1/8" = 1'-0"

1
A3.1

ROOF
35' - 0"

3rd FLOOR
21' - 0"

2nd FLOOR
12' - 0"

1st FLOOR
0' - 3 1/4"

Section 2

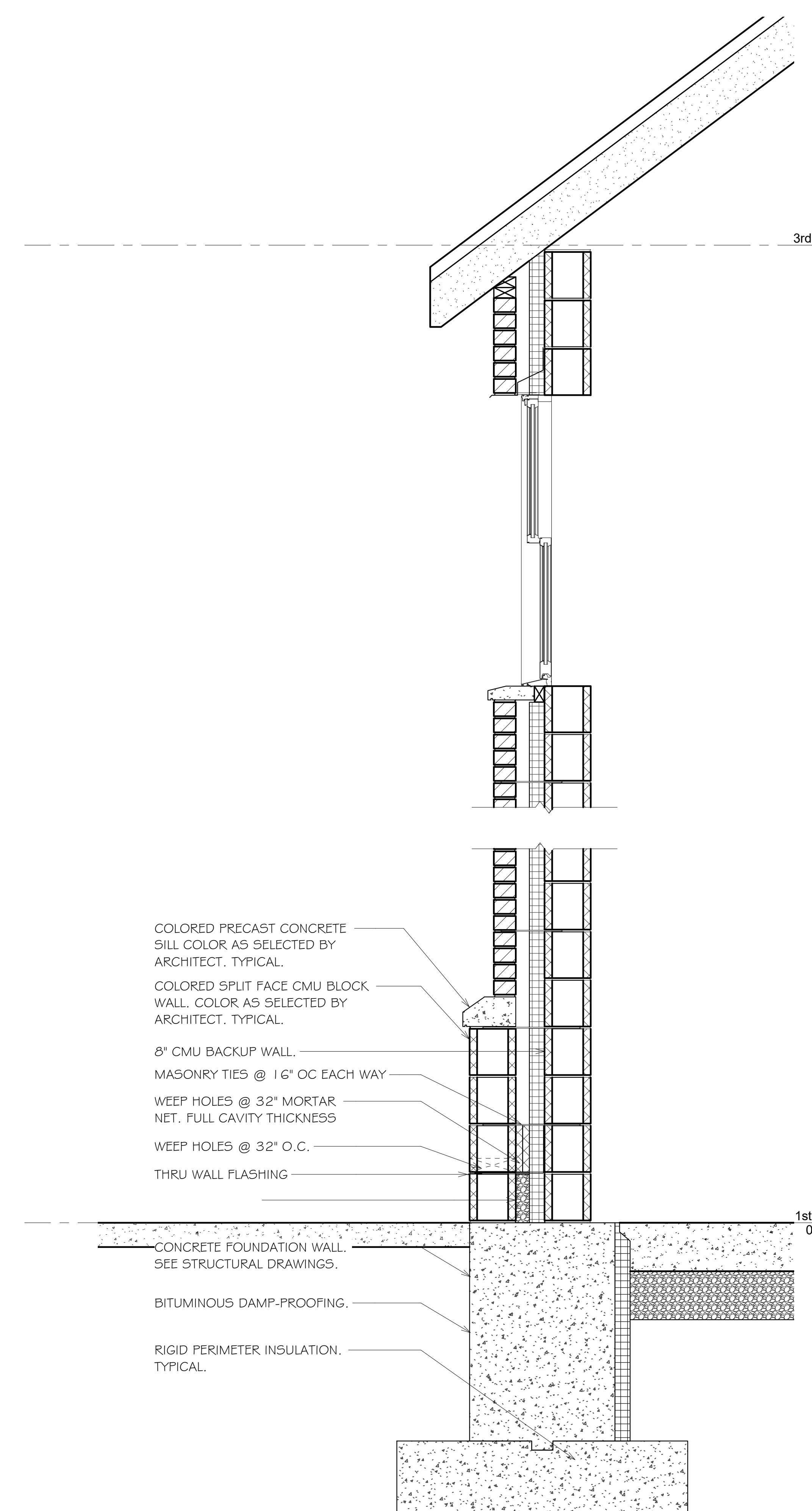
This architectural cross-section diagram illustrates the vertical structure of a building across four floors. The building features a steep, multi-tiered roof. The floors are labeled from bottom to top: 1st FLOOR (0' - 3 1/4"), 2nd FLOOR (12' - 0"), 3rd FLOOR (21' - 0"), and ROOF (35' - 0"). A vertical cross-section on the left reveals a brick wall and a vertical column labeled '4 A3.1'. A horizontal dimension line at the base shows a total width of 48'. A circular callout 'A3.1' is located at the top center. A truck is shown on the 1st floor, and a small black rectangle is at the bottom center.

This technical diagram illustrates a cross-section of a roof system. The roof slope is indicated by a dashed line. The structure consists of a base layer, a central layer with a cross-hatched pattern, and a top layer with a diagonal hatching pattern. The entire assembly is bounded by vertical lines on the left and right sides.

Architectural cross-section diagram of a masonry wall assembly. The diagram shows a multi-layered wall system with various components labeled:

- COLORED PRECAST CONCRETE SILL COLOR AS SELECTED BY ARCHITECT. TYPICAL.
- COLORED SPLIT FACE CMU BLOCK WALL. COLOR AS SELECTED BY ARCHITECT. TYPICAL.
- 8" CMU BACKUP WALL.
- MASONRY TIES @ 16" OC EACH WAY
- WEEP HOLES @ 32" MORTAR NET. FULL CAVITY THICKNESS
- WEEP HOLES @ 32" O.C.
- THRU WALL FLASHING
- CONCRETE FOUNDATION WALL. SEE STRUCTURAL DRAWINGS.
- BITUMINOUS DAMP-PROOFING.
- RIGID PERIMETER INSULATION. TYPICAL.

4 WALL SECTION



4 WALL SECTION
 $1" = 1'-0"$

A3.1

SHEET OF



I FRONT VIEW



2 REAR VIEW

Schematic Design

North Plymouth Fire Station

5 Hedge Rd.

PERSPECTIVE VIEWS

OBJECT NUMBER:

SIGNED BY: Designer

IGNED BY: Designer

AWN RC
ECKED BY: SC

SEARCHED BY: SG
DATE: OCTOBER 2017

DATE: OCTOBER, 2011

ALL.

STREET NUMBER:

Page 1

A9.1

MEET THE TEAM

A9.1

North Plymouth Fire Station - Project Budget Report - 03/01/18

<u>Development Budget Breakdown</u>		<u>Value</u>	<u>Comments</u>
<u>Line</u>	<u>Description</u>		
	<u>Construction Costs</u>		
1	Construction Estimate	\$ 5,186,065.00	Includes 5% escalation to Spring 2019
2	Design & Escalation Contingency	\$ 674,189.00	13% (including escalation to 1st quarter 2019)
3	Total Construction Costs	\$ 5,860,254.00	
	<u>Owner's Development Costs</u>		
4	Fuel Depot Allowance	\$ -	Included in Construction Costs above
5	Architect & Engineering (Feasibility Study)	\$ 65,900.00	Contract
6	Architect & Engineering (Design thru Const)	\$ 488,400.00	Proposal
7	AE Additional Service and Reimbursable	\$ 10,000.00	Allowance
8	Owners Project Manager (Feasibility Study)	\$ 16,000.00	Reduced Contract
9	Owner's Project Manager (CD thru Const)	\$ 321,500.00	Proposal
10	Commissioning Agent	\$ 20,000.00	Allowance
11	3rd Party Estimates	\$ 15,000.00	2 Estimates @ \$7,500.00
14	Geotech (During Design)	\$ -	In AE Line 5
15	Geotech (During Const)	\$ 20,000.00	Allowance
17	Material Testing	\$ 20,000.00	Allowance
18	3rd Party Fire Safing Inspections	\$ 2,000.00	Allowance
19	Furniture & Furnishings	\$ 50,000.00	Quote plus 15K for shelving
20	Vehicle Exhaust Recovery System	\$ 48,000.00	\$8,000.00 per drop allowance.
21	Alerting System	\$ 35,000.00	Equipment Only, install by EC
22	Security System	\$ 40,000.00	Initial estimates received.
24	Phone System	\$ 2,000.00	Allowance
25	AV Equipment, IT, etc.	\$ 35,000.00	Initial estimates received.
26	Training Equipment	\$ 5,000.00	Allowance
27	Misc. Loose Equipment	\$ 132,000.00	Includes fitness equipment.
28	Communication Equipment/Radios	\$ 65,000.00	Initial estimates received.
30	Printing/Advertisements/Misc.	\$ 5,000.00	Allowance
34	Utility Company Back charges	\$ 40,000.00	Allowance
35	Total Owner's Development Costs	\$ 1,435,800.00	
36	Owners Contingency (10%)	\$ 640,425.40	Calculated on Construction & Owner's Development Cost with exception for A/E and OPM fees.
37	Grand Total	\$ 7,936,479.40	
	Less Previous Appropriation	\$ (300,000.00)	
	Overall Total	\$ 7,636,479.40	

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 (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 11. Town Meeting approval of this article will allow expenditures totaling \$654,652 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. Funds are used for special events, celebrations and paying for a marketing and promotions contract with Destination Plymouth. Destination Plymouth provides the Town with television and print advertising around the country, maintains a waterfront information booth, and provides a Destination Plymouth website.

Memo

To: Board of Selectmen
Advisory and Finance Committee

From: Lee Hartmann, Director of Planning and Development

Re: FY19 Town Promotion Fund – 2018 ATM

Date: January 3, 2018

The receipts collected through the 6% Hotel/Motel Tax increased by 2.8% from last year (\$1,454,782 compared to \$1,415,072 last year. The Town, by a special act, places 45% of the total Hotel/Motel Tax into its Promotion Fund. The total FY19 funding to be approved for the Town Promotions budget is \$654,652 which is \$17,869 more than last year's appropriation.

The Visitor Services Board over sees expenditures from the Promotion Fund.

This year's estimated fixed costs are \$451,967 and include:

- The Town Promotions contract with Destination Plymouth is \$330,000
- The Water Street Visitors Information Center operation contract is \$55,902
- Public Improvements at \$65,465 which is 10% of the budget as required by the Home Rule Petition.
- Salaries (\$600)

- Other costs include (\$202,685)
- Event Funding and Additional Marketing (\$166,685)
- Distinguished Visitors (\$5,000 last year)
- 2020 Celebrations (\$31,000 last year)

Funds that are not expended (primarily due to event cancellations) remain available. The current unexpended balance is \$ 838.12

The FY 19 budget is as follows:

Salaries and Wages (Admin. Support).....	\$600
Contractual Services (Promotions and Info Center)	\$385,902*
Public Improvements	\$65,465*
Event Funding, Distinguished Visitors, Special Events, Exhibit Grants & Additional Marketing	\$202,685
Total	\$654,652

*Fixed costs

The following is a list of Celebrations (special events and exhibit grants) funding from FY18:

Special Events

Musician's Union Concert Series	\$1,700	Myles Standish Road Race	\$1,700
July 4 th Parade	\$10,000	Score for A Cure	\$500
July 4th Fireworks	\$10,000	Plymouth Restaurant Week	\$3,000
PA Concert Series & Folk Festival	\$9,000	Barktoberfest	\$2,500
Pilgrim's Progress	\$1,100	July 4 Philharmonic	\$10,000
Downtown Waterfront Festival	\$6,500	Halloween on Main St	\$3,000
Plymouth Outdoor Trails	\$1,700	First Saturday	\$4,000
Acoustic Nights Concerts	\$400	Shakespeare on Green	\$500
The Thirsty Pilgrim	\$500	Pine Festival	\$500
Annual Juried Art Show	\$3,700		
Thanksgiving Parade	\$20,000		
Thanksgiving Free Concert	\$5,000		
Thanksgiving Food Fest	\$5,000		
Thanksgiving Waterfront Activities	\$5,000		
Christmas in Historic Plymouth	\$500		

Misc.

Mayflower II restorations	\$19,000
Destination Plymouth Additional Marketing	\$26,000
2020 Celebrations – Plymouth 400	\$31,000
1820 Courthouse / Municipal Bldg.	\$10,000
America's Hometown Shuttle	\$14,000
Exit 5 to Waterfront Shuttle	\$7,000
Downtown Hanging Planters	\$8,138
Downtown Holiday Decorations	\$2,650
Décor Lighting Downtown, Waterfront & N. Plymouth	\$24,378
Tourism Event Calendar Boards	\$2,730
Pilgrim Hall Museum Sign	\$1,432
Public Art	\$2,600
Plymouth Bay Cultural District Support	\$3,200
Lobster Crawl Maps	\$5,000

Thank you.

ARTICLE 13:

ARTICLE 13: To see of 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.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 9-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 13. Town meeting approval of 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 FY2019 was not known at the time this report was prepared, Plymouth did receive more than \$1.5 million for FY2018. The Town expects a similar amount in FY2019 unless there is change in policy and/or the state's financial health.



TOWN OF PLYMOUTH

Department of Public Works

26 Court Street

Plymouth, Massachusetts 02360

TO: ADVISORY AND FINANCE COMMITTEE

**FROM: SID KASHI, P.E. *JK*
TOWN ENGINEER**

Through: Jonathan Beder, Director of Public Works

**CC: Melissa Arrighi, Town Manager
Marlene McCollem, Asst. Town Manager**

DATE: January 30, 2018

**Subject: 2018 SPRING ANNUAL TOWN MEETING – ARTICLE EXPLANATION
ARTICLE 13 – 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 **\$1,513,726.00**. The estimated amount for Fiscal Year 2019 is unknown at this time.

The Town can expect a similar amount in Fiscal Year 2019, 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 13 as presented.

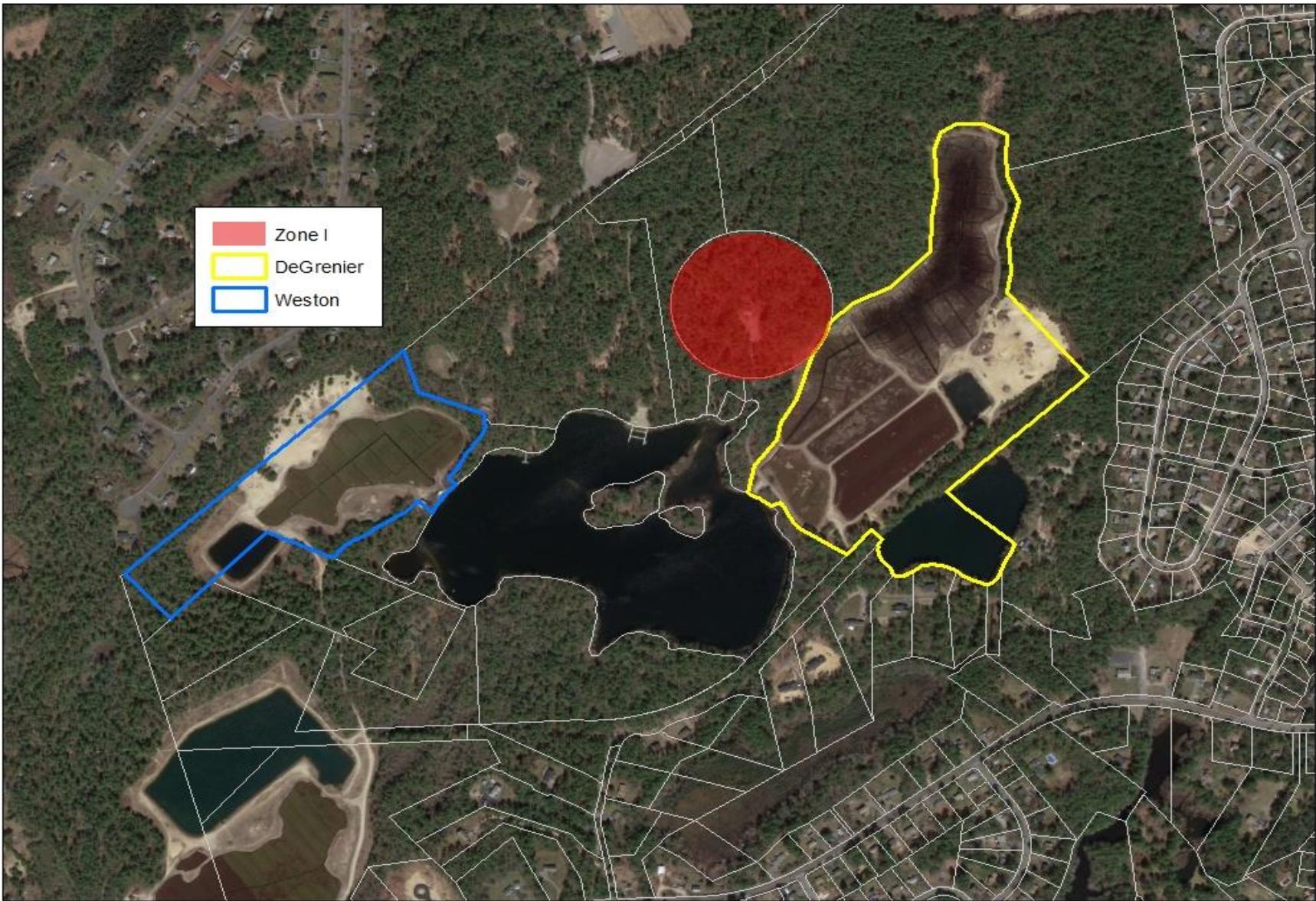
ARTICLE 15A:

ARTICLE 15A: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money, and to authorize the Board of Selectmen to acquire for public water supply protection and conservation and passive recreation purposes by purchase, gift, eminent domain, or otherwise, and to accept the deed to a parcel of land of approximately 39 +/- acres owned by John and Roseann DeGrenier as described on Assessors Map 107, Parcel 72, to be under the care, custody and control of the Board of Selectmen acting as the Board of Water Commissioners, with such property to be managed in consultation with the Town Department of Marine and Environmental Affairs and the Water Division, and to authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose pursuant to the provisions of G.L. c.44, §§7 or 8 or any other enabling authority, and that the Town Manager be authorized to file on behalf of the Town any and all applications deemed necessary under the Self-Help Act, G.L. c.132A, §11, the Land and Water Conservation Fund program, or any other applicable funding program, or execute any other documents or agreements, in any way connected with the scope of this acquisition; or to take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Not Approve (Unanimous, 0-9-0). The Advisory & Finance Committee recommends Town Meeting not approve Article 15A. The Committee originally heard this proposal as Articles 15 and 17. Article 15 was recommended for approval unanimously (10-0-0). The vote on Article 17 was postponed until the Warrant language was to be finalized. There was some confusion over the combined warrant language at the time of the subsequent deliberations of the new Article 15A. Since this involved grant language and significant spending the Committee did not feel comfortable approving the Article.

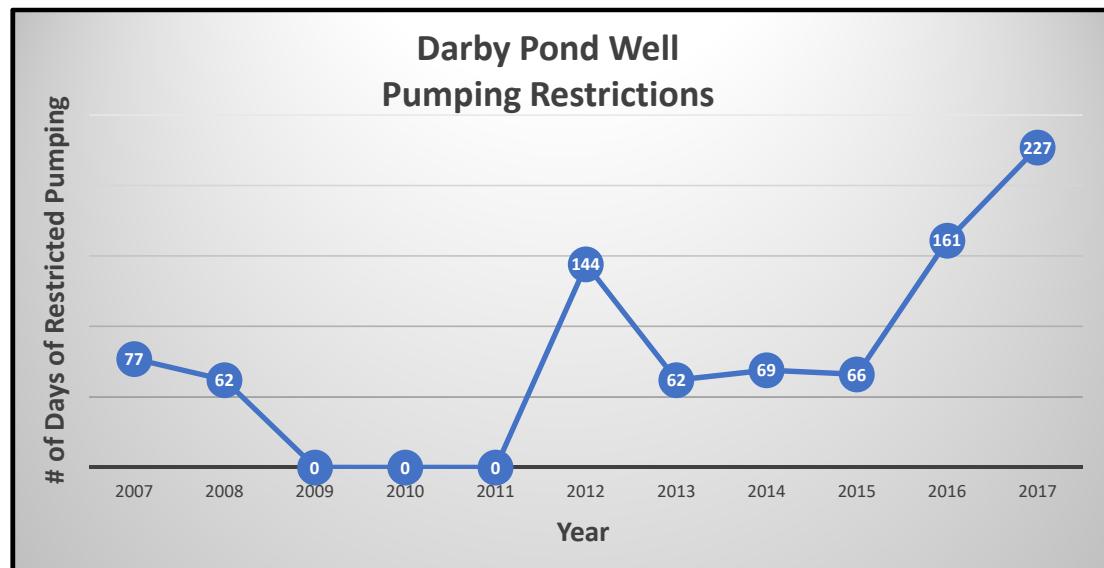
Please refer to CIC's ranked capital spreadsheet on pages 27-32.



DeGrenier Property

- Property appraised for \$325,000
- Drinking Water Supply Protection Grant application was submitted by DMEA
- 50% Reimbursement if successful
- \$162,500 Town/\$162,500 State

Year	Restricted Pumping Dates		# of Days of Restricted Pumping
	Start	End	
2007	9/14/2007	9/15/2007	77
	10/1/2007	12/16/2007	
2008	1/2/2008	1/10/2008	62
	1/19/2008	1/29/2008	
	8/28/2008	9/7/2008	
	9/14/2008	9/18/2008	
	9/21/2008	9/27/2008	
	10/15/2008	11/17/2008	
2009			0
2010			0
2011			0
2012	8/5/2012	12/27/2012	144
2013	1/3/2013	1/7/2013	62
	1/18/2013	1/31/2013	
	2/3/2013	2/4/2013	
	10/18/2013	12/1/2013	
2014	9/9/2014	11/17/2014	69
2015	9/3/2015	9/11/2015	66
	9/20/2015	10/1/2015	
	10/7/2015	11/23/2015	
2016	7/24/2016	12/31/2016	161
2017	1/1/2017	4/1/2017	227
	8/17/2017	12/31/2017	

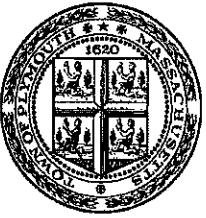


ARTICLE 16A:

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 2019 Community Preservation Act estimated annual revenues, 1820 Courthouse Fund or other available funds for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval (5-4-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16A. Town Meeting approval of this Article will be to transfer \$250,000 from the Court House Meals Tax Fund and raise \$250,000 of Fiscal 2019 Community Preservation Revenues to reduce the amount of the CPC 1820 Court House debt from \$2.5 million to \$2 million. The meals tax revenue has been coming in each quarter higher than expected and based on estimates, the Finance Director believes there is sufficient funding for the pay down of the debt over the next few years in combination with CPC funding. This falls within the scope of the Meals Tax and will preserve some Community Preservation funds for new purposes for future years



TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee
From: The Community Preservation Committee
Date: Friday February 9, 2018
Re: ANNUAL SATM 2018: 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 2019 Community Preservation Act estimated annual revenues, Court House Meals Tax Fund 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 unanimous Article 16A at its meeting held Thursday February 8, 2018

SUMMARY & INTENT:

The Community Preservation Committee is recommending 16A. This will allow the Finance Department to accommodate anticipated debt service on short turn borrowing for the final payments for the 1820 Court House restoration using the CPA annual revenues, Court House Meals Tax Fund and other available funds to reduce the borrowing for the Town Hall 1820 Court House Complex.

**Town of Plymouth
Finance Department**

TO: Board of Selectmen
Advisory & Finance Committee
Community Preservation Committee

FROM: Lynne A. Barrett, Director of Finance

RE: ATM Article 16A & 16B – Pay Down of 1820 Court House & Simes House Debt

DATE: February 15, 2018

To preserve some Community Preservation Funds for new purposes for future years I am recommending now to use a portion of the Court House Meals Tax fund to help support the payoff of debt for the 1820 CPC portion of the project.

The meals tax revenue has been coming in each quarter higher than expectations and based on my revenue estimates and the actual stream of payments for the principal and interest on the Town Hall portion of the project resulting in a fund balance cushion; I believe there is sufficient funding for the pay down of the debt over the next few years in combination with CPC funding.

My recommendation for Article 16A is to transfer \$250,000 from the Court House Meals Tax Fund and raise \$250,000 of Fiscal 2019 Community Preservation Revenues to reduce the amount of the CPC 1820 Debt from \$2,500,000 to \$2,000,000.

I am also recommending now to completely payoff the SIMES house debt and not incur any more debt payments for this project beyond fiscal 2019. The amount of \$642,523 we would raise from Fiscal 2019 Community Preservation Revenues.

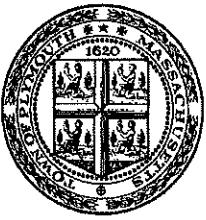
Thank you for your consideration of these articles.

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 2019 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, 7-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16B. Town Meeting approval of this article will authorize a \$642,523 reduction to the borrowing authorization for the restoration of the Simes House using funds raised from FY2019 Community Preservation revenues. This will completely pay off the Simes House debt, thereby saving the Town money by not incurring any more debt payments for this project beyond FY2019.



TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee
From: The Community Preservation Committee
Date: Friday February 9, 2018
Re: ANNUAL SATM 2018: 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 2019 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 unanimous Article 16B at its meeting held Thursday February 8, 2018.

SUMMARY & INTENT:

Town Meeting original approved the Sime House Article as bowering. The CPC to avoid added interest cost on borrowing is moving available funds to pay for the restoration of the Simes House.

**Town of Plymouth
Finance Department**

TO: Board of Selectmen
Advisory & Finance Committee
Community Preservation Committee

FROM: Lynne A. Barrett, Director of Finance

RE: ATM Article 16A & 16B – Pay Down of 1820 Court House & Simes House Debt

DATE: February 15, 2018

To preserve some Community Preservation Funds for new purposes for future years I am recommending now to use a portion of the Court House Meals Tax fund to help support the payoff of debt for the 1820 CPC portion of the project.

The meals tax revenue has been coming in each quarter higher than expectations and based on my revenue estimates and the actual stream of payments for the principal and interest on the Town Hall portion of the project resulting in a fund balance cushion; I believe there is sufficient funding for the pay down of the debt over the next few years in combination with CPC funding.

My recommendation for Article 16A is to transfer \$250,000 from the Court House Meals Tax Fund and raise \$250,000 of Fiscal 2019 Community Preservation Revenues to reduce the amount of the CPC 1820 Debt from \$2,500,000 to \$2,000,000.

I am also recommending now to completely payoff the SIMES house debt and not incur any more debt payments for this project beyond fiscal 2019. The amount of \$642,523 we would raise from Fiscal 2019 Community Preservation Revenues.

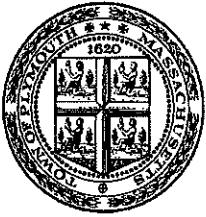
Thank you for your consideration of these articles.

ARTICLE 16C:

ARTICLE 16C: To see if the Town will vote to amend the vote taken under Article 12 of the 2015 Special Town Meeting authorizing the acquisition of land located off Old Sandwich Road in the Town of Plymouth for open space and recreation purposes, by increasing the amount appropriated from \$705,000 to \$1,100,000, with the additional \$395,000 appropriated hereunder to be transferred from the Community Preservation Fund Reserves and the unexpended balances of previously approved Community Preservation Act open space acquisitions, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval \$395,000 (6-3-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16C. Town Meeting approval of this article will amend the vote taken under Article 12 of the 2015 Special Town Meeting by increasing the amount appropriated by \$395,000, from \$705,000 to \$1,100,000, to acquire the 88 acre Hio Hill property off Old Sandwich Road. Acquisition of this property will help protect the water supply at the Ellisville and Cedarville wells and help ecotourism, adding to the trail system which one day will connect Myles Standish State Forest with Ellisville Harbor. This additional funding will come from a combination of grant funds, CPC Open Space Reserve Funds, and balances from previously approved open space acquisitions.



TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee
From: The Community Preservation Committee
Date: Friday February 9, 2018
Re: ANNUAL SATM 2017: CPA Article 16C

ARTICLE16C: To see if the Town will vote to amend Article 12 of the 2015 Special Town Meeting by increasing the amount appropriated from \$705,000 to \$1,100,000, the additional \$395,000 to be funded by transferring amounts available in the Community Preservation Fund Reserves and balances from previously approved Open Space acquisitions, or take any other action relative thereto.

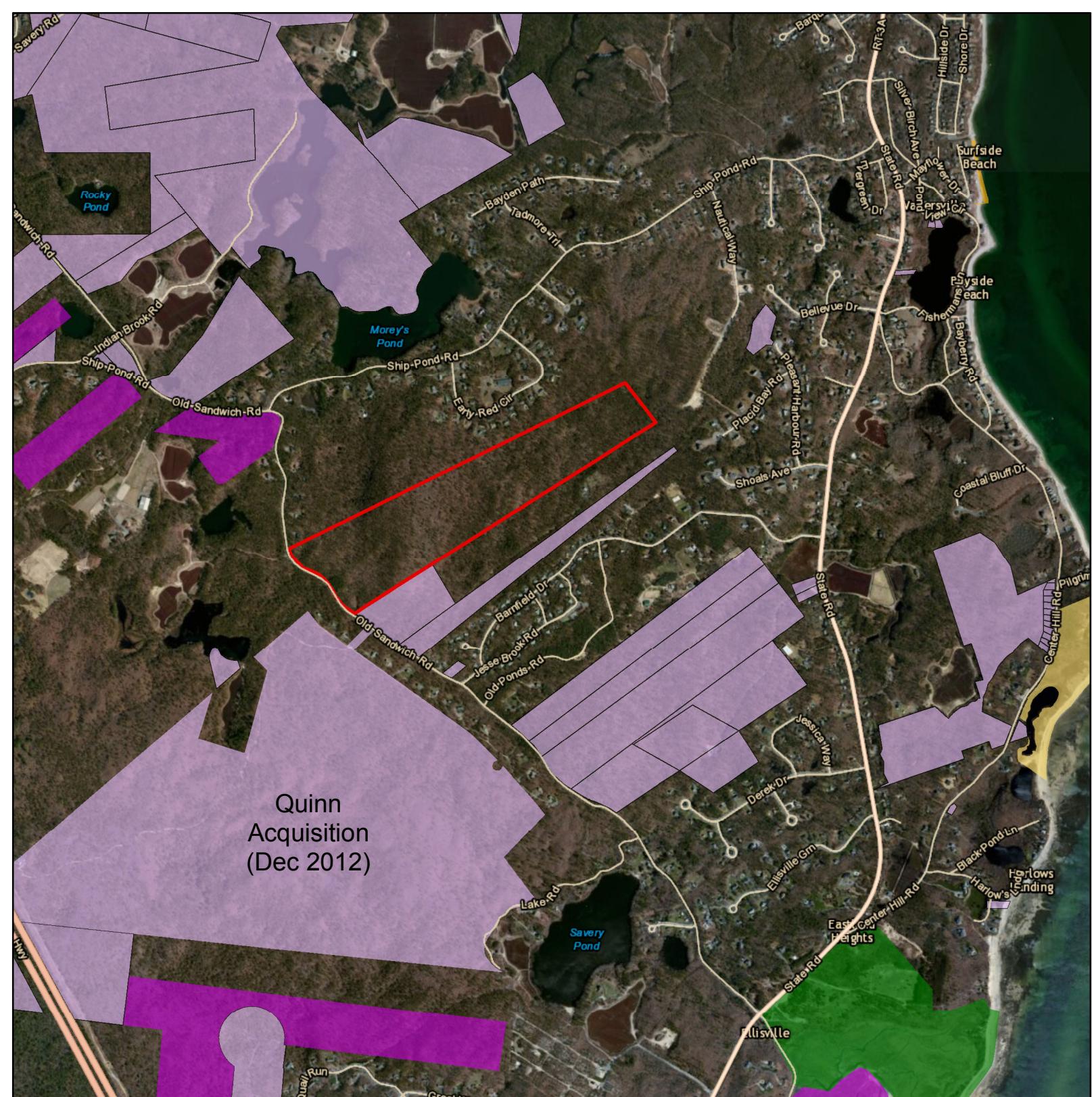
COMMUNITY PRESERVATION COMMITTEE

CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimous Article 16C at its meeting held Thursday February 9, 2018

SUMMARY & INTENT:

The Community Preservation Committee recommended the article, which was approved by the 2015 Special Town Meeting's Article 12, acquiring the Hio Hill property, located off Old Sandwich Road and priced at \$705,000.00. Subsequent to this town meeting vote, a death occurred in the Seller's family and the Seller could not sell this property without probating the estate in the interim. A second appraisal had to be prepared, three years after the first. The new appraisal went from \$705,000.00 to \$1,100,000. Additional funding and a grant was secured at \$85,000.00 leaving a balance of \$395,000. This article will not require borrowing.



February 2015

Hio Hill Acquisition (Dixon) 88 acres



- Dixon Property
- Municipal
- Land Trust
- DCR-State Parks & Recreation

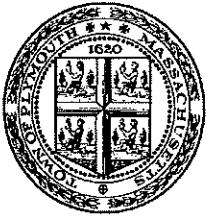
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ARTICLE 16D:

ARTICLE 16D: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the fiscal year 2019 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 2019, 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 (Unanimous, 9-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 16D. 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: open space in the amount of \$283,982; historic resources in the amount of \$283,982; and community housing in the amount of \$283,982. Also, \$113,593 (4%) of the estimated annual revenues of the Community Preservation Fund will be set aside for the purpose of funding administrative and operational expenses and \$94,276 for the interest expense on debt. The balance of the annual CPA revenue will be held as a reserve balance which can be used for any CPA purpose at future Town Meetings.



TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee
From: The Community Preservation Committee
Date: Friday February 9, 2018
Re: ANNUAL SATM 2017: CPA Article 16D

ARTICLE 16D: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2019 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 2019, 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 unanimous Article 16D at its meeting held Thursday February 9, 2018

SUMMARY & INTENT:

The Community Preservation Committee recommends that 10% of the Fiscal Year 2019 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 2019 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 - Available Funds

Fund Balances:	Balance 6/30/2017 - CP2	FY2018Annual 1 Town Meeting Action for 7/1/2017	Balances Available for FY2018 Town Meetings - FATM, April STM & ATM	ATM FY2019 Spring 2018 - 16C Pay Open Space	Balances Remaining for STM in April
Reserved for Open Space	-	282,869.00	282,869.00	(67,000.00)	215,869.00
Reserved for Community Housing	1,028,459.00	282,869.00	1,311,328.00		1,311,328.00
Reserved for Historic Resources	-	282,869.00	282,869.00		282,869.00
Budgeted Reserve	-	397,273.00	397,273.00		397,273.00
Unreserved - for any Purpose					-
Undesignated Fund Balance	682,400.51		682,400.51		682,400.51
					-
Grand Total	1,710,859.51	1,245,880.00	2,956,739.51	(67,000.00)	2,889,739.51

**Community Preservation Fund
FISCAL 2019 SOURCES & USES OF FUNDS
Report for Community Preservation Committee**

SOURCES:

Estimated 2019 CPA Revenues:

Estimated 2019 Tax Revenue		\$ 165,706,060
CPA Surcharge Rate		1.50%
Estimated Surcharge for 2019 less Abatements & Exemptions		\$ 2,475,591
Investment Earnings		\$ 5,000
State Trust Fund Distribution estimated at 15%	\$2,394,856	\$ 359,228
		<u>\$ 2,839,819</u>

USES:

To meet the required Percentages (%) from 2019 Estimated CPA Revenues:

Open Space	10%	\$ 283,982
Historic Resources	10%	\$ 283,982
Community Housing	10%	\$ 283,982
Total required to be spent or set aside		\$ 851,946

Amount available for CPA Administrative costs:

CPA Operating Budget	4%	\$ 113,593
Interest Expense on Debt		\$ 94,276
Total Budget		\$ 207,869

Amount recommended to be set aside in a Budgeted Reserve for Future FY2019 Town Meetings - Remaining FY2019 Estimated Revenues

<i>Available for all 4 CPA Purposes (If not used during FY2019 it will close out to Unreserved Fund Balance at June 30, 2019)</i>	\$ 1,780,004
---	---------------------

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

ARTICLE 19:

ARTICLE 19: To see if the Town will vote to accept the provisions of G.L. c.83, §§16A through 16F, which allow the Town to impose property liens to recover past due sewer rates and charges in accordance with a detailed statutory process provided therefor, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATIONS: Approval (Unanimous, 9-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 19. Approval of this article will accept provisions of Mass General Laws Chapter 83 Sections 16A through F, allowing the town to place liens on real estate tax bills when there is an outstanding sewer bill. This is a housekeeping article because the town had been placing these liens until record of prior acceptance of the statute could not be found.



TOWN OF PLYMOUTH

26 Court Street
Plymouth, Massachusetts 02360
(508) 747-1620

DT: January 29, 2018

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

TO: Board of Selectmen
Advisory & Finance Committee

RE: Local Acceptance of MGL c. 83, §§ 16A through 16F - Sewer Lien

This request is a housekeeping matter which asks town meeting to vote the local acceptance of MGL Chapter 83, §§ 16A through 16F. Although placing liens on real estate for unpaid sewer accounts has been an ongoing practice, I have been unable to determine if and when a vote to accept the statute occurred.

Formal acceptance of this statute will provide increased leverage in collecting past due sewer accounts. Unpaid sewer accounts will be added to the real estate commitment and become part of the real estate tax which will protect the town and allowing enforcement for the collection of past due accounts.

Along with this memo you will find the proposed draft warrant language. The language will also be submitted to Town Counsel for review.

Please do not hesitate to contact me should you have questions or require additional information. Your thoughtful consideration and approval of this request is appreciated.

ARTICLE 19: To see if the Town will vote to accept the provisions of M.G.L of M.G.L, Chapter 83, §§16A through 16F, as follows:

Chapter 83, Sewers, Drains and Sidewalks

§16A, Certificate of Acceptance; Effect; Recordation

[Text of section effective until November 7, 2016. For text effective November 7, 2016, see below.]

Section 16A. If the rates and charges due to a city, town, municipality, or sewer district, which accepts this section and sections sixteen B to sixteen F, inclusive, and by its clerk, files a certificate of such acceptance in the proper registry of deeds, for supplying or providing for a sewer system or rendering service or furnishing materials in connection therewith to or for any real estate at the request of the owner or tenant are not paid on or before their due date as established by local regulations, ordinances or by-laws, which due date shall be so established as to require payments at least as often as annually, such rates and charges, together with interest thereon and costs relative thereto, shall be a lien upon such real estate as provided in section sixteen B. The register of deeds shall record such certificate of acceptance in a book to be kept for the purpose, which shall be kept in an accessible location in the registry. Sections sixteen B to sixteen F, inclusive, shall also apply to a sewer district which has accepted sections sixteen A to sixteen F, inclusive, and whose clerk has so filed the certificate of acceptance. Wherever in said sections the words "board or officer in charge of the sewer department" or their equivalent appear, they shall also mean and include the officers exercising similar duties in any city, town or district. A fire or water district authorized to provide a sewer system shall, for the purposes of sections sixteen A to sixteen F, inclusive, be deemed to be a sewer district.

Chapter 83: Section 16A. Certificate of acceptance; effect; recordation

[Text of section as amended by 2016, 218, Sec. 192 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Section 16A. If the rates and charges due to a city, town, municipality, or sewer district, which accepts this section and sections sixteen B to sixteen F, inclusive, and by its clerk, files a certificate of such acceptance in the proper registry of deeds, and files a copy of said certificate with the collector of taxes of the city or town in which the lien hereinafter mentioned is to take effect, for supplying or providing for a sewer system or rendering service or furnishing materials in connection therewith to or for any real estate at the request of the owner or tenant are not paid on or before their due date as established by local regulations, ordinances or by-laws, which due date shall be so established as to require payments at least as often as annually, such rates and charges, together with interest thereon and costs relative thereto, shall be a lien upon such real estate as provided in section sixteen B. The register of deeds shall record such certificate of acceptance in a book to be kept for the purpose, which shall be kept in an accessible location in the registry. Sections sixteen B to sixteen F, inclusive, shall also apply to a sewer district which has accepted sections sixteen A to sixteen F, inclusive, and whose clerk has so filed the certificate of acceptance. Wherever in said sections the words "board or officer in charge of the sewer department" or their equivalent appear, they shall also mean and include the officers exercising similar duties in any city, town or district. A fire or water district authorized to provide a sewer system shall, for the purposes of sections sixteen A to sixteen F, inclusive, be deemed to be a sewer district.

§16B, Effective Date of Sewer Charge Lien; Terminations: methods of Collections and Enforcement of Rate or Charge

Section 16B. Such lien shall take effect by operation of law on the day immediately following the due date of such rate or charge, and, unless dissolved by payment or abatement, shall continue until such rate or charge has been added to or committed as a tax under section sixteen C, and thereafter, unless so dissolved, shall continue as provided in section thirty-seven of chapter sixty; provided, however, that if any such rate or charge is not added to or committed as a tax under section sixteen C for the next fiscal year commencing after the inception of the lien under this section, then said lien shall terminate on October first of the third year following the year in which such charge becomes due.

Notwithstanding such lien any such overdue rate or charge may be collected through any legal means, including the shutting off of a sewer connection, which may be deemed advisable; provided, that after the termination of such a lien, no city, town or sewer district shall attempt to enforce, by shutting off the sewer connection, collection of such rate or charge from any person, not liable therefor, who has succeeded to the title or interest of the person incurring such rate or charge. All such rates and charges excluded by court decree under section seventy-six B of chapter sixty shall, to the extent that they were properly chargeable to the person owning, or to the tenant occupying, the premises for which such rates and charges were incurred, be recoverable from such person or tenant, as the case may be, in an action of contract or otherwise. If at the time of the entry of such decree such person or tenant is still the owner or tenant of the premises, whether through redemption or otherwise, such rates and charges to the extent that they were properly chargeable to him, may be enforced in any other manner provided or available for collection and enforcement of sewer connection rates and charges.

§16C, Certification of Rate of Charge to Assessors; Commitment as Tax

Section 16C. If a rate or charge for which a lien is in effect under section sixteen B has not been added to or committed as a tax and remains unpaid when the assessors are preparing a real estate tax list and warrant to be committed by them under section fifty-three of chapter fifty-nine, the board or officer in charge of the sewer department, or the town collector of taxes, if applicable under section thirty-eight A of chapter forty-one, shall certify such rate or charge to the assessors, who shall forthwith add such rate or charge to the tax on the property to which it relates and commit it with their warrant to the collector of taxes as a part of such tax. If the property to which such rate or charge relates is tax exempt, such rate or charge shall be committed as the tax.

§16D, Application of Other Law; Powers of Tax Collectors

Section 16D. Except as otherwise provided, the provisions of chapters fifty-nine and sixty shall apply, so far as pertinent, to all rates and charges certified to the assessors under section sixteen C. Without limiting the generality of the foregoing, upon commitment as a tax or part of a tax under said section sixteen C, all such rates and charges shall be subject to the provisions of law relative to interest on the taxes of which they become, or, if the property were not tax exempt would become, a part; and the collector of taxes shall have the same powers and be subject to the same duties with respect to such rates and charges as in the case of annual taxes upon real estate, and the provisions of law relative to the collection of such annual taxes, the sale or taking of land for the nonpayment thereof and the redemption of land so sold or taken shall, except as otherwise provided, apply to such rates and charges.

§16E, Remedies of Aggrieved Real Estate Owners

Section 16E. An owner of real estate aggrieved by a charge imposed thereon under sections sixteen A to sixteen F, inclusive, in addition to such remedy as he may have under section ten of chapter one hundred and sixty-five, may apply for an abatement thereof by filing a petition with the board or officer having control of the sewer department within the time allowed by law for filing an application for abatement of the tax of which such charge is, or, if the property were not tax exempt, would have been, a part, and if such board or officer finds that such charge is more than is properly due, a reasonable abatement shall be made; and except as otherwise provided herein, the provisions of chapter fifty-nine relative to the abatement of taxes by assessors shall apply, so far as applicable, to abatements hereunder. If such petition is denied in whole or in part, the petitioner may appeal to the appellate tax board upon the same terms and conditions as a person aggrieved by the refusal of the assessors of a city or town to abate a tax.

§16F, Recovery of Real Estate Owner Against Tenants

Section 16F. An owner of real estate who, in order to prevent the imposition of a lien thereon or to discharge the same, has paid charges for sewer connections furnished to a tenant or other person who was bound to pay the same, may recover from such tenant or other person in an action of contract the amount of the charges so paid with all incidental costs and expenses.

or to take any other action relative thereto.

ARTICLE 20:

ARTICLE 20: 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 the 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);

- Ashberry Street
- Compton Court
- Daniel Circle
- Debbie Court
- Moraski Lane
- Ouimet Lane
- Peter Road
- Pimental Way
- Powell Street
- Treetop Way

or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 20. Town Meeting approval of this article will accept the 10 roads listed in the warrant language as public ways. Adding to the town's number of miles of accepted public ways increases Chapter 90 funds received from the state by \$5,000 to \$8,000 per mile. One third of the roads on the list received funding and were brought up to standards last year.



TOWN OF PLYMOUTH
Department of Public Works - Engineering Division
26 Court Street
Plymouth, Massachusetts 02360

TO: ADVISORY AND FINANCE COMMITTEE

FROM: SID KASHI, P. E., TOWN ENGINEER *JK*

Through: Jonathan Beder, Director of Public Works

CC: Melissa Arrighi, Town Manager

Marlene McCollem, Asst. Town Manager

Roads Advisory Committee

DATE: January 30, 2018

**SUBJECT: STREET LAYOUT (ACCEPTANCE) PROGRAM
2018 SPRING ANNUAL TOWN MEETING – ARTICLE 20**

The following ten (10) streets have been proposed for this year's acceptance.

- Ashberry Street
- Compton Court
- Daniel Circle
- Debbie Court
- Moraski Lane
- Ouimet Lane
- Peter Road
- Pimental Way
- Powell Street
- Treetop Way

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 and Roads Advisory Committee will be available on February 7th 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 20 as presented.

Encl. Locus Maps
Brief Synopsis of the Locations
Roads Advisory Committee Recommendation

ARTICLE: 20

ASHBERRY STREET, PIMENTAL WAY and POWELL STREET - Are located in the west Plymouth section of Town and comprise a portion of the "Old Colony Estates" subdivision. Built in the 1970's, Type I pavement, paved sidewalks, buried utilities and a closed drainage system are indicative of the construction requirements in effect at the time. Pavement conditions are good and will require minor maintenance in the immediate future. Therefore, there should be only minimal maintenance requirements for the immediate future.

COMPTON COURT, DANIEL CIRCLE, DEBBIE COURT and MORASKI LANE
- Are located in the South Plymouth section of Town and comprise a portion of the "Ponds of Plymouth, *fka Heritage Hills*" subdivision. Built in phases between 1973 thru 2007, Type I pavement, paved sidewalks, buried utilities and a closed drainage system are indicative of the construction requirements in effect at the time. Pavement conditions are good and will require minor maintenance in the immediate future. Therefore, there should be only minimal maintenance requirements for the immediate future.

OUIMET LANE is located in south Plymouth. Ouimet Lane is 740 feet long and runs easterly from Fairview Lane to a cul-de-sac. Ouimet Lane is located in the "Clark Estates subdivision" created in the mid 1990's. Type I pavement, paved sidewalks, buried utilities and a closed drainage system are indicative of the construction requirements in effect at the time. Pavement conditions are good and will require minor maintenance in the immediate future. Therefore, there should be only minimal maintenance requirements for the immediate future.

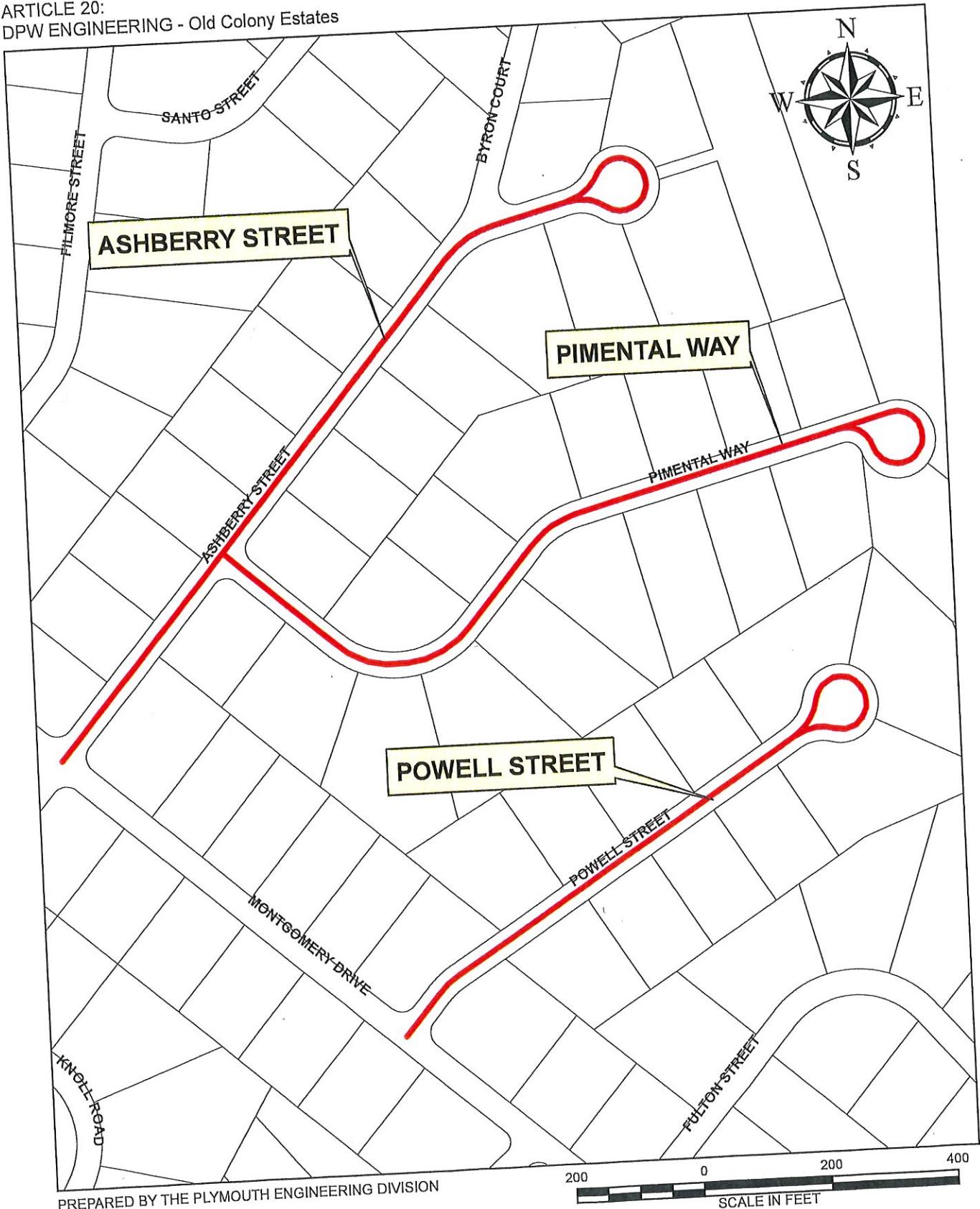
PETER ROAD is located in west Plymouth. Peter Road is 5,500 feet long and runs southerly from Carver Road and back forming a loop off Carver Road. Peter Road comprises the "Pinewood Estates subdivision" created in the mid 1970's. Type I pavement, paved sidewalks, buried utilities and a closed drainage system are indicative of the construction requirements in effect at the time. Pavement conditions are good and will require minor maintenance in the immediate future. Therefore, there should be only minimal maintenance requirements for the immediate future.

TREETOP WAY is located in south Plymouth. Treetop Way is 3,020 feet long and runs westerly from State Road to a cul-de-sac. Treetop Way comprises a portion of the "Mountain Hill Estates Subdivision" created in the late 1980's. Type I pavement, paved sidewalks, buried utilities and a closed drainage system are indicative of the construction requirements in effect at the time. Pavement conditions are good and will require minor maintenance in the immediate future. Therefore, there should be only minimal maintenance requirements for the immediate future.

2018 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE 20:
DPW ENGINEERING - Old Colony Estates

PLAT 106

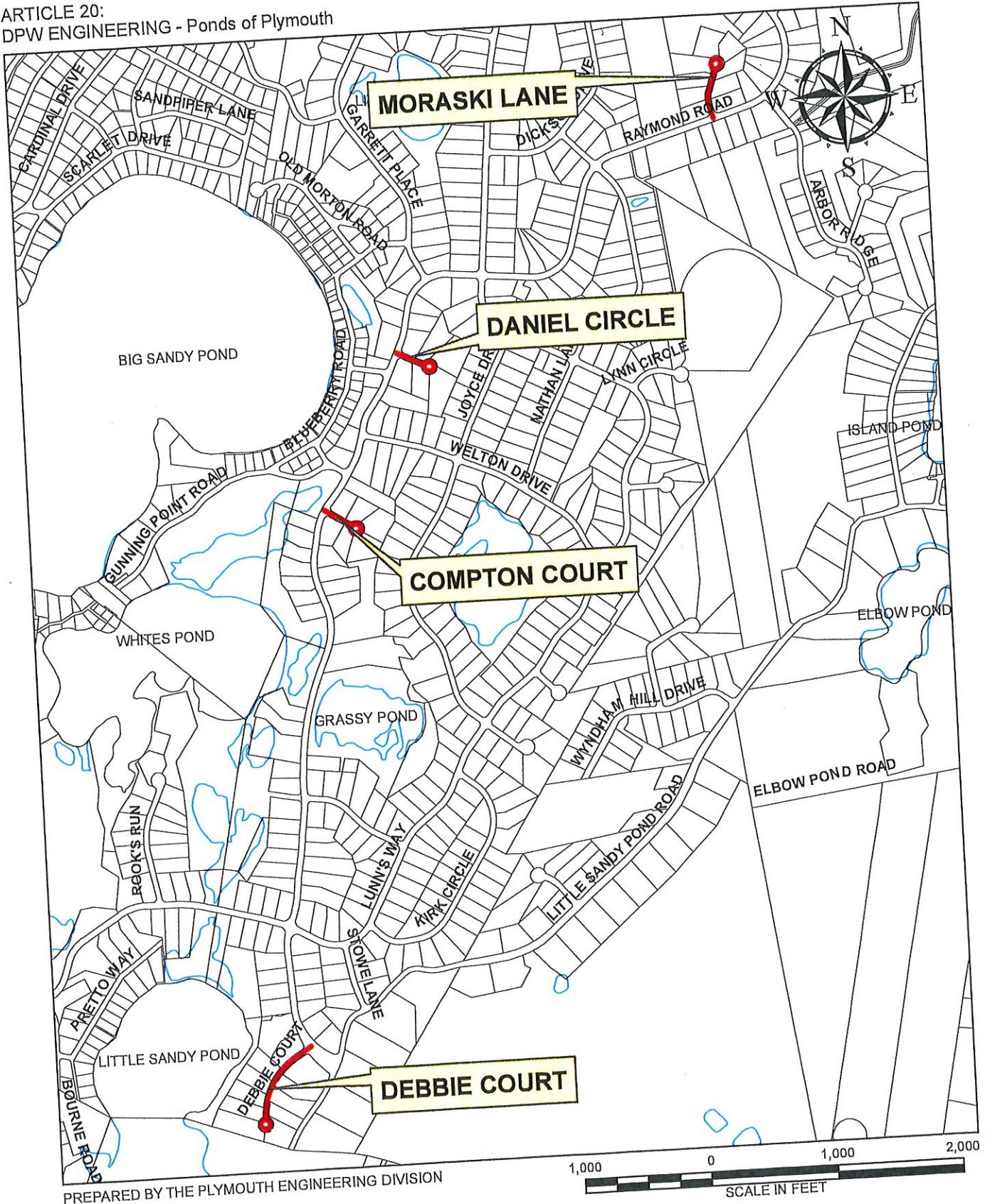


PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

2018 ANNUAL TOWN MEETING LOCUS MAP

**ARTICLE 20:
DPW ENGINEERING - Ponds of Plymouth**

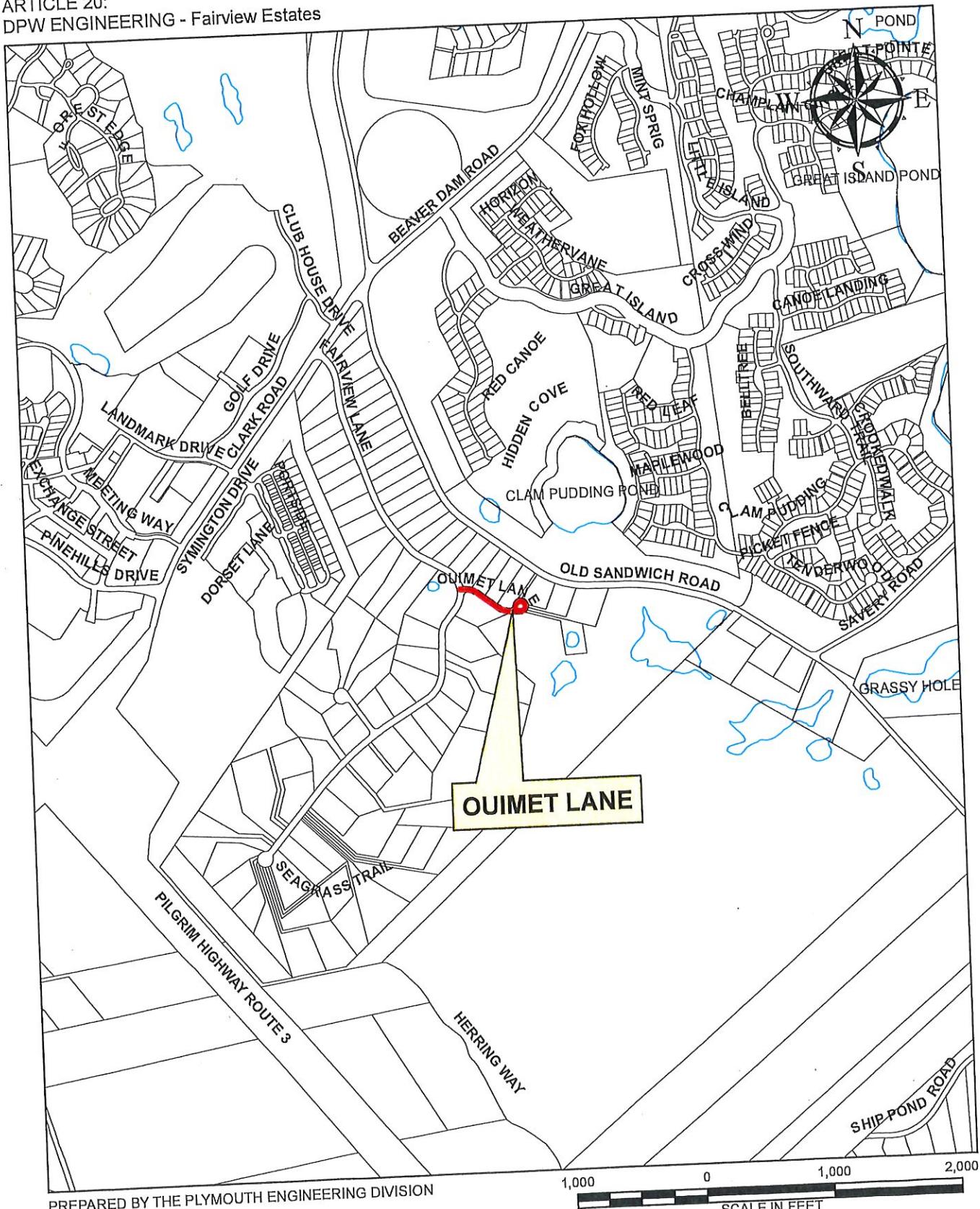
PLAT 123



2018 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE 20:
DPW ENGINEERING - Fairview Estates

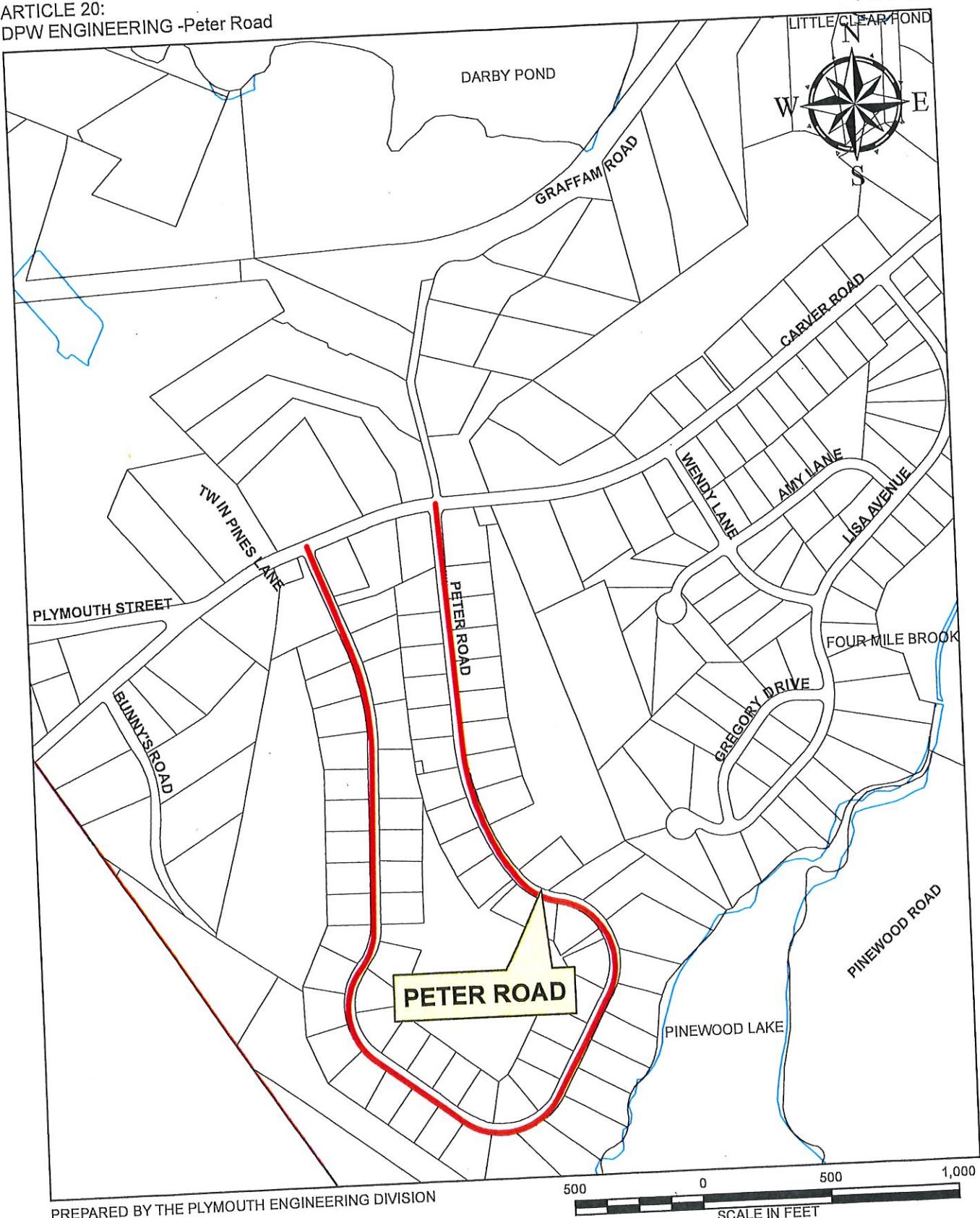
PLAT 77E



2018 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE 20:
DPW ENGINEERING -Peter Road

PLAT 108



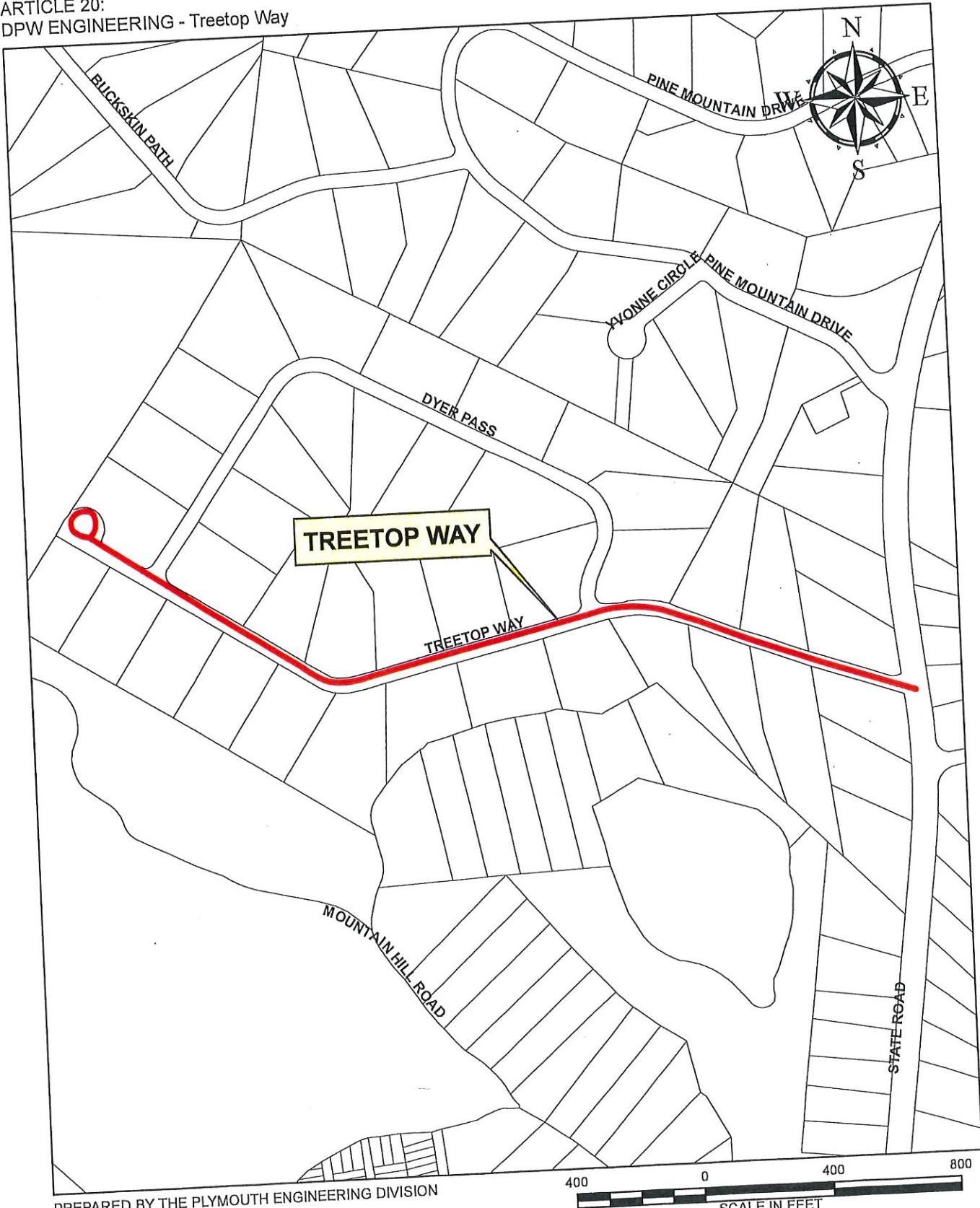
PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

500 0 500 1,000
SCALE IN FEET

2018 ANNUAL TOWN MEETING LOCUS MAP

PLAT 61

ARTICLE 20:
DPW ENGINEERING - Treetop Way



**Road Advisory Committee
Recommendation**

Memo

To: Plymouth Board of Selectmen, Road Commissioners
From: Plymouth Road Advisory Committee
CC: Plymouth Department of Public Works - Highway & Engineering Divisions
Date: 1/22/2018
Re: Street Acceptance Recommendations for 2018

At our November 30, 2017 meeting, the Plymouth Road Advisory Committee (PRAC) reviewed the list of existing streets being proposed for acceptance as public ways at the upcoming 2018 Spring Town Meeting.

These streets include:

Ashberry Street – 1,325 lf

Compton Court – 482 lf

Daniel Circle – 484 lf

Debbie Court – 960 lf

Moraski Lane – 495 lf

Ouimet Lane – 570 lf

Peter Road – 5,500 lf

Pimental Way – 1,275 lf

Powell Street – 900 lf

Treetop Way – 3,000 lf

The Road Advisory Committee supports this request and voted unanimously in favor to recommend to the Road Commissioners that this request be approved.

On behalf of the Town of Plymouth Road Advisory Committee



Stephen P. Dyer, Chair

ARTICLE 21:

ARTICLE 21: To see if the Town will vote to accept and allow as public way the existing way known as Billington Sea Road, as has been laid out by the Board of Selectmen and reported to the Town as shown on plans on file with the Town Clerk; and further to authorize the Board of Selectmen to acquire, by gift, purchase, eminent domain, or otherwise, and upon such terms and conditions as it deems appropriate, such interests in land within said layout sufficient to use said way for all purposes for which public ways are used in the Town of Plymouth, and within the lands abutting the way sufficient to make improvements to said way in accordance with said plans, and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisition(s), or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 21. Town Meeting approval of this article will accept Billington Sea Road as public way. The residents have petitioned the town for roadway improvements. The proposed roadwork will require residents to donate deeded easements to the town over the proposed roadway right of way. Design will create a written layout clearly defining the extents of the roadway corridor. Of the 35 properties, all but 2 or 3 of the owners had signed the petition agreeing to donate the easements and it is hoped those 2 or 3 will sign soon.



TOWN OF PLYMOUTH

Department of Public Works—Engineering Division
26 Court Street
Plymouth, Massachusetts 02360

TO: ADVISORY AND FINANCE COMMITTEE
FROM: SID KASHI, P. E., TOWN ENGINEER *✓ 8.1.*
Through: Jonathan Beder, Director of Public Works
CC: Melissa Arrighi, Town Manager
Marlene McCollem, Asst. Town Manager
Roads Advisory Committee
DATE: January 30, 2018
SUBJECT: 2018 SPRING ANNUAL TOWN MEETING – ARTICLE 21 – ROADWAY LAYOUT – BILLINGTON SEA ROAD

Billington Sea Road is “Used and Maintained” gravel road with no written layout. The residents on the road petitioned the town for roadway improvements. The Roads Advisory Committee requested that DPW start the public process for improving the roadway. The DPW started the public roadway improvement process by requesting that the residents sign the petition. DPW-Engineering Division held public hearing with Board of Selectmen.

The proposed work will require deeded easements over the proposed roadway right of way. The Town requested that the affected property owners donate the required easements.

The design of the project has now been started and in order to carry out the project, the Town of Plymouth must acquire permanent easements for layout establishment.

We are now having the opportunity to create a written layout clearly defining the extents of the corridor.

Representatives of the Engineering Division will be available on February 7th to present the material and answer any questions that you may have.

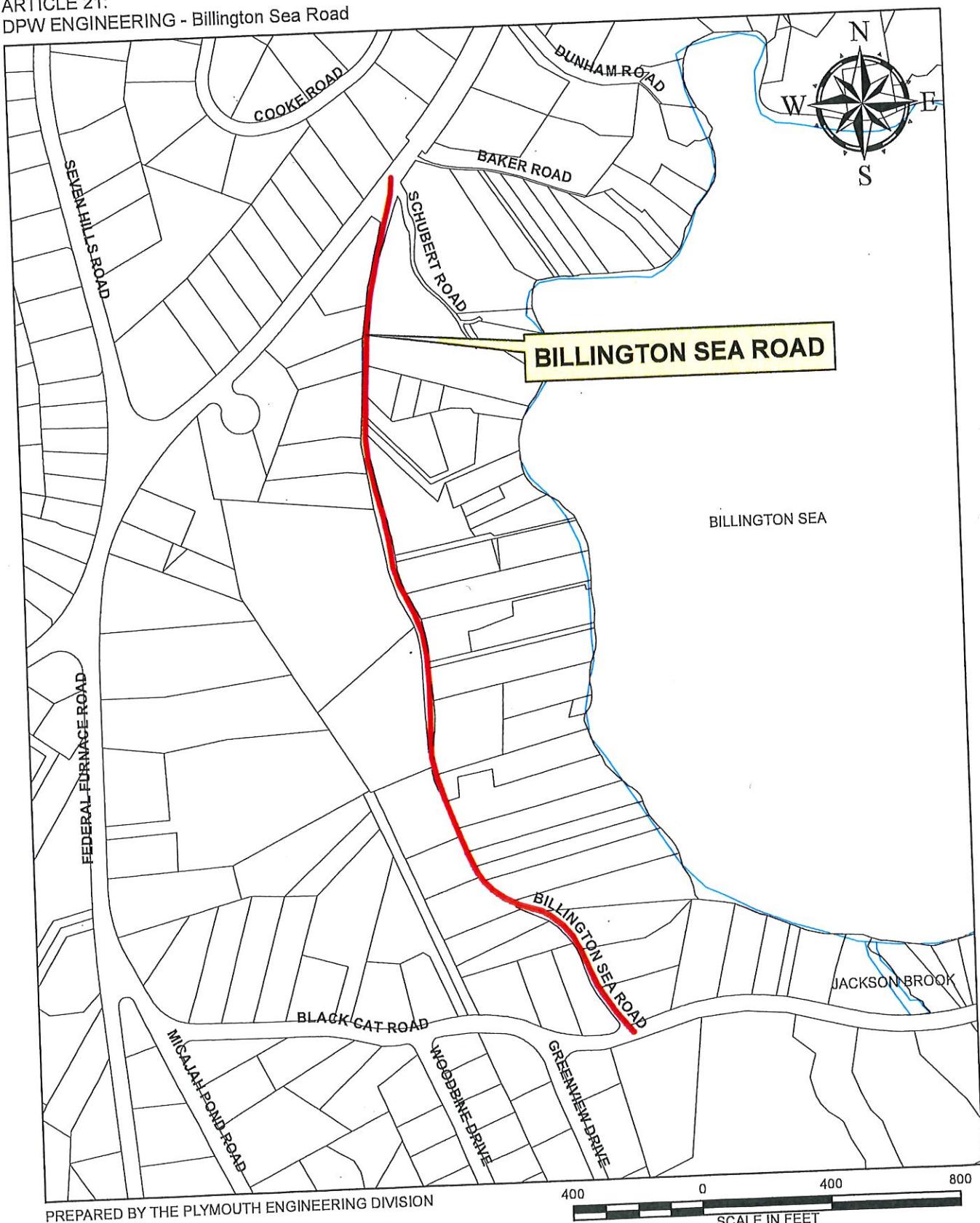
The DPW-Engineering Division recommends that the Advisory and Finance members vote to approve and support Article 21 as presented and refer it to Town Meeting

Encl: 1. Locus Map
2. Layout Plan

2018 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE 21:
DPW ENGINEERING - Billington Sea Road

PLAT 98



659

Filed in the office of the Town Clerk

Town Clerk

Approved By
Plymouth Board of Selectmen



#27 Schubert Rd
Parcel ID: 098-000-0204-000
Julie Ann Malinowski
Caroline Marie Hillebrand, Life Estate
Bk. 22955 Pg. 285

#28 Billington Sea Rd
Parcel ID: 098-000-021C-000
Sally L. Erskine
Bk. 10025 Pg. 110

Approved By
Plymouth Planning Board

Accepted by the Town

Town Clerk

#28 Billington Sea Rd
Parcel ID: 098-000-021B-000
Sally L. Erskine
Bk. 10025 Pg. 110

#24 Billington Sea Rd
Parcel ID: 098-000-021A-000
Jeffrey B. and Ann M. Pack
Bk. 20970 Pg. 154

#16 Billington Sea Rd
Parcel ID: 098-000-021E-000
Billington Sea Realty Trust
Charles J. Ladd, Trustee
Bk. 42701 Pg. 8

#23 Billington Sea Rd
Parcel ID: 098-000-028L-000
Jeffrey R. and Sarita Swift
Bk. 28778 Pg. 143

#27 Billington Sea Rd
Parcel ID: 098-000-028H-000
Marc J. Liddell
Bk. 45728 Pg. 16



Graphic Scale

FOR REGISTRY USE ONLY

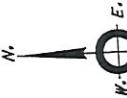
I certify that this plan has been prepared in conformity with the rules and regulations of the Registers of Deeds of the Commonwealth of Massachusetts.

PROPOSED LAYOUT OF
BILLINGTON SEA ROAD
PLYMOUTH, MASSACHUSETTS

Prepared For: the Town of Plymouth
Scale: 40 feet to an inch January 10, 2018
PLYMOUTH DEPT. OF PUBLIC WORKS - ENGINEERING DIVISION
Russell A. Firth Town Surveyor

1/12/2018
Date Professional Land Surveyor

6591



BILLINGTON

51°59'54"E
227.64'
R=400.00' SB*18°18'E
L=105.54' PE-107
L=105.54' PE-108
L=105.54' PE-109
L=105.54' PE-110
L=105.54' PE-111
L=105.54' PE-112
L=105.54' PE-113
L=105.54' PE-114
L=105.54' PE-115
L=105.54' PE-116
L=105.54' PE-117
L=105.54' PE-118
L=105.54' PE-119
L=105.54' PE-120
L=105.54' PE-121
L=105.54' PE-122
L=105.54' PE-123
N1°58'54" N

#54 Billington Sea Rd.
Parcel ID:
038-000-025-0044
34 Billington Sea Road Realty Trust
Joyce Puerto Pineda, Trustee
Bk. 45993 Pg. 168

#40 Billington Sea Rd.
Parcel ID:
038-000-025-001
Krisitina M. Keegan
Bk. 36352 Pg. 329

#53 Billington Sea Rd.
Parcel ID:
038-000-028M-000
Matthew A. DeLuca
Bk. 46127 Pg. 315

#46 Billington Sea Rd.
Parcel ID:
038-000-031C-002
Philip J. and Antoinette
Brown
Bk. 4740 Pg. 189

#44 Billington Sea Rd.
Parcel ID:
038-000-027-000
Joseph H. Frezler, Jr.
Bk. 22104 Pg. 236

#50 Billington Sea Rd.
Parcel ID:
038-000-032C-000
Jeffrey E. Gould
Jeanne F.M. Romowicz
Bk. 5314 Pg. 242

#50 Billington Sea Rd.
Parcel ID:
038-000-037E-000
Taylor Avenue, LLC.
Bk. 31845 Pg. 172

#52 Billington Sea Rd.
Parcel ID:
038-000-033-000
Marcia J. Beal 2013 Trust
Marcia J. Beal, Trustee
Bk. 43118 Pg. 206

Billington Sea Rd
Parcel ID:
038-000-030P-000
Susanne Filkins
Bk. 38182 Pg. 200

#53 Billington Sea Rd
Parcel ID:
038-000-0304-000
William and Kimberly Reed
Bk. 23035 Pg. 137

I certify that this plan has been
prepared in conformity with the
rules and regulations of the
Registers of Deeds of the
Commonwealth of Massachusetts.

1/12/2018
Date Professional Land Surveyor

40 0 40 80

Graphic Scale

FOR REGISTRY USE ONLY

6591



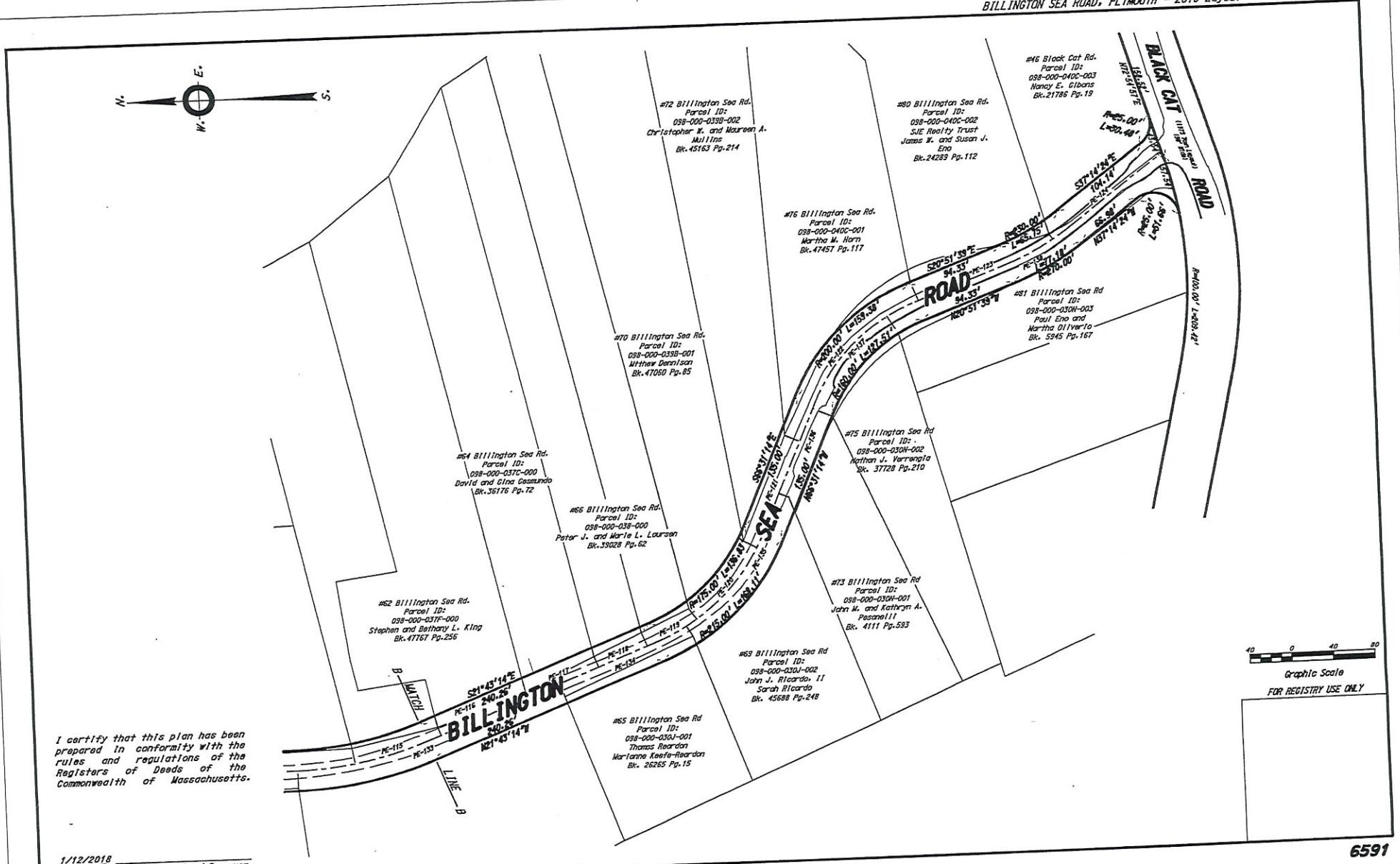
209

B

BILLINGTON
LINE
B

I certify that this plan has been prepared in conformity with the rules and regulations of the Registers of Deeds of the Commonwealth of Massachusetts.

1/12/2018
Date Professional Land Surveyor



40 0 40 80

Graphic Scale

FOR REGISTRY USE ONLY

6591

ARTICLE 22:

ARTICLE 22: To see if the Town will vote to authorize the Board of Selectmen to accept perpetual easements for public way purposes over the property located on Long Pond Road, Plymouth, MA and shown as Plymouth Assessor's parcel number 083-000-002G-000, and further to accept and allow the alteration of the layout of the Town way, Long Pond Road, as laid out by the Board of Selectmen and reported to the Town and further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and upon such terms and conditions as it deems appropriate, such interests in land within said altered layout sufficient to use said ways for all purposes for which public ways are used in the Town of Plymouth, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 22. Town Meeting approval of this article will approve alteration of the road layout and authorize the Board of Selectmen to accept an easement for highway purposes. The developer of the corner lot on Long Pond Road and County Drive will grant the town a permanent easement and the town intends to widen the road at that intersection and include the easement in the layout.



TOWN OF PLYMOUTH
Department of Public Works – Engineering Division
26 Court Street
Plymouth, Massachusetts 02360

**TO: ADVISORY & FINANCE
PLANNING BOARD**

FROM: SID KASHI, P.E., TOWN ENGINEER ✓ S.K.

Through: Jonathan Beder, Director of Public Works

**CC: Melissa Arrighi, Town Manager
Marlene McCollem, Asst. Town Manager**

DATE: January 30, 2018

**SUBJECT: 2018 SPRING ANNUAL TOWN MEETING – ARTICLE 22
LONG POND ROAD AT COUNTY DRIVE LAYOUT ALTERATION, AND
ACCEPTANCE OF EASEMENT FOR HIGHWAY PURPOSES**

The developer of the corner lot on Long Pond Road and County Drive intersection went before the Zoning Board of Appeals (ZBA) to build a gas station.

The owner of the property is willing to grant the Town a permanent easement for Highway purposes.

The Town has requested an easement for road widening. The ZBA's condition is requiring the applicant to grant an easement.

The granting of this easement requires town meeting action for authorizing the Board of Selectmen to accept the easement.

The Town intends to include the acquired easement in the layout. Acquiring the easement will necessitate the alteration of the layout and Town Meeting action. Representative of the Engineering Division will be available at the meeting to present the materials and answer any questions that you may have.

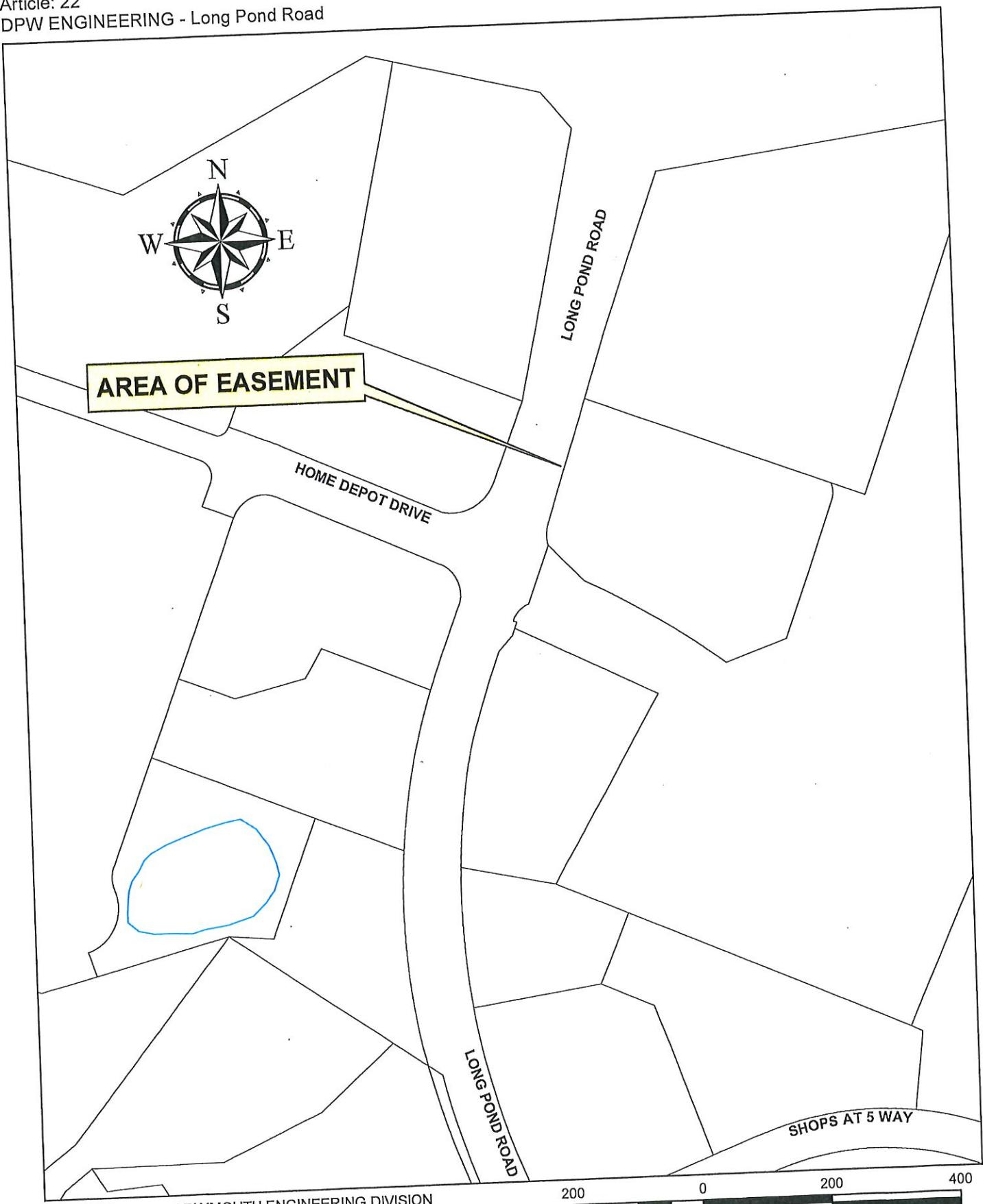
The D.P.W. recommends a favorable vote to support Article 22 as presented.

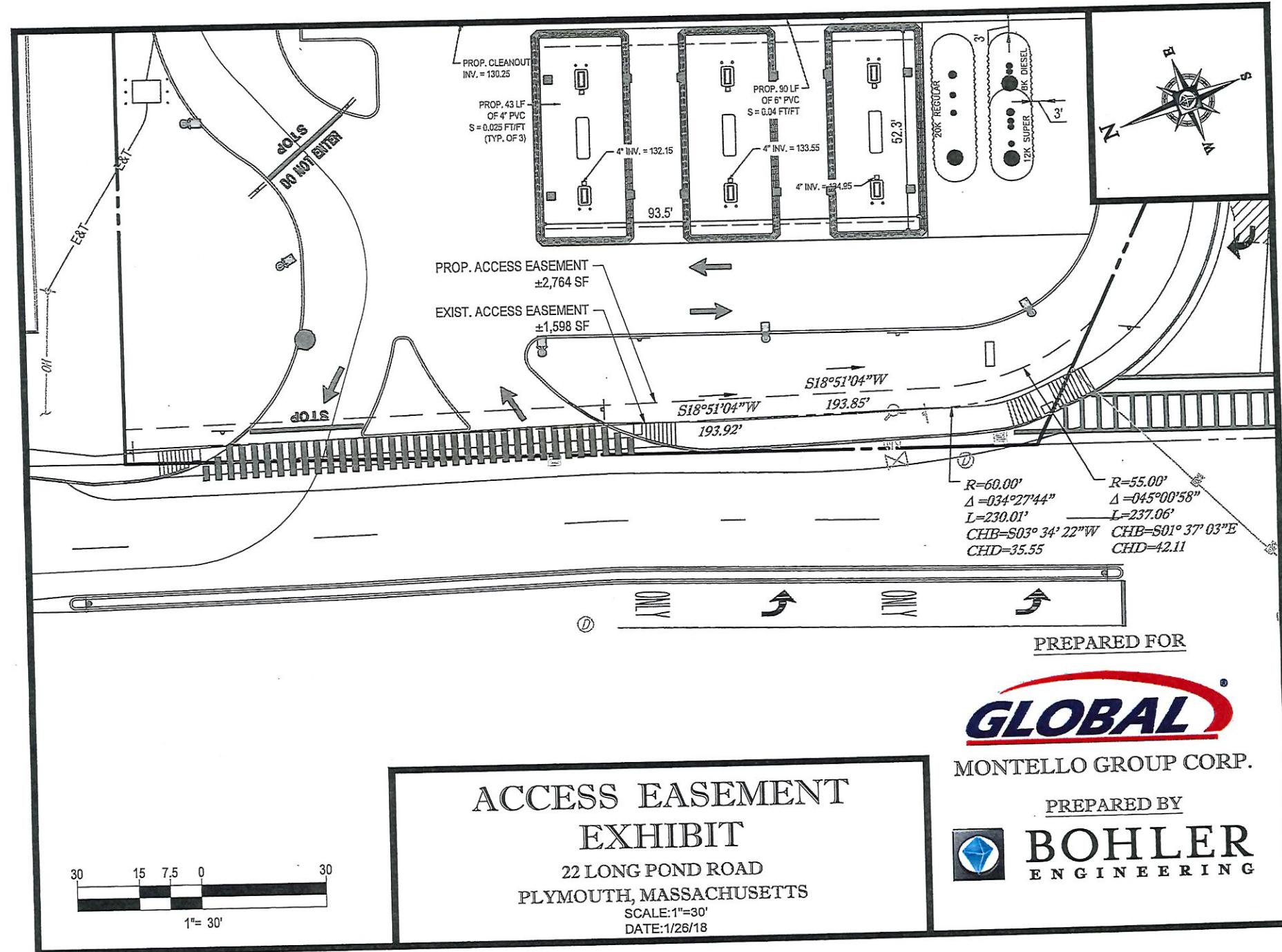
**Enclosures: 1. Locus Map
2. Access Easement Plan**

2018 ANNUAL TOWN MEETING LOCUS MAP

Article: 22
DPW ENGINEERING - Long Pond Road

PLAT 83





ARTICLE 23:

ARTICLE 23: To see if the Town will vote to authorize the Board of Selectmen to accept perpetual easements for public way purposes over the properties located on Court Street, Plymouth, MA and shown as Plymouth Assessor's parcel numbers 005-000-110C-000, 005-000-110D-000 and 005-000-111B-000, and further to accept and allow the alteration of the layout of the Town way, Court Street, as laid out by the Board of Selectmen and reported to the Town and further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and upon such terms and conditions as it deems appropriate, such interests in land within said altered layout sufficient to use said ways for all purposes for which public ways are used in the Town of Plymouth, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 23. Town Meeting approval of this article will approve alteration of the road layout and authorize the Board of Selectmen to accept an easement for highway purposes. The developer of the CVS store on the corner lot on Court Street and Cherry Street will grant the town a permanent easement and the town intends to include the easement in the road layout for future changes.



TOWN OF PLYMOUTH
Department of Public Works – Engineering Division
26 Court Street
Plymouth, Massachusetts 02360

TO: ADVISORY AND FINANCE
PLANNING BOARD

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

Through: Jonathan Beder, Director of Public Works

CC: Melissa Arrighi, Town Manager
Marlene McCollem, Asst. Town Manager

DATE: January 30, 2018

SUBJECT: 2018 SPRING ANNUAL TOWN MEETING – ARTICLE 23
COURT STREET AT CHERRY STREET LAYOUT ALTERATION, AND
ACCEPTANCE OF EASEMENT FOR HIGHWAY PURPOSES

The developer of the corner lot on Court Street and Cherry Street intersection went before the Zoning Board of Appeals (ZBA) to build a CVS Pharmacy.

The owner of the property is willing to grant the Town a permanent easement for Highway purposes.

The Town has requested an easement for road widening. The ZBA's condition is requiring the applicant to grant an easement.

The granting of this easement requires town meeting action for authorizing the Board of Selectmen to accept the easement.

The Town intends to include the acquired easement in the layout. Acquiring the easement will necessitate the alteration of the layout and Town Meeting action. Representative of the Engineering Division will be available at the meeting to present the materials and answer any questions that you may have.

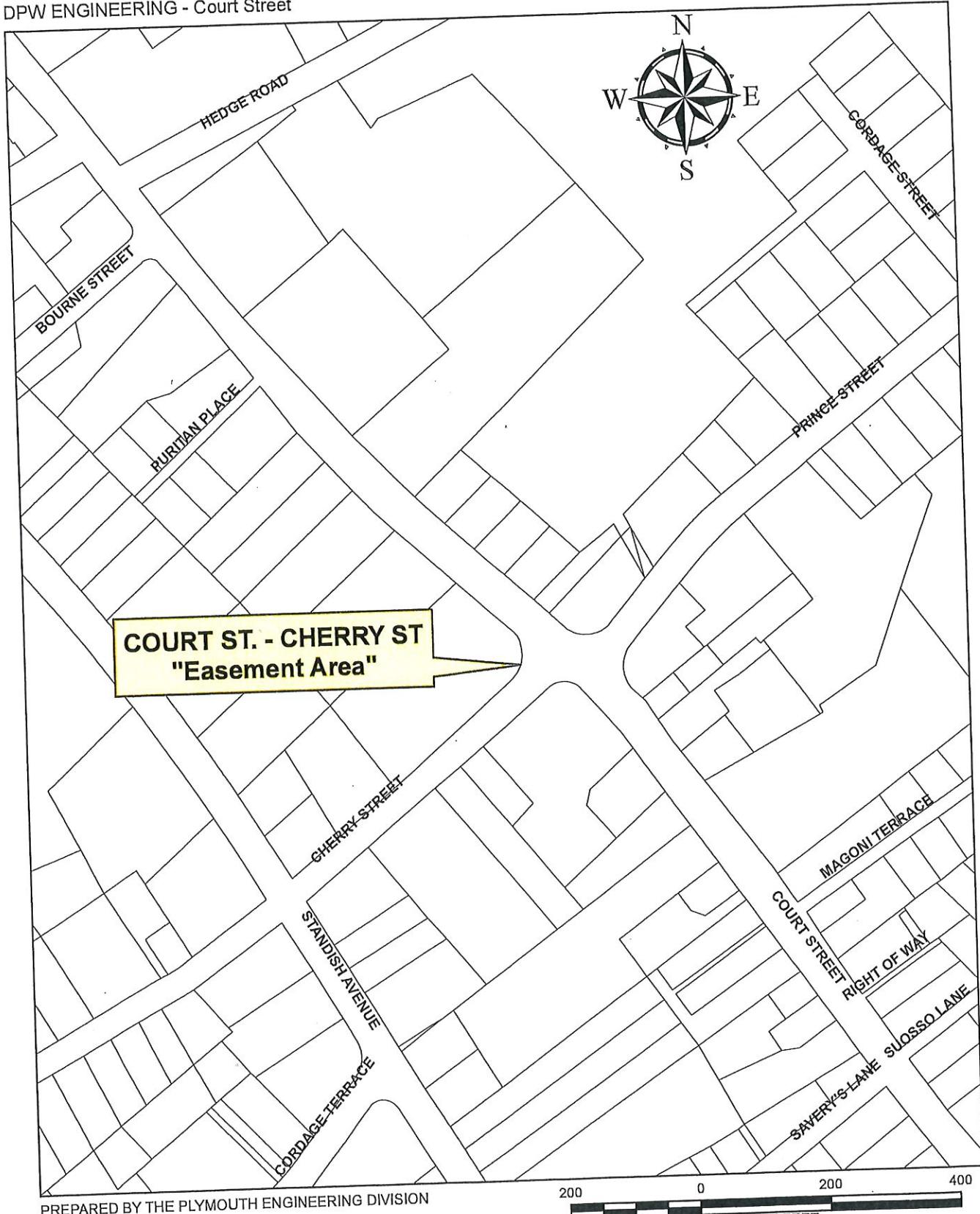
The D.P.W. recommends a favorable vote to support Article 23 as presented.

Enclosures: 1. Locus Map
2. Easement Plan

2018 ANNUAL TOWN MEETING LOCUS MAP

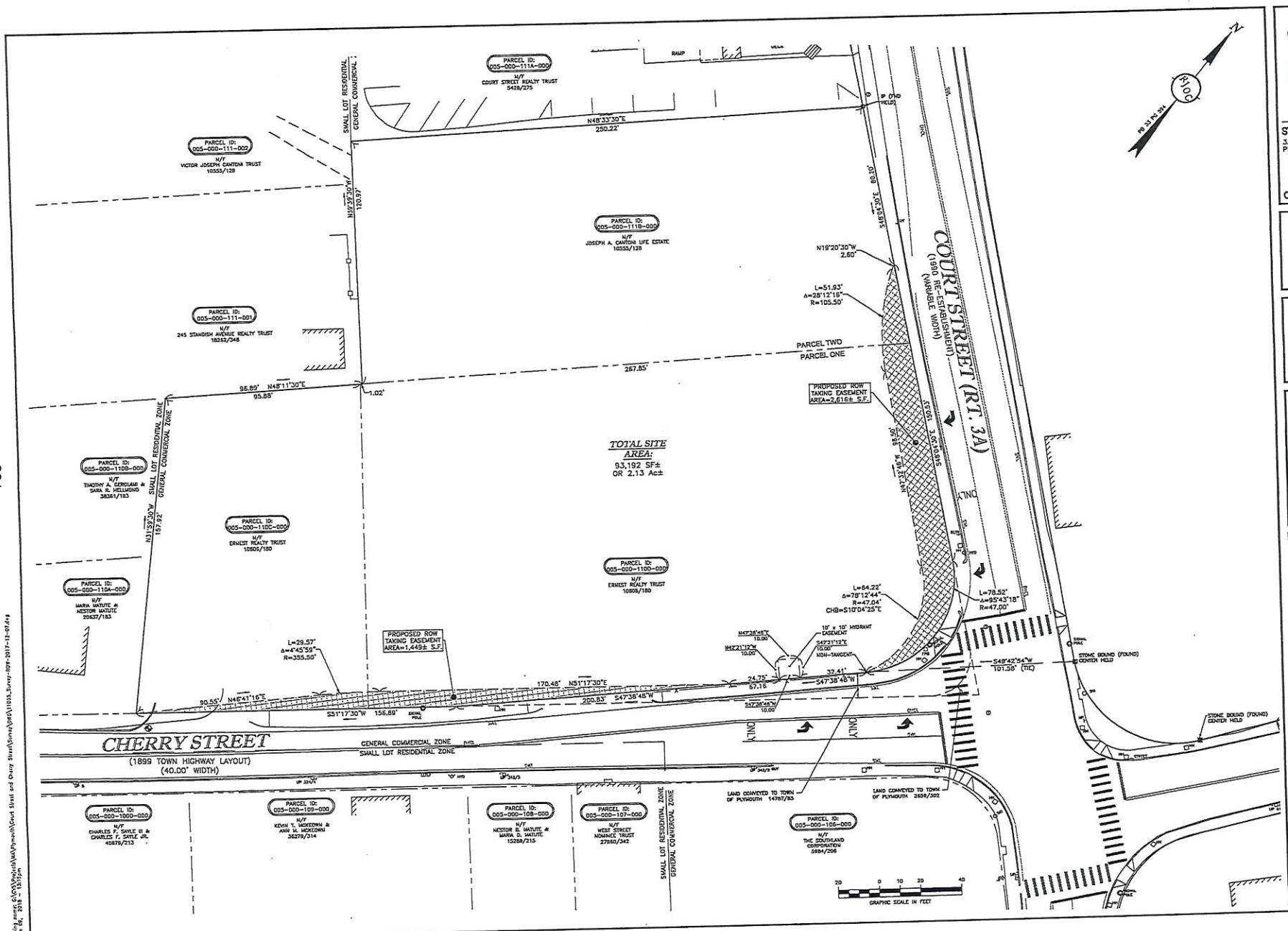
ARTICLE 23:
DPW ENGINEERING - Court Street

PLAT 5



PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

200 0 200 400
SCALE IN FEET



STORE NUMBER: 10932
330 COURT STREET
PLYMOUTH, MA

CS PROJECT #85261

**RJO'CONNELL
& ASSOCIATES, INC.**
CIVIL ENGINEERS, SURVEYORS
& LAND PLANNERS
80 MONTVALE AVENUE
STONEHAM, MA 02180
TEL: 781-279-0160
FAX: 781-278-0173

DEVELOPER



T.M. CROWLEY & ASSOCIATES
501 PENNSYLVANIA PARKWAY
SUITE 160
INDIANAPOLIS, IN 46280
TEL: 517.593.5644
PROJECT CONTACT: LOU EYSTER

SEAL

REVISION

PROJECT MANAGER:	BPD
DRAWING BY:	KJK
REVIEWED BY:	KJK
DATE:	01/09/18
JOB NUMBER:	11035.00

TITLE: COURT STREET &
CHERRY STREET
TAKING PLAN

SHEET NUMBER:

SV-1

31 1

COMMENTS:

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ARTICLE 24:

ARTICLE 24: To see if the Town will vote to authorize the Board of Selectmen to accept perpetual easements for public way purposes over the property located on Carver Road, Plymouth, MA and shown as Plymouth Assessor's parcel number 104-000-008-037, and further to accept and allow the alteration of the layout of the Town way, Carver Road, as laid out by the Board of Selectmen and reported to the Town and further to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, and upon such terms and conditions as it deems appropriate, such interests in land within said altered layout sufficient to use said ways for all purposes for which public ways are used in the Town of Plymouth, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 24. Town Meeting approval of this article will approve alteration of the road layout and authorize the Board of Selectmen to accept an easement for highway purposes. The property owner of the Stonegate Subdivision, at the corner of Carver Road and Montgomery Drive, will grant the town a permanent easement and the town intends to include the easement in the road layout for future changes.



TOWN OF PLYMOUTH
Department of Public Works – Engineering Division
26 Court Street
Plymouth, Massachusetts 02360

TO: ADVISORY AND FINANCE
PLANNING BOARD

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

Through: Jonathan Beder, Director of Public Works

CC: Melissa Arrighi, Town Manager
Marlene McCollem, Asst. Town Manager

DATE: January 30, 2018

**SUBJECT: 2018 SPRING ANNUAL TOWN MEETING – ARTICLE 24
CARVER ROAD AT MONTGOMERY DRIVE LAYOUT ALTERATION, AND
ACCEPTANCE OF EASEMENT FOR HIGHWAY PURPOSES**

The property owner of Stonegate Subdivision has gone before the Planning Board and received approval for the subdivision plan. The Planning Board required the developer to grant an easement for road widening.

The owner of the property is willing to grant the Town a permanent easement for Highway purposes. The Planning Board's condition is requiring the applicant to grant an easement.

The granting of this easement requires town meeting action for authorizing the Board of Selectmen to accept the easement.

The Town intends to include the acquired easement in the layout. Acquiring the easement will necessitate the alteration of the layout and Town Meeting action. Representative of the Engineering Division will be available at the meeting to present the materials and answer any questions that you may have.

The D.P.W. recommends a favorable vote to support Article 24 as presented.

Enclosures: 1. Locus Map
2. Recorded Subdivision Plan

2018 ANNUAL TOWN MEETING LOCUS MAP

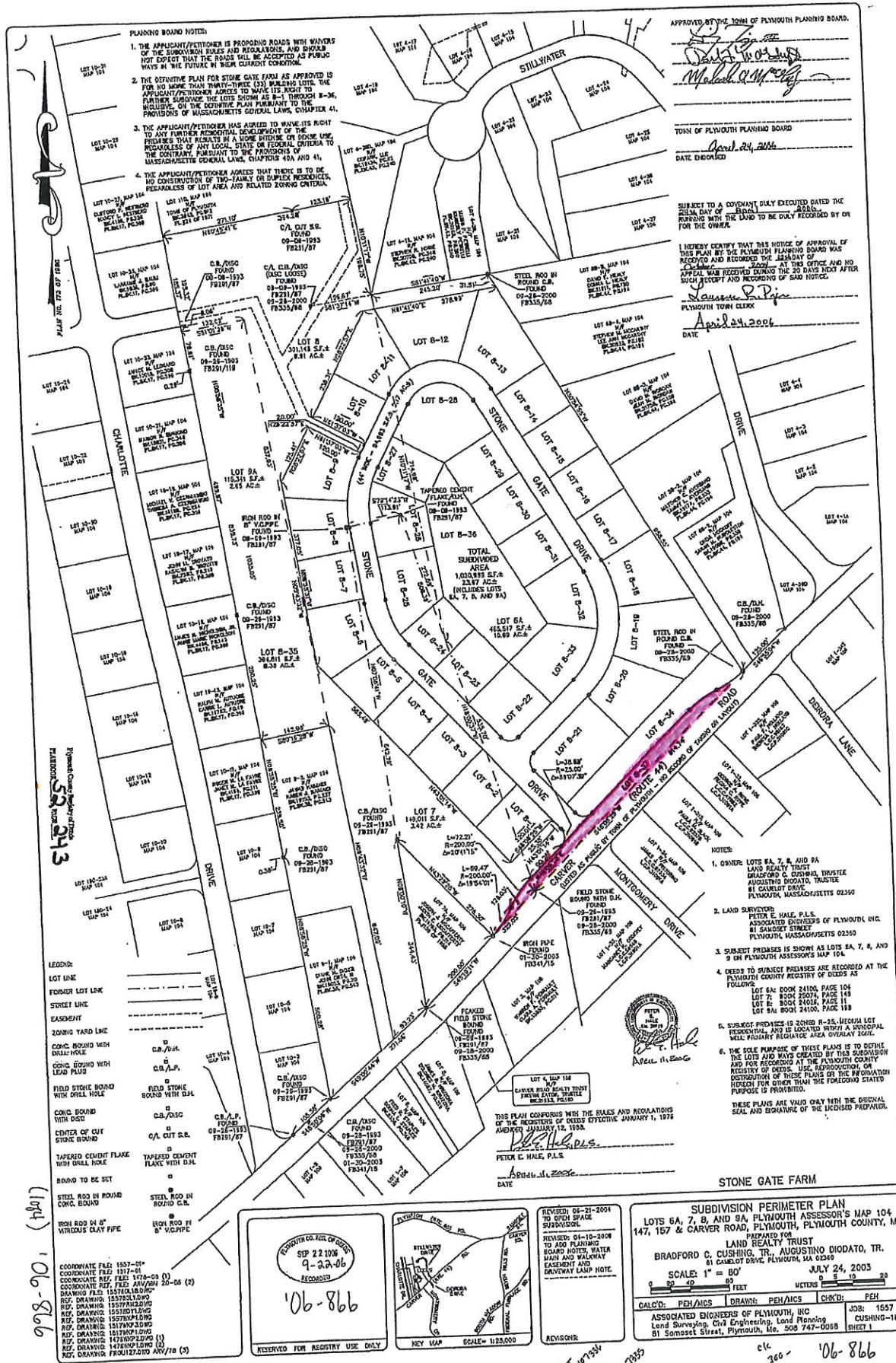
ARTICLE 24:
DPW ENGINEERING - Carver Road

PLAT 104



PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

350 0 350 700
SCALE IN FEET



8

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COORDINATE FILE: 1557-01*
COORDINATE FILE: 1517-01
COORDINATE REF. FILE: 1478-06 (1)
COORDINATE REF. FILE: ARV/101 20-08 (2)
DRAWING FILE: 15374701.DWG*
REF. DRAWING: 12345678.DWG
REF. DRAWING: 15577890.DWG
REF. DRAWING: 15577891.DWG
REF. DRAWING: 15577892.DWG
REF. DRAWING: 15577893.DWG
REF. DRAWING: 15577894.DWG
REF. DRAWING: 15577895.DWG
REF. DRAWING: 15577896.DWG
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REF. DRAWING: 15577898.DWG
REF. DRAWING: 15577899.DWG
REF. DRAWING: 14787900.DWG (1)
REF. DRAWING: 14787901.DWG (2)
REF. DRAWING: 14787902.DWG (3)
REF. DRAWING: ARV/1227.DWG ARV/78 (3)

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THIS PLAN CONFORMS WITH THE RULES AND REGULATIONS
OF THE REGISTERS OF DEEDS EFFECTIVE JANUARY 1, 1870
AFTERNOON JANUARY 12, 1888.
Peter E. Hale, P.L.S.
PETER E. HALE, P.L.S.
A.D.C. 11-2006C

PC-1000
FIELD
POLICE
FOUND
03-10-1983
FBIN/67
03-26-1983
PC-1000
PC-1000

Pinhook County Registry of
PLANBOOKS 52 PAGES

REVISION: 08-21-2000
TO OPEN SPACE
SUBDIVISION
REVISION: 04-10-2000
TO ADD PLANNING
BOARD, HOTELS, WATCH
MAN, AND WALKWAY
EASEMENT AND
DRIVeway LAMP NOT
REVISIONS:

SUBDIVISION LOTTING PLAN											
LOTS 6A, 7, 8, 9, 10, PLYMOUTH ASSESSOR'S MAP 104											
147, 157 & CARVER ROAD, PLYMOUTH, PLYMOUTH COUNTY, MA											
PREPARED FOR											
LAND REALTY TRUST											
BRADFORD C. CUSHING, TR., AUGUSTINO DIODATO, TR.											
81 CANTON GLEN, PLEASANT HILL, MA 02325											
SCALE: 1" = 40'											
JULY 24, 2003											
5' 30"			1 FEET			0 5 10 20			METERS		
CALC'D. PEM/AICS			DRAWN: PEM/AICS			CHK'D. PEM			APR 15 1957		
ASSOCIATED ENGINEERS OF PLYMOUTH INC											
Land Surveying, Civil Engineering, Land Planning											
100 Washington Street, P.O. Box 100, Plymouth, MA 02360-1000											
TEL: 508-457-2444 FAX: 508-457-2445											
MAY 13											

(2084) 06-866

ARTICLE 25:

ARTICLE 25: To see if the Town will vote to authorize the Board of Selectmen to accept perpetual easements for public way purposes over the properties located on Bourne Road, Plymouth, MA and shown as Plymouth Assessor's Parcels Nos. 121-000-002-043, 121-000-002-044, and 121-000-002-047; and further to accept and allow as a public way the following street or portions thereof as laid out by the Board of Selectmen and reported to the Town, and as shown on plans on file with the Town Clerk; to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain an easement to use said ways for all purposes for which public ways are used in the Town of Plymouth, and all associated easements; and further, and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition: Bourne Road, A Portion Thereof, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 25. Town Meeting approval of this article will authorize the Board of Selectmen to accept easements from the property owner of Deer Pond Village Subdivision on Bourne Road near Amanda Avenue. The owner of the property is willing to grant the town easement for highway purposes for whatever portion of Bourne Road he owns.



TOWN OF PLYMOUTH
Department of Public Works - Engineering Division
26 Court Street
Plymouth, Massachusetts 02360

TO: **BOARD OF SELECTMEN
ADVISORY AND FINANCE COMMITTEE**

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

Through: **Jonathan Beder, Director of Public Works**

CC: **Melissa Arrighi, Town Manager
Marlene McCollem, Asst. Town Manager
Road Advisory Committee**

DATE: **January 30, 2018**

SUBJECT: **2018 SPRING ANNUAL TOWN MEETING – ARTICLE EXPLANATION
ARTICLE 25 – ACCEPTANCE OF EASEMENT FOR HIGHWAY
PURPOSES ON BOURNE ROAD, VINICITY OF AMANDA AVENUE**

The property owner of Deer Pond Village Subdivision has gone before the Planning Board and received approval for the subdivision plan. The owner of the property is willing to grant the Town easement for highway purposes in whatever portion of Bourne Road he owns.

There is no written layout for this “used and maintained” portion of Bourne Road, where it borders the property.

**The granting easement requires Town Meeting action in order to authorize the Board of
Selectmen to accept the easement.**

There is not any need for funding this Article.

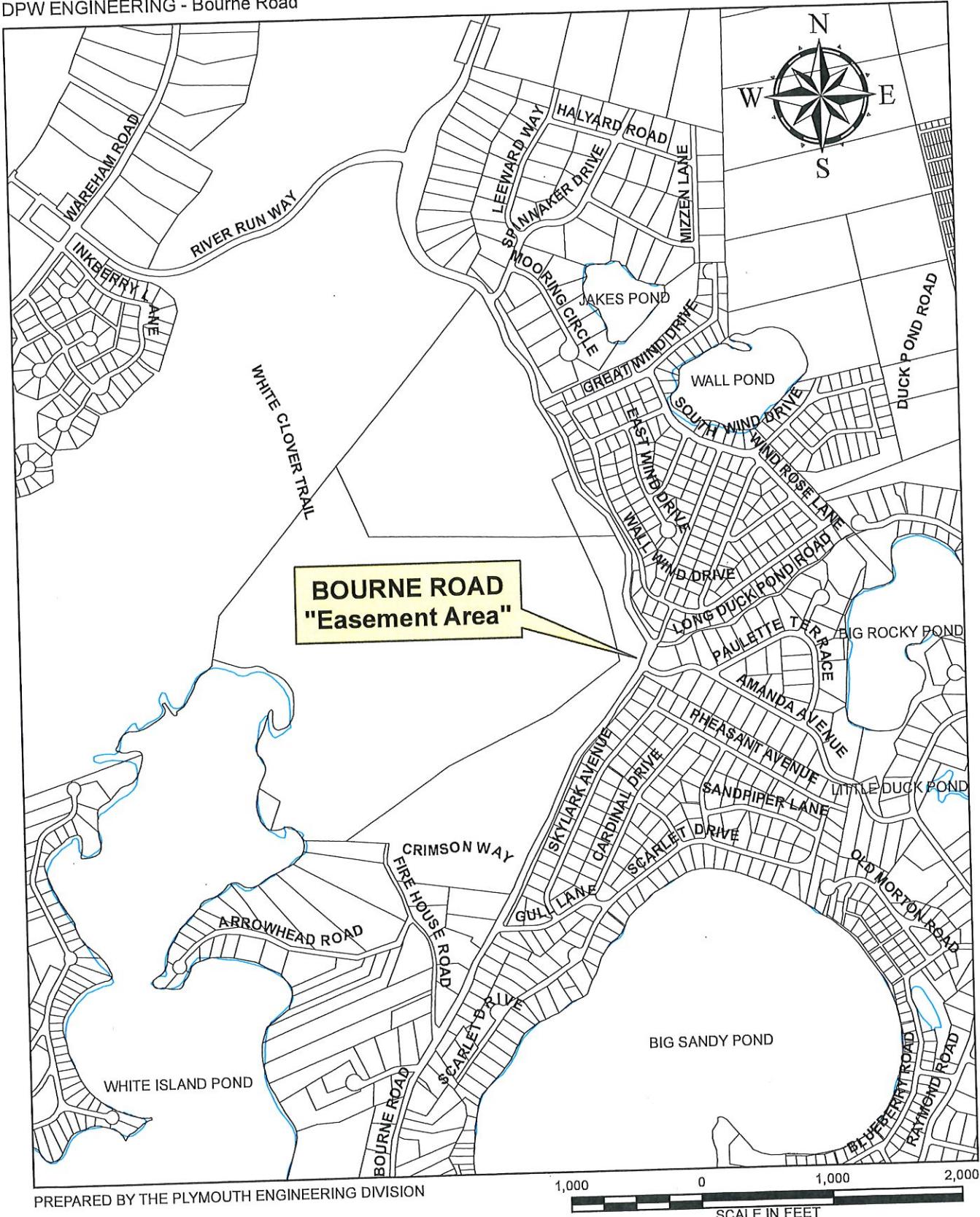
The DPW-Engineering Division recommends a favorable vote to approve and support Article 25 as presented.

Encl. 1. Locus Map
2. Recorded Subdivision Plan

2018 ANNUAL TOWN MEETING LOCUS MAP

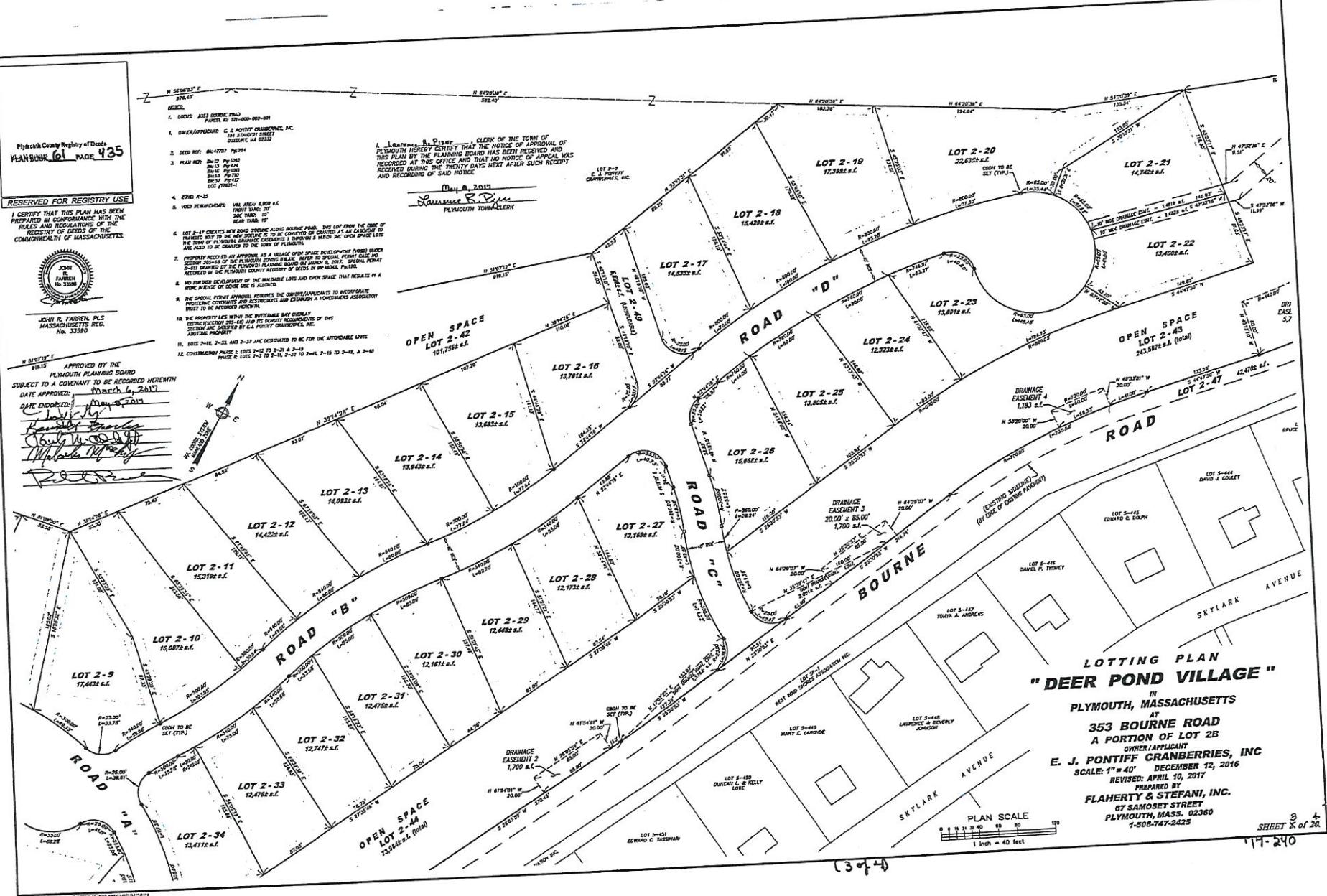
ARTICLE 25:
DPW ENGINEERING - Bourne Road

PLAT 121



PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

1,000 0 1,000 2,000
SCALE IN FEET



ARTICLE 26:

ARTICLE 26: To see if the Town will vote to amend the General By-Laws by deleting, in its entirety, Section 6 of Chapter 43, Council on Aging, which provides as follows:

§43-6. Appointment of staff.

The Council may appoint such clerks and other employees as it may require.

or to take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 11-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 26. Town Meeting approval of this article will amend the General Bylaws by deleting Section 6 of Chapter 43 regarding the Council on Aging appointment of staff. The bylaw conflicts with the Charter which grants the Town Manager authority to appoint all staff. Deletion of this section ensures that appointment of COA staff appointments are made in compliance with the Charter.

**TOWN OF PLYMOUTH
26 Court Street
Plymouth, MA 02360
(508) 747-1620**

**OFFICE OF TOWN MANAGER
MEMORANDUM**

To: Board of Selectmen
Advisory and Finance Committee Members

From: Marlene McCollem, Assistant Town Manager

Date: February 22, 2018

Re: Annual Town Meeting, Article 26 – Council on Aging Appointments

ARTICLE 26: To see if the Town will vote to amend the General By-Laws by deleting, in its entirety, Section 6 of Chapter 43, Council on Aging, which provides as follows:

§43-6. Appointment of staff.

The Council may appoint such clerks and other employees as it may require.

or to take any other action relative thereto.

BOARD OF SELECTMEN

Currently the Council on Aging Bylaw conflicts with the Town Charter regarding appointment authority. Under the Charter the Town Manager is the appointing authority for all staff. Removing Section 43-6 of the General Bylaws ensures that Council on Aging staff appointments are made in compliance with the Charter.

Thank you for your consideration.

ARTICLE 27:

ARTICLE 27: To see if the Town will vote to amend the General By-Laws, Chapter 81, "HARBOR," as provided below, with strikethrough language to be deleted and bold and underlined language to be inserted:

§81-1. Definitions.

CHANNEL—A navigable route for the passage of vessels, established by customary use or under the authority of federal, state or municipal law.

VESSEL—Watercraft of every description, except a sea plane on the water, used or capable of being used as a means of transportation.

§81-3. Water skiing.

~~Water skiing will not be permitted in posted areas or anchorages.~~

§81-3. Harbor Safety.

- A. Water-skiing, use of a tow behind device and swimming will not be permitted in posted areas, anchorages, mooring fields or channels. For this section, a tow behind device is defined as any object used in the towing of a person or persons by a motorboat whether the persons ride on the device or hold on to the device.

§81-10. Mooring applications and permits.

~~C. Said applications shall be date stamped upon receipt by the Harbor Master, who shall consider permit applications in the order of their submission. The Harbor Master shall grant permits in the order of submission of the applications, provided, however, On the basis of the availability of suitable mooring space for the particular boat.~~

C. The Harbormaster shall provide a written procedure for the fair and equitable assignment of vacant or new moorings. Methods for mooring assignment which are appropriate include, but are not limited to, one or more of the following:

1. Date of mooring application;
2. Physical characteristics of vessels, e.g., size and type;
3. Purposes of vessel use, e.g., commercial vs. recreational or public vs. private;
4. Public or private tidelands.

§81-11. Mooring specifications and Maintenance.

A. Dredged areas.

- (1) ~~Hairpins or eyes in blocks must be 25% heavier than chain specification.~~

<u>Length of Boat (feet)</u>	<u>Cement Block or Equivalent (inches)</u>
16 to 20	28 x 28 x 18
21 to 26	32 x 32 x 18
27 to 32	36 x 36 x 20
33 to 38	36 x 36 x 24
39 to 42	42 x 42 x 24
43 to 55	48 x 48 x 24
56 and over	Subject to ruling by Harbor Master

- (2) Chain Size.

<u>Length of Boat (feet)</u>	<u>Diameter (inches)</u>
16 to 20	1/2
21 to 26	1/2
27 to 32	5/8
33 to 38	5/8
39 to 42	3/4
43 to 55	7/8

56 and over	Subject to ruling by Harbor Master
-------------	------------------------------------

~~(3) Pennant diameter.~~

Length of Boat (feet)	Nylon or Equivalent (inches)
16 to 20	1/2
21 to 26	5/8
27 to 32	3/4
33 to 38	7/8
39 to 42	1
43 to 55	1 1/4
56 and over	Subject to ruling by Harbor Master

~~(4) Scope.~~

- ~~(a) Length of chain for flotation buoys; ocean floor to two feet above maximum high water.~~
- ~~(b) Length of pennant: 1/2 length of boat measured in a straight line from extreme bow chock to stern of boat. This method of measurement shall be used with cans, balls or synthetic flotation buoys.~~

A. Mooring specifications shall remain in compliance with current waterway regulations and inspection standards.

§81-11. Mooring specifications and Maintenance.

B. ~~Nondredged areas (flats).~~

~~(1) Block or mushroom.~~

Length of Boat (feet)	Cement Block or Equivalent (inches)
Up to 26	36 x 36 x 12

~~(2) Chain Size.~~

Length of Boat (feet)	Diameter (inches)
Under 16	3/8 to 1/2
17 to 20	1/2
21 to 26	1/2

~~(3) Pennant diameter.~~

Length of Boat (feet)	Nylon or Equivalent (inches)
Under 16	1/2
17 to 20	1/2
21 to 26	5/8

~~(4) Scope.~~

Length of Boat (feet)	Scope (feet)
Under 16	10
17 to 20	10
21 to 26	12

- ~~(5) Boats moored on flats at two feet below mean low level water shall have their moorings completely buried.~~

B. Owners with defective moorings shall be allowed seven days after receiving notice from the Harbormaster to correct defective conditions. If the defect is not corrected after this time, the owner will be subject to penalty in conformance with this chapter.

§81-11. Mooring specifications and Maintenance.

C. ~~Special areas: moorings in channels, Hobs Hole, Saquish Head, Goose Point, Cordage Channel or equivalent tidal areas.~~

- ~~(1) Present moorings may stay at existing overall scope. If the harbor conditions in these areas become congested in the future, moorings shall be shortened in these tidal areas with chain two feet above mean high water and the length of the pennant equal to the length of the boat.~~

C. The Harbormaster shall keep a detailed description of all active mooring permits, their locus, the owner's name, home address, contact information and vessel record information.

§81-11. Mooring specifications and Maintenance.

D. ~~All areas.~~

- (1) ~~The use of spars or stainless steel floats for chain flotation shall be prohibited. Only cans, balls or styrene type chain flotation shall be used. In all types of chain flotation buoys, other than metal, chain or a metal rod must be passed through the buoy connecting the mooring pennant to the mooring chain.~~
- (2) ~~All chain flotation buoys shall be plainly and clearly visible above any tide level at all times.~~
- (3) ~~The above described moorings shall be painted white with a blue band and must display the owners last name and mooring number on the can or buoy.~~
- (4) ~~All new complete moorings placed or replaced in any location in Plymouth Harbor after April 1, 1963, shall conform to the regulations and will be placed at a locus designated by the Harbor Master.~~
- (5) ~~Winter spars must be installed on all moorings. They shall be painted and identifiable at all times except during ice conditions.~~
- (6) ~~Winter spars or buoys shall not be installed prior to September 1 and must be removed by June 1.~~
- (7) ~~The Harbor Master will inspect all moorings regularly, commencing June 1 through September 1 of each year, for flotation of cans, balls or buoys and notify owners, in writing, by certified mail, if their cans, balls or buoys do not conform to this chapter.~~
- (8) ~~All pennants shall be nylon or equivalent with adequate mooring devices, approved by the Harbor Master, to eliminate the hazard of chafing.~~
- (9) ~~Owners with defective moorings shall be allowed seven days after receiving notice from the Harbor Master to correct the defective conditions. If the defect is not corrected after this time, the owner will be subject to penalty in conformance with this chapter. The Harbor Master, upon finding a defective mooring, shall properly mark said mooring to show danger or obstruction.~~
- (10) ~~The Harbor Master shall keep a detailed description of all moorings, their locus, the owner's name, telephone number and home and business address, date of mooring and length and rig of the boat.~~

D. **Mooring permit holders shall be in compliance with mooring permit conditions at all times. Failure to comply may result in revocation of the permit, non-renewal of permit, penalties and or removal of the mooring at the owner's expense.**

§81-12. Violations and penalties.

- A. A fine not to exceed \$50 may be imposed for ~~first offense~~ infractions or disobedience of this chapter when state or federal penalties do not apply. ~~All other fines that are applicable are defined in MGL c. 40, §21. Each day that any violation continues shall constitute and be a separate offense.~~

or to take any other action relative thereto.

DEPARTMENT OF MARINE AND ENVIRONMENTAL AFFAIRS

RECOMMENDATION: Approval (Unanimous, 9-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 27. Town Meeting approval of this article will amend Chapter 81 - Harbor of the General Bylaws. The changes provide better definition, enhanced public safety and better management practice and are consistent with state, federal and waterways regulations.



TOWN OF PLYMOUTH
DEPARTMENT OF MARINE & ENVIRONMENTAL AFFAIRS
11 LINCOLN STREET, PLYMOUTH, MA 02360
PHONE (508) 747-1620, EXTENSION 127



MEMORANDUM

To: DAVID GOULD, DIRECTOR DMEA
From: CHAD HUNTER, HARBORMASTER
Subject: HARBOR / POND BYLAW CHANGES
Date: FEBRUARY 7, 2018

Director Gould,

Based on a recent internal audit of the Harbor and Pond Bylaws, we would like to recommend the following changes for Spring Town meeting. Please find the recommended changes below for your review. These changes provide better definition, enhanced public safety and provide better management practices to the current bylaw.

Chapter 81 Harbor

1. Recommend adding the definitions below to provide clarity to the Harbor Bylaw.

VESSEL – Watercraft of every description, except a sea plane on the water, used or capable of being used as a means of transportation

CHANNEL – A navigable route for the passage of vessels, established by customary use or under the authority of federal, state or municipal law.

2. Recommend replacement of 81-3 with the following language. This language includes additional restrictions for waterskiing, other tow behind activities and swimming in areas of restricted visibility and boat traffic enhancing public safety.

81-3. Harbor Safety

- A. *Water-skiing, use of a tow behind device and swimming will not be permitted in posted areas, anchorages, mooring fields or channels. For this section, a tow behind device is defined as any object used in the towing of a person or persons by a motorboat whether the persons ride on the device or hold on to the device.*

3. Recommend replacement of language to fall in line with the Massachusetts Department of Environmental Protection's 310 CMR which defines the means for fair and equitable assignment of mooring permits in Commonwealth waters.

81-10 C.

The Harbormaster shall provide a written procedure for the fair and equitable assignment of vacant or new moorings. Methods for mooring assignment which are appropriate include, but are not limited to, one or more of the following:

1. *Date of mooring application;*
2. *Physical characteristics of vessels, e.g., size and type;*
3. *Purpose of vessel use, e.g., commercial vs recreational or public vs. private.*
4. *Public or Private tidelands*

4. Recommend the replacement of this section removing the mooring specifications from the bylaw. The mooring specifications will be updated and included in local waterway regulations due to updates in mooring requirements by Army Corp of Engineers and DEP as well as advances in technology not currently recognized in the existing bylaws. Some examples not listed in the bylaw are helical moorings, eco-friendly moorings to be used in environmentally sensitive areas and elastic rodes as a replacement for chain.

81-11. Mooring Specifications and Maintenance

- A. *Mooring specifications shall remain in compliance with current waterway regulations and inspection standards.*
- B. *Owners with defective moorings shall be allowed seven days after receiving notice from the Harbormaster to correct defective conditions. If the defect is not corrected after this time, the owner will be subject to penalty in conformance of this chapter.*
- C. *The Harbormaster shall keep a detailed description of all active mooring permits, their locus, the owner's name, home address, contact information and vessel of record information.*
5. Recommend replacement of language to require mooring permit holders to be in compliance with conditions of the permit. Permit conditions could include conformance to bylaws, waterway regulation, environmental concerns or weather/time of year restrictions.

81-11 D.

- A. *Mooring permit holders shall be in compliance with mooring permit conditions at all times. Failure to comply may result in revocation of the permit, non-renewal of permit, penalties and or removal of the mooring at the owner's expense.*

6. Recommend replacing existing language with the following:

81-12 A.

A fine not to exceed \$50 may be imposed for offense infractions or disobedience of this chapter when state or federal penalties do not apply. Each day that any violation continues shall constitute and be a separate offense.

Chapter 134 Ponds

1. Recommend the removal of the section below due to LEE PEARSON vs. TOWN OF PLYMOUTH which deemed the bylaw to be invalid and unenforceable.

134-4 Airplanes

LEE PEARSON vs. TOWN OF PLYMOUTH.

44 Mass. App. Ct. 741

February 17, 1998 - May 12, 1998

Plymouth County

Present: BROWN, GILLERMAN, & PORADA, JJ.

A town's by-law, approved in 1977, prohibiting the nonemergency operation of amphibious aircraft on town ponds, was inconsistent with G. L. c. 131, s. 45, as amended by St. 1980, c. 194, which provided that rules and regulations of a town regarding the use of such aircraft on great ponds "shall first be approved by the Massachusetts aeronautics commission," and accordingly the by-law was unenforceable without such approval.

[742-745]

ARTICLE 28:

ARTICLE 28: To see if the Town will vote to amend the General By-Laws, Chapter 134, Ponds, by deleting Section 134-4 in its entirety, which currently reads as set forth below:

§134-4. Airplanes.

No airplane adapted to land on water shall be allowed to operate from or upon any pond in Plymouth except upon an emergency basis.
or to take any other action relative thereto.

DEPARTMENT OF MARINE AND ENVIRONMENTAL AFFAIRS

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 28. Town Meeting approval of this article will amend Chapter 134 – Ponds of the General Bylaws by deleting Section 134-4 Airplanes in its entirety. There was a legal case where a ticket had been issued for landing an aircraft on one of the ponds however the court ruled the bylaw to be unenforceable and invalid as it conflicted with federal laws. It would eliminate confusion if this unenforceable section was removed from the bylaws.



TOWN OF PLYMOUTH
DEPARTMENT OF MARINE & ENVIRONMENTAL AFFAIRS
11 LINCOLN STREET, PLYMOUTH, MA 02360
PHONE (508) 747-1620, EXTENSION 127



MEMORANDUM

To: DAVID GOULD, DIRECTOR DMEA
From: CHAD HUNTER, HARBORMASTER
Subject: HARBOR / POND BYLAW CHANGES
Date: FEBRUARY 7, 2018

Director Gould,

Based on a recent internal audit of the Harbor and Pond Bylaws, we would like to recommend the following changes for Spring Town meeting. Please find the recommended changes below for your review. These changes provide better definition, enhanced public safety and provide better management practices to the current bylaw.

Chapter 81 Harbor

1. Recommend adding the definitions below to provide clarity to the Harbor Bylaw.

VESSEL – Watercraft of every description, except a sea plane on the water, used or capable of being used as a means of transportation

CHANNEL – A navigable route for the passage of vessels, established by customary use or under the authority of federal, state or municipal law.

2. Recommend replacement of 81-3 with the following language. This language includes additional restrictions for waterskiing, other tow behind activities and swimming in areas of restricted visibility and boat traffic enhancing public safety.

81-3. Harbor Safety

- A. *Water-skiing, use of a tow behind device and swimming will not be permitted in posted areas, anchorages, mooring fields or channels. For this section, a tow behind device is defined as any object used in the towing of a person or persons by a motorboat whether the persons ride on the device or hold on to the device.*

3. Recommend replacement of language to fall in line with the Massachusetts Department of Environmental Protection's 310 CMR which defines the means for fair and equitable assignment of mooring permits in Commonwealth waters.

81-10 C.

The Harbormaster shall provide a written procedure for the fair and equitable assignment of vacant or new moorings. Methods for mooring assignment which are appropriate include, but are not limited to, one or more of the following:

1. *Date of mooring application;*
 2. *Physical characteristics of vessels, e.g., size and type;*
 3. *Purpose of vessel use, e.g., commercial vs recreational or public vs. private.*
 4. *Public or Private tidelands*
4. Recommend the replacement of this section removing the mooring specifications from the bylaw. The mooring specifications will be updated and included in local waterway regulations due to updates in mooring requirements by Army Corp of Engineers and DEP as well as advances in technology not currently recognized in the existing bylaws. Some examples not listed in the bylaw are helical moorings, eco-friendly moorings to be used in environmentally sensitive areas and elastic rodes as a replacement for chain.

81-11. Mooring Specifications and Maintenance

- A. *Mooring specifications shall remain in compliance with current waterway regulations and inspection standards.*
 - B. *Owners with defective moorings shall be allowed seven days after receiving notice from the Harbormaster to correct defective conditions. If the defect is not corrected after this time, the owner will be subject to penalty in conformance of this chapter.*
 - C. *The Harbormaster shall keep a detailed description of all active mooring permits, their locus, the owner's name, home address, contact information and vessel of record information.*
5. Recommend replacement of language to require mooring permit holders to be in compliance with conditions of the permit. Permit conditions could include conformance to bylaws, waterway regulation, environmental concerns or weather/time of year restrictions.

81-11 D.

- A. *Mooring permit holders shall be in compliance with mooring permit conditions at all times. Failure to comply may result in revocation of the permit, non-renewal of permit, penalties and or removal of the mooring at the owner's expense.*

6. Recommend replacing existing language with the following:

81-12 A.

A fine not to exceed \$50 may be imposed for offense infractions or disobedience of this chapter when state or federal penalties do not apply. Each day that any violation continues shall constitute and be a separate offense.

Chapter 134 Ponds

1. Recommend the removal of the section below due to LEE PEARSON vs. TOWN OF PLYMOUTH which deemed the bylaw to be invalid and unenforceable.

134-4 Airplanes

LEE PEARSON vs. TOWN OF PLYMOUTH.

44 Mass. App. Ct. 741

February 17, 1998 - May 12, 1998

Plymouth County

Present: BROWN, GILLERMAN, & PORADA, JJ.

A town's by-law, approved in 1977, prohibiting the nonemergency operation of amphibious aircraft on town ponds, was inconsistent with G. L. c. 131, s. 45, as amended by St. 1980, c. 194, which provided that rules and regulations of a town regarding the use of such aircraft on great ponds "shall first be approved by the Massachusetts aeronautics commission," and accordingly the by-law was unenforceable without such approval.

[742-745]

ARTICLE 29:

ARTICLE 29: To see if the Town will vote to transfer the following Tax Title/Foreclosed properties from the Tax Title custodian for tax title purposes to the Conservation Commission for conservation purposes, including but not limited to any and all easements, utility easements, drainage easements:

Parcel ID	Location	Acreage	Yr. Final Judgement
059A-003-020-000	Lakeview Avenue	0.09	2015
59A-003-021-000			
061-000-021A-000	195 Mountain Hill Road	0.40	2013
061-000-001-000	off Savery Pond	23.44	2012
112A-000A-001-000 (134 lots)	Manomet Street	8.23	2012
112A-000G-001-000 through 112A-000G-004-000	Harvard Street	0.23	2016
	Total acreage	33.0 acres	

or take any other action relative thereto.

CONSERVATION COMMISSION

RECOMMENDATIONS: Since the effect of this Article is to place property now in Tax Title/Foreclosed status into permanent conservation status the Committee felt the need to break out and deliberate on each individual property. Thus the Committee divided the Article into the following separate components, discussing and voting as follows:

29-2 059A-003-020-000 & 59A-003-021-000 (Lakeview Ave):

RECOMMENDATION: Approval (8-2-0). The Advisory & Finance Committee recommends approval of Article 29-2. The property is 0.09 acres of vegetated land along the shore of Island Pond. It protects Class A water, is identified as a wildlife and plant corridor, provides cooling properties, carbon sink protection and is 80% or greater native vegetation.

29-3 061-000-021A-000 (195 Mountain Hill Road):

RECOMMENDATION: Not Approve (4-6-0): The Advisory & Finance Committee recommends Town Meeting not approve Article 29-3. The majority of the Committee did not feel that a compelling case was made to take the property out of Tax Title and put it into permanent conservation.

29-4 061-000-001-000 (off Savery Pond):

RECOMMENDATION: Approval (10-0-0): The Advisory & Finance Committee recommends approval of Article 29-4. The Committee felt that a 23.44 acre lot of forested land near Savery Pond and the Savery well head was property worth preserving. The parcel is contiguous to existing protected open space and is identified as a corridor between natural landscapes.

29-5 112A-000A-001-000 (134 lots, Manomet St) &

112A-000G-001-000 through 112A-000G-004-000 (Harvard St):

RECOMMENDATION: Not Approve (2-8-0): The Advisory & Finance Committee recommends Town Meeting not approve Article 29-5. The majority of the Committee did not feel that a compelling case was made to take these properties out of Tax Title and put it into permanent conservation. These parcels are small components of a larger piece of property. It appeared short sighted to the Committee to place these in conservation without a plan for the entire parcel.



Town of Plymouth
Conservation Commission &
Open Space Committee

To: Advisory and Finance Committee

From: Open Space Committee

Date: January 25, 2018

Re: ATM 2018 – Article 29

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	Location	Acreage	Final Judgement
049-002-824-000	Off Provincetown View Road	0.12	2015
059A-003-020-000	Lakeview Avenue	0.09	2015
059A-003-021-000			
061-000-021A-000	195 Mountain Hill Road	0.40	2013
061-000-001-000	Off Savery Pond	23.44	2012
112A-000A-001-000 (134 lots)	Portion of Bay Terrace Estates (paper subdivision)	8.23	2012
112A-000G-001-000 through 112A-000G-004-000	Harvard Street	0.23	2016
	Total acreage	33.0 acres	

STM 2018 Parcels for Recommended Conveyance to Conservation Commission

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	Location	Acreage	Final Judgement
049-002-824-000	Off Provincetown View Road	0.12	2015
059A-003-020-000	Lakeview Avenue	0.09	2015
059A-003-021-000			
061-000-021A-000	195 Mountain Hill Road	0.40	2013
061-000-001-000	Off Savery Pond	23.44	2012
112A-000A-001-000 (134 lots)	Portion of Bay Terrace Estates (paper subdivision)	8.23	2012
112A-000G-001-000 through 112A-000G-004-000	Harvard Street	0.23	2016
	Total acreage	+/-33.0 acres	

1. Parcel: 049-002-824-000

- a. Parcel is a 0.12-acre lot consisting of a steep embankment off Provincetown View Road.
- b. Parcel offers protection in a FEMA Flood Zone A.
- c. Parcel provides erosion stabilization (heavily vegetated).
- d. Parcel buffers beach from private sites.
- e. Parcel provides wildlife habitat.

2. Parcel: 059A-003-020-000

- a. Parcel is 0.09-acre lot of vegetated land along the shore of Island Pond.
- b. Parcel protects Class A water (is within 2,000 feet upgradient or 200 feet down gradient).
- c. Parcel identified as a wildlife and plant corridor.
- d. Parcel provides cooling properties and carbon sink protection.
- e. Parcel consists of 80% or greater native vegetation.

3. Parcel: 061-000-021A-000

- a. Parcel is a 0.4-acre lot of forested land off 195 Mountain Hill Road.
- b. Parcel abuts existing Conservation land.
- c. Parcel provides cooling properties and carbon sink protection.
- d. Parcel consists of 80% or greater native vegetation.
- e. Parcel is identified as a wildlife and plant corridor.

4. Parcel: 061-000-001-000

- a. Parcel is a 23.44-acre lot of forested land near Savery Pond.
- b. Parcel is within an existing Zone II Aquifer Protection Zone.
- c. Parcel is contiguous to existing protected open space (Plymouth Conservation and Wildlands Trust) and is identified as a corridor between these natural landscapes.
- d. Parcel provides wildlife habitat.
- e. Parcel may connect existing trails.
- f. Parcel is far from existing infrastructure or services.

5. Parcels: 112A-000A-001-000 (134 lots)

- a. Parcels consist of +/-0.06 acres each, totaling 8.23 acres as portion of the paper subdivision Bay Terrace Estates.
- b. Parcel is contiguous to existing protected open space and is identified as a corridor between natural landscapes.
- c. Parcel consists of 80% or greater native vegetation.
- d. Parcel is far from existing infrastructure or services.
- e. Parcel connects existing trails.

6. Parcels: 112A-000G-001-000 through 112A-000G-004-000

- a. Parcel is 0.23 acres of forested land off
- b. Parcels consist of +/-0.06 acres each, totaling 0.23 acre as portion of the paper subdivision Bay Terrace Estates.
- c. Parcel is contiguous to existing protected open space and is identified as a corridor between natural landscapes.
- d. Parcel consists of 80% or greater native vegetation.
- e. Parcel is far from existing infrastructure or services.
- f. Parcel connects existing trails.

Unofficial Property Record Card - Plymouth, MA

General Property Data

Parcel ID 059A-003-020-000 (73-21)
 Prior Parcel ID 9100 -G01 -059A0052*
 Property Owner PLYMOUTH TOWN OF
 Mailing Address 11 LINCOLN ST
 City PLYMOUTH
 Mailing State MA Zip 02360
 ParcelZoning R25

Account Number 12291
 Property Location LAKEVIEW AV
 Property Use Vacant TT
 Most Recent Sale Date 6/7/2015
 Legal Reference 45520-333
 Grantor DUBE, RICHARD,
 Sale Price 0
 Land Area 0.090 acres

Current Property Assessment

Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 2,500	Total Value 2,500
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Building Description

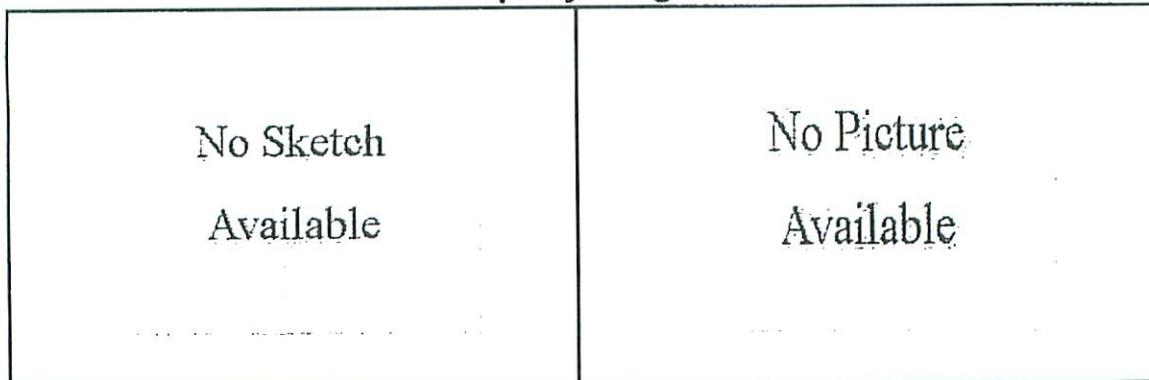
Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units N/A	Frame Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition N/A	Siding N/A	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmt 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

Narrative Description of Property

This property contains 0.090 acres of land mainly classified as Vacant TT with a(n) N/A style building, built about N/A, having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

Property Images



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

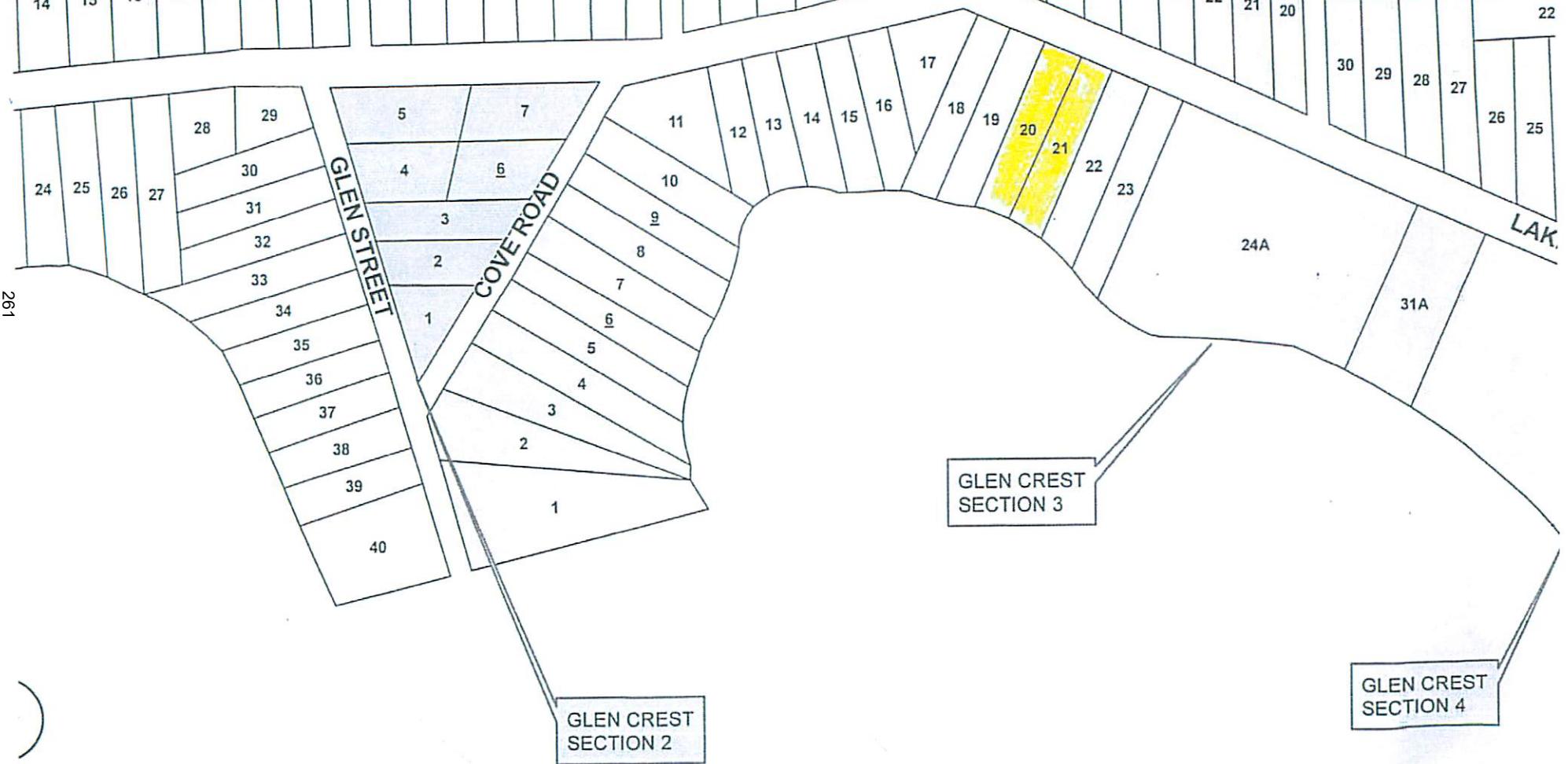
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				24			
				23			
				22			
14	15	16	17	18	19	20	21

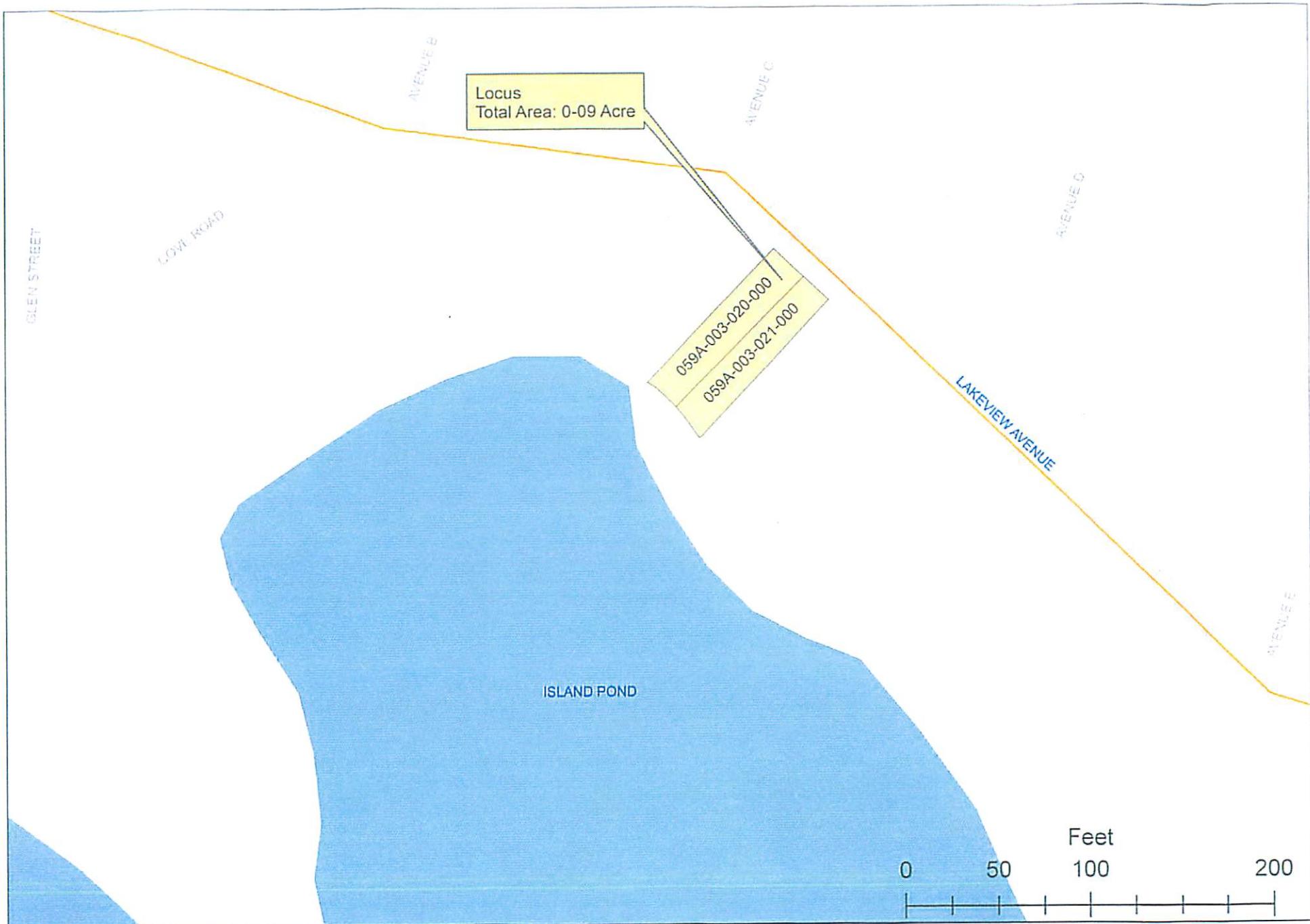
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26	25
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23	22
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21	20

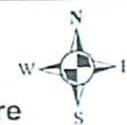
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23	21
22	20



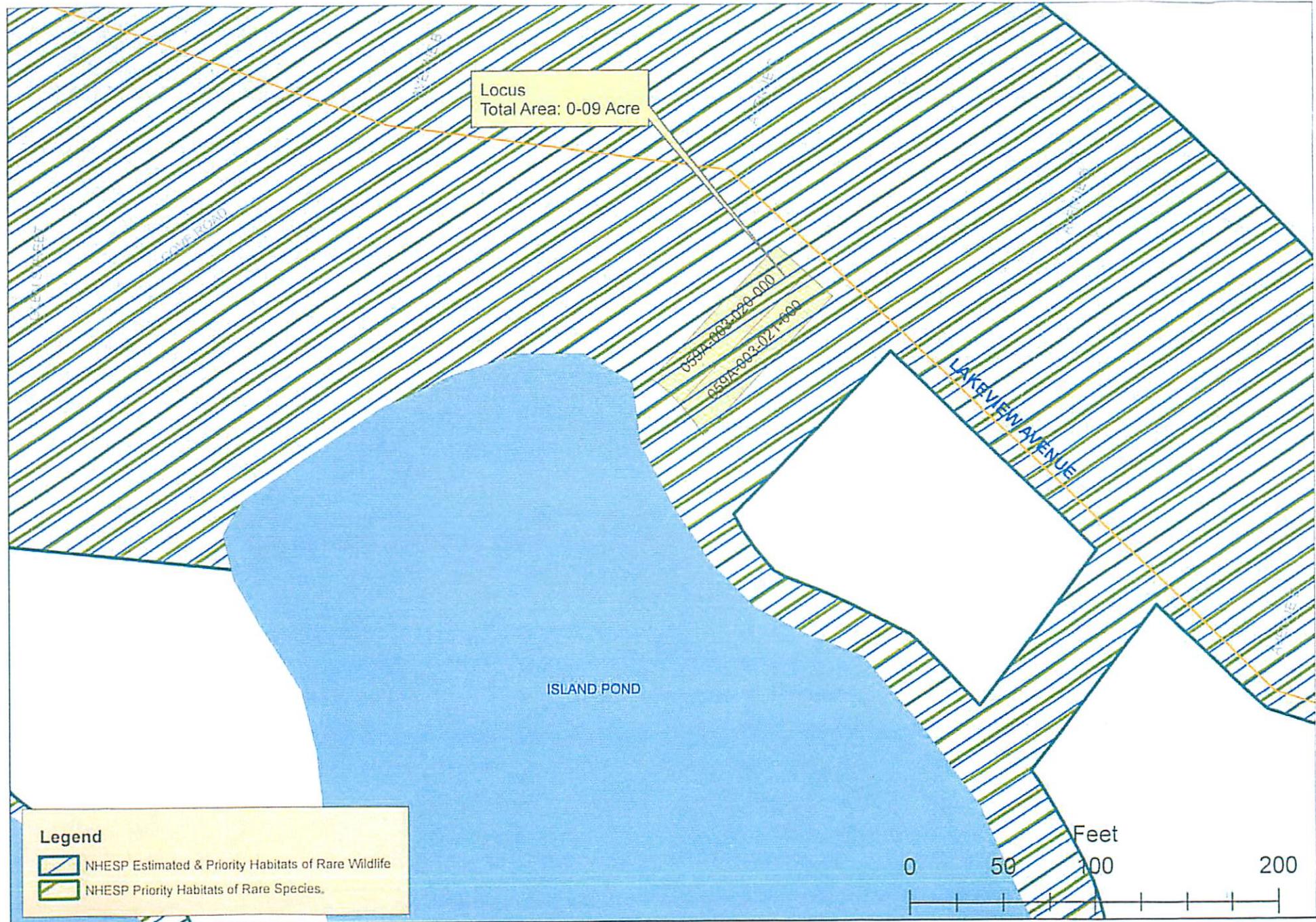


Tax Title Case: 13052
059A-003-020-000 and 059A-003-021-000
Locus Map

Total Area: 0.09 Acre



Department of Planning
and Development



Tax Title Case: 13052
059A-003-020-000 and 059A-003-021-000
NHESP Map

Total Area: 0.09 Acre



Department of Planning
and Development

Unofficial Property Record Card - Plymouth, MA

General Property Data

Parcel ID 061-000-021A-000	Account Number 12537
Prior Parcel ID 9100-G01-061-0001*	
Property Owner PLYMOUTH TOWN OF	Property Location 195 MOUNTAIN HILL RD
Mailing Address 11 LINCOLN ST	Property Use Vacant TT
City PLYMOUTH	Most Recent Sale Date 2/1/2016
Mailing State MA Zip 02360	Legal Reference 46662-105
ParcelZoning RR	Grantor GIASSON,EUGENIE
	Sale Price 0
	Land Area 0.400 acres

Current Property Assessment

Card 1 Value	Building 0 Value	Xtra Features 0 Value	Land Value 17,700	Total Value 17,700
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Building Description

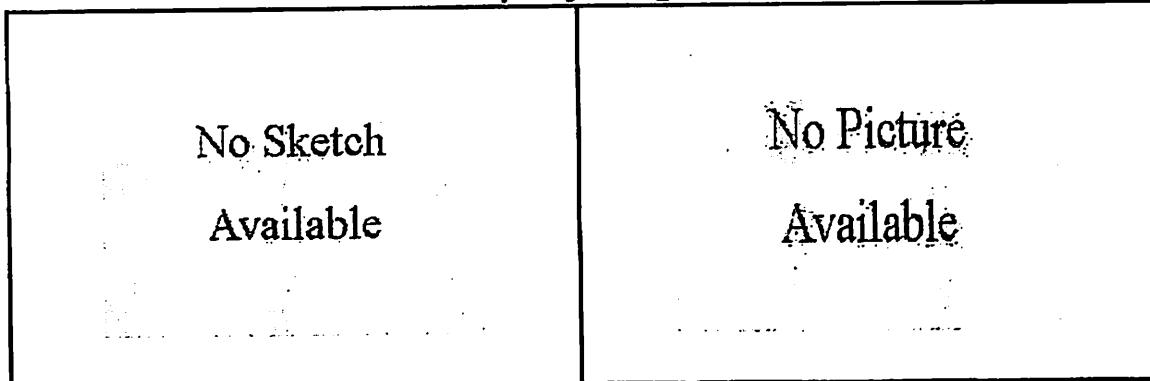
Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units N/A	Frame Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition N/A	Siding N/A	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmt 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

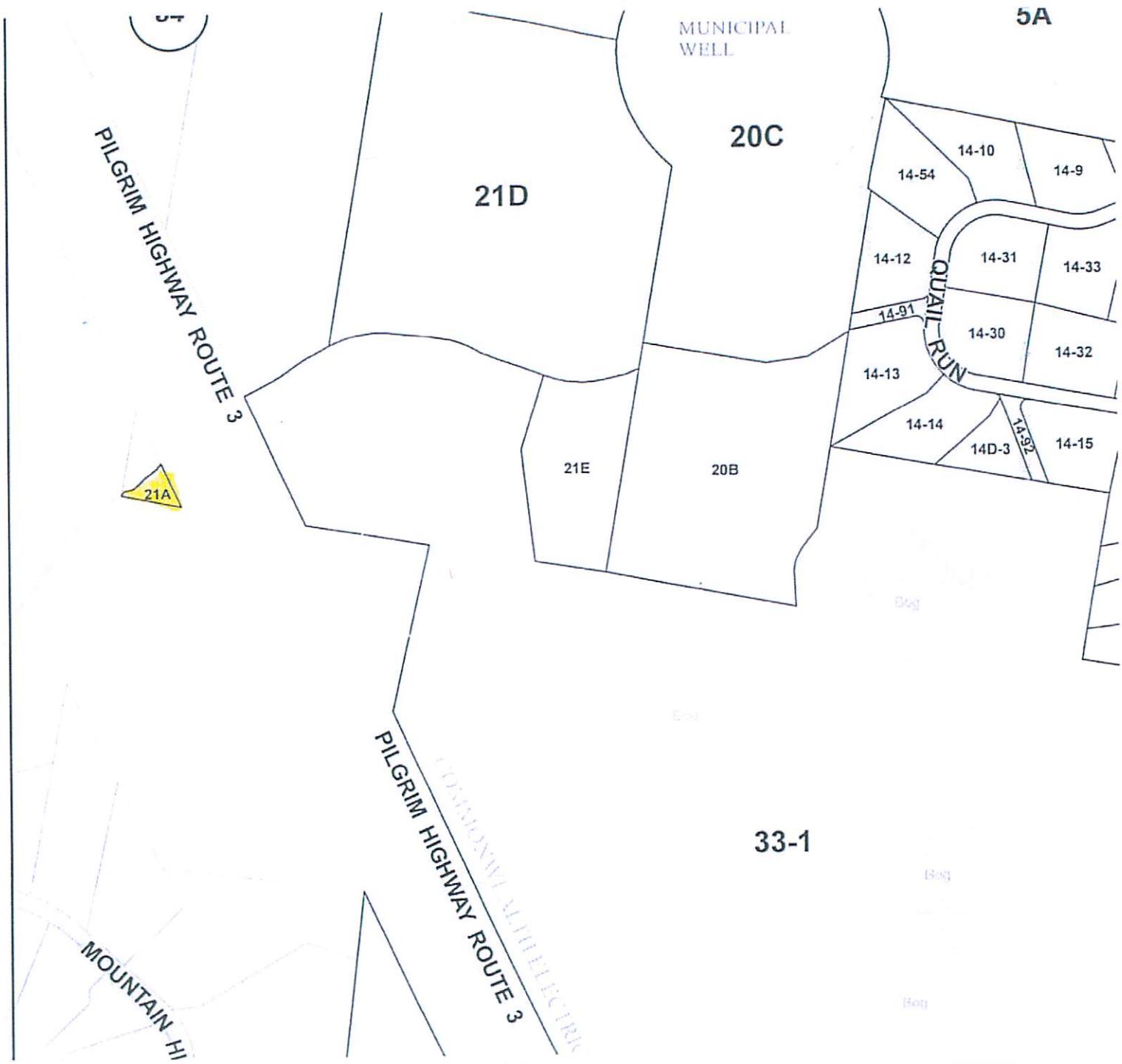
Narrative Description of Property

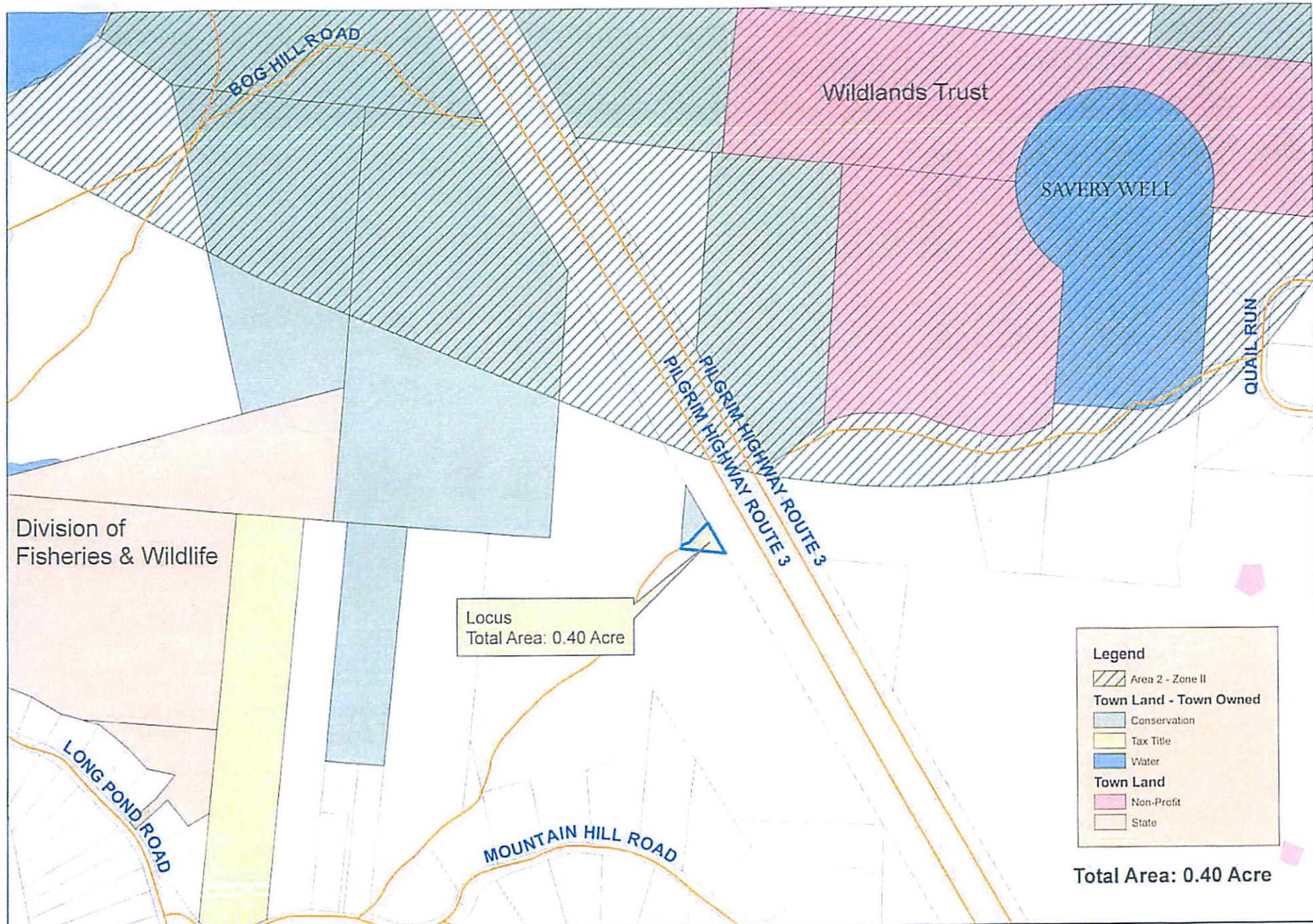
This property contains 0.400 acres of land mainly classified as Vacant TT with a(n) N/A style building, built about N/A, having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

Property Images



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





Tax Title Case: 13068
061-000-021A-000
Locus Map

Feet

0 400 800 1,600



Department of Planning and Development

Unofficial Property Record Card - Plymouth, MA

General Property Data

Parcel ID 061-000-001-000	Account Number 52586
Prior Parcel ID 9100 -G01 -061*0007*	
Property Owner PLYMOUTH TOWN OF	Property Location NR SAVERY POND
Mailing Address 11 LINCOLN ST	Property Use Vacant TT
City PLYMOUTH	Most Recent Sale Date 4/1/2016
Mailing State MA Zip 02360	Legal Reference 46762-341
ParcelZoning RR	Grantor NAGLE,WILLIAM
	Sale Price 0
	Land Area 23.440 acres

Current Property Assessment

Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 158,200	Total Value 158,200
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Building Description

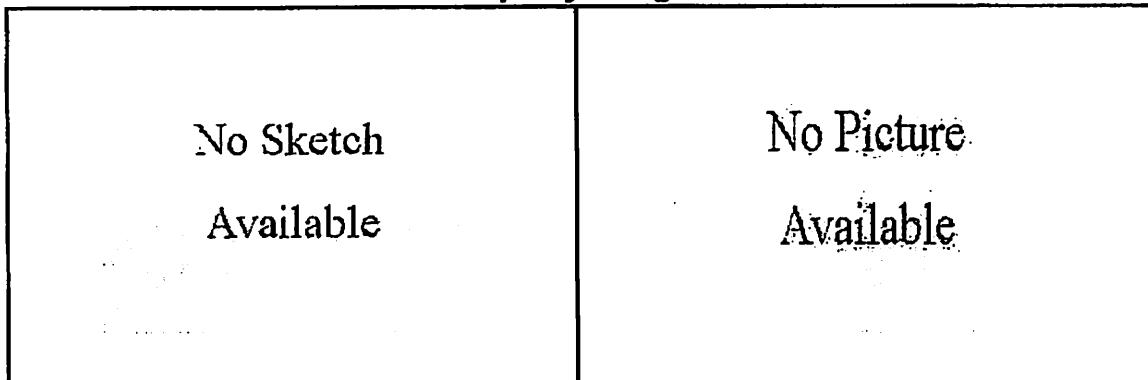
Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units N/A	Frame Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition N/A	Siding N/A	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmr 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

Narrative Description of Property

This property contains 23.440 acres of land mainly classified as Vacant TT with a(n) N/A style building, built about N/A, having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

Property Images



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

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Legend

Town Land - Town Owned

- Conservation
- General Town
- Water
- Town Land
- Non-Profit

Locus
23.44 Acres

061-000-001-000

Savery
Well

Wildlands Trust

BOG HILL ROAD

PILGRIM HIGHWAY ROUTE 3

QUAIL RUN

GREAT WOODS ROAD

BUCKSKIN PATH

DYER PASS

TREETOP WAY

Owner	Acreage
Conservation	514
Water Department	19
Wildlands Trust	78

Tax Title Case: 12176

061-000-001-000

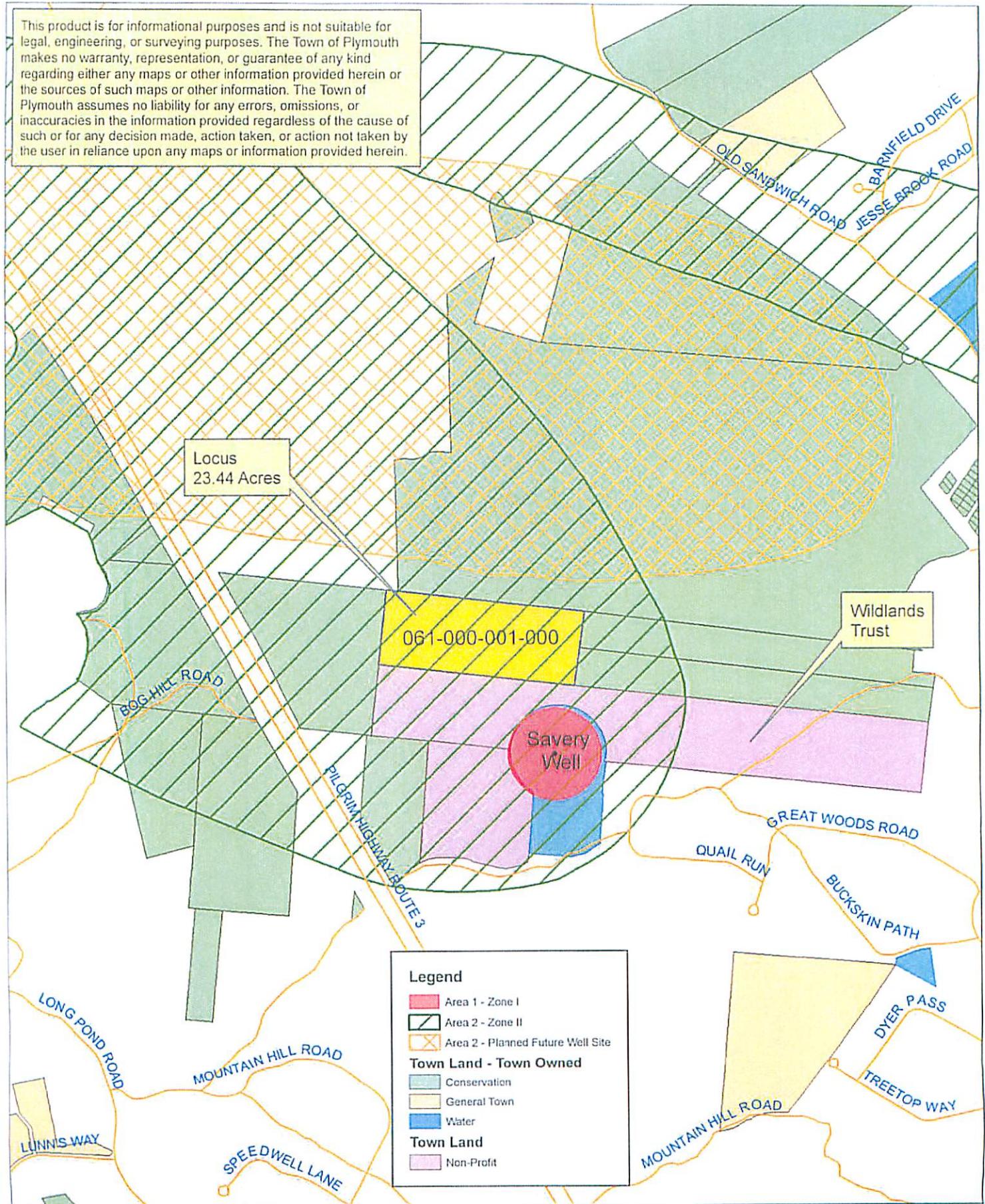
Locus Map

0 500 1,000 2,000
Feet



Department of Planning
and Development

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.



Tax Title Case: 12176
061-000-001-000
Aquifer Protection Map

0 500 1,000 2,000
Feet



Department of Planning
and Development

Unofficial Property Record Card - Plymouth, MA

General Property Data

Parcel ID 112A-000A-001-000
 Prior Parcel ID 9100 -G01 -112A0004*
 Property Owner PLYMOUTH TOWN OF
 Mailing Address 11 LINCOLN ST
 City PLYMOUTH
 Mailing State MA Zip 02360
 ParcelZoning RR

Account Number 19741
 Property Location MANOMET ST
 Property Use Vacant TT
 Most Recent Sale Date 2/10/2016
 Legal Reference 46578-226
 Grantor TREEGUYS FAMILY TRUST,
 Sale Price 0
 Land Area 8.230 acres

Current Property Assessment

Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 74,100	Total Value 74,100
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Building Description

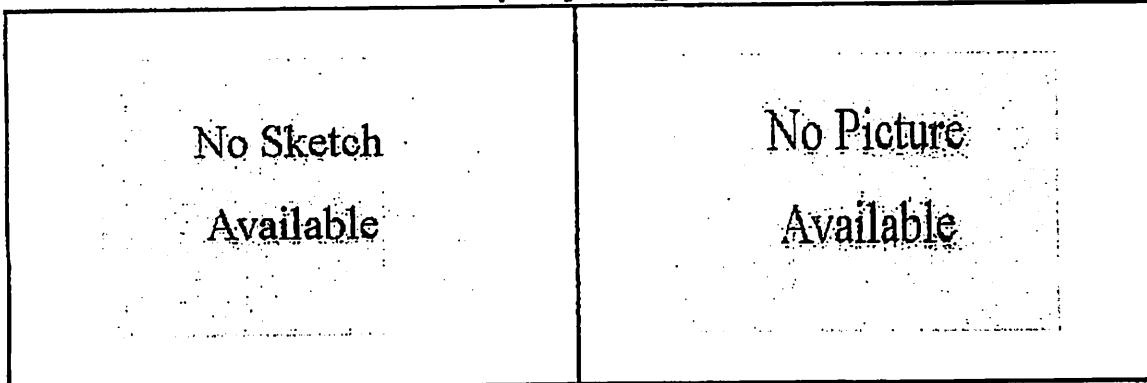
Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units N/A	Frame Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition N/A	Siding N/A	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Basmt 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

Narrative Description of Property

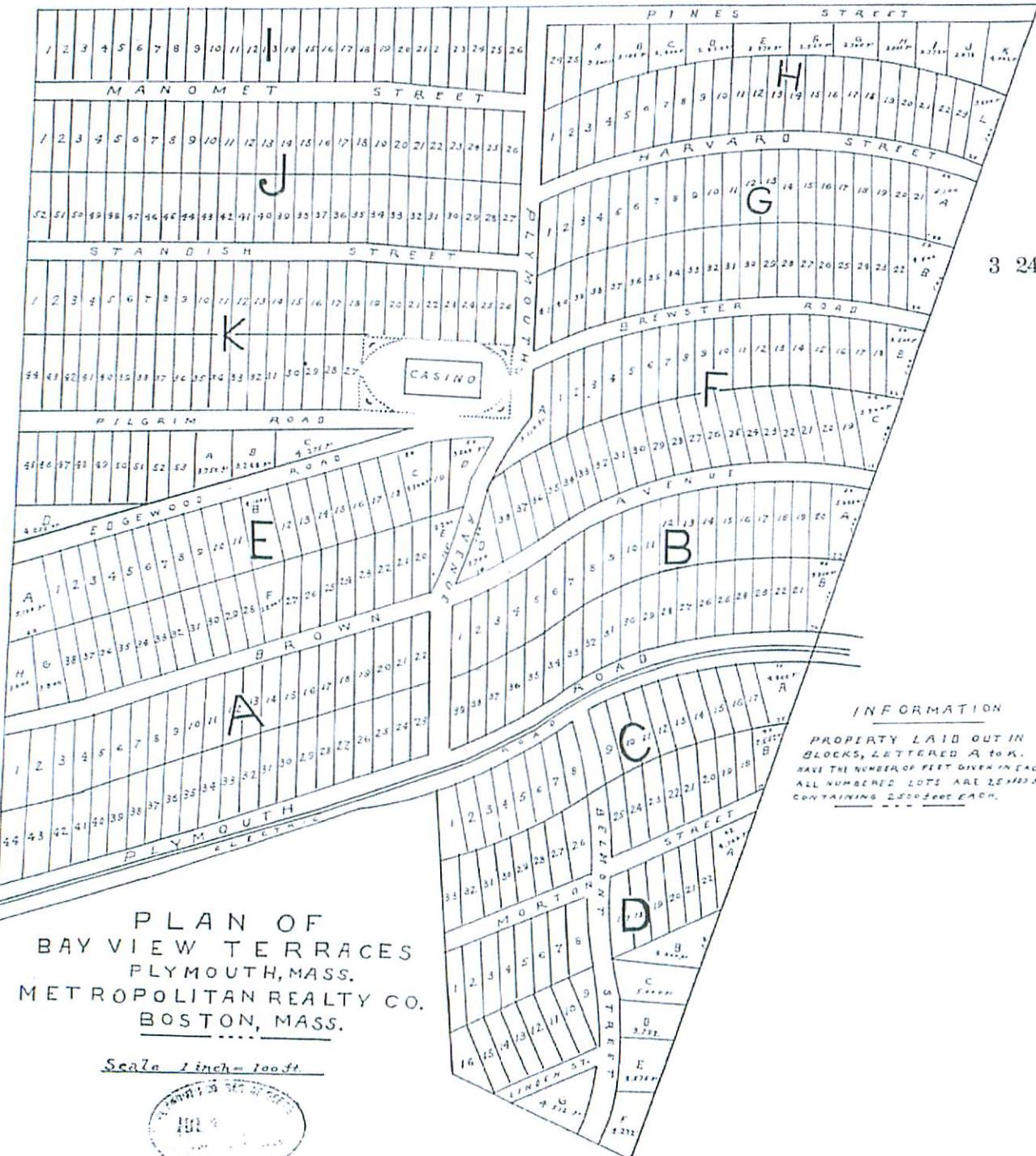
This property contains 8.230 acres of land mainly classified as Vacant TT with a(n) N/A style building, built about N/A, having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedrom(s), 0 bath(s), 0 half bath(s).

Property Images

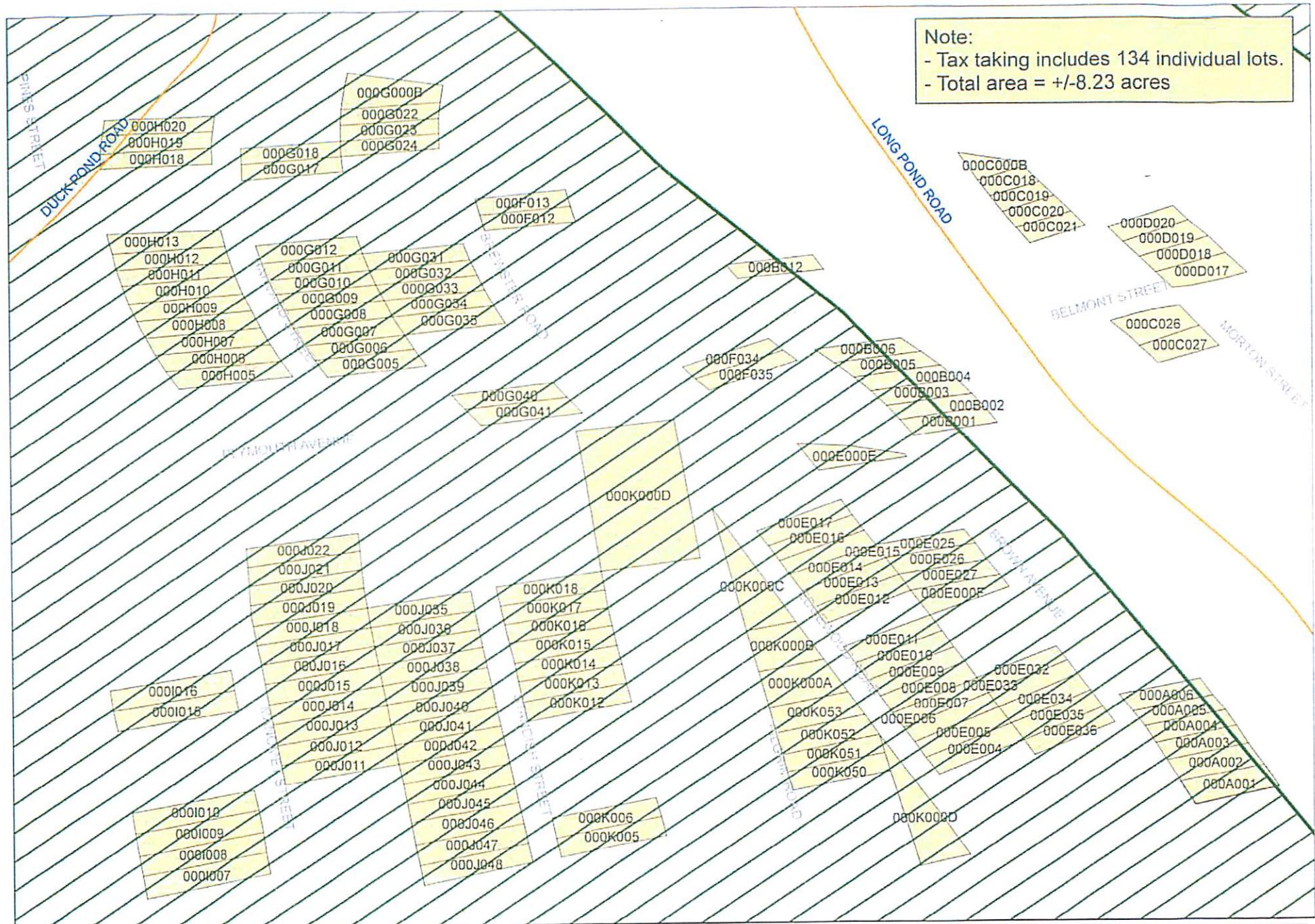


Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

3051



Doc# 30024



Tax Title Case: 12238
112A-000A-001-000
X - Lots NHESP Map

0 100 200 400

Feet



Department of Planning
and Development

Unofficial Property Record Card - Plymouth, MA**General Property Data**

Parcel ID **112A-000G-001-000**
 Prior Parcel ID **9100 -G01 -112A0026***
 Property Owner **PLYMOUTH TOWN OF**

Mailing Address **26 COURT ST**
 City **PLYMOUTH**
 Mailing State **MA** Zip **02360**
 ParcelZoning **RR**

Account Number **19788**
 Property Location **HARVARD ST**
 Property Use **Vacant TT**
 Most Recent Sale Date **5/24/2016**
 Legal Reference **46964-70**
 Grantor **VEAZIE,LAURIANE**
 Sale Price **0**
 Land Area **0.230 acres**

Current Property Assessment

Card 1 Value

Building Value **0**Xtra Features
ValueLand Value **12,600**Total Value **12,600****Building Description**

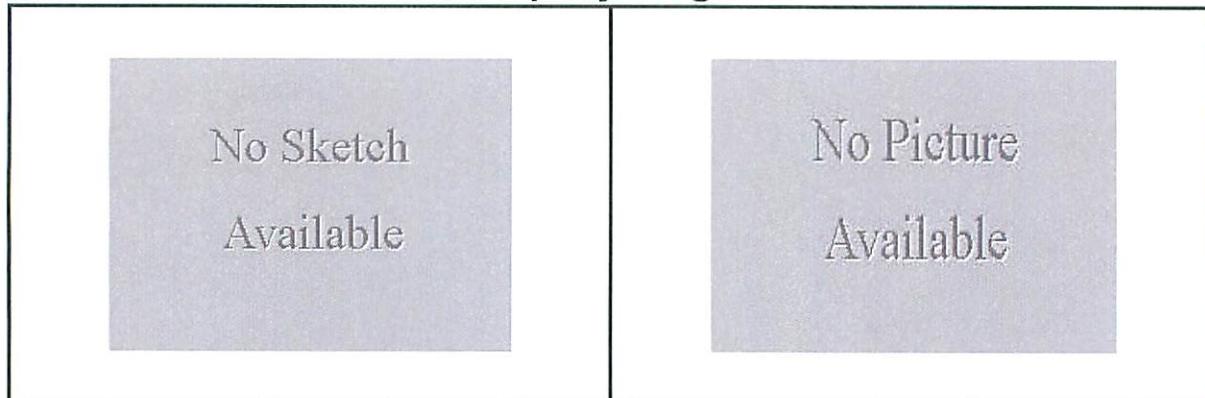
Building Style **N/A**
 # of Living Units **N/A**
 Year Built **N/A**
 Building Grade **N/A**
 Building Condition **N/A**
 Finished Area (SF) **N/A**
 Number Rooms **0**
 # of 3/4 Baths **0**

Foundation Type **N/A**
 Frame Type **N/A**
 Roof Structure **N/A**
 Roof Cover **N/A**
 Siding **N/A**
 Interior Walls **N/A**
 # of Bedrooms **0**
 # of 1/2 Baths **0**

Flooring Type **N/A**
 Basement Floor **N/A**
 Heating Type **N/A**
 Heating Fuel **N/A**
 Air Conditioning **0%**
 # of Bsmt Garages **0**
 # of Full Baths **0**
 # of Other Fixtures **0**

Legal Description**Narrative Description of Property**

This property contains 0.230 acres of land mainly classified as Vacant TT with a(n) N/A style building, built about N/A , having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

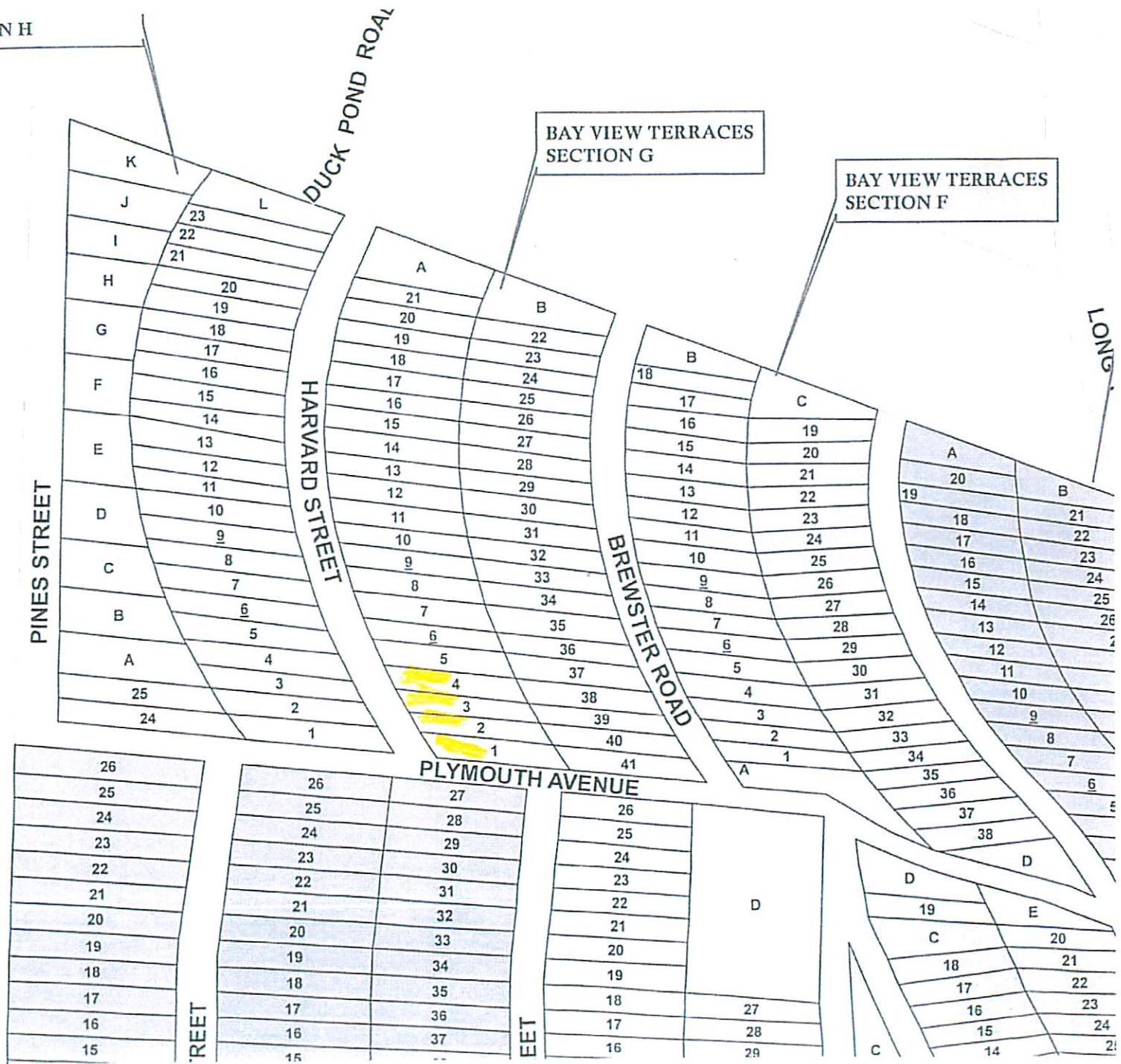
Property Images

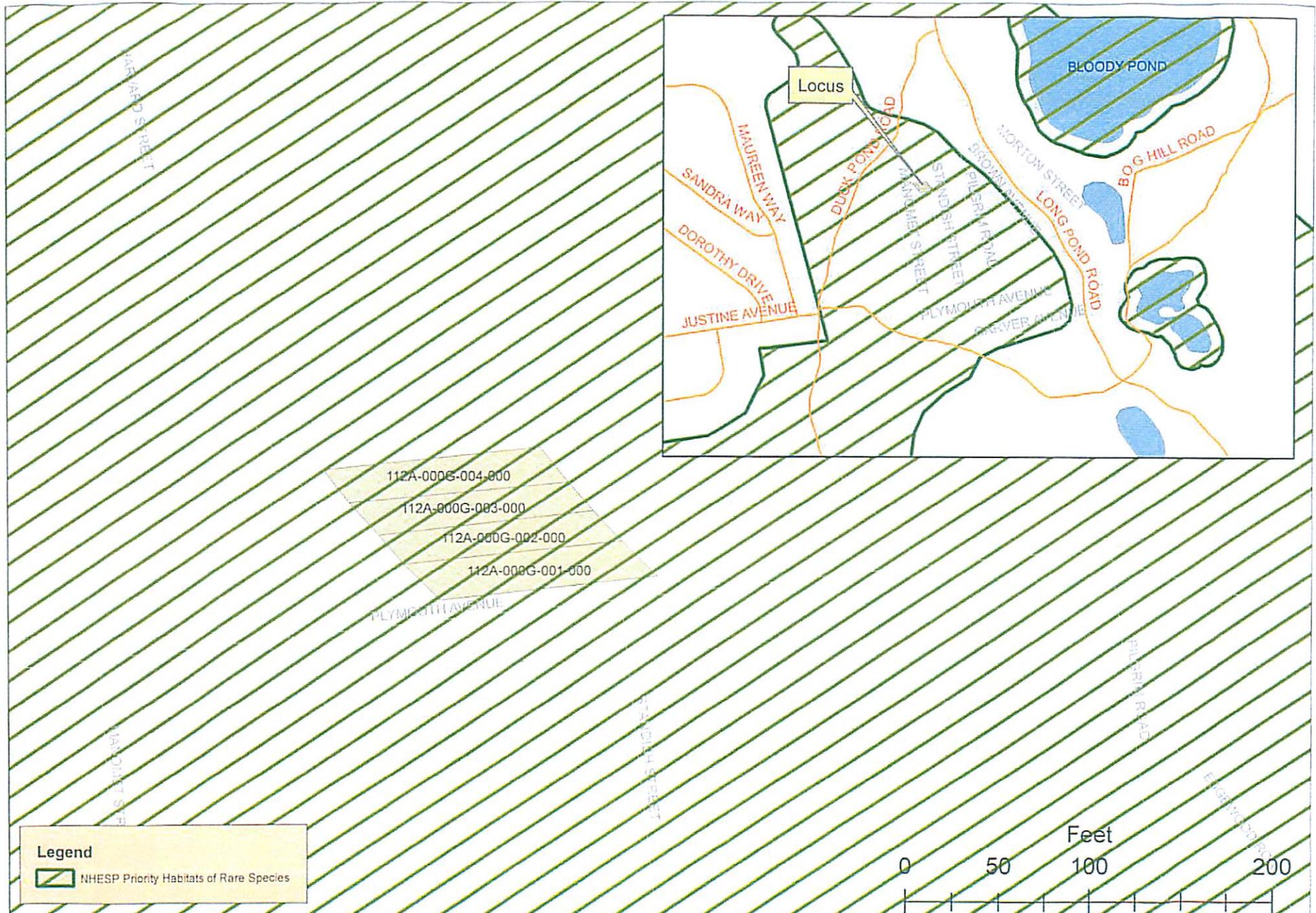
Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

DUCK POND ROAD



SECTION H





Tax Title Case: 10829

112A-000G-001-000 through 112A-000G-004-000
X - Lots NHESP Map

Total Area: 0.23 Acre



Department of Planning
and Development

ARTICLE 31:

ARTICLE 31: To see if the Town will vote to amend its Zoning By-Law to recodify, reorganize, clarify and amend the By-Law all as set forth in the document on file with the Town Clerk entitled "Town of Plymouth Massachusetts Zoning By-Law," dated December 2017, and to amend the Official Zoning Map of the Town of Plymouth as appropriate, or take any other action relative thereto.

PLANNING BOARD

RECOMMENDATION: Approval (Unanimous, 10-0-0). The Advisory & Finance Committee recommends Town Meeting approve Article 31. Town Meeting approval of this article will amend the Zoning Bylaw and Official Zoning Map of the town. The Bylaw has been re-written by legal counsel and staff with input from interested parties. The current bylaw is 45 years old, outdated, has received hundreds of amendments over the years, and is not consistent with recent legal decisions. This re-working will not change the way the town does business, it is just more readable and more defendable. There were some sections that were not touched because they would require a far more complicated process. The untouched sections include sign bylaw, inclusionary zoning, open space mixed-use development, prevention of light pollution, Cordage Park, Obery Street Overlay, Traditional Village Density Development, and wind energy facilities. The full document is available in the Planning Department, Town Clerk's Office, at the libraries, and online on the Zoning Bylaw update page, and on the Town Meeting page under ATM Article 31.

RECEIVED
TOWN CLERK'S OFFICE
PLYMOUTH, MA

2018 Annual Town Meeting

Article 31

18 JAN 31 A9:45

FINAL REPORT AND RECOMMENDATION OF THE PLANNING BOARD
TO RECODIFY, REORGANIZE AND CLARIFY
PLYMOUTH'S ZONING BYLAW

DATE OF PUBLICATION OF PUBLIC HEARING: December 20, 2017
December 27, 2017
DATE OF PUBLIC HEARINGS: January 8, 2018

VOTE: On January 8, 2018, the Planning Board voted (3-0) to support the following amendment to Town Meeting:

ARTICLE:

To see if the Town will vote to amend its zoning bylaw to recodify, reorganize, clarify and amend the Bylaw all as set forth in the document on file in the office of the Town Clerk entitled "Town of Plymouth Massachusetts Zoning Bylaw" dated December 2017, or take any other action relative thereto.

NEED AND JUSTIFICATION:

A comprehensive review and overhaul of Plymouth's Zoning Bylaw is long overdue. Plymouth's Zoning Bylaw is over 45 years old and has been amended hundreds of times since originally adopted. Interpreting and defending this 45 year old document in an ever-changing world is becoming a major challenge and the subject of costly litigation for the Town.

Over the past three years, Town Counsel and the Planning Department has undertaken the complex and challenging revision task which included a page-by-page review of the entire bylaw.

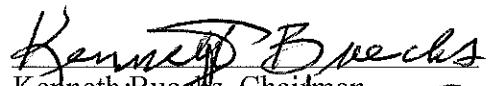
The revisions focus on:

- Review of consistency of terminology (i.e. zone/district; building inspector/building commissioner);
- Replacement of imprecise language with more accurate descriptions and more measurable standards;
- Review for consistency with the Massachusetts Constitution, Chapter 40A of MGL and recent court decisions;
- Elimination of vague terms and provisions;
- Elimination of cross-references;
- Improvement for convenience of use;
- Removal of duplication of similar or identical standards, goals and procedures;
- Elimination of unused sections; and
- The creation of a Use Table and a Dimensional Table

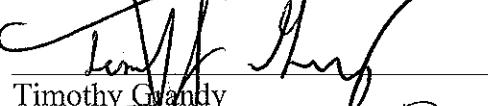
INTENT

The intent of this article is to adopt a legally defensible revised Zoning Bylaw that better codifies existing language, current practices and interpretation of our current bylaw. Although greatly improved, this new zoning bylaw will function very much like the current bylaw.

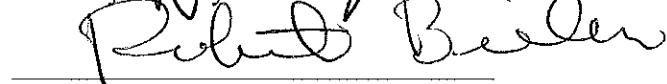
TOWN OF PLYMOUTH



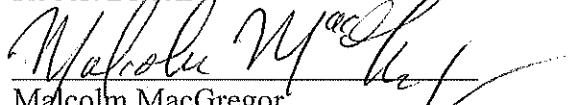
Kenneth Buechs, Chairman



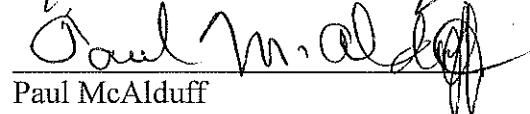
Timothy Grandy



Robert Bielen



Malcolm MacGregor



Paul McAlduff

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD:

January 31, 2018

DATE FILED WITH TOWN CLERK:

January 31, 2018

cc: Town Clerk
Board of Selectmen
Advisory and Finance Committee

Zoning Bylaw Amendment

**Town of Plymouth
Planning Board
January, 2018**

**Lee Hartmann
&
Elizabeth A. Lane, Esq.**

Zoning Amendment

Why the Change?

- Over 45 Years Old – Outdated
- Hundreds of Amendments Over the Years
- Inconsistent with Recent Court Cases, State Law & Federal Law
- Simply Outlived its Useful Life

Zoning Amendment

- **No Change to Current Meaning or Interpretation**
- **Minor Changes - No Substantive Change**
 - Clarify Ambiguity
 - Eliminate Redundancy
 - Improve Consistency of Terms, Standards
 - Conform Definitions to Applicable Law
 - Delete Sections, Provisions
 - Improve Convenience
- **Major Changes Deferred**

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Zoning Amendments – Tasks 1, 2, 3

- ✓ Task 1 – Meeting with Planning Board and Interested parties – held 10/7/2013
- ✓ Task 2 – Zoning Bylaw Diagnosis by Counsel – held 1/7/2014
 - Overview of approach and necessary amendment types:
 - Editorial Issues
 - Unused Provisions
 - Legal Conformity
- ✓ Task 3 – Detailed Critique

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Zoning Amendments – Tasks 4, 5

- ✓ Task 4 – Revisions by Counsel in consultation with Planning Department
- ✓ Task 5 – “Public” Participation
 - Presentation of Draft Document to Planning Board
 - Review in Detail by Planning Board
 - Circulated Draft Bylaw

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Zoning Amendments – Tasks 6, 7

- ✓ Task 6 – Final Review and Drafting to incorporate comments
- Task 7 – Public Hearings
 - Planning Board
 - Board of Selectmen
 - **Advisory and Finance Committee**
 - **Town Meeting article and vote**

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Editorial Amendments

Not “legal” in nature, but necessary

- New Format and Organization
- Consistency of Terminology
- Clarity & Specificity of Terms
- Brevity & Compactness
- Grammar
- Unused Sections Eliminated

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Editorial Amendments

Not “legal” in nature, but necessary

- Added Use and Dimensional Tables
- Expand Definitions & Avoid Unnecessary Explanation in Text
- Minimize Internal Cross References

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“Minor” Amendments – A Closer Look

Improve “Readability”

- Abbreviations, Short Forms Used to Pare Down Volume of Text
- e.g.
 - “This Section” substituted for full section and citation, when possible
 - SPGA
 - OSMUD

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“Minor” Amendments – A Closer Look

Apparently “Easy” Amendments

- Delete unused sections, definitions, terms
 - Patio House & Cluster Development
- Delete unnecessary repetition
- Incorporate current unwritten practices:
 - Family Suite
 - Shed dimensions and location

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“Minor” Amendments – A Closer Look

More Challenging Amendments

- Consolidate and modernize Definitions, e.g.
 - Family
 - Group Home
 - Nursing Home; Continuing Care
 - Open Space
 - Buffer

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“Minor” Amendments – A Closer Look

More Challenging Amendments :

- Avoid amendments that negatively affect protected pre-existing nonconforming rights
- Eliminate restrictions on protected uses: day care, educational or religious

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Sections Not Edited

- Sign Bylaw
- Inclusionary Zoning
- Open Space Mixed-Use Development (OSMUD)
- Prevention of Light Pollution
- Cordage Park
- Oberry Street Overlay
- Traditional Village Density Development (River Run a/k/a Redbrook)
- Wind Energy Facilities

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Deleted Sections – Obsolete

- Building Permit Limitation and Residential Development Phasing
- Environmental Design Conditions
- Planned Unit Development
- Mixed Density Residential
- Buttermilk Bay District
- Movie and Entertainment Production Overlay District

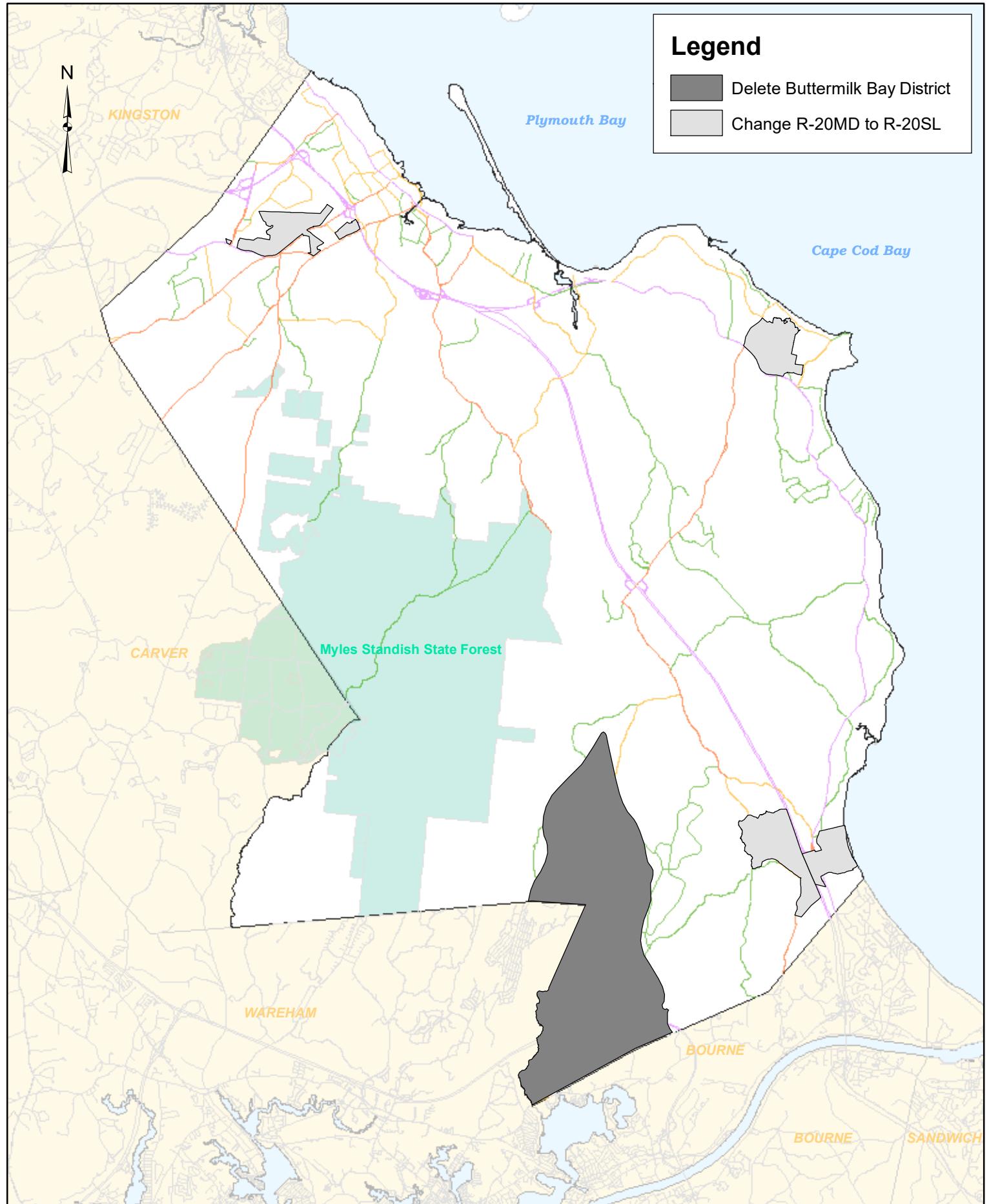
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Next Steps – Procedural Regulations

Text more appropriately administered as regulations will be incorporated into new regulations for review and adoption by the:

- Building Commissioner
- Planning Board
- Zoning Board of Appeals

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Article 31 2018 Annual Town Meeting

ARTICLE 32:

ARTICLE 32: To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise fund one hundred thousand dollars (\$100,000) for the purposes of conducting title research specifically related to the so-called Thousand Acres located in south Plymouth, including any costs and expenses related thereto, or take any other action relative thereto.

BY PETITION: Michael J. Hanlon et al

RECOMMENDATION: Approval, \$100,000 (9-2-0). The Advisory & Finance Committee recommends Town Meeting approve Article 32. Town Meeting approval of this article will appropriate \$100,000 for title research on the Thousand Acre property. Many agree that the town should pursue clearing titles to this land and developing access to Route 25. Thousand Acres offers the potential for economic development in South Plymouth. The town already owns 35.8% of the lots. The intent is for the \$100,000 to be used to clear suspect titles of the highest prioritized parcels. If successful, future town meetings could appropriate additional funds to continue the title research.

A VISION FOR THE “THOUSAND ACRES”

DECEMBER, 2017

12/18/2017

1

CITIZEN’S PETITION

- Appropriate \$100,000
- Conduct title research on the Thousand Acres
- Clear the “suspect titles”
- If successful, multi-phase/multi-year project

12/18/2017

2

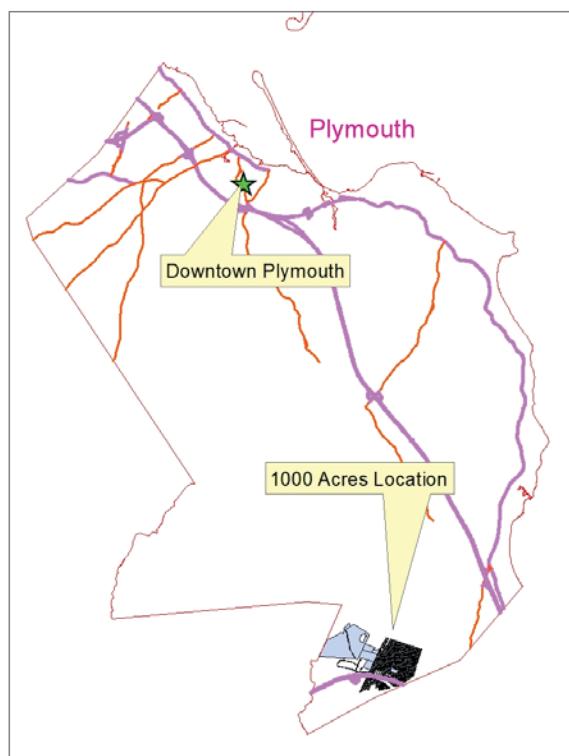
INDUSTRIAL/COMMERCIAL/OFFICE LAND STUDY (JUNE 2012)

“...given the site’s size, the site should continue to be identified as a potential site for economic development. The Town should continue to explore options to establish clear title and develop access to Route 25.”

12/18/2017

3

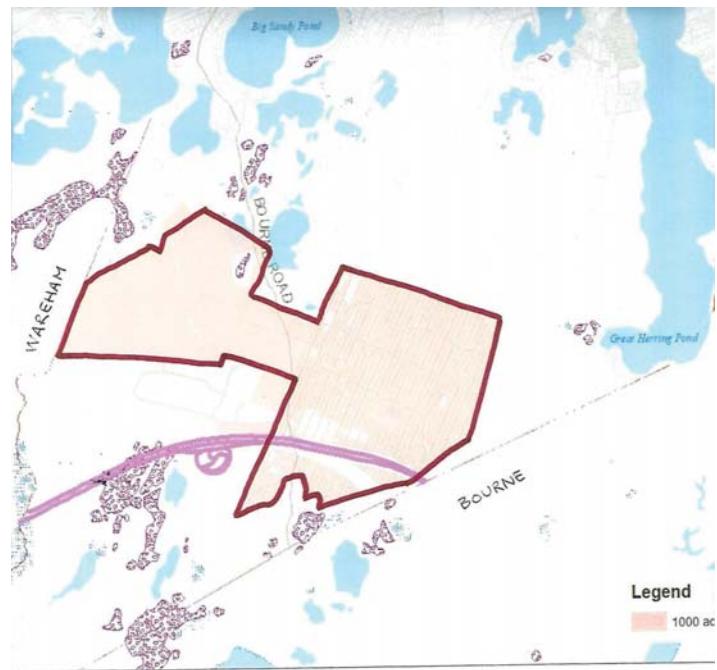
LOCATED IN SOUTH PLYMOUTH



12/18/2017

4

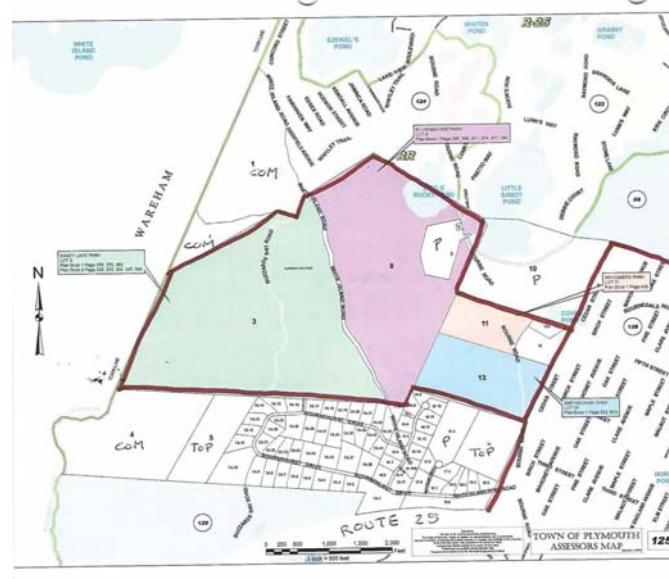
THE THOUSAND ACRES



12/18/2017

5

ASSESSORS MAP 125



12/18/2017

6

ASSESSORS MAP 128



THE THOUSAND ACRES PARCEL SUMMARY

SUBDIVISIONS	MAP/PARCEL	ACREAGE	TOTAL LOTS
SANDY LAKE PARK	125/3	175.6	3000
BOURNEHURST PARK	125/8	123.6	1400
WOODMERE PARK	125/11	21.0	400
Parcel 12	125/12	8.1	1
Parcel 12A	125/12A	3.0	1
SMITHSONIAN PARK	125/13	40.6	407
NEW ENGLAND PARK	128	480.0	1876
TOTAL		851.9	7085

TITLE CLEARING PROCESS

- Identify original owner of record
- Identify current owner
- Send owner a real estate tax bill
- Foreclose if not paid
- Could take 10 years and cost \$1 million
- Multi-phase, multi-year process
- Start with the easiest titles to clear

12/18/2017

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OWNERSHIP SUMMARY

SUBDIVISIONS	TOWN	%	PRIVATE	%	SUSPECT	%	TOTAL
SANDY LAKE PARK	16	0.5	0	0.0	2984	99.5	3000
BOURNEHURST PARK	500	35.7	900	64.3	0	0.0	1400
WOODMERE PARK	352	88.0	33	8.2	15	3.8	400
Parcel 12	0	0.0	0	0.0	1	100.0	1
Parcel 12A	0	0.0	0	0.0	1	100.0	1
SMITHSONIAN PARK	404	99.3	2	0.5	1	0.2	407
NEW ENGLAND PARK	1266	67.5	209	11.1	401	21.4	1876
TOTAL	2538	35.8	7085	16.1	3403	48.0	7085

12/18/2017

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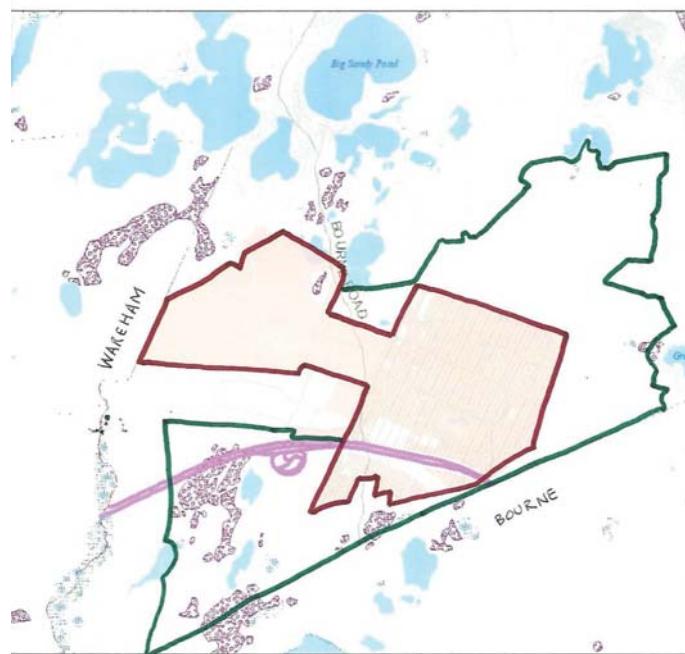
SUMMARY

- Total acreage is 851.9 acres
- Town ownership - 35.8%
- Private ownership - 16.1%
- Suspect ownership - 48.0%
- 70% considered rare & endangered habitat
- No interchange access to Route 25
- Currently zoned Rural Residential (3 acres)

12/18/2017

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SOUTH PLYMOUTH INDUSTRIAL PARK



12/18/2017

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ADDITIONAL ACREAGE IN SOUTH PLYMOUTH

- Approximately 700 additional acres
- Towns owns 80 acres (11.4%)
- Remainder is privately owned (620 acres)
- Currently zoned Rural Residential (3 acre minimum)

12/18/2017

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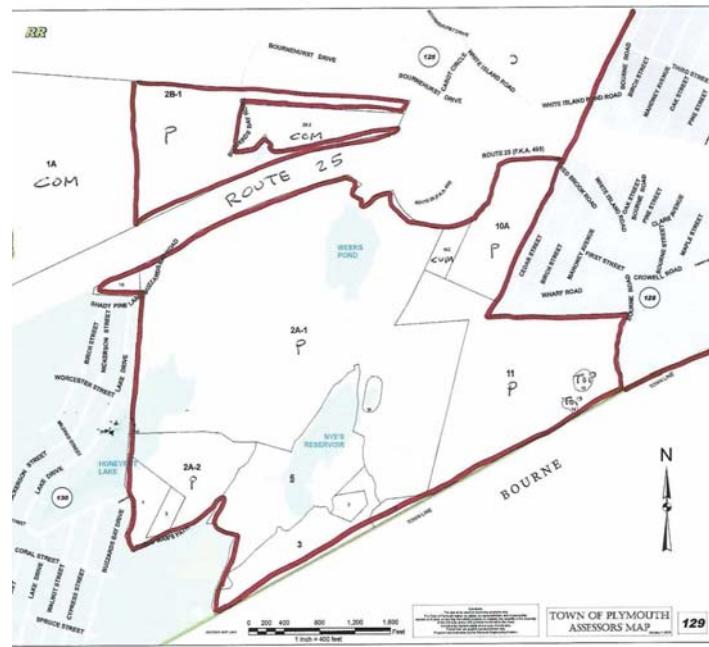
ADDITIONAL ACREAGE

OWNERSHIP	MAP/PARCEL	ACREAGE	TOTAL PARCELS
TOWN	125/5 & 14	38.1	2
PRIVATE	125/10 & 17-4	65.3	2
TOWN	127/3-17,8,11,12,13A	40.0	5
PRIVATE	127/5,6B,10,14A,15	159.2	5
TOWN	129/13 & 14	1.7	2
PRIVATE	129/2A,2B,10A	362.8	4
TOWN	130	0.0	0
PRIVATE	130/6 & 7	32.6	2
TOTAL TOWN		79.8	9
TOTAL PRIVATE		619.9	13

12/18/2017

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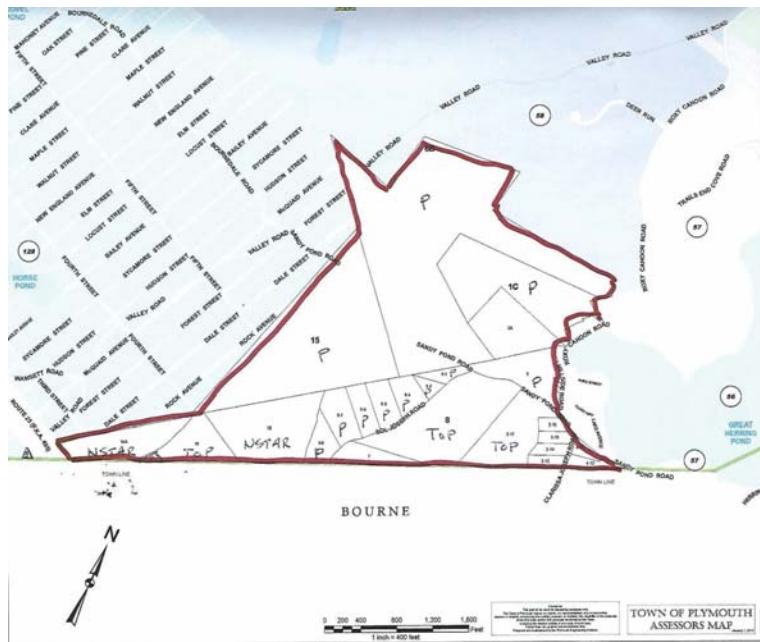
ASSESSORS MAP 129 & 130



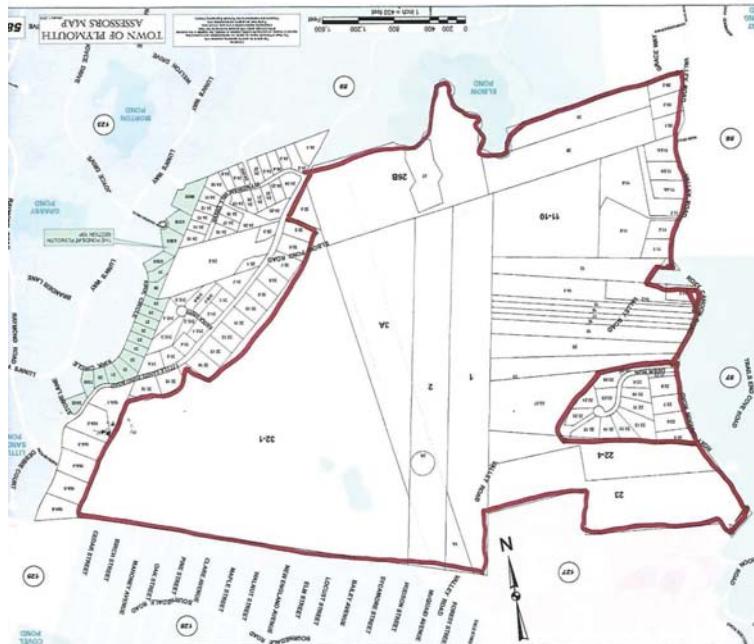
12/18/2017

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ASSESSORS MAP 127



ASSESSORS MAP 58



12/18/2017

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CHALLENGES

- Need clear title to suspect properties
- Need interchange access to Route 25
- Need to protect open-space habitat
- Need to rezone to Light Industrial
- Need to collaborate with stakeholders including private owners, abutters, environmental groups, state agencies, etc.

12/18/2017

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OTHER NEW INTERCHANGES

- Route 24 in Fall River for Amazon
- Route 128 in Needham at Kellogg Street
- Route 93 in Woburn at Commerce Way
- Route 495 in Marlborough at Simarano Drive
- All built in support of economic development
- Others have done it, why not Plymouth?

12/18/2017

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PRIORITY HABITAT

- Could be up to 2/3 of total property acreage
- Could be permanently protected open space
- Need to control in order to protect
- Important long-term asset for Town
- Still leaves 500-700 acres for development

12/18/2017

20

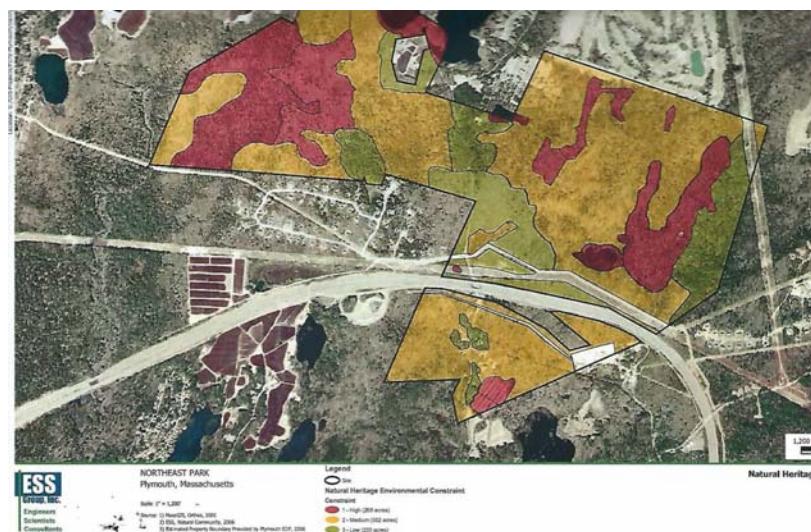
PRIORITY HABITAT



12/18/2017

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PRIORITY HABITAT



12/18/2017

22

WHY SHOULD WE DO THIS?

- Need additional non-residential tax revenue
- Don't need more residential or retail development
- Development means new local jobs for local residents
- Provides potential long-term benefit to Town
- Small investment now for potential big payoff in the future
- Unclear titles could lead to something that we don't want

12/18/2017

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THE END

OR, IS IT THE BEGINNING?

12/18/2017

24

ARTICLE 33:

ARTICLE 33: To see if the Town will vote to honor John Scaglarini's option to renew and reinstate his lease for land on Plymouth Beach for another five-year period or to take any other action relative thereto.

BY PETITION: John Scaglarini et al

This article was ruled outside the scope of Town Meeting.