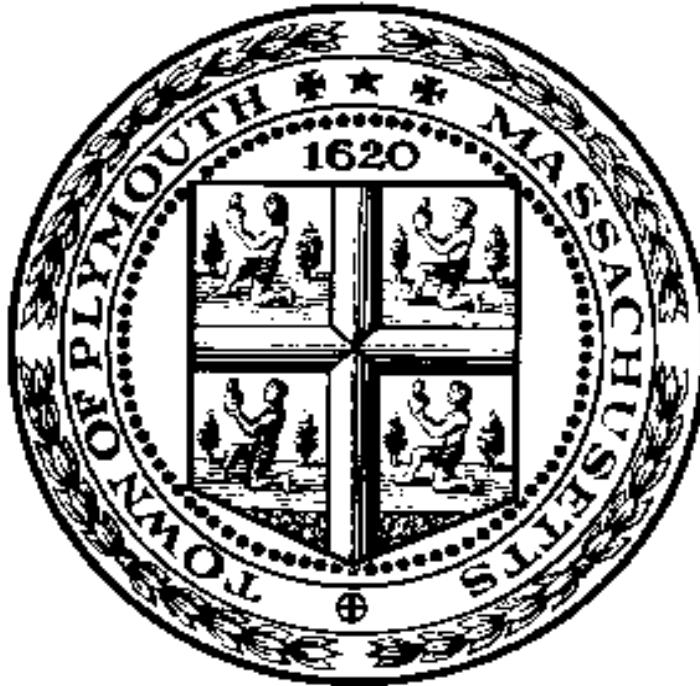


TOWN OF PLYMOUTH

REPORT
& RECOMMENDATIONS
OF THE
ADVISORY AND FINANCE
COMMITTEE



Presented at the
April 6, 2019

SPRING ANNUAL
TOWN MEETING

SPRING ANNUAL TOWN MEETING

April 6, 2019

Table of Contents

	PAGE(S)
<u>REPORT & RECOMMENDATIONS</u>	
Report & Recommendations of the Advisory & Finance Committee	5-19
<u>VOTING CHARTS</u>	
Advisory & Finance Committee Roll Call Voting Charts.....	23-25
<u>CAPITAL IMPROVEMENTS COMMITTEE</u>	
Capital Improvements Committee Project Rankings.....	29-31
<u>BURKE'S LAW</u>	
Report of Outstanding Articles	35-44
<u>SUPPORTING DOCUMENTATION</u>	
Article 2 Reports of Boards & Committees	47
Article 3 Revolving Fund Spending Limits	49-58
Article 4 Continuation of Committees	59-63
Article 5 Personnel Bylaw.....	65
Article 6 Salaries of Elected Town Officials	67-69
Article 7A-E Operating Budgets	71-72
Advisory & Finance Budget Sub-Committee Reports	73-139
Article 8 District Improvement Finance	141
Article 9 Capital Outlay.....	143-145
Article 11 Road Preservation	147-151
Article 12 Gravel Road Improvement.....	153-155
Article 13 Chapter 90 Roads.....	157-159
Article 14 Town Promotion Fund	161-164
Article 16A CPC – Reduce Borrowing – 1820 Court House	165-167
Article 16B CPC – Center for the Arts	169-187
Article 16C CPC – Open Space – Huntley Ln. Town Brook	189-195
Article 16D CPC – Open Space – Town Square	197-206
Article 16E CPC – FY2020 Budget.....	207-211
Article 17 Accept M.G.L Chapter 59, Section 5, Clause 54- Personal Property	213-215
Article 18 Amend Town Charter – Section 7 -Board of Health -3-7-1	217-219
Article 19 Bylaws – Amend Chapter 120 Noise	221-223
Article 20 Accept & Allow as Public Way - various	225-239
Article 21 Accept Gift of Land – off River St.....	241-245
Article 22 Zoning Bylaw – Amend Section 207.11 - GMSPS.....	247-254
Article 23 Zoning Bylaws –Amend Typographical Errors	255-272
Article 24 Zoning Bylaws – Amend Section 206-1 Aquifer Protection	273-276
Article 25 Transfer Parcels to Conservation Commission	277-284
Article 26 Transfer Parcels to Water Commissioner	285-286
Article 28 Petitioned: Bylaws – Amend for Marijuana Retailers.....	287
Article 29 Petitioned: Bylaws – Amend for Marijuana Retailers.....	289-296

Article 30	Petitioned: Plymouth Zoning Ordinance - Solar	297
Article 31	Petitioned: Zoning Bylaws – Accept §207-12 Roof-Mounted Solar	299-302
Article 32	Petitioned: Bylaws – Amend Ch 196, §196-5 A Wetland Protection....	303-305
Article 33	Petitioned: Parcels for Municipal Water Well	307-309

REPORT &
RECOMMENDATIONS

REPORT & RECOMMENDATIONS OF THE ADVISORY & FINANCE COMMITTEE

Spring Annual Town Meeting - April 6, 2019

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, 12-0-0)

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 the 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 2020 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 (9-1-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 3. Approval of this article will set the FY2020 spending caps for each of the revolving funds pursuant 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, 12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 4. Approval of this article will authorize the Cedarville Steering Committee and the Plymouth Center Steering Committee to continue, with a review in three years at the 2022 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

NO MOTION NO ACTION

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

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will set the annual stipends for the Board of Selectmen and Town Moderator. There are no changes to the stipend amounts this year. The Chairman of the Board of Selectmen will receive \$4,500, the four remaining Selectmen will receive \$4,000 each, and the Moderator will receive \$2,000. The funding for these stipends are 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, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

The Advisory & Finance Committee recommends dividing Article 7A by Sub-Committee Report.

RECOMMENDATION: Approval (Unanimous, 12-0-0)

Sub-Committee Report A

RECOMMENDATION: Approval \$13,047,117 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends a net increase of \$61,018 to the Board of Selectmen's Budget as detailed in Sub-Committee Report A.

Sub-Committee Report B

RECOMMENDATION: Approval \$74,625,371 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report B.

Sub-Committee Report C

RECOMMENDATION: Approval \$26,881,303 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends a net increase of \$2,500 to the Board of Selectmen's Budget as detailed in Sub-Committee Report C.

Sub-Committee Report D

RECOMMENDATION: Approval \$10,109,148 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends a net increase of \$48,689 to the Board of Selectmen's Budget as detailed in Sub-Committee Report D.

Sub-Committee Report E

RECOMMENDATION: Approval \$4,650,478 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report E.

Sub-Committee Report F

RECOMMENDATION: Approval \$100,530,964 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report F.

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, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$4,932,221 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report G.

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, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$ 7,300,618 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report G.

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, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval 663,165 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report G.

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, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$2,642,176 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report G.

ARTICLE 7F: 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 cable public access enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$1,685,000 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report G.

ARTICLE 8: To see if the Town will vote to create a district improvement financing program according to the provisions of Chapter 40Q of the General Laws, and: designate a development district within the territory of the Town to be known as the North Plymouth and Plymouth Center Development District, as shown on a plan entitled "The North Plymouth and Plymouth Center Development District and the North Plymouth and Plymouth Center Invested Revenue District," dated February 7, 2019 and on file in the office of the Town Clerk; adopt a development program for the North Plymouth and Plymouth Center Development District on file in the office of the Town Clerk for the improvement of the quality of life and physical facilities and infrastructure of such district; and create a development program fund pursuant to said Chapter 40Q that consists of a development sinking fund and a project cost account and such other accounts as the Board of Selectmen deems necessary or appropriate, or take any other action relative thereto.

BOARD OF SELECTMEN

NO MOTION NO ACTION

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:	Fire Station 1 roof replacement & sump pump
A2	Town Building Repair Program:	Roof repairs at various town buildings
A3	School Building Repair Program:	Hedge: exterior trim and cupola repairs
A4	School Building Repair Program:	West: replace windows-1 pod per year (phase 2)
A5	Town Vehicle & Equip Replacement Program:	Highway: replace 2000 6-wheel truck H32
A6	Town Vehicle & Equip Replacement Program:	Highway: replace 1999 6-wheel truck H36

A7	Town Vehicle & Equip Replacement Program:	Highway: replace 1997 loader
A8	DPW - Engineering	Implementation of EPA general permit-stormwater
A9	DPW - Engineering	Implementation of ADA compliance-phase 1
A10	DPW - Cemetery	Water line & paving-Vine Hills Sec. I & K
A11	DPW – Parks	Replace wooden ramps at Long Beach
A12	Procurement & IT	Munis Capital Assets Software
A13	Police	Patrol rifle replacement
A14	Fire	Rehab Engine 3
A15	Fire	Firefighting gear
A16	Fire	Public Safety radio system upgrades
A17	Airport	Admin. Building demolition & beacon relocation
A18	Airport	Relocate taxiway Sierra
A19	Sewer	Replace 2003 service truck
A20	Sewer	Replace 1997 dump truck S58
A21	Sewer	Purchase new pickup truck S51
A22	Water	Replace 2001 6-wheel dump truck
A23	Water	Water infrastructure
A24	Water	Water insertion valves in downtown area
A25	Water	Replace 2005 W441 pickup truck
A26	Water	New pickup truck
A27	Water	Trailer mount air compressor
A28	Solid Waste	Manomet transfer station maintenance
A29	Solid Waste	Replace 2005 truck 820
B1	Marine & Environmental	Plymouth Harbor dredging
B2	DPW - Engineering	Market St. bridge repair and rail painting
B3	DPW - Engineering	Culvert relocation on Hedge Rd.
B4	Sewer	Collection system rehabilitation
B5	Sewer	Cordage gravity interceptor relocation
B6	Water	Stafford water storage tank restoration

or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$17,773,955 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends Town Meeting approve Article 9. The Town Manager recommends projects totaling \$24,250,484 and the Advisory & Finance Committee agrees with that recommendation. Capital requests totaled \$39,275,664 for FY20. (See pages xx-xx for the CIC spreadsheet). Article 9 addresses \$17,773,955 of those capital projects.

- General Fund projects totaling \$8,911,635 to be funded with \$2,567,135 from Free Cash, \$3,450,000 from borrowing, and \$2,894,500 from other available funds.
- Enterprise Fund projects totaling \$8,862,320 to be funded with \$354,796 from Sewer Enterprise Fund Retained Earnings, \$2,300,000 from Sewer Enterprise Fund borrowing, \$1,593,112 from Water Enterprise Fund Retained Earnings, \$1,750,000 from Water Enterprise Fund borrowing, \$230,412 from Solid Waste Enterprise Fund Retained Earnings, \$72,000 from Airport Enterprise Fund Retained Earnings, and \$2,562,000 from Airport Enterprise Fund other available funds (Grants).

The balance of the recommended capital projects consists of ATM Article 11 Road Preservation (\$5,000.000 borrowing), ATM Article 12 Gravel Road Improvement (\$1,000,000 tax levy), and STM Article 9 Playgrounds (\$476,529 CPA Funds).

ARTICLE 10: Withdrawn

ARTICLE 11: To see if the Town will vote to appropriate the sum of Five Million Dollars (\$5,000,000) to pay costs of improving various public and unaccepted roads, and bridges, and for the payment of all costs incidental and related thereto, including but not limited to reconstructing, resurfacing, crack sealing, drainage, engineering, sidewalks, lighting, traffic control, bridges, tree planting and landscaping, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise; or to take any other action relative thereto.

BOARD OF SELECTMEN**RECOMMENDATION: Approval \$5,000,000 (Unanimous, 8-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 11. Town Meeting approval of this article will accomplish the road maintenance and paving needs as determined by the DPW's current road program priority list. The Article will once again fund \$3.5M for public roads and \$1.5M for unaccepted roads and will be utilized for and spent during the 2019 and 2020 construction season.

ARTICLE 12: To see if the Town will vote to appropriate the sum of One Million Dollars (\$1,000,000.00) for improvements to Gravel Public Roads, and Gravel Unaccepted Roads, as authorized by Chapter 112 of the Acts of 2012, entitled, "An Act Authorizing the Town of Plymouth to Make Improvements on Unaccepted Roads", including any incidental and related costs, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or take any other action relative thereto.

BOARD OF SELECTMEN**RECOMMENDATION: Approval \$1,000,000 (Unanimous, 8-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 12. Town Meeting approval of this article will facilitate improvements to gravel roads that are both public and unaccepted. Funding will be utilized for and spent during the 2019 and 2020 construction season for anticipated improvements to Chandler St., Juniper St., Milford st., Roxy Cahoon and Briggs Ave.

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 the state's so-called Chapter 90 roads program, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION**RECOMMENDATION: Approval (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 13. 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 FY2020 was not known at the time this report was prepared, Plymouth did receive more than \$1.5 million for FY2019. The Town expects a similar amount in FY2020 unless there is change in policy and/or the state's financial health.

ARTICLE 14: 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 \$661,958 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 14. Approval of this article will allow expenditures from the Town's Promotion Fund. The Promotion Fund, created by special legislation, is funded with 45% of the receipts from the Hotel/Motel Tax. The Visitor Services Board oversees expenditures from this fund. Expenditures include funding special events and celebrations. The Town Promotion Fund also is used to pay a marketing and promotions contract with Destination Plymouth, which provides the Town with

television and print advertising around the country, maintains a waterfront information booth, and provides access to a Destination Plymouth website.

ARTICLE 15: 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 (Unanimous, 10-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 16A. Town Meeting approval of this Article will transfer \$500,000 from Fiscal Year 2019 Community Preservation Act estimated annual revenues to reduce the amount of CPC 1820 Court House debt from \$2 million to \$1.5 million.

ARTICLE 16B: To see if the Town will vote to appropriate the sum of \$300,000.00 from the Community Preservation Fund estimated annual revenues, fund balance or reserves, as a grant to The Plymouth Guild, Inc., d/b/a Plymouth Center for the Arts for the restoration, rehabilitation and preservation of the historic Russell Library and Lindens Building, both located on North Street, including construction of a connecting structure to provide ADA compliant access to the lower level and second floor of such buildings thereby making them more functional for their intended use, and including all incidental and related expenses, and to authorize the Board of Selectmen to enter into a grant agreement with The Plymouth Guild, Inc., for such purposes, which agreement shall include but not be limited to the requirement that the Town of Plymouth be provided with an historic preservation restriction in said properties in accordance with the G.L. c.44B, Section 12 and meeting the requirements of G.L. c. 184, Sections 31-33, nad to authorize the Board of Selectmen to accept such restriction, with such restriction to be held under the care, custody and control of the Historic Commission, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval \$300,000 (Unanimous, 10-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 16B. Town Meeting approval of this article will grant \$300,000 to the Plymouth Guild, Inc. d/b/a Plymouth Center for the Arts (PCA) for restoration and construction of a connector between Russell Library and the Lindens Buildings at the PCA, 11 North St. The renovation will include the construction of an ADA complaint elevator from the lower level to the second floor and create an entrance with expanded space for programming. The ADA access will expand the functionality of the Center for Arts.

ARTICLE 16C: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth of a fee simple interest in land located off Newfield St and Huntley Lane in the Town of Plymouth comprised of 4.45 acres more or less being shown on Assessors Map 18, lot 40A, parcel ID 018-000-040A-000, said land to be held under the care, custody and control of the Conservation Commission, to appropriate the total sum of \$250,000.00 for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves and/or borrow pursuant to G.L. c.44B or any other enabling authority, and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L.c.44B, Section 12 meeting the requirements of G.L. c. 184, Sections 31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval \$250,000 (9-1-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 16C. Town Meeting approval of this article will appropriate \$250,000 from the Community Preservation Fund for the purchase of approximately 4.4 ± acres of land located off Newfield St and Huntley Lane for open space and recreational purposes. This parcel abuts Jenny Pond and is part of the Town Brook water system. The preservation of the Town's water resources is generally considered an important priority.

ARTICLE 16D: To see if the Town will vote to appropriate the sum of \$160,000 from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow pursuant to G.L. c.44B or any other enabling authority, for the creation and/or restoration and rehabilitation of land for open space and recreational use, and for historic preservation, restoration, and rehabilitation of surface area land, commonly known as the Town Square and Leyden Street, and shown as Assessors Map 19, marked as Town Square, Leyden Street, pursuant to the Community Preservation Program, and specifically for the creation of an open space and recreational development plan and historical preservation and restoration plan for such land, including but not limited to design and permitting costs; and as funding therefor to appropriate said sum, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE**RECOMMENDATION: Approval \$160,000 (Unanimous, 10-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 16D. Town Meeting approval of this article will appropriate \$160,000 from the Community Preservation Fund for a full design engineering plan and permits for a new surface area for Town Square. The intent is to create a public space that is historically sensitive as well as inviting for pedestrians to meet and greet as they walk through to get around town. The DPW will work with a broadly staffed committee throughout this process.

ARTICLE 16E: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2020 Community Preservation Budget and to appropriate from the Community Preservation Fund FY2020 estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2020, and to set aside sums for future appropriation for the following purposes 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 \$3,132,444 (Unanimous, 10-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 16E. Town Meeting approval of this article will allow the Community Preservation Committee to allocate for future spending 10% of the estimated annual revenues of the Community Preservation Fund (CPA) - \$313,244 for each of the following: a) open space, b) historic resources and c) community housing. Also, \$125,298 (4%) of the estimated annual revenues of the CPA will be set aside for funding administrative and operational expenses and \$60,000 for 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: To see if the Town will vote to accept the provisions of G.L. c.59, §5, clause Fifty-fourth, to allow the Town to establish a minimum value not in excess of \$10,000, for Personal Property assessments and, further, to establish such value, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 8-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 17. Town Meeting approval will formalize this long-standing practice.

ARTICLE 18: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to amend Section 3-7-1 of the Charter of the Town of Plymouth, as most recently amended at the 2018 Annual Town Meeting, as set forth below; provided, however, that the General Court may make clerical and editorial changes of form only to the bill unless the Board of Selectmen approves amendments to the bill prior to enactment by the General Court, and to authorize the Board of Selectmen to approve such amendments which shall be within the scope of the general public objectives of the petition, or take any other action relative thereto.

An Act Relative to the Charter of the Town of Plymouth

Section 1. The charter of the town of Plymouth as on file with the archivist of the commonwealth in accordance with section 12 of chapter 43B of the general laws is hereby amended by inserting at the end of section 3-7-1 the following two new sentences: The select board shall, in making appointments, seek to appoint one member who is a duly licensed physician.

In addition, the select board may appoint an alternate member for a term of one year, which alternate may act, from time to time, when designated by the chair of the board of health if a regular member is unable to act as a result of absence or conflict of interest.

Section 2. This act shall take effect upon its passage.

BOARD OF HEALTH

RECOMMENDATION: Approval (8-4-0). The Advisory & Finance Committee recommends Town Meeting approve Article 18. Town Meeting approval of this Article will amend Section 7 – Board of Health – 3-7-1 to add “One of the members shall be a duly licensed physician provided that such person is reasonably available for appointment to carry out the duties of the position.” The Advisory & Finance Committee feels that, when reasonably possible, the addition of a physician to the Board of Health would be an asset for the Town.

MINORITY: Those voting against generally felt that this rule properly belonged in the Town’s Bylaws. Since it is not a State requirement it did not seem reasonable to shackle the Committee with a Charter rule that cannot be easily undone or temporarily overruled.

ARTICLE 19: To see if the Town will vote to amend the General Bylaws, Chapter 120, “Noise,” as provided below, with bold strikethrough language to be deleted:

§ 120-3. Commercial Construction etc. [Amended 4-7-1999 ATM by Art. 33] No commercial construction, demolition, repair, paving or alteration of buildings or streets or excavation shall be conducted between the hours of 7:00 p.m. and 7:00 a.m., except with the approval of the Board of Selectmen. Anyone who violates this by-law shall be subject to a fine of \$300, each day to constitute a separate occurrence. This by-law may be enforced through noncriminal disposition by any Police Officer of the Town of Plymouth. This bylaw shall not apply to **emergency** activities of Town, County, State or Federal agencies or to emergency activities conducted by public or private utilities.

Or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (10-2-0). The Advisory & Finance Committee recommends Town Meeting approve Article 19. Town Meeting approval of this article will amend Chapter 120 – Noise of the General

Bylaws. The change allows activities of Town, County, State or Federal agencies between the hours of 7:00 PM and 7:00 AM as requested by the Department of Public Works.

MINORITY: Those opposed expressed concern about early morning noise.

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 ways 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 incidental and related expenses; 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);

- Bellevue Drive
- Blue Heron Drive
- Brentwood Circle
- Cornerstone Circle
- Dinah Path
- Ferry Lane
- Gabriel Lane
- Hallorans Way
- Henry Drive
- Mary B. Lane
- Mimosa Circle
- Placid Bay Drive
- Pleasant Harbor Road
- Raffaele Road
- Robert J. Way
- Seal Cove Road
- Shoals Avenue
- Sweeney Lane
- Tanager Road
- Wareham Road (a portion of)
- White Violet Lane

or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 8-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 20. Town Meeting approval of this article will accept the 21 roads listed in the warrant language as public ways. These roads have been reviewed and approved by the Roads Advisory Committee for acceptance and layout establishment.

ARTICLE 21: To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise a 4,657+- square foot parcel of land located off River Street, Plymouth, Massachusetts, shown on a plan entitled “Plan of Land owned by Plimoth Plantation, Inc., #10 River Street, Parcel: 040-000-004-000” Prepared for MEGRYCO, Inc., prepared by Flaherty & Stefani, Inc. and dated July 16, 2018, on file with the Town Clerk, in order to provide access to the Chiltonville Cemetery, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 8-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 21. Town Meeting approval of this article will accept the gift of land on River St “known as Cemetery Road” securing continued access to the Chiltonville Cemetery from River St. The Lot is shown as 4-1 on a plan recorded with the Plymouth County Registry of Deeds as Plan No. 558 of 2018 in Plan Book 62, Page 1090.

ARTICLE 22: To see if the Town will vote to amend the Zoning Bylaw, Section 207.11 (B,2,a) Ground-Mounted Solar Photovoltaic Systems (GMSPS), for GMSPS, up to 15 acres in size, be allowed on landfills located within the Rural Residential Zone and Cedarville Village Enterprise District ((CVED) and add under Section C,3 Standards, a new sub-paragraph d as follows: “Native plant species and seed mix installation/management practices that provide benefits to gamebirds, songbirds, and pollinators shall be used, as described in the Massachusetts Pollinator Protection Plan, Best Management Practices and Actions to Benefit Pollinators (p.13-22).”, as well as amend any other definitions, procedures, and provisions for said installations, all as on file with the Town Clerk, or take any other action relative thereto.

ENERGY COMMITTEE**RECOMMENDATION: Approval (Unanimous, 8-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 22 with the amended language as follows “up to 22 acres in size, be allowed on landfills” in place thereof “up to 15 acres in size, be allowed on landfills” The Committee felt unanimously that Town Meeting approval of this amended Zoning Bylaw language would maximize the use of the Towns landfills for Ground-Mounted Solar Photovoltaic Systems (GMSPS) and the opportunity of generate additional income.

ARTICLE 23: To see if the Town will vote to amend the Zoning Bylaw to correct ministerial typographical errors to and omissions from 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 November 28, 2018, with underlined text to be inserted and strikethrough text to be deleted, or take any other action relative thereto.

PLANNING AND COMMUNITY DEVELOPMENT**RECOMMENDATION: Approval (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 23. Approval of this article will amend the Zoning Bylaw to correct typographical errors and omissions to the Bylaw so that the current bylaw reads as intended.

ARTICLE 24: To see if the Town will vote to amend the Zoning Bylaw, Section 206-1, “Aquifer Protection Overlay District”, as it relates to the delineation of the district, uses allowed, special permit uses and prohibited uses or activities and to revise the Town’s Official Zoning Map to revise the boundaries of the Aquifer Protection District, all as set forth in the document on file in the office of the Town Clerk entitled “Amendment to the Town of Plymouth Massachusetts Aquifer Protect Overlay District Zoning Bylaw and Map”, dated November 28, 2018, or take any other action relative thereto.

PLANNING AND COMMUNIY DEVELOPMENT**RECOMMENDATION: Approval (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 24. Approval of this article revises the Town’s Official Zoning Map to add the Redbrook Development’s Zone II to the Town’s Aquifer Protection District as required by the Massachusetts Department of Environmental Protection wellhead protection process.

ARTICLE 25: To see if the Town will vote to transfer the care, custody, management and control of the parcels listed below (**Table 1**) 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,

Table 1

112A-000B-038-000	112A-000F-009-000	112A-000G-035-000	112A-000J-013-000	112A-000K-031-000
112A-000B-039-000	112A-000F-010-000	112A-000G-036-000	112A-000J-014-000	112A-000K-032-000
112A-000C-000B-000	112A-000F-011-000	112A-000G-037-000	112A-000J-015-000	112A-000K-033-000
112A-000C-018-000	112A-000F-012-000	112A-000G-038-000	112A-000J-016-000	112A-000K-034-000
112A-000C-019-000	112A-000F-013-000	112A-000G-039-000	112A-000J-017-000	112A-000K-045-000
112A-000C-020-000	112A-000F-014-000	112A-000G-040-000	112A-000J-018-000	112A-000K-046-000
112A-000C-021-000	112A-000F-015-000	112A-000G-041-000	112A-000J-019-000	112A-000K-050-000
112A-000C-026-000	112A-000F-016-000	112A-000H-000A-000	112A-000J-020-000	112A-000K-051-000
112A-000C-027-000	112A-000F-017-000	112A-000H-000B-000	112A-000J-021-000	112A-000K-052-000
112A-000D-000B-000	112A-000F-018-000	112A-000H-000L-000	112A-000J-022-000	112A-000K-053-000
112A-000D-017-000	112A-000F-019-000	112A-000H-001-000	112A-000J-023-000	

or take any other action relative thereto.

PLANNING AND COMMUNITY DEVELOPMENT

RECOMMENDATION: Approval ((9-3-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 25. The majority of the Committee supported taking the properties out of Tax Title and putting them into conservation to aid the creation of the Long Duck Groundwater Resource area as recommended by the Planning Board.

MINORITY: Those voting against generally felt that there was no need to put these parcels into Water Commissioner control at this time. There is no rush and a more comprehensive plan may be in order.

ARTICLE 26: To see if the Town will vote to transfer the care, custody, management and control of the parcels listed below (**Table 2 & 3**) as on file with the Town Clerk, from the Board of Selectmen to the Water Commission; and further to authorize the Water Commission to execute any and all instruments as may be necessary to effectuate the vote taken hereunder,

Table 2

Parcel ID	Parcel ID	Parcel ID	Parcel ID
114A-037A-001-001	114A-037A-003-009	114A-037A-005-014	114A-037A-007-019
114A-037A-001-002	114A-037A-003-010	114A-037A-005-015	114A-037A-007-020
114A-037A-001-008	114A-037A-003-011	114A-037A-005-016	114A-037A-007-021
114A-037A-001-009	114A-037A-003-012	114A-037A-005-017	114A-037A-007-022
114A-037A-001-010	114A-037A-003-013	114A-037A-005-018	114A-037A-007-023
114A-037A-001-011	114A-037A-003-014	114A-037A-005-019	114A-037A-007-024
114A-037A-001-012	114A-037A-003-015	114A-037A-005-020	114A-037A-008-001
114A-037A-001-013	114A-037A-003-016	114A-037A-005-021	114A-037A-008-002
114A-037A-001-014	114A-037A-003-017	114A-037A-005-022	114A-037A-008-003
114A-037A-001-015	114A-037A-003-018	114A-037A-005-023	114A-037A-008-004
114A-037A-001-016	114A-037A-003-019	114A-037A-005-024	114A-037A-008-005
114A-037A-001-017	114A-037A-003-020	114A-037A-006-001	114A-037A-008-006
114A-037A-001-018	114A-037A-003-021	114A-037A-006-002	114A-037A-008-007
114A-037A-001-019	114A-037A-003-022	114A-037A-006-003	114A-037A-008-008
114A-037A-001-020	114A-037A-003-023	114A-037A-006-004	114A-037A-008-009
114A-037A-001-021	114A-037A-003-024	114A-037A-006-005	114A-037A-008-010
114A-037A-001-022	114A-037A-004-001	114A-037A-006-006	114A-037A-008-011
114A-037A-001-023	114A-037A-004-002	114A-037A-006-007	114A-037A-008-012
114A-037A-001-024	114A-037A-004-003	114A-037A-006-008	114A-037A-008-013
114A-037A-001-025	114A-037A-004-004	114A-037A-006-009	114A-037A-008-014

114A-037A-001-026	114A-037A-004-005	114A-037A-006-010	114A-037A-008-015
114A-037A-002-001	114A-037A-004-006	114A-037A-006-011	114A-037A-008-016
114A-037A-002-002	114A-037A-004-007	114A-037A-006-012	114A-037A-008-017
114A-037A-002-003	114A-037A-004-008	114A-037A-006-013	114A-037A-008-018
114A-037A-002-004	114A-037A-004-009	114A-037A-006-014	114A-037A-008-019
114A-037A-002-005	114A-037A-004-010	114A-037A-006-015	114A-037A-008-020
114A-037A-002-006	114A-037A-004-011	114A-037A-006-016	114A-037A-008-021
114A-037A-002-007	114A-037A-004-012	114A-037A-006-017	114A-037A-008-022
114A-037A-002-008	114A-037A-004-013	114A-037A-006-018	114A-037A-008-023
114A-037A-002-009	114A-037A-004-014	114A-037A-006-019	114A-037A-008-024
114A-037A-002-010	114A-037A-004-015	114A-037A-006-020	114A-037A-009-001
114A-037A-002-011	114A-037A-004-016	114A-037A-006-021	114A-037A-009-002
114A-037A-002-012	114A-037A-004-017	114A-037A-006-022	114A-037A-009-003
114A-037A-002-013	114A-037A-004-018	114A-037A-006-023	114A-037A-009-004
114A-037A-002-014	114A-037A-004-019	114A-037A-006-024	114A-037A-009-005
114A-037A-002-015	114A-037A-004-020	114A-037A-007-001	114A-037A-009-006
114A-037A-002-016	114A-037A-004-021	114A-037A-007-002	114A-037A-009-007
114A-037A-002-017	114A-037A-004-022	114A-037A-007-003	114A-037A-009-008
114A-037A-002-018	114A-037A-004-023	114A-037A-007-004	114A-037A-009-009
114A-037A-002-019	114A-037A-004-024	114A-037A-007-005	114A-037A-009-010
114A-037A-002-020	114A-037A-005-001	114A-037A-007-006	114A-037A-009-011
114A-037A-002-021	114A-037A-005-002	114A-037A-007-007	114A-037A-009-012
114A-037A-002-022	114A-037A-005-003	114A-037A-007-008	114A-037A-009-013
114A-037A-002-023	114A-037A-005-004	114A-037A-007-009	114A-037A-009-014
114A-037A-002-024	114A-037A-005-005	114A-037A-007-010	114A-037A-009-015
114A-037A-003-001	114A-037A-005-006	114A-037A-007-011	114A-037A-009-016
114A-037A-003-002	114A-037A-005-007	114A-037A-007-012	114A-037A-009-017
114A-037A-003-003	114A-037A-005-008	114A-037A-007-013	114A-037A-009-018
114A-037A-003-004	114A-037A-005-009	114A-037A-007-014	114A-037A-009-019
114A-037A-003-005	114A-037A-005-010	114A-037A-007-015	114A-037A-009-020
114A-037A-003-006	114A-037A-005-011	114A-037A-007-016	114A-037A-009-021
114A-037A-003-007	114A-037A-005-012	114A-037A-007-017	114A-037A-009-022
114A-037A-003-008	114A-037A-005-013	114A-037A-007-018	114A-037A-009-023
114A-037A-009-024			

Table 3

Parcel ID	Parcel ID
113-000-028-001	113-000-031-001
113-000-029-001	113-000-031-002
113-000-029-003	113-000-032-001
113-000-030-001	113-000-033-001

or take any other action relative thereto.

PLANNING AND COMMUNITY DEVELOPMENT

RECOMMENDATION: Approval (11-1-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 26. The majority of the Committee supported taking the properties out of Tax Title and transferring them to the Water Commission for

the dual purpose of providing aquifer protection through the creation of the Long Duck Groundwater Resource Area and protecting a potential future well site as recommended by the Planning Board.

ARTICLE 27: Withdrawn

ARTICLE 28: To see if the Town will vote to amend the General Bylaws for Marijuana Retailers to add a requirement that no more than Two (2) Marijuana Retailers shall be permitted in any one Light Industrial Zone, or take any other action relative thereto.

BY PETITION: Wynn A. Gerhard et al

NO MOTION, NO ACTION

ARTICLE 29: To see if the Town will vote to amend Zoning Bylaw section 203-16 to add a new paragraph 6 to state: No more than Two (2) Marijuana Retailers shall be permitted in any one Light Industrial Zone, or take any other action relative thereto.

BY PETITION: Wynn A. Gerhard et al

RECOMMENDATION: Not Approve (3-5-0)

The Advisory & Finance Committee recommends that Town Meeting not approve Article 29.

The majority of the Committee felt the Article was too restrictive with regard to the retailers right to choose their optimal location effectively diminishing the will of the voters and Town Meeting. Perversely this Article could force the Town to allow Retail Marijuana shops in industrial areas directly abutting residential neighborhoods.

MINORITY: Those voting in favor felt that this article may help to spread the marijuana shops around town.

ARTICLE 30: To see if the Town will vote to install the following bylaw into Plymouth Zoning Ordinance: Any residential or commercial entity of Plymouth shall have the right to install solar equipment on any part of their structures, or to rent or lease any part of such structures to installers of solar equipment for the purpose of collecting solar energy in accordance with the established bylaws and practice of the Town of Plymouth, or take any other action relative thereto.

BY PETITION: Marianne Tenney et al

NO MOTION, NO ACTION

ARTICLE 31: To see if the Town will vote to adopt the following bylaw to be inserted in the Plymouth Zoning Bylaws:

§207-12. Roof-Mounted Solar Photovoltaic Systems (RMSPS)

A. Intent. It is the intent of the Town of Plymouth that any residential or commercial entity of Plymouth shall have the right to install solar equipment on any part of their structures, or to rent or lease any part of such structures to installers of solar equipment for the purpose of collecting solar energy. The intent of this bylaw is to promote, by-right, subject to Plymouth Building Department review, in all Districts, the generation of solar energy in accordance with Massachusetts Solar Access Law Chapter 184: Section 23C.

B. RMSPS shall be installed by an established solar company and conform to all the regulations established by Massachusetts Solar Access Law.

C. Standards. The following standards shall apply to all RMSPS:

1. Height: A RMSPS shall not exceed the height of the ridge of the roof.

2. Design: A RMSPS shall be installed at 4 to 8 inches above the plane of the roof parallel to that plane.

4. Information Required with Zoning Permit for all RMSPS.

a. Drawings. A site plan prepared by a Registered Surveyor and a roof plan, elevations and sections of a building prepared by a Registered Architect

- b. **Materials.** Manufacturer's specifications for a proposed RMSPS shall be provided for all equipment and attendant facilities and include documentation of the major system components to be used, including panels, mounting system, rated name plate capacity, colors, inverter and interconnection details.
- c. **Safety.** The RMSPS Owner or Operator shall submit a copy of the project summary, electrical schematic to the Building Commissioner, with a copy for review by the Fire Chief. Instructions to deenergize the system shall be made available to public safety personnel. The owner or operator shall identify a responsible person for public inquiries throughout the life of the RMSPS.
- d. **Compliance.** All RMSPS shall be installed in compliance with the Massachusetts Building code. Or take any other action relative thereto.

BY PETITION: Janice Heffernan et al

RECOMMENDATION: Not Approve (Unanimous 0-8-0).

The Advisory & Finance Committee recommends that Town Meeting not approve Article 31. The Planning Board voted unanimously not to support this article and determined that the petitioners' issue is that the homeowner's association requirements for roof mounted solar systems which is a civil matter that would have to be addressed through the courts. The Advisory & Finance Committee concurred with that rationale.

ARTICLE 32: To see if the Town will vote to amend the Town General Bylaw, Wetlands Protection, Chapter 196, §196-5 A, Adoption of regulations and fee schedule, to add a sentence to the end of paragraph A that says: *These rules, regulations, design specification and policy guidelines or amendments adopted by the Commission must be approved by a vote of Town Meeting.*

BY PETITION: J. Randolph Parker, Jr. et al

RECOMMENDATION: Approve (7-3-2).

The Advisory & Finance Committee recommends that Town Meeting approve Article 32. Town Meeting approval of this article will amend the General Bylaw to require a vote of Town Meeting to adopt rules, regulations, design specifications and policy guidelines or amendments of the Conservation Commission.

MINORITY: Those voting against, while recognizing the reality that Conservation Commission rules could be construed as de facto land use regulations, felt that the wording of the Article was too broad and affected even routing housekeeping rules that every other committee can set for themselves.

ARTICLE 33: To see if the Town will vote to authorize the Select Board to acquire by purchase, gift or eminent domain the fee or lesser interests in all or any portion of the following three (3) parcels identified below, together with any public and private rights of passage or ways, for purposes of the construction and operation of a municipal water well and associated piping and water well infrastructure which may include a water tank, and for other municipal purposes incidental thereto:

- Assessors Map 73, Lot 4, located on Sawmill Road, owned by Sawmill Development Corp.;
- Assessors Map 73, Lot 5, located on Sawmill Road, owned by Sawmill Development Corp.;
- Assessors Map 73, Lot 6, located on Sawmill Road, owned by Sawmill Development Corp.

And to see if the Town Meeting will vote to raise and appropriate, borrow pursuant to applicable statute, transfer from available funds, or otherwise provide, a sum of money for such purposes; or take any other action related thereto.

BY PETITION: Cheryl King Fischer et al

NO MOTION, NO ACTION

ROLL CALL
VOTING CHARTS

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

Y - For

N - Against

A - Abstain R - Recuse

X - Absent

Ch - Chair did not vote

ARTICLES

		Andrew Burgess	Kevin Canty	Beth Davis	Brian Dunn	Harry Helm	Roz Jones	Stephen Karam	Ethan Kusmin	John Moody	Harry Salerno	Ashley Shaw	Sheila Sheridan	Marc Sirrico	Scott Stephenson	Evelyn Strawn	VOTE TOTAL FOR-AGAINST-ABSTAIN
2	Report of Officers	Y	Y	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	Y	12-0-0
3	Revolving Funds Spending Caps (less the Beach)	X	Y	Y	Y	Y	X	Y	X	Y	Ch	Y	Y	Y	N	X	9-1-0
3	Beach Revolving Fund	Y	Y	Y	X	Y	Y	Y	Y			Y	Y	Y	Y	X	12-0-0
3	Plymouth County Outreach (PCO) Fund	Y	Y	Y	X	Y	Y	Y	A	Y		Y	Y	Y	Y	X	11-0-1
4	Continuation of Committees	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0
6	Salaries of Elected Officials	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0
7A	General Fund Budget:									Ch							
	By Subcommitte: A	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0
	B	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0
	C	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0
	D	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0
	E	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0
	F	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0
7B	Water Enterprise Budget	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0
7C	Sewer Enterprise Budget	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0

Y - For

N - Against

A - Abstain R - Recuse

X - Absent

Ch - Chair did not vote

ARTICLES

		Andrew Burgess	Kevin Canty	Beth Davis	Brian Dunn	Harry Helm	Roz Jones	Stephen Karam	Ethan Kusmin	John Moody	Harry Salerno	Ashley Shaw	Sheila Sheridan	Marc Sirrico	Scott Stephenson	Evelyn Strawn	VOTE TOTAL FOR-AGAINST-ABSTAIN
7D	Solid Waste Enterprise Budget	Y	Y	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	Y	12-0-0
7E	Airport Enterprise Budget	Y	Y	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	Y	12-0-0
7F	Cable Public Access Enterprise Fund	Y	Y	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	Y	12-0-0
9	Capital Improvements	Y	Y	X	Y	Y	Y	X	Y	Ch	Y	Y	Y	Y	Y	Y	12-0-0
11	Funding for Private Roads	X	Y	X	X	X	Y	X	Y	Ch	Y	Y	X	Y	Y	Y	8-0-0
12	Funding for Private Gravel Roads	X	Y	X	X	X	Y	X	Y	Ch	Y	Y	X	Y	Y	Y	8-0-0
13	Chapter 90 Funding for Public Ways	Y	Y	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	Y	12-0-0
14	Town Promotion Fund	Y	Y	X	X	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	Y	12-0-0
16A	CPC	X	Y	Y	Y	Y	Y	X	Y	X	Y	Ch	Y	Y	Y	X	10-0-0
16B	CPC	X	Y	Y	Y	Y	Y	X	Y	X	Y	Ch	Y	Y	Y	X	10-0-0
16C	CPC	X	N	Y	Y	Y	Y	X	Y	X	Y	Ch	Y	Y	Y	X	9-1-0
16D	CPC	X	Y	Y	Y	Y	Y	X	Y	X	Y		Y	Y	Y	X	10-0-0
16E	CPC	X	Y	Y	Y	Y	Y	X	Y	X	Y	Ch	Y	Y	Y	X	10-0-0
17	Personal Property Assessment	X	Y	X	X	X	Y	X	Y	Y	Ch	Y	Y	X	Y	Y	8-0-0
18	BOH/Physican Member	Y	N	X	Y	Y	Y	X	N	N	Ch	Y	Y	N	Y	Y	8-4-0
19	Bylaw- Noise	Y	Y	X	Y	N	Y	X	Y	N	Ch	Y	Y	Y	Y	Y	10-2-0

Y - For

N - Against

A - Abstain R - Recuse

X - Absent

Ch - Chair did not vote

ARTICLES

		Andrew Burgess	Kevin Canty	Beth Davis	Brian Dunn	Harry Helm	Roz Jones	Stephen Karam	Ethan Kusmin	John Moody	Harry Salerno	Ashley Shaw	Sheila Sheridan	Marc Sirrico	Scott Stephenson	Evelyn Strawn	VOTE TOTAL FOR-AGAINST-ABSTAIN
20	Public Way Acceptance	X	Y	X	X	X	Y	X	Y	Y	Ch	Y	Y	X	Y	Y	8-0-0
21	Gift of Land off River Street	X	Y	X	X	X	Y	X	Y	Y	Ch	Y	Y	X	Y	Y	8-0-0
22	Solar Zoning Bylaw	X	y	X	X	X	y	X	y	y	Ch	y	y	X	y	y	8-0-0
23	Zoning Bylaw Corrections	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0
24	Aquifer Protection	Y	Y	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	12-0-0
25	Tax Title Property	Y	N	X	X	Y	N	Y	Y	N	Ch	Y	Y	Y	Y	Y	9-3-0
26	Tax Title Property	Y	N	X	X	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	11-1-0
29	Marijuana Bylaw	X	N	X	X	X	N	X	N	Y	Ch	N	Y	X	N	Y	3-5-0
31	Solar Zoning Bylaw	X	N	X	X	X	N	X	N	N	Ch	N	N	X	N	N	0-8-0
32	Wetland Protection	Y	Y	Y	X	Y	A	A	Y	N	Ch	Y	N	Y	N	X	7-3-2

CAPITAL
IMPROVEMENTS
COMMITTEE

TOWN OF PLYMOUTH - FY20 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY CAPITAL IMPROVEMENTS COMMITTEE ON JAN. 11, 2 019

DEPT ACCOUNT	DEPT PRIORITY	DIV. PRIORITY	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K		TOWN MANAGER RECOMMENDED						SOLID WASTE FUND	DEBT	OTHER FUND
							TAX LEVY		FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND					
138	1		Procurement/IT	Purchase & Implementation of Munis Capital Assets Software	45,850	17			45,850					45,850			
				TOTAL FOR PROCUREMENT	45,850												
210	1		Police Department	Patrol Rifle Replacement	70,543	11			70,543					70,543			
	2			Remote Camera Trailer	80,000	41											
				TOTAL FOR POLICE	150,543												
220	1		Fire Department	Rehab Engine 3	47,400	32			47,400					47,400			
	2			Firefighting Gear	108,000	3			108,000					108,000			
	3			Public Safety Radio System Upgrades	87,000	8			87,000					87,000			
	4			Purchase and Equip New Tow Vehicle	36,000	40											
	5			Purchase and Equip New Pumping Engine	675,000	36											
				TOTAL FOR FIRE	953,400												
300	1		School Department	School Building Repair Program													
1.01			Hedge	Add'l Costs for Exterior Trim and Cupola Repairs & Paint	\$85,000.00												
1.02			West	Replace Windows-1 Pod Per Year-Ph 2	\$105,000.00												
1.03			Hedge	Pave Parking Area	\$85,000.00												
1.04			West	Create Parking Area	\$40,000.00												
1.05			PCIS	Replace IMC Carpet with Vinyl Tile	\$65,500.00												
1.06			PSMS	Sidewalk Asphalt Repairs	\$66,800.00												
1.07			PCIS	Replace Public Address System	\$27,300.00												
1.08			Federal Furnace	Replace Windows-1 Pod Per Year	\$105,000.00												
1.09			Hedge	Remove & Replace Gym Floor	\$37,050.00												
1.10			PCIS	Field Renovations and Chain Link Fence Installation	\$168,402.00												
1.11			Manomet	Interior Patching & Painting	\$80,000.00												
1.12			Indian Brook/South	Install Gym Dividers	\$21,554.00												
1.13			Cold Spring	Restoration of Play Area	\$25,000.00												
1.14			Federal Furnace	Replace Skylights	\$68,500.00												
1.15			Cold Spring	ACM Tile Removal and Install VCT Tile	\$95,000.00												
1.16			Indian Brook	Resurface Gym Floor	\$34,500.00												
1.17			PCIS	Replace Gym Floor	\$191,000.00												
1.18			South	Resurface Gym Floor	\$40,500.00												
1.19			Federal Furnace	Resurface Gym Floor	\$40,500.00												
300	2		School Department	School Vehicle & Equipment Replacement Program													
2.01			DW Facilities	Replace 2006 Utility Truck 945	\$52,000.00												
2.02			DW Facilities	Replace 2002 Rack Truck 940	\$63,000.00												
2.03			DW Facilities	Replace 2008 Ford Explorer	\$36,000.00												
2.04			DW Facilities	Replace Utility Truck 949 (w/o Sander)	\$49,500.00												
300	3		School Department/Bldg Cr Infrastructure Management														
3.01			West	Roof Replacement	\$1,312,004.00												
3.02			Indian Brook	Roof Replacement	\$1,454,472.00												
				TOTAL FOR SCHOOL	4,348,582												

TOWN OF PLYMOUTH - FY20 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY CAPITAL IMPROVEMENTS COMMITTEE ON JAN. 11, 2 019

DEPT ACCOUNT	DEPT PRIORITY	DIV. PRIORITY	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED							SOLID WASTE FUND	DEBT	OTHER FUND	
								PROJECT FUNDING	TAX LEVY	FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND					
411	1	DPW Operation-Engineering	Implementation of EPA General Permit for Stormwater Discharge		500,000	2	500,000			500,000								
	2		Town Wide Signal Inspection		250,000	25												
	3		Market Street Bridge Repair and Rail Painting		200,000	35	200,000									200,000		
	4		Relocate Existing Culvert on Hedge Road		750,000	14	750,000									750,000		
	5		Brook Road Bridge Design and Construction		1,000,000	23												
	6		Bartlett Rd. Bridge Design		200,000	37												
	7		Wicking Well Manomet Ave.		180,000	34												
	8		Document Management System		60,000	24												
	9		Town Wide Sidewalk Replacement		500,000	21												
	10		FFES Sidewalk Design and Construction (5 phases)		3,000,000	38												
	11		Upgrade Three Existing Traffic Signals		320,000	26												
	12		Implementation of ADA Compliance-Ph 1		35,000	7	35,000			35,000								
			TOTAL FOR ENGINEERING		6,995,000													
421	1	DPW Admin	Road Preservation - Article 11		5,000,000	9	5,000,000									5,000,000		
	2		Gravel Road Improvement - Article 12		1,000,000	10	1,000,000	1,000,000										
			TOTAL FOR DPW ADMINISTRATION		6,000,000													
422		DPW Operations-Maintenance	Town Vehicle & Equipment Replacement Program			2,476,210	19											
	1	425	FLT Fuel Efficiency Program		\$283,952													
	2	425	FLT Replace 1983 Forklift		\$64,334													
	1	420	HY Replace 2000 6 Wheel Truck H32		\$254,463				254,463		254,463							
	2	420	HY Replace 1999 6 Wheel Truck H36		\$254,463				254,463		254,463							
	3	420	HY Replace 1997 Loader		\$218,350				218,350		218,350							
	4	420	HY Replace 1988 Holder Mower/Sidewalk Plow H332		\$225,716													
	5	420	HY Replace 2007 Sweeper H304		\$317,345													
	6	420	HY Replace 2002 Dump Truck H355		\$90,000													
	7	420	HY Purchase New Compact Skidsteer/Loader		\$34,839													
	8	420	HY Replace 1995 Holder 325		\$225,716													
	9	420	HY Replace 1988 Dresser 5-Ton Roller H312		\$85,000													
422	10	420	HY Replace 2006 Dump Truck H346		\$90,000													
	11	420	HY Replace 2006 Dump Truck H347		\$90,000													
	12	420	HY Replace 2006 Dump Truck H348		\$90,000													
422	4	492	PK Replace 2010 Truck P22		\$58,982													
	8	492	PK Replace 1997 Tractor		\$61,495													
	12	492	PK New Pickup Truck		\$31,555													
422		DPW Operations-Maintenance	Town Building Repair Program:			1,241,431	12											
	4		Roof Repairs at Various Town Buildings		\$244,102.00				244,102		244,102							
	5		HVAC Repairs at Various Town Buildings		\$701,122.00													
422	6		Electrical/Fire Safety Repairs at Various Town Buildings		\$296,207.00													
		DPW Operations-Maintenance	Town Building Repair Program - Infrastructure:			21,841,522												
	1		Fire Station 1-Roof Replacement and Sump Pump		\$483,914.00		1		483,914		483,914							
427	2		New HQ Fire Station-OPM/Designer through Schematic Design		\$1,176,782		42											
	3		New Public Works Facility-OPM/Designer through Schematic I		\$2,170,000		43											
			TOTAL FOR MAINTENANCE		25,559,163													
427	1	Marine & Environmental	Plymouth Harbor Dredging		5,319,500	4	5,319,500									2,500,000	2,819,500	Grants & Available Funds
	2		Repairs to Russell Pond Dam		400,000	22												
			TOTAL FOR MARINE & ENVIRONMENTAL		5,719,500													

TOWN OF PLYMOUTH - FY20 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY CAPITAL IMPROVEMENTS COMMITTEE ON JAN. 11, 2 019

DEPT ACCOUNT	DEPT PRIORITY	DIV. PRIORITY	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K		TOWN MANAGER RECOMMENDED PROJECT FUNDING						SOLID WASTE FUND	DEBT	OTHER FUND		
							TAX LEVY		FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND							
491			DPW Grounds & Recreation Cemetery																
	1		Water Line and Paving in Vine Hills Cemetery Sections I & K		75,000	15		75,000									75,000	Sale of Lots	
	2		Hearse House Renovation		350,000	31													
	3		Burial Hill Cannon Surround Fence		60,000	29													
	4		Cedarville Fence		22,000	44													
				TOTAL FOR CEMETERY		507,000													
492			DPW Grounds & Recreation Parks & Forestry																
	1		Jenney Grist Mill Lighting		495,000	18													
	2		Nelson Park Play Structure Replacement		339,029	5	339,029										339,029	CPA App	
	3		Elmer Raymond Plat Structure Resurfacing		137,500	6	137,500										137,500	CPA App	
	5		Brewster Gardens Granite Post & Iron Rail Fence		80,000	27													
	6		Training Green Walkways		165,000	30													
	7		Manomet Recreation Area Parking Lot		90,000	39													
	9		Replace Wooden Beach Ramps		28,050	16	28,050		28,050										
	10		Restoration of Benches and Trash Receptacles		22,749	28													
	11		Billington Street Covered Bridge Plan Design		40,000	33													
				TOTAL FOR PARKS & FORESTRY		1,397,328													
				TOTAL GENERAL FUND PROJECTS	29,834,844		15,388,164	1,000,000	2,567,135	-	-	-	-	-	8,450,000	3,371,029			
60-440			DPW Utilities (Sewer)	Collection System Rehabilitation		1,000,000	1	1,000,000									1,000,000		
	2		DPW Utilities (Sewer)	Replace 2003 Service Truck		68,777	2	68,777							68,777				
	3		DPW Utilities (Sewer)	Replace 1997 Dump Truck S58		254,463	3	254,463							254,463				
	4		DPW Utilities (Sewer)	Purchase New Pickup Truck S51		31,556	4	31,556							31,556				
	5		DPW Utilities (Sewer)	Cordage Gravity Sewer Interceptor Relocation		1,300,000	5	1,300,000								1,300,000			
	6		DPW Utilities (Sewer)	Nitrogen Optimization Instrumentation		125,000	6	FALL											
	7		DPW Utilities (Sewer)	WWTP Groundwater Hydrology Study		145,000	7	FALL											
	8		DPW Utilities (Sewer)	Sewer & Drain Line Video Inspection		308,500	8	FALL											
				TOTAL FOR SEWER		3,233,296		2,654,796						354,796			2,300,000		
61-450			DPW Utilities (Water)	Replace 2001 6-Wheel Dump Truck		254,500	1	254,500							254,500				
	2		DPW Utilities (Water)	Stafford Water Storage Tank Restoration		1,750,000	2	1,750,000								1,750,000			
	3		DPW Utilities (Water)	Water Infrastructure		500,000	3	500,000							500,000				
	4		DPW Utilities (Water)	Water Insertion Valves in Downtown Area		750,000	4	750,000							750,000				
	5		DPW Utilities (Water)	Replace 2005 W441 Pickup Truck		31,556	5	31,556							31,556				
	6		DPW Utilities (Water)	New Pickup Truck		31,556	6	31,556							31,556				
	7		DPW Utilities (Water)	Trailer Mount Air Compressor		25,500	7	25,500							25,500				
				TOTAL FOR WATER		3,343,112		3,343,112							1,593,112		1,750,000		
65-482			Airport	Admin. Building Demolition and Beacon Relocation		234,000	1	234,000							12,000			222,000	Grant
	2		Airport	Relocate Taxiway Sierra		2,400,000	2	2,400,000							60,000			2,340,000	Grant
				TOTAL FOR AIRPORT		2,634,000		2,634,000						72,000				2,562,000	
66-433			DPW Utilities (Solid Waste)	Manomet Transfer Station Maintenance		200,000	1	200,000							200,000				
	2		DPW Utilities (Solid Waste)	Replace 2005 Truck 820		30,412	2	30,412							30,412				
				TOTAL FOR SOLID WASTE		230,412		230,412								230,412			
				TOTAL FOR ENTERPRISE FUNDS	9,440,820		8,862,320	-	-	72,000	354,796	1,593,112	230,412	4,050,000	2,562,000				
				TOTAL PROJECTS FOR FY20	39,275,664		24,250,484	1,000,000	2,567,135	72,000	354,796	1,593,112	230,412	12,500,000	5,933,029				

BURKE'S
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BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

NON-DPW ARTICLES

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expend	Current Year Encumb	Balance
<u>123 - TOWN MANAGER</u>									
2017A23	ATM APRIL 2017	Y	ART23 FY17ATM TITLE SEARCH	100,000.00	2,502.00	97,498.00	-	-	97,498.00
2018S12	STM APRIL 2018	Y	ART12 FY8 STM/PURCH OFF LONG P	165,000.00	-	165,000.00	-	-	165,000.00
2018S8	STM APRIL 2018	Y	ART 8 FY18 STM/DEMOLISH BLDGS	115,000.00	-	115,000.00	59,146.25	3,965.00	51,888.75
2014F10	FATM 2014 OCTOBER	Y	PILGRIM PILOT ART 10 FY15 FATM	400,000.00	228,058.83	171,941.17	-	-	171,941.17
2015F4B	FATM 2015 OCTOBER	Y	POLICE-STUDY OF DEPT	40,000.00	-	40,000.00	-	-	40,000.00
<u>138 - PROCUREMENT</u>									
15501508	ATM APRIL 2012	Y	INFO TECH ART 8/DEPT EQUIP	72,499.75	70,497.82	2,001.93	-	2,001.93	-
42001508	ATM APRIL 2012	Y	HIGHWAY/ART 8/DEPTEQUIP	67,265.47	65,265.47	2,000.00	1,460.00	40.00	500.00
42201508	ATM APRIL 2012	Y	BLDG MAINT/ART 8 DEPT EQUIP	31,680.00	29,280.00	2,400.00	-	-	2,400.00
42501508	ATM APRIL 2012	Y	FLEET MAINT/ART 8/DEPT EQUIP	96,174.09	94,193.29	1,980.80	-	-	1,980.80
49201508	ATM APRIL 2012	Y	PARKS & FOREST/ART 8/DEPT EQUI	136,440.85	128,946.85	7,494.00	-	-	7,494.00
15501608	ATM APRIL 2013	Y	INFO TECH ART 8/DEPT EQUIPMENT	47,700.00	46,193.42	1,506.58	-	-	1,506.58
29501608	ATM APRIL 2013	Y	HARB MAST ART8/DEPT EQUIPMENT	68,090.76	44,590.76	23,500.00	-	-	23,500.00
42001608	ATM APRIL 2013	Y	HIGHWAY ART 8/DEPT EQUIPMENT	46,500.00	31,151.04	15,348.96	-	2,502.00	12,846.96
42201608	ATM APRIL 2013	Y	MAINT ART 8/DEPT EQUIPMENT	70,800.00	40,800.00	30,000.00	-	-	30,000.00
21001708	ATM APRIL 2014	Y	POLICE ART 8/DEPT EQUIPMENT	368,340.00	365,259.31	3,080.69	2,295.00	-	785.69
29501708	ATM APRIL 2014	Y	HARB MSTR ART 8/DEPT EQUIPMENT	34,500.00	27,548.95	6,951.05	4,510.56	-	2,440.49
41101708	ATM APRIL 2014	Y	ENG ART 8/EPT EQUIPMENT	3,600.00	-	3,600.00	-	-	3,600.00
42201708	ATM APRIL 2014	Y	MAINT ART 8/DEPT EQUIPMMENT	19,812.00	14,616.00	5,196.00	-	-	5,196.00
49101708	ATM APRIL 2014	Y	CEMETERY ART 8/DEPT EQUIPMENT	19,538.38	18,670.64	867.74	-	-	867.74
49201708	ATM APRIL 2014	Y	PARKS ART 8/DEPT EQUIPMENT	36,954.19	29,888.05	7,066.14	4,066.14	-	3,000.00
15501808	ATM APRIL 2015	Y	INFO TECH ART8/DEPT EQUIPMENT	18,000.00	15,000.00	3,000.00	-	-	3,000.00
21001808	ATM APRIL 2015	Y	POLICE ART8/DEPT EQUIPMENT	250,000.00	235,879.00	14,121.00	11,692.25	-	2,428.75
22001808	ATM APRIL 2015	Y	FIRE ART8/DEPT EQUIPMENT	112,228.00	112,227.00	1.00	-	-	1.00
29101808	ATM APRIL 2015	Y	EMERGENCY MANAGE ART8/DEPT EQU	30,000.00	3,477.80	26,522.20	26,146.00	-	376.20
29501808	ATM APRIL 2015	Y	HARBOR MASTER ART8/DEPT EQUIPM	45,888.66	18,465.44	27,423.22	14,241.76	13,181.46	-
41101808	ATM APRIL 2015	Y	ENGINEERING ART8/DEPT EQUIPMEN	2,400.00	-	2,400.00	-	-	2,400.00
42001808	ATM APRIL 2015	Y	HIGHWAY ART8/DEPT EQUIPMENT	77,840.00	61,282.62	16,557.38	3,400.00	-	13,157.38

BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

NON-DPW ARTICLES

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expend	Current Year Encumb	Balance
4330188	ATM APRIL 2015	Y	SOLID WASTE ART8/DEPT EQUIPMEN	15,000.00	-	15,000.00	-	-	15,000.00
49001808	ATM APRIL 2015	Y	CREMATORIAL ART8/DEPT EQUIPMENT	8,500.00	-	8,500.00	-	-	8,500.00
49201808	ATM APRIL 2015	Y	PARKS ART8/DEPT EQUIPMENT	35,895.00	33,062.42	2,832.58	-	-	2,832.58
13801908	ATM APRIL 2016	Y	PROCUREMENT ART8/ DEPT EQUIP	1,200.00	-	1,200.00	-	-	1,200.00
15501908	ATM APRIL 2016	Y	INFO TECH ART8/DEPT EQUIP	40,354.00	38,575.54	1,778.46	-	-	1,778.46
22001908	ATM APRIL 2016	Y	FIRE ART8/DEPT EQUIP	102,288.00	100,756.41	1,531.59	-	-	1,531.59
29201908	ATM APRIL 2016	Y	ANIMAL CON ART8/DEPT EQUIP	12,000.00	11,530.50	469.50	424.40	-	45.10
29501908	ATM APRIL 2016	Y	HARBOR MAST ART8/DEPT EQUIP	9,000.00	8,404.30	595.70	248.65	-	347.05
49201908	ATM APRIL 2016	Y	PRKS FOREST ART8/DEPT EQUIP	28,690.00	26,608.18	2,081.82	2,081.82	-	-
15502008	ATM APRIL 2017	Y	INFO TECH ART 8/DEPT EQUIP	30,000.00	-	30,000.00	-	-	30,000.00
21002008	ATM APRIL 2017	Y	POLICE ART 8/DEPT EQUIPMENT	211,045.00	202,393.75	8,651.25	-	8,651.25	-
22002008	ATM APRIL 2017	Y	FIRE ART 8/DEPT EQUIPMENT	106,455.00	96,506.38	9,948.62	9,948.62	-	-
29102008	ATM APRIL 2017	Y	EMER MNGMNT ART 8/DEPT EQUIP	6,600.00	224.72	6,375.28	6,375.28	-	-
29502008	ATM APRIL 2017	Y	HARBOR MSTR ART 8/DEPT EQUIP	30,000.00	22,335.00	7,665.00	2,065.85	-	5,599.15
42002008	ATM APRIL 2017	Y	HIGHWAY ART 8/DEPT EQUIPMENT	31,386.00	21,376.46	10,009.54	1,178.00	2,209.06	6,622.48
42202008	ATM APRIL 2017	Y	BLDG MAINT ART 8/DEPT EQUIPMEN	6,316.00	-	6,316.00	-	6,316.00	-
49202008	ATM APRIL 2017	Y	PARKS ART 8/DEPT EQUIPMENT	44,116.00	35,257.87	8,858.13	-	-	8,858.13
63002008	ATM APRIL 2017	Y	RECREATION ART 8/DEPT EQUIP	10,000.00	9,800.00	200.00	-	-	200.00
69502008	ATM APRIL 2017	Y	1749 COURT HSE ART 8/DEPT EQUI	1,800.00	1,225.00	575.00	-	-	575.00
<u>155 - INFORMATION TECHNOLOGY</u>									
20159A5	ATM APRIL 2015	Y	FIRE SERVER/PUBLIC SAFETY TECH	20,000.00	16,718.50	3,281.50	-	-	3,281.50
20189A14	ATM APRIL 2018	Y	STRATEGIC PLAN	60,000.00	-	60,000.00	-	56,500.00	3,500.00
2016F4A	FATM 2016 OCTOBER	Y	RELOCATE FIBER/NEW TOWN HALL	90,000.00	83,357.75	6,642.25	4,387.25	-	2,255.00
<u>210 - POLICE</u>									
20129A2	ATM APRIL 2012	Y	2WAY RADIO REPL UPGRADE ART 9	287,590.00	278,045.25	9,544.75	-	9,544.75	-
20149A29	ATM APRIL 2014	Y	POLICE TECHNOLOGY UPGRADES	20,000.00	9,147.50	10,852.50	2,471.76	-	8,380.74
20169A36	ATM APRIL 2016	Y	CAD RMS SYSTEM	320,537.00	186,807.70	133,729.30	-	90,052.09	43,677.21
20169A37	ATM APRIL 2016	Y	REPLACE LOCKERS	175,755.00	164,656.82	11,098.18	759.99	-	10,338.19
20179AA	ATM APRIL 2017	Y	SHOOTER PROTECTIVE VEST ART9	27,000.00	26,580.00	420.00	178.50	-	241.50

BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

NON-DPW ARTICLES

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expend	Current Year Encumb	Balance
20189A20	ATM APRIL 2018	Y	ANALOG CCTV CAMERA UPGRADE	112,336.00	-	112,336.00	100,476.00	6,340.41	5,519.59
<u>220 - FIRE</u>									
20159A4	ATM APRIL 2015	Y	PUBLIC SAFETY REMOTE RECEIVER	197,000.00	112,740.77	84,259.23	61,936.20	-	22,323.03
20169A35	ATM APRIL 2016	Y	FIRE STATION ALERTING SYSTEM	150,000.00	106,468.82	43,531.18	-	-	43,531.18
20179AB	ATM APRIL 2017	Y	SCBA UPDATES/UPGRADES ART9	167,000.00	161,850.00	5,150.00	5,146.40	-	3.60
20179AX	ATM APRIL 2017	Y	REFURBISH TOWER 1 ART9	340,162.00	9,481.34	330,680.66	330,680.66	-	-
20179AY	ATM APRIL 2017	Y	STATION 7 NO PLYMOUTH ART9	300,000.00	150,605.00	149,395.00	141,795.00	7,600.00	-
20179AZ	ATM APRIL 2017	Y	PUBLIC SYSTM RADIO UPGRDE ART9	137,000.00	-	137,000.00	54,878.93	45,765.71	36,355.36
2014F4	FATM 2014 OCTOBER	Y	COMMNICATN TWR ART4 FY15 FATM	410,000.00	409,666.75	333.25	-	-	333.25
2016F4D	FATM 2016 OCTOBER	Y	PUMPING ENGINE	598,600.00	598,106.00	494.00	-	-	494.00
<u>291 - EMERGENCY MANAGEMENT</u>									
2015F4K	FATM 2015 OCTOBER	Y	EMERGENCY OPERATIONS PLAN	120,460.00	113,423.20	7,036.80	-	-	7,036.80
<u>295 - HARBOR MASTER</u>									
20169A13	ATM APRIL 2016	Y	HARBOR MASTER FACILITY DESIGNE	98,000.00	78,054.00	19,946.00	19,946.00	-	-
20179ALL	ATM APRIL 2017	Y	HARBOR MASTER WORK SKIFF ART9	30,000.00	-	30,000.00	-	-	30,000.00
2018F4D	FATM OCT 2018	Y	MOORING PLAN	69,747.00	-	69,747.00	4,939.98	64,807.02	-
2018F4E	FATM OCT 2018	Y	FLOAT SYSTEM	65,000.00	-	65,000.00	-	-	65,000.00
<u>300 - SCHOOL</u>									
20169A14	ATM APRIL 2016	Y	GUTTERS/DWNSPOUTS/FASCIA-HEDGE	91,000.00	-	91,000.00	-	-	91,000.00
20169A15	ATM APRIL 2016	Y	GUTTER/DWNSPTS/FASCIA-MANOMET	80,950.00	78,600.00	2,350.00	-	-	2,350.00
20169A16	ATM APRIL 2016	Y	PAINT EXTERIOR TRIM-NATH MORTN	85,000.00	84,900.00	100.00	-	-	100.00
20169A17	ATM APRIL 2016	Y	DIGITIZE BLAKE PLANETARIUM	230,320.00	229,965.00	355.00	-	-	355.00
20169A31	ATM APRIL 2016	Y	REPLACE 2004 TRASH COMPACT TRK	125,133.00	123,936.00	1,197.00	-	-	1,197.00
20179AF	ATM APRIL 2017	Y	FLOOR TILES COLD SPRING ART9	141,625.00	126,788.95	14,836.05	-	-	14,836.05
20179AG	ATM APRIL 2017	Y	SO ELEM REPAVE ART9	95,122.00	93,958.00	1,164.00	-	-	1,164.00
20179AH	ATM APRIL 2017	Y	WINDOWS WEST SCHOOL ART9	59,740.00	-	59,740.00	59,740.00	-	-
20179AI	ATM APRIL 2017	Y	REPAVE MANOMET ELEM ART9	16,789.00	-	16,789.00	-	-	16,789.00
20179AJ	ATM APRIL 2017	Y	FIELD RENOVATION HEDGE ART9	63,074.00	62,342.55	731.45	-	-	731.45
20179AT	ATM APRIL 2017	Y	SUV ART9	36,000.00	35,548.00	452.00	-	-	452.00

BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

NON-DPW ARTICLES

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expend	Current Year Encumb	Balance
20179AU	ATM APRIL 2017	Y	AERIAL LIFT TRUCK ART9	86,469.00	84,005.35	2,463.65	-	-	2,463.65
20189A17	ATM APRIL 2018	Y	REPLACE 2003 FOOD SERVICE TRUC	45,000.00	-	45,000.00	-	38,325.55	6,674.45
20189A18	ATM APRIL 2018	Y	PURCHASE ONE DIESEL BUS	83,500.00	-	83,500.00	83,500.00	-	-
20189A4	ATM APRIL 2018	Y	WEST SCHL REPLACE WINDOWS	36,000.00	-	36,000.00	34,962.00	-	1,038.00
20189A5	ATM APRIL 2018	Y	NATHANIEL MORTON BRICK REMEDIA	126,500.00	-	126,500.00	-	-	126,500.00
20189A6	ATM APRIL 2018	Y	SOUTH-REPLACE INTERCOM	49,740.00	-	49,740.00	-	49,740.00	-
<u>427 - NATURAL RESOURCES</u>									
20169A9	ATM APRIL 2016	Y	REPLACE 2003 PICKUP ME6	34,000.00	31,998.93	2,001.07	-	-	2,001.07
2017F4B	FATM OCT 2017	Y	ART 4B TOWN WHARF BULKHEAD	67,670.00	19,036.16	48,633.84	21,434.50	27,199.34	-
2017F4E	FATM OCT 2017	Y	ART 4E PIT TAG PROJECT @ TWN B	21,000.00	20,801.09	198.91	-	-	198.91
20189A12	ATM APRIL 2018	Y	REPLACE ANIMAL CONTROL VEHICLE	47,426.00	-	47,426.00	-	-	47,426.00
20189A16	ATM APRIL 2018	Y	TOWN FOREST RED PINE CUTTING	12,500.00	-	12,500.00	-	-	12,500.00
20189A22	ATM APRIL 2018	Y	FEASIBILITY/JENNEY POND BY-PAS	29,130.60	(7,549.40)	36,680.00	34,275.40	2,404.60	-
2018F4B	FATM OCT 2018	Y	RUSSELL POND DAM ENG & PERMIT	69,500.00	-	69,500.00	-	69,500.00	-
2018F4G	FATM OCT 2018	Y	WATER STREET PARKING LOT	254,655.00	-	254,655.00	-	154,282.71	100,372.29
2018F4L	FATM OCT 2018	Y	DREDGING PERMITTING/SAMPLLING	200,000.00	-	200,000.00	7,549.51	192,450.49	-
2012F4F	FATM 2012 OCTOBER	Y	ENG & PERM FLOATS/GNGWY ART4F	5,195.00	3,995.00	1,200.00	-	-	1,200.00
2013F4C	FATM 2013 OCTOBER	Y	AK FINNEY BLDG FATM ART 4C	150,000.00	139,152.98	10,847.02	-	-	10,847.02
2013F4D	FATM 2013 OCTOBER	Y	WARREN'S COVE FATM ART4D	250,000.00	247,075.67	2,924.33	-	-	2,924.33
2016F32	FATM 2016 OCTOBER	Y	BILLINGTON SEA WEED TREATMENT	13,500.00	-	13,500.00	13,500.00	-	-
<u>510 - PUBLIC HEALTH</u>									
20189A13	ATM APRIL 2018	Y	STERILIS MEDICAL WASTE DEVICE	32,729.00	-	32,729.00	32,729.00	-	-
2018F35	FATM OCT 2018	Y	WATERSHED ASSESSMENT	180,000.00	-	180,000.00	-	-	180,000.00
<u>610 - LIBRARY</u>									
20149A23	ATM APRIL 2014	Y	CLIMATE CONTROL UNION	42,500.00	-	42,500.00	-	42,500.00	-
<u>630 - RECREATION</u>									
20169A12	ATM APRIL 2016	Y	PURCHASE NEW PICKUP TRUCK	27,616.00	25,074.83	2,541.17	-	-	2,541.17
20179AS	ATM APRIL 2017	Y	OFF ROAD VEHICLE ART9	19,545.00	18,850.00	695.00	-	-	695.00
<u>699 - TOWN PROMOTION</u>									
2015A11	ATM APRIL 2015	Y	ART11 TOWN PROMOTION FUND	535,839.00	535,589.00	250.00	250.00	-	-

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

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expend	Current Year Encumb	Balance
2016A11	ATM APRIL 2016	Y	FY16 TOWN PROMOTION	656,280.00	646,014.99	10,265.01	9,116.17	-	1,148.84
2017A11	ATM APRIL 2017	Y	ART 11 FY17ATM TOWN PROMO FUND	636,782.00	618,287.77	18,494.23	18,494.23	-	-
2018A11	ATM APRIL 2018	Y	TWN PROMO FUND ART 11 FY18ATM	654,652.00	-	654,652.00	523,672.30	115,355.70	15,624.00
TOTAL NON-DPW ARTICLES				36,060,383.18	31,680,748.52	4,379,634.66	1,716,100.36	1,011,235.07	1,652,299.23

BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

DPW ARTICLES

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expend	Current Year Encumb	Balance
411 - DPW ENGINEERING									
20029A22	ATM APRIL 2002	Y	STORMWATER MASTER PLAN	100,002.98	99,307.98	695.00	-	-	695.00
20139A11	ATM APRIL 2013	Y	RESTRYPE PART SAMOSET ST ART9	100,000.00	-	100,000.00	-	-	100,000.00
20139A12	ATM APRIL 2013	Y	NEWFIELD ST BRIDGE DESIGN ART9	300,000.00	250,384.29	49,615.71	25,000.00	24,327.35	288.36
20139A13	ATM APRIL 2013	Y	DRAIN REHAB 2020 TOWN ART9	250,000.00	212,349.84	37,650.16	-	32,650.16	5,000.00
2013A11	ATM APRIL 2013	Y	ART 11 PRIVATE ROADS IMPROVEME	500,000.00	499,015.00	985.00	985.00	-	-
20159A8	ATM APRIL 2015	Y	STORMWATR PHASE II	125,000.00	13,748.24	111,251.76	6,341.42	12,895.34	92,015.00
2015A15	ATM APRIL 2015	Y	ART 15 PRIVTE ROADS IMPROVEMEN	500,000.00	419,706.25	80,293.75	80,293.75	-	-
20169A3	ATM APRIL 2016	Y	TAYLOR AVE ROADWAY IMP	250,000.00	234,700.00	15,300.00	15,300.00	-	-
2016A23	ATM APRIL 2016	Y	PRIVATE ROADS	500,000.00	418,812.01	81,187.99	81,187.99	-	-
20179ABB	ATM APRIL 2017	Y	OBERY ST RDWY IMP ART9	250,000.00	-	250,000.00	52,585.00	-	197,415.00
20179ACC	ATM APRIL 2017	Y	BRIDGE & CULVERT INSPECT ART9	150,000.00	-	150,000.00	-	-	150,000.00
2017A14	ATM APRIL 2017	Y	ART 14 FY17ATM GRAVEL ROADS	1,000,000.00	11,208.66	988,791.34	751,394.10	0.01	237,397.23
20189A21	ATM APRIL 2018	Y	WICKING WELL MANOMET AVE	180,000.00	-	180,000.00	119,000.00	-	61,000.00
420 - DPW HIGHWAY									
20119A16	ATM APRIL 2011	Y	VEHICLE & EQUIP PAINTING-ART 9	40,000.00	37,510.50	2,489.50	-	957.50	1,532.00
20129A16	ATM APRIL 2012	Y	PURCHASE EXAVATOR & TRAILER	235,000.00	217,450.00	17,550.00	1,442.60	57.40	16,050.00
20139A20	ATM APRIL 2013	Y	CRUSHING OP/RECYCLE MAT ART9	23,595.00	15,800.00	7,795.00	-	-	7,795.00
20149A17	ATM APRIL 2014	Y	REPLACE H349 VACTOR TRUCK	425,000.00	421,160.68	3,839.32	-	-	3,839.32
20149A21	ATM APRIL 2014	Y	UNDERGROUND STORAGE TANK COMPL	68,400.00	10,283.25	58,116.75	14,717.90	43,300.00	98.85
20169A8	ATM APRIL 2016	Y	REPLACE 1996 BACKHOE	147,400.00	140,600.00	6,800.00	-	-	6,800.00
20179AN	ATM APRIL 2017	Y	SNOWBLOWER/LOADER ART9	181,500.00	124,859.82	56,640.18	-	-	56,640.18
20179AO	ATM APRIL 2017	Y	6 WHEEL TRUCK H37 ART9	231,000.00	196,544.00	34,456.00	-	-	34,456.00
20179AP	ATM APRIL 2017	Y	DUMP TRUCK H342 ART9	101,930.00	83,661.01	18,268.99	9,946.00	-	8,322.99
20179AQ	ATM APRIL 2017	Y	ASPHALT ROLLER ART 9	43,450.00	30,000.00	13,450.00	-	-	13,450.00
20189A10	ATM APRIL 2018	Y	REPLACE 1995 DUMP TRUCK H330	286,000.00	-	286,000.00	-	236,356.00	49,644.00
422 - BUILDING MAINTENANCE									
20079A2	ATM JUNE 2007	Y	BUILDING REPAIR PROGRAM	155,780.63	142,616.98	13,163.65	-	-	13,163.65
200828	STM JUNE 2008	Y	MEMORIAL HALL PAINTING	39,540.00	20,022.00	19,518.00	-	-	19,518.00

BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

DPW ARTICLES

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund			Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expend	Current Year Encumb	Balance
				Description of Article						
20119A10	ATM APRIL 2011	Y	FIRE STA 1 ROOF REPAIR-ART 9		30,000.00	10,715.25	19,284.75	-	-	19,284.75
20129A11	ATM APRIL 2012	Y	ROOF REPLACE 5 LOC ART 9		110,555.00	7,955.00	102,600.00	-	-	102,600.00
20129A12	ATM APRIL 2012	Y	ROOF/BLDG REPAIRS 6 LOC ART 9		96,325.00	63,315.99	33,009.01	-	-	33,009.01
20139A2	ATM APRIL 2013	Y	REPR7REUP CHAIRS MEM HALL ART9		183,900.00	171,667.41	12,232.59	-	-	12,232.59
20149A15	ATM APRIL 2014	Y	LUBE PIT DECOMMISSION & LIFT		104,000.00	66,212.14	37,787.86	-	-	37,787.86
20159A10	ATM APRIL 2015	Y	TOWN BUILDING REPAIR PROGRAM		87,331.00	5,000.00	82,331.00	23,867.50	3,415.00	55,048.50
20159A13	ATM APRIL 2015	Y	TOWN VEHICLE & EQUIPMENT REPLA		261,400.00	236,425.66	24,974.34	-	-	24,974.34
20169A18	ATM APRIL 2016	Y	FLR DRAINS/OIL/WTR SEP-CAMELO		264,550.00	-	264,550.00	-	-	264,550.00
20169A19	ATM APRIL 2016	Y	BRICK REPOINTING-MEMORIAL HALL		28,407.00	-	28,407.00	-	-	28,407.00
20169A20	ATM APRIL 2016	Y	REPAIR BRICK VENEER-MEMORIAL H		17,910.00	-	17,910.00	-	-	17,910.00
20169A21	ATM APRIL 2016	Y	MASONRY SEALING-MEMORIAL HALL		39,714.00	-	39,714.00	-	-	39,714.00
20169A23	ATM APRIL 2016	Y	REPLACE ADA RAMP-MYC		70,180.00	-	70,180.00	-	-	70,180.00
20169A24	ATM APRIL 2016	Y	1749 COURTHOUSE REPAIRS		118,000.00	-	118,000.00	-	29,900.00	88,100.00
20169A25	ATM APRIL 2016	Y	REPAIR ANIMAL SHELTER		21,000.00	-	21,000.00	-	-	21,000.00
20169A26	ATM APRIL 2016	Y	FRESH POND BATH HOUSE REPAIRS		33,007.00	30,638.06	2,368.94	16.56	-	2,352.38
20169A27	ATM APRIL 2016	Y	MORTON PARK BATH HOUSE REPAIRS		10,364.00	-	10,364.00	-	-	10,364.00
20169A28	ATM APRIL 2016	Y	PLYMOUTH BEACH RESTROOM REPAIR		17,589.00	-	17,589.00	-	-	17,589.00
20189A1	ATM APRIL 2018	Y	AC UNITS COMP & COMM ROOM POLI		38,500.00	-	38,500.00	-	-	38,500.00
20189A2	ATM APRIL 2018	Y	OVERHEAD DOOR @ DPW FACILITY		151,250.00	-	151,250.00	-	-	151,250.00
20189A3	ATM APRIL 2018	Y	GENERATOR @ DPW FACILITY		82,500.00	-	82,500.00	-	-	82,500.00
2018F4F	FATM OCT 2018	Y	MEMORIAL HALL HVAC		363,000.00	-	363,000.00	11,250.00	366,750.00	(15,000.00)
2018F4J	FATM OCT 2018	Y	COUNCIL ON AGING HVAC		29,325.00	-	29,325.00	-	29,325.00	-
425 - FLEET MAINTENANCE										
20169A6	ATM APRIL 2016	Y	REPLACE 2000 TRASH PACKER		247,500.00	222,755.00	24,745.00	-	-	24,745.00
20169A7	ATM APRIL 2016	Y	FLEET FUEL EFFICIENCY REPLACE		196,857.00	196,803.37	53.63	-	-	53.63
20179AL	ATM APRIL 2017	Y	FLEET REPLACEMENT ART9		110,109.00	100,573.16	9,535.84	-	-	9,535.84
20179AM	ATM APRIL 2017	Y	REPLACE SERVICE VEHICLE ART9		58,470.00	56,362.26	2,107.74	-	1,614.95	492.79
20189A8	ATM APRIL 2018	Y	FACILITY MAINT TRUCK ART 9		59,687.00	-	59,687.00	45,513.40	-	14,173.60
20189A9	ATM APRIL 2018	Y	FLEET FUEL EFFICIENCY ART9		87,724.00	-	87,724.00	-	-	87,724.00

BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

DPW ARTICLES

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expend	Current Year Encumb	Balance
490 - CREMATORIAL									
20179AEE	ATM APRIL 2017	Y	REBUILD UNIT 2 CHAMBER ART9	28,000.00	-	28,000.00	-	-	28,000.00
491 - CEMETERY									
20099A15	ATM APRIL 2009	Y	CEMETERY SOFTWARE	18,000.00	13,808.96	4,191.04	652.50	776.66	2,761.88
20109A13	ATM APRIL 2010	Y	BURIAL HL HEADSTONE PRES-ART 9	70,000.00	39,603.95	30,396.05	1,300.00	5,527.00	23,569.05
20119A19	ATM APRIL 2011	Y	PARTING WAYS CEMETERY-ART 9	75,000.00	-	75,000.00	41,250.00	13,750.00	20,000.00
20139A16	ATM APRIL 2013	Y	BURIAL HILL RENOVATION ART9	110,000.00	99,554.84	10,445.16	-	3,594.45	6,850.71
20139A22	ATM APRIL 2013	Y	VINE HILLS/RD WATER REPAI ART9	80,000.00	66,816.41	13,183.59	-	-	13,183.59
20169A5	ATM APRIL 2016	Y	REPLACE 2000 PICKUP TRUCK C71	39,200.00	38,345.22	854.78	-	-	854.78
20179AGG	ATM APRIL 2017	Y	WATER LINE/PAVE VINE HILL ART9	26,250.00	-	26,250.00	-	-	26,250.00
20179AKK	ATM APRIL 2017	Y	FENCE SAMOSET ST ART9	39,000.00	-	39,000.00	39,000.00	-	-
20189A7	ATM APRIL 2018	Y	REPLACE DUMP TRUCK C72 W/SAND	108,957.00	-	108,957.00	89,987.45	-	18,969.55
492 - PARKS AND FORESTRY									
2004F4K	FATM OCTOBER 2004	Y	VETERANS FIELD MASTER PLAN	10,184.03	-	10,184.03	-	3,000.00	7,184.03
20149A22	ATM APRIL 2014	Y	P62 DUMP TRUCK	74,764.00	73,523.78	1,240.22	45.95	443.67	750.60
20149A28	ATM APRIL 2014	Y	RESURFACE NELSON PK & EROSION	29,500.00	20,779.74	8,720.26	7,500.00	-	1,220.26
20169A11	ATM APRIL 2016	Y	REPLACE 1996 TRUCK P61	27,616.00	23,602.28	4,013.72	-	-	4,013.72
20169A33	ATM APRIL 2016	Y	BREWSTER GARDEN STAIRS	69,900.00	8,740.36	61,159.64	5,092.86	1,166.78	54,900.00
20169A34	ATM APRIL 2016	Y	PURCHASE RESTROOM TRAILER	25,000.00	-	25,000.00	-	-	25,000.00
20179AHH	ATM APRIL 2017	Y	SPLASH PAD FLOOR ART9	136,000.00	45,048.60	90,951.40	78,210.52	-	12,740.88
20179AII	ATM APRIL 2017	Y	VETERANS PARK DESIGN ART9	45,000.00	12,531.01	32,468.99	3,324.65	19,144.34	10,000.00
20179AR	ATM APRIL 2017	Y	TRUCK P61	32,667.00	30,892.05	1,774.95	-	-	1,774.95
20189A11	ATM APRIL 2018	Y	REPLACE 1999 TRUCK P25	108,957.00	-	108,957.00	89,987.45	-	18,969.55
20189A15	ATM APRIL 2018	Y	NELSON PLAY STRUCTURE REPAIRS	18,000.00	-	18,000.00	15,230.70	-	2,769.30
20189A19	ATM APRIL 2018	Y	JENNEY GRIST MILL IMPROVEMENTS	750,000.00	-	750,000.00	405,135.87	9,591.86	335,272.27
2018F10	FATM OCT 2018	Y	FORGES FIELD SURFACE RECONSTRU	200,000.00	-	200,000.00	-	181,480.85	18,519.15
2012F4G	FATM 2012 OCTOBER	Y	DRAINAGE/HEDGES PND REC ART4G	34,936.38	29,103.59	5,832.79	815.00	-	5,017.79
TOTAL DPW ARTICLES				17,400,171.52	11,411,002.10	5,989,169.42	2,016,374.17	1,020,024.32	2,952,770.93

BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

ENTERPRISE FUND ARTICLES

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expend	Current Year Encumb	Balance
<u>138 - PROCUREMENT</u>									
43301508	ATM APRIL 2012	Y	SOLID WASTE/ART 8/EPT EQUIP	42,240.00	4,200.00	38,040.00	3,843.00	-	34,197.00
43301708	ATM APRIL 2014	Y	SOL WSTE ART 8/DEPT EQUIPMENT	8,000.00	3,500.00	4,500.00	-	-	4,500.00
<u>433 - TRANSFER STATION OPERATIONS</u>									
20109A15	ATM APRIL 2010	Y	SOUTH ST LNDFIL & TR STA-ART 9	90,000.00	71,864.83	18,135.17	-	-	18,135.17
20119A24	ATM APRIL 2011	Y	SOLID WASTE COMPACTOR/ART 9	28,952.00	-	28,952.00	-	-	28,952.00
20129A28	ATM APRIL 2012	Y	MANOMET TR STA REALIGN ART 9	200,000.00	198,811.04	1,188.96	-	-	1,188.96
20159C13	ATM APRIL 2015	Y	REPLACE 50 YD RECYCLING CONTAI	50,820.00	13,033.00	37,787.00	37,787.00	-	-
20159C14	ATM APRIL 2015	Y	REPLACE 50 YD OPEN TOP CONTAIN	23,980.00	23,747.00	233.00	-	-	233.00
2018F4I	FATM OCT 2018	Y	STICKER TRACKER - TRANSFER STA	38,000.00	-	38,000.00	37,967.00	-	33.00
<u>440 - SEWER</u>									
20129A22	ATM APRIL 2012	Y	SEWER WASTEWATER MASPLN ART 9	250,000.00	159,992.22	90,007.78	47,880.00	11,507.65	30,620.13
20149A32	ATM APRIL 2014	Y	SEWER SYSTEM UPGRADE	250,000.00	181,443.50	68,556.50	15,997.19	51,196.60	1,362.71
20159C2	ATM APRIL 2015	Y	SEWER SYSTEM UPGRADE	500,000.00	497,652.00	2,348.00	-	2,348.00	-
20169A38	ATM APRIL 2016	Y	CAPACITY MANAGE OP& MAINT PLAN	500,000.00	497,328.20	2,671.80	-	2,671.80	-
20169A39	ATM APRIL 2016	Y	SEWER SYSTEM UPGRADES	250,000.00	3,220.00	246,780.00	47,917.87	-	198,862.13
20179AMM	ATM APRIL 2017	Y	MANAGE.OPER/MAIN PLAN ART9	300,000.00	296,825.00	3,175.00	-	-	3,175.00
20189A23	ATM APRIL 2018	Y	SCADA UPGRADES	55,000.00	-	55,000.00	-	-	55,000.00
20189A24	ATM APRIL 2018	Y	TRAILER MOUNTED BY-PASS PUMP	73,886.00	-	73,886.00	73,886.00	-	-
20189A25	ATM APRIL 2018	Y	HEDGE RD PUMP STATION SCREEN	150,000.00	-	150,000.00	-	150,000.00	-
2018F4A	FATM OCT 2018	Y	HEDGE ROAD PUMP STATION	809,000.00	-	809,000.00	-	264,198.00	544,802.00
2016F4B	FATM 2016 OCTOBER	Y	WASTEWATER TREATMENT AUDIT	200,000.00	152,835.45	47,164.55	-	9,369.00	37,795.55
60014408	PUBLIC WORKS	N	SEWER DEPT EQUIPMENT	36,284.00	-	36,284.00	35,481.23	-	802.77
<u>450 - WATER</u>									
2006F4D	FATM OCTOBER 2006	N	FORGES DRINKING WATER SYSTEM	77,000.00	-	77,000.00	-	-	77,000.00
20109A12	ATM APRIL 2010	Y	WATER SYSTEM DIST IMPRV-ART 9	350,000.00	326,330.14	23,669.86	8,310.32	2,866.01	12,493.53
20119A22	ATM APRIL 2011	Y	WATER/INFRASTRUCTURE IMP-ART 9	250,000.00	249,397.11	602.89	-	-	602.89
20129A27	ATM APRIL 2012	Y	WATER DIST SYS IMP ART 9	250,000.00	236,300.00	13,700.00	13,700.00	-	-
20139A26	ATM APRIL 2013	Y	WATER INFRASTRUCTURE IMP ART9	150,000.00	143,143.42	6,856.58	6,702.00	-	154.58

BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

ENTERPRISE FUND ARTICLES

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, 12-0-0)

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 the 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 2020 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 (9-1-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 3. Approval of this article will set the FY2020 spending caps for each of the revolving funds pursuant to G.L. c. 44, §53E 1/2.

**Town of Plymouth
Finance Department**

TO: Board of Selectmen, Advisory & Finance Committee
FROM: Lynne A. Barrett, Director of Finance
RE: ATM Article 3 – FY2020 Revolving Fund Spending Caps
DATE: January 31, 2019
Amended: February 7, 2019

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 FY2020 Revolving Fund Spending Caps:

Revolving Fund	FY2020 Spending Cap
Manomet Village Parking	\$ 1
Cedarville Village Parking	\$ 1
West Plymouth Village Parking	\$ 1
No. Plymouth Village Parking	\$ 1
Plymouth Center Village Parking	\$ 1
Animal Shelter Adoption	\$ 5,000
State Boat Ramp	\$ 68,346
Recreation Fund	\$ 490,000
Vocational Technical Services Fund	\$ 350,000
Plymouth Beach Fund	\$ 344,871
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	\$ 95,000
Local Hazardous Materials Program	\$ 60,000
Cedarville Community Center	\$ 12,000
Memorial Hall	\$ 140,000
Compost Bins	\$ 5,160
Hedges Pond	\$ 50,000
CPA Conservation Land	\$ 1,000
1820 Court House Maintenance	\$ 1
Shellfish Upweller	\$ 10,000
Plymouth County Outreach (PCO)	\$ 100,000

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	FY2019 Spending Cap	FY2020 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 203.7 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 2020 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 203.7 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 2020 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 203.7 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 2020 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 203.7 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 2020 and subsequent years	\$2,960	\$1	
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 203.7 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 2020 and subsequent years	\$110,787.72	\$1	
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 2020 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 2020 and subsequent years	\$65,017	\$68,346	Salaries

Revolving Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Fiscal Years	FY2019 Spending Cap	FY2020 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 2020 and subsequent years	\$475,000	\$490,000	<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 2020 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 2020 and subsequent years	\$274,600	\$344,871	<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 2020 and subsequent years	\$20,000	\$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 2020 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 2020 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 2020 and subsequent years	\$150,000	\$150,000	<i>Salaries</i>																

Revolving Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Fiscal Years	FY2019 Spending Cap	FY2020 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 2020 and subsequent years	\$85,000	\$95,000	
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 2020 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 upkeep of the Community Room.	Fiscal Year 2020 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 2020 and subsequent years	\$130,000	\$140,000	<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 2020 and subsequent years	\$5,160	\$5,160	
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 2020 and subsequent years	\$50,000	\$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 for the care, maintenance, and necessary signage and other improvement of the land acquired with CPA funds.	Fiscal Year 2020 and subsequent years	\$100	\$1,000	

Revolving Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Fiscal Years	FY2019 Spending Cap	FY2020 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 2020 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 2020 and subsequent years	\$10,000	\$10,000	
Plymouth County Outreach (PCO) Police Chief	Annual dues collected from PCO member departments; state and federal grant funds; gifts and donations.	PCO Initiative to assist those struggling with substance abuse disorders, mental health disorders, and/or behavioral health disorders.	Fiscal Year 2020 and subsequent years	N/A	\$100,000	New for FY2020

Revolving Fund Report

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	FY2019 Spending Cap	FY2020 Request	Variance
Manomet Village Parking:								
FY2018: 7/1/17-6/30/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
FY2019 1st Half: 7/1/18-12/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
Cedarville Village Parking:								
FY2018: 7/1/17-6/30/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
FY2019 1st Half: 7/1/18-12/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
W. Plymouth Village Parking:								
FY2018: 7/1/17-6/30/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
FY2019 1st Half: 7/1/18-12/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -
N. Plymouth Village Parking:								
FY2018: 7/1/17-6/30/18	\$ 2,960.00	\$ -	\$ -	\$ -	\$ 2,960.00	\$ -	\$ 1	\$ -
FY2019 1st Half: 7/1/18-12/31/18	\$ 2,960.00	\$ -	\$ -	\$ -	\$ 2,960.00	\$ -	\$ 1	\$ -
Plymouth Center Village Parking:								
FY2018: 7/1/17-6/30/18	\$ 154,447.30	\$ 12,100.00	\$ -	\$ 65,719.55	\$ 100,827.75	\$ -	\$ 1	\$ (110,786.72)
FY2019 1st Half: 7/1/18-12/31/18	\$ 100,827.75	\$ 1,600.00	\$ -	\$ 102,427.75	\$ 110,787.72	\$ -	\$ 1	\$ -
Animal Adoption:								
FY2018: 7/1/17-6/30/18	\$ 364.21	\$ 540.00	\$ -	\$ 275.00	\$ 629.21	\$ -	\$ 5,000	\$ -
FY2019 1st Half: 7/1/18-12/31/18	\$ 629.21	\$ 769.00	\$ -	\$ 156.00	\$ 1,242.21	\$ 5,000	\$ 5,000	\$ -
State Boat Ramp:								
FY2018: 7/1/17-6/30/18	\$ 12,033.46	\$ 71,426.75	\$ 34,865.33	\$ 31,188.37	\$ 17,406.51	\$ -	\$ 68,346	\$ 3,329
FY2019 1st Half: 7/1/18-12/31/18	\$ 17,406.51	\$ 34,874.00	\$ 18,609.89	\$ 13,566.95	\$ 20,103.67	\$ 65,017	\$ -	\$ -
Shellfish Upweller								
FY2018: 7/1/17-6/30/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY2019 1st Half: 7/1/18-12/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -
Recreation:								
FY2018: 7/1/17-6/30/18	\$ 640,428.72	\$ 487,154.52	\$ 216,874.98	\$ 232,684.56	\$ 678,023.70	\$ -	\$ 490,000	\$ 15,000
FY2019 1st Half: 7/1/18-12/31/18	\$ 678,023.70	\$ 200,933.35	\$ 65,295.75	\$ 202,402.89	\$ 611,258.41	\$ 475,000	\$ -	\$ -

Revolving Fund Report

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	FY2019 Spending Cap	FY2020 Request	Variance
Vocational/Technical Services:								
FY2018: 7/1/17-6/30/18	\$ 67,490.86	\$ 250,155.85	\$ 22,366.68	\$ 204,712.58	\$ 90,567.45			
FY2019 1st Half: 7/1/18-12/31/18	\$ 90,567.45	\$ 106,850.47		\$ 81,186.54	\$ 116,231.38	\$ 350,000	\$ 350,000	\$ -
Plymouth Beach:								
FY2018: 7/1/17-6/30/18	\$ 257,919.92	\$ 260,031.00	\$ 183,135.44	\$ 30,239.25	\$ 304,576.23			
FY2019 1st Half: 7/1/18-12/31/18	\$ 304,576.23	\$ 166,842.00	\$ 112,875.53	\$ 23,204.26	\$ 335,338.44	\$ 274,600	\$ 344,871	\$ 70,271
Cemetery Repair & Beautification:								
FY2018: 7/1/17-6/30/18	\$ 155,536.68	\$ 24,250.00		\$ 16,450.62	\$ 163,336.06			
FY2019 1st Half: 7/1/18-12/31/18	\$ 163,336.06	\$ 9,250.00		\$ 449.82	\$ 172,136.24	\$ 20,000	\$ 20,000	\$ -
Council on Aging Programs:								
FY2018: 7/1/17-6/30/18	\$ 794.59	\$ 44,753.10		\$ 44,410.10	\$ 1,137.59			
FY2019 1st Half: 7/1/18-12/31/18	\$ 1,137.59	\$ 22,806.99		\$ 22,362.00	\$ 1,582.58	\$ 45,000	\$ 45,000	\$ -
Council on Aging Meals on Wheels:								
FY2018: 7/1/17-6/30/18	\$ 1,646.83	\$ 8,698.19		\$ 8,615.69	\$ 1,729.33			
FY2019 1st Half: 7/1/18-12/31/18	\$ 1,729.33	\$ 3,679.65		\$ 3,382.65	\$ 2,026.33	\$ 30,000	\$ 30,000	\$ -
Fire Safety & Prevention:								
FY2018: 7/1/17-6/30/18	\$ 191,047.99	\$ 190,539.83	\$ 29,632.70	\$ 85,900.33	\$ 266,054.79			
FY2019 1st Half: 7/1/18-12/31/18	\$ 266,054.79	\$ 113,068.84	\$ 16,312.86	\$ 104,556.87	\$ 258,253.90	\$ 150,000	\$ 150,000	\$ -
Fire Alarm Services:								
FY2018: 7/1/17-6/30/18	\$ 74,744.27	\$ 66,541.84	\$ 33,343.22	\$ 32,221.68	\$ 75,721.21			
FY2019 1st Half: 7/1/18-12/31/18	\$ 75,721.21	\$ 31,300.00	\$ 16,325.27	\$ 16,574.42	\$ 74,121.52	\$ 85,000	\$ 95,000	\$ 10,000
Fire Local Hazardous Waste:								
FY2018: 7/1/17-6/30/18	\$ 482.71	\$ 171.96		\$ 479.00	\$ 175.67			
FY2019 1st Half: 7/1/18-12/31/18	\$ 175.67			\$ 175.67	\$ 60,000	\$ 60,000	\$ 60,000	\$ -
Fire Cedarville Community Room:								
FY2018: 7/1/17-6/30/18	\$ 5,015.94	\$ 820.00		\$ 295.00	\$ 5,540.94			
FY2019 1st Half: 7/1/18-12/31/18	\$ 5,540.94	\$ 280.00		\$ 5,820.94	\$ 12,000	\$ 12,000	\$ 12,000	\$ -

Revolving Fund Report

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	FY2019 Spending Cap	FY2020 Request	Variance
Memorial Hall:								
FY2018:	7/1/17-6/30/18	\$ 416,775.73	\$ 184,661.74	\$ 106,425.68	\$ 12,602.36	\$ 482,409.43		
FY2019 1st Half:	7/1/18-12/31/18	\$ 482,409.43	\$ 109,430.22	\$ 68,074.40	\$ 111,754.33	\$ 412,010.92	\$ 130,000	\$ 140,000
Compost Bins:								
FY2018:	7/1/17-6/30/18	\$ 11,225.85	\$ 1,333.00			\$ 12,558.85		
FY2019 1st Half:	7/1/18-12/31/18	\$ 12,558.85	\$ 712.60		\$ 2.00	\$ 13,269.45	\$ 5,160	\$ 5,160
Hedges Pond Recreation:								
FY2018:	7/1/17-6/30/18	\$ 118,826.15	\$ 58,850.00	\$ 24,539.04	\$ 16,603.11	\$ 136,534.00		
FY2019 1st Half:	7/1/18-12/31/18	\$ 136,534.00	\$ 5,620.00	\$ 20,972.36	\$ 2,162.54	\$ 119,019.10	\$ 50,000	\$ 50,000
CPA Conservation Land Revolving								
FY2018:	7/1/17-6/30/18	\$ 37.01				\$ 37.01		
FY2019 1st Half:	7/1/18-12/31/18	\$ 37.01				\$ 37.01	\$ 100	\$ 1,000
1820 Court House								
FY2018:	7/1/17-6/30/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ 1
FY2019 1st Half:	7/1/18-12/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plymouth County Outreach								
FY2018:	7/1/17-6/30/18	\$ -	\$ -	\$ -	\$ -	\$ -		
FY2019 1st Half:	7/1/18-12/31/18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Authorizations Requested							\$ 1,877,669.72	\$ 1,976,383.00
								\$ 98,713.28

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, 12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 4. Approval of this article will authorize the Cedarville Steering Committee and the Plymouth Center Steering Committee to continue, with a review in three years at the 2022 Annual Town Meeting.

**TOWN OF PLYMOUTH
FINANCE DEPARTMENT**

TO: Select Board
Advisory and Finance Committee

FROM: Jeanette White
Budget Analyst

RE: Article 4 – Town Meeting Committees

DATE: December 14, 2018

Attached please find data sheets corresponding to the Town Meeting Committees scheduled for review at the 2019 Annual Town Meeting - Article 4.

Cedarville Steering Committee

Continue for review in three years at the 2022 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 Center Steering Committee

Continue for review in three years at the 2022 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>	Plymouth Center Steering Committee
<u>Article/Year:</u>	Article 38 / Annual Town Meeting April 3, 2004
<u>Members:</u>	7
<u>Appointing Authority:</u>	Planning Board – 6 Selectmen - 1
	"Any Town Meeting members who live within the defined Plymouth Downtown Village Service Area who are not appointed to the committee shall be non-voting 'ex-officio' members".
<u>Purpose:</u>	... "implementing the recommendations outlined in the Downtown Village Center / Waterfront Area Master Plan of 2004. The Committee to be advisory in nature to the Planning Board and its primary function to assist in the implementation of this Master Plan and to advocate for the implementation of the master plan."
<u>Temporary/Permanent:</u>	Permanent
<u>Review Dates:</u>	2007 ATM 2010 ATM 2013 ATM 2016 ATM
<u>Next Review Date:</u>	2019 ATM
<u>Term:</u>	3-year overlapping terms
<u>Report Required:</u>	Oral report at Town Meeting or a written report to be placed on file with the Town Clerk for inclusion in Annual Report of the town.
<u>2019 Recommendation:</u>	Review at 2022 Annual Town Meeting.

TOWN MEETING COMMITTEES

Committee: Cedarville Steering Committee

Article/Year: Art. 30 - 1992 Annual

Members: 7

Appointing Authority: Planning Board – 6
Selectmen - 1

"Any Town Meeting members who live within the defined Cedarville Village Service Area who are not appointed to the committee shall be non-voting 'ex-officio' members".

Purpose: ..."implementing the recommendations outlined in the Cedarville Village Master Plan. The Committee to be advisory in nature and its primary function to assist in the implementation of the Cedarville Village Maser Plan and to advocate for the needs of the area."

Temporary/Permanent: Permanent

<u>Review Dates:</u>	1995 ATM	2010 ATM
	1998 ATM	2013 ATM
	2001 ATM	2016 ATM
	2004 ATM	
	2007 ATM	

Next Review Date: 2019 ATM

Term: 3-year overlapping terms

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

2019 Recommendation: Review at 2022 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

NO MOTION NO ACTION

ARTICLE 6:

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

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 12-0-0)

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

Date: January 3, 2019

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 20, 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:

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, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

The Advisory & Finance Committee recommends dividing Article 7A by Sub-Committee Report. **RECOMMENDATION: Approval (Unanimous, 12-0-0)**

Sub-Committee Report A

RECOMMENDATION: Approval \$13,047,117 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends a net increase of \$61,018 to the Board of Selectmen's Budget as detailed in Sub-Committee Report A.

Sub-Committee Report B

RECOMMENDATION: Approval \$74,625,371 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report B.

Sub-Committee Report C

RECOMMENDATION: Approval \$26,881,303 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends a net increase of \$2,500 to the Board of Selectmen's Budget as detailed in Sub-Committee Report C.

Sub-Committee Report D

RECOMMENDATION: Approval \$10,109,148 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends a net increase of \$48,689 to the Board of Selectmen's Budget as detailed in Sub-Committee Report D.

Sub-Committee Report E

RECOMMENDATION: Approval \$4,650,478 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report E.

Sub-Committee Report F

RECOMMENDATION: Approval \$100,530,964 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report F.

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, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$4,932,221 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report G.

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, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$ 7,300,618 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report G.

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, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval 663,165 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report G.

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, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$2,642,176 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report G.

ARTICLE 7F: 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 cable public access enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2019, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$1,685,000 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends approval of the Board of Selectmen's Budget as detailed in Sub-Committee Report G.

FY2020 BUDGET SUB-COMMITTEE LISTING

A: ADMINISTRATION	INSPECTATIONAL SVS	FIXED COSTS
Scott Stephenson (Chair), Ashley Shaw, Brian Dunn		
123 Town Manager	241 Building/Zoning	910 Member Benefits
138 Procurement	510 Board of Health	945 All Town Insurance
152 Human Resources	161 Town Clerk	
B: FINANCE DEPT	FIXED COSTS	DEBT
Andrew Burgess (Chair), Marc Sirrico, Scott Stephenson, Sheila Sheridan		
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	
C: PUBLIC SAFETY	MARINE & ENVIRON	
Kevin Canty (Chair), Ashley Shaw, Roz Jones, Ethan Kusmin, Evelyn Strawn		
210 Police	292 Animal Control	
220 Fire	295 Harbor Master	
291 Emergency Management	427 Natural Resources	
293 Parking Enforcement		
D: PUBLIC WORKS		
Stephen Karam (Chair), Ethan Kusmin, Beth Davis, Sheila Sheridan, John Moody		
411 Engineering	425 Fleet Maintenance	130 Fuel & Utilities
420 Highway	433 Solid Waste General Fund	
421 Administration	490 Crematory	
422 Building Maintenance	491 Cemetery	
423 Snow & Ice	492 Parks & Forestry	
E: PLANNING & DEVELOPMENT	COMMUNITY RESOURCES	
Marc Sirrico (Chair), Beth Davis, Ethan Kusmin, Evelyn Strawn		
175 Community Planning	541 Council on Aging	
189 Redevelopment Authority	543 Veterans Services	
	549 Disabilities	
	610 Library	
	695 1749 Court House	
	630 Recreation	
F: SCHOOLS	FIXED COSTS	
Harry Helm (Chair), Brian Dunn, Andrew Burgess		
300 Plymouth Schools	390 Medicaid Reimbursements	
	391 Out of District Transport	
G: ENTERPRISE FUNDS		
John Moody (Chair), Kevin Canty, Roz Jones		
433 Solid Waste Enterprise	450 Water Enterprise	123 Cable Public Access
440 Sewer Enterprise	482 Airport Enterprise	

Sub-Committee A

To: Advisory & Finance Committee
From: Budget Sub-Committee A – Administration and Inspectional Services
Scott Stephenson, Chair
Committee Members: Ashley Shaw and Brian Dunn
Date: February 14, 2019
Subject: Sub-Committee A - FY2020 Budget Review & Recommendations

Budget Summary: Town Manager

Proposed FY2020 Budget	Total:	\$1,343,887	Personnel:	\$608,727	Other:	\$735,160
FY2019 Budget	Total:	\$1,344,897	Personnel:	\$592,487	Other:	\$752,410
FY2018 Actual	Total:	\$1,249,870	Personnel:	\$561,560	Other:	\$688,310

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 six full 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 decrease of .1% or \$1,010. The personnel services increase is \$16,240 and was primarily due to contract benefits and sick leave buybacks. The New Initiative Archivist position from FY19, is now part of the permanent salaried employees. In FY18, there were 655 public record requests. As of January 2019, there were 373 requests. Other expenses in the town manager's budget decreased by \$17,250 or 2.3%. This was primarily driven by a \$40,000 decrease in title research as the funds are not needed. A \$5,000 decrease was also realized as funds needed to organize and display historical items in the Town Hall, is no longer a New Initiative and any costs associated with this activity are included in the regular budget. Legal Services are \$650,000, which reflects a \$27,000 or 4.3% increase. Approximately 50% of these funds are for sewer litigation. Contract negotiations are a cost, as well. In FY20, the town manager's buy back/holiday benefit is budgeted for \$27,071, a significant increase from FY15 when it was \$9,000.

Recommendations

The Sub-Committee recommends the approval of the Town Manager's budget of \$1,343,887.

Sub-Committee A

Budget Summary: Procurement

Proposed FY2020 Budget	Total:	\$491,927	Personnel:	\$176,155	Other:	\$315,772
FY2019 Budget	Total:	\$437,206	Personnel:	\$168,929	Other:	\$268,277
FY2018 Actual	Total:	\$433,001	Personnel:	\$165,979	Other:	\$267,022

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 3.7% or \$17,709. The largest impact to the budget is under line item Equipment Rental which saw an increase of \$11,975 or 89.5%. The bulk of this increase is the result of a new leasing and maintenance contract for 30+ copiers. Office supplies increased by \$10,000 or 9.9%. This was attributed to the additional costs of printer supplies and increased staff usage. Any purchases, such as ergonomic furniture for employees is included in this line item. These increases were offset by a \$15,000 savings in printing costs. The RFP for a new vendor used to print tax bills came in less than expected.

Recommendations

The Sub-Committee recommends approval of the budget at \$491,927.

Comments

With the increase in vendors and the number of contracts and purchase orders reviewed by the Procurement department, there may be a request for a new staff member in the future.

Sub-Committee A

Budget Summary: Human Resources

Proposed FY2020 Budget	Total:	\$459,945	Personnel:	\$318,395	Other:	\$141,550
FY2019 Budget	Total:	\$351,837	Personnel:	\$235,287	Other:	\$116,550
FY2018 Actual	Total:	\$335,871	Personnel:	\$225,421	Other:	\$110,450

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 30.7% or \$108,108 increase from FY19. Personnel Services increased by \$83,108 or 35.3%. Much of the increase is under New Initiative, which allocates \$72,523 to hire an Assistant Director of Human Resources. There has not been an increase in staff in the Human Resources department since 1995. As you can see from the chart below, as Plymouth has grown, so has the number of employees and the associated responsibilities by the HR department. This person would also oversee more rigorous OSHA requirements, maintain compliance, update job descriptions, increase training opportunities and develop employee engagement programs. Stricter OSHA compliance is now required and an additional \$20,000 has been added under the Other Expenses category. OSHA requires a more rigorous review of training and safety standards within the Town.

Statistical Information on Town Employees

	2016	2017	2018
Active Employees*	526	523	527
Seasonal & Temporary	149	150	179
New Hires*	56	42	59
Retired/Terminated/Resigned	43	45	50
Promoted	39	32	38

*Full time and Part time

Please note: January/February 2019, 18 new fire positions and 16 new police positions added. These are not reflected in the above 2018 numbers.

Recommendations

The Sub-Committee recommends approval of the budget at \$459,945.

Sub-Committee A

Budget Summary: Town Clerk

Proposed FY2020 Budget	Total:	\$563,173	Personnel:	\$362,573	Other:	\$200,600
FY2019 Budget	Total:	\$616,120	Personnel:	\$401,630	Other:	\$214,490
FY2018 Actual	Total:	\$525,051	Personnel:	\$331,451	Other:	\$193,600

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. The Committee met with Pearl Sears, Assistant Town Clerk. Laurence Pizer is the Town Clerk.

Budget Observations

The budget requested by the Town Clerk's office is \$563,173, which is \$52,947 or 8.6% lower than last year's budget. Most of the decrease is the result of only 2 elections being held in 2020, compared to 3 in 2019. Fewer temporary poll workers and overtime will be used, resulting in a savings of \$40,888. In Other Expenses, the majority of the decrease is fewer funds are needed to preserve records as the task has been largely completed, resulting in a decrease of \$10,900.

Recommendations

The Sub-Committee recommends a budget amount of \$563,173.

Comments

With the increase in population growth in Plymouth, there may be a need to expand the Town Clerk's staffing as the number of requests, licenses issued, etc., has increased accordingly.

Budget Summary: Building and Zoning

Proposed FY2020 Budget	Total:	\$771,289	Personnel:	\$760,124	Other:	\$11,165
FY2019 Budget	Total:	\$723,255	Personnel:	\$712,090	Other:	\$11,165
FY2018 Actual	Total:	\$730,624	Personnel:	\$722,029	Other:	\$8,595

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 \$771,289, which is an increase of \$35,034 or 4.9% from FY19. Most of this increase, \$22,464, is under New Initiative, is the cost of converting a 12-hour alternate wiring and alternate plumbing inspectors to 20-hour positions. With the increased volume in building permits being issued in Plymouth, there is greater need for inspectors. The remaining \$11,896 are contractual expenses. Other expenses were flat at \$11,165. The department continues to be very busy keeping up with the growth in town. A total of 17,616 inspections were performed and 8,279 permits were issued in 2018. This department continues to be one of the top revenue producers in town, collecting \$2,454,030 compared to \$1,991,257, in FY 2018.

Initiatives & Opportunities

The Inspectional Services department will be implementing the use of iPads when conducting inspections. This will make for more efficient scheduling, with inspection requests being downloaded to the inspectors instead of printing duplicate request forms. This will also allow plans, affidavits, updates and codes available to the inspector at the job site. These efficiencies will be used by the inspectors for more prompt permit application plan review, increased time per inspection and greater availability at the public counter

Recommendations

The Sub-Committee recommends approval of the Building and Zoning budget at \$771,289.

Budget Summary: Board of Health

Proposed FY2020 Budget	Total:	\$306,349	Personnel:	\$213,049	Other:	\$93,300
FY2019 Budget	Total:	\$308,262	Personnel:	\$214,962	Other:	\$93,300
FY2018 Actual	Total:	\$292,330	Personnel:	\$226,780	Other:	\$65,550

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-Willis, under Inspectional Services Director Paul McAuliffe

Budget Observations

The budget recommendation decreased by \$35,013 or 11.2%. The main reason for this decrease is the removal of \$30,000 which was allocated for Title V inspections. The town completed about 1,317 Title V related inspections, which includes 388 final installation inspections, 285 PERC tests, and 644, 2-3-year compliance septic inspections. There are approximately 400 establishments (food and retail) that require a food inspection. The Sub-Committee was not provided the number of inspections conducted on these establishments as a database has not been designed to capture that information. The revenue generated from licensing, permitting, fees and fines was approximately \$489,701. The New Initiative item of \$75,000 for air quality testing was removed from the Board of Health budget and allocated to another department.

Recommendations

The Sub-Committee recommends that the \$30,000 for Title V inspections that was removed by the Board of Selectmen be put back into the Board of Health budget. According to Dr. Nate Horwitz-Willis, Public Health Director, he has been conducting Title V inspections himself, due to increased volume and staffing challenges, which prevents him from managing/leading his department. It seems to the Sub-Committee that with the growth in commercial and residential buildings and to more effectively utilize staffing in the department, is to provide the additional funds for the Title V inspections. These funds are used to hire an outside contractor to conduct the inspections.

The above budget reflects a \$100 increase for longevity pay, that was not included during the budget process.

The Sub-Committee recommends the adjusted budget of \$306,349, which includes the two items listed above.

Budget Summary: Member Benefits

Proposed FY2020 Budget	Total:	\$7,690,418	Personnel:	0	Other:	\$7,690,418
FY2019 Budget	Total:	\$7,188,654	Personnel:	0	Other:	\$7,188,654
FY2018 Actual	Total:	\$6,594,512	Personnel:	0	Other:	\$6,594,512

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 FY20 shows an increase of 7.7% or \$547,504. This is less than last year's 9.0% rise, but still reflects a significant increase in cost. Workers Compensation increased by \$115,934 or 13.2%. 111F claims increased by \$55,628 or 32.8% primarily because of the recent new hires of police and fire personnel. Employer Medicare benefits increased by \$116,926 or 7.1%. Managed Blue expenses continue to rise and in FY20 it is budgeted to increase by \$191,631 or 8.3%. More retirees are electing Managed Blue versus Medex. (See chart below).

There are 63 Police and Firefighter retirees who were covered for medical expenses due to injuries incurred while they were active employees. In 2018, a total of 38 claims were filed for unemployment benefits of which 29 were former School employees.

	2016	2017	2018
Blue Choice Enrollments	1639	1618	1602
Blue Care Elect Enrollments	138	126	112
Medex III w/OBRA Enrollments	940	940	934
Managed Blue	379	454	524
MetLife Dental Enrollment	2687	2613	2607
LTD Insurance Enrollments	465	470	486
Life Insurance Enrollments	2035	2024	2050

Recommendations

The Sub-Committee recommends the member benefits be approved as submitted at \$7,690,418. 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.

Sub-Committee A

Budget Summary: Town Insurance

Proposed FY 2020 Budget	Total:	\$1,367,311	Personnel:	0	Other:	\$1,367,311
FY2019 Budget	Total:	\$1,134,500	Personnel:	0	Other:	\$1,134,500
FY2018 Actual	Total:	\$1,015,733	Personnel:	0	Other:	\$1,015,733

Department Synopsis

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

Budget Observations

Total budget requested shows a 15.8% or \$186,811 increase, which is higher than last year's increase of 11.7%. The value of Town owned property has increased, plus the increase costs in employee liability, vehicles and equipment.

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.

Sub-Committee B

To: Advisory & Finance Committee
From: Budget Sub-Committee B: Finance
 Andrew Burgess, Chair
 Sheila Sheridan
 Marc Sirrico
 Scott Stephenson

Date: February 15, 2019
Subject: Sub-Committee B FY2020 Budget Review & Recommendations

The sub-committee would like to thank Finance Director Lynne Barrett, Budget Analyst Jeanette White, and the other finance division heads for taking the time to meet with our sub-committee to review the FY20 budget.

The Finance Department and its divisions support and perform all the financial functions of the Town, including billing, collection, reporting, recording, auditing, maintaining, expense disbursement, payroll, and information technology management. Many of the critical functions of the Finance Department are required under Massachusetts General Laws, the state Department of Revenue, and the state Division of Local Services.

Department of Finance - 114 Town Moderator

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 4,000	\$ 15,100	\$ 0	\$ 19,100
FY2019 Revised Budget	\$ 6,200	\$ 12,900	\$ 0	\$ 19,100
FY2018 Actual	\$ 6,227	\$ 9,828	\$ 0	\$ 16,055

Department Synopsis

This department primarily covers an annual stipend paid monthly for the town moderator, as well as costs associated with operating the town's electronic voting system.

Budget Observations

This budget represents no change in funding from FY19.

The FY20 budget includes a new \$2,000 stipend for moderator assistance by the town budget analyst. This work was previously covered by staff in the moderator's private professional office. This increase is more than offset by the elimination of the overtime line item in FY19, which is no longer needed due to the completion of charter review.

In addition, the FY20 budget increases the electronic voting budget to \$15,000 in order to better account for contingency costs of multi-day town meetings.

Recommendations

The sub-committee recommends a thorough review of the expense and effectiveness of the current electronic voting system, particularly as the town continues to increase its budget for electronic voting (as it did in both FY19 and FY20). As town meeting has come to rely heavily on electronic voting, it is vital that the system be as robust, user-friendly, and cost-effective as possible.

The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$19,100.

Department of Finance - 133 Finance & Accounting

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 533,405	\$ 140,653	\$ 0	\$ 674,058
FY2019 Revised Budget	\$ 563,850	\$ 137,653	\$ 0	\$ 701,503
FY2018 Actual	\$ 520,363	\$ 133,016	\$ 0	\$ 653,379

Department Synopsis

Finance and Accounting has a staff of 7, including the director. The department is responsible for maintaining the town's financial records and budget analysis. The town's internal auditor reports to this division administratively.

Budget Observations

This budget represents a decrease of \$27,445 (3.9%) from FY19. This decrease is primarily due to changes in personnel roles, which yield a reduction in salary costs for the department.

Recommendations

The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$674,058.

Department of Finance - 141 Assessing

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 479,344	\$ 78,772	\$ 0	\$ 558,116
FY2019 Revised Budget	\$ 475,143	\$ 78,627	\$ 0	\$ 553,770
FY2018 Actual	\$ 456,072	\$ 63,857	\$ 0	\$ 519,929

Department Synopsis

The Assessing Department has a staff of 9. This department works with the 5-member appointed Board of Assessors and is responsible for valuing all real and personal property. It is also responsible for annually submitting a tax rate recapitulation summary (recap sheet) for approval by the Massachusetts Department of Revenue, and recertifying the value of the town by doing field and data review of the community every three years in an attempt to maintain equitable values. Additionally, the department is responsible for motor vehicle excise bills.

Budget Observations

This budget represents an increase of \$4,346 (0.8%) from FY19. This increase comes primarily from a slight increase to salaries and sick leave buyback. The majority of the expenses for this department are personnel costs in the form of salaries and wages.

Recommendations

The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$558,116.

Department of Finance - 146 Treasurer and Collector

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 584,976	\$ 33,645	\$ 0	\$ 618,621
FY2019 Revised Budget	\$ 589,577	\$ 33,280	\$ 0	\$ 622,857
FY2018 Actual	\$ 535,272	\$ 23,137	\$ 0	\$ 558,409

Department Synopsis

The department has a staff of 10 full-time, one part-time, and three seasonal workers. The department is responsible for collecting property taxes, vehicle excise, beach and dump sticker fees, and most other taxes and fees the town collects. In addition, the department is responsible for the treasury functions of the town, including cash management, debt issuance, and investing town funds.

Budget Observations

This budget represents a decrease of \$4,236 (0.7%) from FY19. This small reduction is driven primarily by a slight drop in salaries and wages.

Recommendations

The sub-committee notes that the employees of this department are responsible for, among many other things, collection of property taxes. In some cases this can be a challenging task, as some taxpayers can be frustrated by their tax rate. The sub-committee observes that increased communication between town meeting representatives and their constituent taxpayers regarding tax rates and the budget process may help to minimize this frustration.

The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$618,621.

Department of Finance - 155 Information Technologies

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 507,335	\$ 1,013,483	\$ 22,236	\$ 1,543,054
FY2019 Revised Budget	\$ 486,201	\$ 952,555	\$ 38,875	\$ 1,477,631
FY2018 Actual	\$ 438,702	\$ 760,992	\$ 0	\$ 1,199,694

Department Synopsis

The Information Technologies (IT) Department has a staff of 6. This includes one employee primarily responsible for supporting the Police Department and another employee responsible for the Fire Department. The goals of the IT Department 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

This budget represents an increase of \$65,423 (4.4%) from FY19. This increase comes primarily from cost increases in 3 areas: salaries and wages, R&M computer equipment, and management and consulting.

These cost increases result from the upgrade of an existing Fire Systems Technician position to a Systems Administrator, an adjustment in the cost of hosted email services, and increased use of consultants to handle the IT workload required to maintain the town's increasingly complex system.

The IT Department is awaiting the completion of a 3-year strategic plan from Green Pages Technology Solutions. The plan will cover infrastructure, business applications, IT organization, and security and governance. The comprehensive plan will provide prioritized recommendations, for which the IT Department may seek funding at subsequent town meetings.

Recommendations

The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$1,543,054.

Department of Finance - 132 FinCom Reserve Fund

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 0	\$ 150,000	\$ 0	\$ 150,000
FY2019 Revised Budget	\$ 0	\$ 133,500	\$ 0	\$ 133,500
FY2018 Actual	\$ 0	\$ 0	\$ 0	\$ 0

Department Synopsis

The FinCom (Advisory & Finance Committee) Reserve Fund 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 Advisory & Finance Committee and are approved, the funds are transferred out of this reserve to the appropriate account.

Budget Observations

This budget represents an increase of \$16,500 (12.4%) from FY19. The original proposed budget for FY19 was \$150,000, and the currently proposed FY20 budget matches that recommendation.

Recommendations

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

Department of Finance - 129 Salary Reserve Fund

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 89,000	\$ 1,375,000	\$ 0	\$ 1,464,000
FY2019 Revised Budget	\$ 0	\$ 679,000	\$ 0	\$ 679,000
FY2018 Actual	\$ 45,434	\$ 250	\$ 0	\$ 45,684

Department Synopsis

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

Budget Observations

This budget represents an increase of \$785,000 (115.6%) from FY19. The FY20 budget represents potential salary adjustments, including projected COLA increases, since contracts are still in negotiation.

Recommendations

The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$1,464,000.

Department of Finance - 916 Compensated Absences

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 0	\$ 125,000	\$ 0	\$ 125,000
FY2019 Revised Budget	\$ 0	\$ 125,000	\$ 0	\$ 125,000
FY2018 Actual	\$ 0	\$ 175,000	\$ 0	\$ 175,000

Department Synopsis

This fund serves to pay out unused vacation and, if applicable, sick time to employees who exit their jobs.

Budget Observations

This budget represents no change in funding from FY19.

Recommendations

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

Department of Finance - 158 Tax Title and Foreclosure

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 0	\$ 300,000	\$ 0	\$ 300,000
FY2019 Revised Budget	\$ 0	\$ 300,000	\$ 0	\$ 300,000
FY2018 Actual	\$ 0	\$ 115,792	\$ 0	\$ 115,792

Department Synopsis

This budget covers the costs of land court recordings and legal services. These costs, primarily associated with real estate tax liens and foreclosures, are usually recovered by the town when the taxes are ultimately paid.

Budget Observations

This budget represents no change in funding from FY19.

There is significant effort and legal work required for the execution of titles, leases, and evictions. 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 the Advisory & Finance Committee believe that including this expenditure in the budget provides more visibility and transparency.

Recommendations

The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$300,000.

Department of Finance - 911 Pension Contributions

	Town	School	Total
Proposed FY2020 Budget	\$ 10,439,555	\$ 3,849,179	\$ 14,288,734
FY2019 Revised Budget	\$ 9,421,710	\$ 3,819,710	\$ 13,241,420
FY2018 Actual	\$ 8,778,821	\$ 3,503,180	\$ 12,282,001

Department Synopsis

This budget (comprised of both the town and School Department pension contributions) 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.

Budget Observations

This budget represents an increase of \$1,047,314 (7.9%) from FY19.

This budget is produced 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 5-member board that meets on a regular basis. The actuarial reports (not reviewed by the sub-committee), filed every 2 years, indicate that the town is on track to have its pension plans fully funded by 2034.

Recommendations

The sub-committee recommends approval of the Board of Selectmen budget appropriation of \$14,288,734.

Department of Finance - 914 Member Insurance

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 35,459,140	\$ 0	\$ 0	\$ 35,459,140
FY2019 Revised Budget	\$ 34,504,031	\$ 0	\$ 0	\$ 34,504,031
FY2018 Actual	\$ 33,214,329	\$ 0	\$ 0	\$ 33,214,329

Department Synopsis

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

Budget Observations

This budget represents an increase of \$955,109 (2.8%) from FY19. This 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 of \$35,459,140.

Department of Finance - 915 OPEB Trust Funding

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 0	\$ 1,016,568	\$ 0	\$ 1,016,568
FY2019 Revised Budget	\$ 0	\$ 950,119	\$ 0	\$ 950,119
FY2018 Actual	\$ 0	\$ 853,740	\$ 0	\$ 853,740

Department Synopsis

This budget puts 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 budget represents an increase of \$66,449 (7.0%) from FY19.

FY20's funding is based on 1% of estimated payroll. 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 \$1,016,568.

Department of Finance - 913 Unemployment Compensation

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 0	\$ 125,000	\$ 0	\$ 125,000
FY2019 Revised Budget	\$ 0	\$ 125,000	\$ 0	\$ 125,000
FY2018 Actual	\$ 0	\$ 125,000	\$ 0	\$ 125,000

Department Synopsis

This budget represents a transfer to the Unemployment Compensation Trust. The trust is used to cover unemployment compensation claims.

Budget Observations

This budget represents no change in funding from FY19.

Recommendations

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

Department of Finance - Debt and Interest

	FY18 Actual	FY19 Revised	FY20 Proposed
710 Long Term Debt	\$ 10,043,608	\$ 9,800,856	\$ 10,733,742
750 Long Term Interest	\$ 7,069,119	\$ 6,651,726	\$ 6,973,640
752 Short Term Interest	\$ 700	\$ 374,082	\$ 546,598
753 Misc Interest	\$ 84	\$ 5,000	\$ 5,000
755 Bond Issuance Costs	\$ 10,500	\$ 25,000	\$ 25,000
Total	\$ 17,124,011	\$ 16,856,664	\$ 18,283,980

Budget Observations

The Long Term Debt budget represents an increase of \$932,886 (9.5%) from FY19. This budget reflects principal payments due on existing debt.

The Long Term Interest budget represents an increase of \$321,914 (4.8%) from FY19. This budget reflects the interest on existing long term debt.

The Short Term Interest budget represents an increase of \$172,516 (46.1%) from FY19. This budget reflects the interest on new approved projects in their early stages before a long term bond is issued. Bonds are generally sold every two years, FY19 being a bond issuance year.

The Miscellaneous Interest budget represents no change in funding from FY19. This budget is primarily interest paid on tax abatements and other such items.

The Bond issuance Costs budget represents no change in funding from FY19. This budget reflects the costs of issuing bonds and Bond Anticipation Notes paid up front, such as legal, printing, etc., that are not covered by bond premiums.

Recommendations

The sub-committee recommends approval of the Board of Selectmen budget amounts for each of the debt and interest budgets listed above.

Sub-Committee C

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Roz Jones ; Ethan Kusmin ; Ashley Shaw ; Evelyn Strawn
Date: February 20, 2019
Subject: Sub-Committee C FY2020 Budget Review & Recommendations: Police Department

Budget Summary: Police Department

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 11,796,650	\$ 510,294	\$ 338,465	\$ 12,645,409
FY2019 Revised Budget	\$ 11,351,842	\$ 474,292	\$ 306,960	\$ 12,133,094
FY2018 Actual	\$ 10,409,377	\$ 359,659	\$ --	\$ 10,769,036

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 95 officers at the patrolmen level, 14 sergeants, 7 lieutenants, 2 captains, 1 chief, 1 business manager, 2 administrative assistants, 1 part-time and 2 full-time administrative secretaries, 9 dispatchers, and 2 custodians. There are also 3 crossing guards, though those positions are in the process of being transferred into the purview of the school budget.

Budget Observations

The Budget approved by the Board of Selectmen recommends a \$617,659 (6.2%) increase to salaries and wages, which will add 9 new officers to the force and see the Department fully staffed, based on criteria established in national guidelines. Increases to other expenses from their budget total \$36,002 (7.2%), coming largely from the increased costs of new equipment, materials, and uniforms for the 9 new officers, as well as increased costs of contractual services, subscriptions/memberships, and communication services.

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

Initiatives & Opportunities

The addition of the 9 new officers is not really a new initiative, though it may appear to be one at first glance, because it is part of a multi-year effort by Chief Botieri and the Town to fully staff the Police Department to meet the needs of the Town. While there are costs associated with these increases, there are also financial benefits as well (on top of the benefit of increased public safety). The addition of these positions, plus there only being 2 elections scheduled for this FY versus 3 in the previous year, allowed the Chief to reduce his overtime budget by \$111,211. The expense incurred for the equipping and outfitting of these 9 new officers is also a one-time cost.

Moving the crossing guards to the School Department will also save the Police Department money going forward.

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 the Police Department is well run, and that the addition of these 9 officers will allow it to

Sub-Committee C

better police the Town and serve our residents and visitors in the years ahead. Policing a town the size of Plymouth 24 hours a day, every day, is no easy task and the only way to do it effectively is to have sufficient staffing levels.

Statistical information detailing some of this Department's work during Calendar Year 2018 has been included in an addendum to this report.

Sub-Committee C

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Roz Jones ; Ethan Kusmin ; Ashley Shaw ; Evelyn Strawn
Date: February 20, 2019
Subject: Sub-Committee C FY2020 Budget Review & Recommendations: Fire Department

Budget Summary: Fire Department

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 12,453,761	\$ 357,906	\$ 152,200	\$ 12,963,867
FY2019 Revised Budget	\$ 11,979,860	\$ 344,337	\$ 158,040	\$ 12,482,237
FY2018 Actual	\$ 10,195,561	\$ 247,227	\$ --	\$ 11,069,865

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 on the Town payroll, 27 lieutenants, 10 captains, 6 battalion chiefs, 2 deputy chiefs, 1 chief, 3 mechanics, 1 business manager, 1 part-time fire alarm supervisor, and 2 part-time administrative secretaries. There are also 12 additional firefighters that receive 3/4th of their salaries and benefits from grant funding and 1/4th from the Town.

Budget Observations

This budget does not contain any new initiatives. The increase to technical services (\$5,000) is to add Radio over IP functionality to the system. There are also increases to vehicle maintenance supplies (\$5,325) and turnout gear (\$6,174) that reflect increases in the costs to those materials from what they cost previously. Repair and maintenance vehicles also sees a \$2,250 increase due to rising vendor costs and increases to contracted services there. There is also a decrease in equipment of \$12,500 because last year that line item involved outfitting the 12 new partially grant-funded firefighters, and now that they are equipped that line item can be reduced.

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

Initiatives & Opportunities

The addition of the 12 new firefighters receiving partial grant funding 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 75.5% of the time. However, it should be noted that last year the Department was meeting that standard only 70.11% of the time, so there is positive movement on this front. The 12 new firefighters will be deployed to further improve this response time, which will both improve public safety and help lower insurance premiums across the Town in the future.

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

Sub-Committee C

be once staffing is increased.

The Board of Selectmen approved a 10.9% increase to the Department's overtime budget. It should be noted that during last year's budget cycle this Department's overtime budget was reduced as part of a town-wide initiative to reduce all overtime budgets by 5%, only for the Department to later need to increase that budget to meet the needs of staffing the Town's various fire stations around the clock to provide everyone with sufficient fire protection and emergency medical services coverage. This year's request seems more in line with what will likely be needed to provide that coverage, and the Sub-Committee believes it is better to have a more accurate number upfront than an initially lower number that is expected to need to be raised later.

Statistical information detailing some of this Department's work during Calendar Year 2018 has been included in an addendum to this report.

Sub-Committee C

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Roz Jones ; Ethan Kusmin ; Ashley Shaw ; Evelyn Strawn
Date: February 20, 2019
Subject: Sub-Committee C FY2020 Budget Review & Recommendations: Emergency Management

Budget Summary: Emergency Management

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 0	\$ 69,900	\$ --	\$ 69,900
FY2019 Revised Budget	\$ 0	\$ 69,900	\$ --	\$ 69,900
FY2018 Actual	\$ 0	\$ 63,102	\$ --	\$ 63,102

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 and the plant changes ownership. No specifics of the nature of those changes are known currently, though it should be anticipated that the grant will either be significantly reduced or non-existent in the future. Negotiations are underway about extending the grant in some form until 2023.

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 entirely disappear in the future. However, the closure of the plant will still leave the Department with much work to do, as the Department also manages storm response, debris cleanup, emergency shelters, and coordination with federal, state, and local agencies during emergencies, disasters, and storms.

Sub-Committee C

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Roz Jones ; Ethan Kusmin ; Ashley Shaw ; Evelyn Strawn
Date: February 20, 2019
Subject: Sub-Committee C FY2019 Budget Review & Recommendations: Animal Control

Budget Summary: Animal Control

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 153,921	\$ 6,800	\$ --	\$ 160,721
FY2019 Revised Budget	\$ 151,119	\$ 6,800	\$ --	\$ 157,919
FY2018 Actual	\$ 149,829	\$ 4,215	\$ --	\$ 154,044

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 \$2,802 (1.9%) increase to personnel services, with all but \$100 of that coming from the salaries and wages line item. This increase is due to step increases for the positions therein.

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 2018 has been included in an addendum to this report.

Sub-Committee C

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Roz Jones ; Ethan Kusmin ; Ashley Shaw ; Evelyn Strawn
Date: February 20, 2019
Subject: Sub-Committee C FY2020 Budget Review & Recommendations: Harbormaster

Budget Summary: Harbormaster

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 429,713	\$ 41,500	\$ 12,000	\$ 483,213
FY2019 Revised Budget	\$ 372,172	\$ 38,900	\$ 14,000	\$ 425,072
FY2018 Actual	\$ 364,664	\$ 31,430	\$ --	\$ 396,094

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 \$58,141 (13.7%) total increase over last year. "Personnel Services" sees an increase of \$57,541 (15.5%) to salaries and wages for seasonal employees. This increase is both to adjust for increases in the Commonwealth's minimum wage and to make the season position more attractive to prospective new applicants and returning seasonal employees alike. The Department has had trouble competing with other communities that were paying more, in relation to minimum wage, and believes it will be able to attract and retain seasonal employees better with more competitive wages for these positions.

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. There may also be opportunities to bring in additional revenue through the launch services, which was discussed at length in the Sub-Committee meeting, particularly considering the difficulties private launch operators have had remaining in operation in Plymouth Harbor.

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 2018 has been included in an addendum to this report.

Sub-Committee C

To: Advisory & Finance Committee
From: Budget Sub-Committee C: Kevin Carty, Chair ; Roz Jones ; Ethan Kusmin ; Ashley Shaw ; Evelyn Strawn
Date: February 20, 2019
Subject: Sub-Committee C FY2020 Budget Review & Recommendations: Natural Resources

Budget Summary: Natural Resources

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 472,693	\$ 83,000	\$ --	\$ 555,693
FY2019 Revised Budget	\$ 458,845	\$ 71,850	\$ --	\$ 530,694
FY2018 Actual	\$ 447,198	\$ 92,721	\$ --	\$ 539,919

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 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 a \$24,998 (4.7%) increase over last year. Notable "Personnel services" increases include an increase to salaries and wages of \$13,848 (3.0%). "Other Expenses" sees notable increases of \$10,000 for the White Horse Beach Management plan, for installation of fence posts, signage, dune management, and other activities there, and a \$1,000 increase to supplies and materials to enhance properties recently acquired by the town for open space and/or preservation with parking demarcation, trail signage, guard rails, and other improvements.

The Sub-Committee recommends a \$2,500 increase to the budget approved by the Board of Selectmen to fund the new initiative listed below.

Initiatives & Opportunities

The Board of Selectmen did not approve the division's request to add \$2,500 to the field supervisor position's salary in order to compensate that position for taking on the added responsibility of animal inspections. These animal inspections have been done by the Board of Health up to now, but the division believes it makes more sense for this division to be involved in that since it is routinely dealing with animals while the Board of Health has a much broader purview. The field supervisor will also be taking on other responsibilities, such as working on implementation of aspects of the White Horse Beach Management Plan, among others.

Recommendations

The Sub-Committee recommends a \$2,500 increase to the budget approved by the Board of Selectmen to fund the new initiative, since the field supervisor position should receive some additional compensation if they are taking on more work and \$2,500 appears to be a reasonable increase for that purpose. If adopted by the rest of the Committee, these recommendations would change the Proposed Budget line to the following:

Sub-Committee C

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 475,193	\$ 83,000	\$ --	\$ 558,193

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 2018 has been included in an addendum to this report.

To: Advisory & Finance Committee
From: Budget Sub-Committee D -- Public Works
Date: Stephen Karam (Chair), John Moody, Sheila Sheridan, Ethan Kusmin, Beth Davis
Subject: February 15, 2019
Sub-Committee D -- FY2020 Budget Review and Recommendations: Public Works

DEPARTMENT OF PUBLIC WORKS (Total Department, not including enterprise funds, snow and ice, or fuel/utilities)

FY2020 Proposed	Total:	\$7,710,979	Personnel:	\$5,781,596	Other:	\$2,102,319
FY2019 Budget	Total:	\$7,530,136	Personnel:	\$5,613,429	Other:	\$1,916,707
FY2018 Actual	Total:	\$6,435,236	Personnel:	\$4,995,008	Other:	\$1,440,227

Department Synopsis

The Department of Public Works (DPW) maintains the Town's physical and environmental infrastructure for residents, businesses and visitors of the town, helping to make it a desirable place to live, work and visit. Plymouth has the fourth largest road network in the State with over 295 miles of road. The department's services include the maintenance of streets, urban forests, sidewalks, pathways, waterways, oceanfront, water mains, sanitary sewers, storm drains, municipal buildings, municipal vehicles, streetlights, and traffic signals. In addition, the department manages community programs, beautification and clean-up projects, solid waste and recycling, and graffiti abatement.

DPW is overseen by the Director of Public Works, Mr. Jonathan Beder, and has 128 employees. It consists of 11 Divisions, including three enterprise funds, as follows: Engineering, Highway, Administration, Building Maintenance, Fleet Maintenance, Crematory, Cemetery, Parks/Forestry, (and 3 enterprise funds: Solid Waste, Sewer and Water). The three enterprise funds will be reviewed by Sub-Committee G. Snow & Ice and Fuel & Utilities are reviewed here but covered under the Fixed Costs part of the budget.

Budget Observations

The FY20 DPW budget was prepared following a level service budgeting approach, i.e. with the aim of maintaining services standards from prior years. The variance between the revised FY19 and proposed FY20 budgets is an increase of a modest 2.4%.

Initiatives and Opportunities

Outlined in each division report below.

Recommendations

The Sub-Committee recommends approval of the Public Works budget for FY20 of \$7,759,668. This reflects an increase of the proposed budget by \$48,689 and is further detailed below by Divisions.

The following is a summary of the FY20 Department of Public Works budget by division:

Public Works Department: Engineering Division (411)

FY2020 Proposed	Total:	\$606,751	Personnel:	\$522,888	Other:	\$83,863
FY2019 Budget	Total:	\$600,086	Personnel:	\$516,223	Other:	\$83,863
FY2018 Actual	Total:	\$591,063	Personnel:	\$510,778	Other:	\$80,285

Division Synopsis

The Engineering Division is headed by Mr. Sid Kashi, Town Engineer, and seven other staff. The Division is responsible for providing design/engineering, field surveying services, project reviews and technical support related to all town-owned land, rights of way and infrastructure.

Budget Observations

The Engineering Division Budget for FY20 has a proposed an increase of \$6,665 (1.1%) from FY19. Survey supply increase in FY19 at nearly three times the original budget was due to purchase of OSHA-compliant safety equipment and materials that was unforeseen.

Initiatives and Opportunities

The Engineering Division proposes to create a new position (Engineering Inspector-Sewer, OPEIU/EM-4) reporting to the Town Engineer and Wastewater Manager. The position would be responsible for Title V Inspections, coordination of mandatory sewer connections/inspections, and administering the FOG (Fats, Oils, and Grease) Program stipulated by the Attorney General's Office. The FOG initiative was not approved by the Select Board for funding under the Engineering Division, as the cost for FOG compliance will be handled through Title V Inspection fees and through revenues of the Sewer Enterprise Fund.

Recommendations

The Sub-Committee recommends approval of the Engineering FY20 budget of \$606,751.

Public Works Department: Highway Division (420)

FY2020 Proposed	Total:	\$2,090,660	Personnel:	\$1,830,613	Other & Dept Equipment:	\$260,047
FY2019 Budget	Total:	\$2,099,547	Personnel:	\$1,825,249	Other & Dept Equipment:	\$274,298
FY2018 Actual	Total:	\$1,924,967	Personnel:	\$1,722,657	Other & Dept Equipment:	\$202,310

Division Synopsis

The Highway Division Manager is Dennis Wood. The Highway Division provides repairs, maintenance, and construction services for approximately 430 miles of public and private roadways in Plymouth. The Division currently has 32 full-time positions, 29 filled and 3 vacant.

Budget Observations

As proposed, the Highway Division FY20 budget would decline by \$8,887 from the FY19 budget. The budget reflects only incremental salary and benefits adjustments. No new initiatives are proposed. However, the Sub-Committee would recommend to include \$18,000 (not within the Select Board budget) under Department Equipment (Line Item 580013) for replacement of worn tires and sling and chain safety equipment. Both items will be essential in improving the safe and efficient operations of municipal vehicles and equipment. This recommendation would increase this line item to \$52,477 from the BOS amount of \$34,477.

Recommendations

The Sub-Committee recommends approval of Highway Division FY20 budget of \$2,108,660.

Sub-Committee D

Public Works Department: DPW Administration (421)

FY2020 Proposed	Total:	\$509,139	Personnel:	\$493,263	Other & Dept Equipment:	\$15,876
FY2019 Budget	Total:	\$526,510	Personnel:	\$510,634	Other & Dept Equipment:	\$15,876
FY2018 Actual	Total:	\$569,339	Personnel:	\$554,699	Other & Dept Equipment:	\$14,640

Division Synopsis

The Administration Division is managed by Mr. Jonathan Beder, Director of Public Works, a recently-appointed Assistant Director (Mr. Dennis Wood) and an Office Manager (Ms. Jodie Volta). The Administration Division provides leadership and management for this full service department.

Budget Observations

The Administration Division's FY20 Budget of \$509,139 represents a decrease of 3.3% from FY19. This is largely due to retirement of the former Assistant Director and his replacement by Mr. Wood. There were no new initiatives and the Sub-Committee concurred with Select Board budget for FY20.

Recommendations

The Sub-Committee recommends approval of the Administration Division's FY20 proposed budget of \$509,139.

Public Works Department: Building Maintenance (422)

FY2020 Proposed	Total:	\$1,534,633	Personnel:	\$873,095	Other & Dept Equipment:	\$661,538
FY2019 Budget	Total:	\$1,427,258	Personnel:	\$848,348	Other & Dept Equipment:	\$578,910
FY2018 Actual	Total:	\$837,467	Personnel:	\$526,956	Other & Dept Equipment:	\$310,511

Division Synopsis

The Building Maintenance Division is headed by Mr. Wayne Walkden and is responsible for the maintenance of 36 town-owned buildings. Many of the specialized services provided by the Building Maintenance Division, including fire extinguishers, sprinkler systems, fire alarms, HVAC, plumbing, electrical, elevators, and back-up generators are outsourced to private contractors. This budget does not include buildings owned and managed by the School Department.

Budget Observations

The Building Maintenance Division Budget for FY20 is proposed to increase by \$107,375 or 7.5% above the FY19 budget. Beyond incremental salary and benefit increases, the main increases to the budget from FY19 are for the new building maintenance software system (\$21,628)and a one time expenditure of \$75,000 proposed for a new air quality monitoring system.

Initiatives and Opportunities

Two new initiatives were proposed by the Division but not approved by the Select Board, namely to create an Electrician position and reclassifying a Custodian to Head Custodian. The Electrician position (COBRA -OM7) \$55,689) will allow the Division to perform repairs and preventative maintenance in-house for 32 buildings. This was proposed as a cost savings over hiring outside contractors. The position will allow for evaluation and commencement of a repair program on current and future capital projects. Lighting retrofits, switch replacements, general wiring, service panel work, and fire alarm panels are some of the items in which an in-house electrician can service will saving costs. The Sub-Committee concurred with the rationale for recruitment of a dedicated Electrician for the Division for the reasons cited above.

Creating the Head Custodian position (COBRA-currently OM1 at \$39,536 increased to OM4 \$44,254) would represent an increase of \$4,718 in the FY20 budget. The rationale provided is that the position would add control and accountability for the seven custodians located in several buildings. Given the rapidly expanding budget for the Facilities Maintenance Division, the recently-hired position of Facilities Manager (whose responsibility it is to oversee the Division Staff), and the recent purchase of facilities maintenance software (which includes work program monitoring), the Sub-Committee concurred with the Select Board in not recommending this measure, as it would create an unnecessary hierarchy/administrative layers that could not be justified at a time when level-budgeting is being applied across the board.

Recommendations

The Sub-Committee recommends approval of an adjusted FY20 Building Maintenance budget of \$1,590,322.

Public Works Department: Fleet Maintenance (425)

FY2020 Proposed	Total:	\$855,410	Personnel:	\$385,239	Other & Dept Equipment:	\$470,171
FY2019 Budget	Total:	\$836,652	Personnel:	\$378,562	Other & Dept Equipment:	\$458,090
FY2018 Actual	Total:	\$719,999	Personnel:	\$350,217	Other & Dept Equipment:	\$369,781

Division Synopsis

The Division head position is currently vacant. The Fleet Maintenance Division is responsible for maintaining all town-owned vehicles, including Public Works and Police Departments (approximately 178 vehicles), and those shared vehicles used for inspectional services, but are not responsible for maintaining vehicles belonging to the Fire and School Departments.

Budget Observations

The Division budget for FY20 has increased a modest 2% over FY19. A Departmental Equipment line item is proposed to be added in FY20 at \$15,765. The Select Board has approved a lower amount of \$12,081. As no information was provided to justify this larger increase of the department equipment line, the Sub-Committee concurs with the lower amount of \$12,081 approved by the Select Board.

Recommendations

The Sub-Committee recommends approval of the FY20 Budget Request for the Fleet Maintenance Division of \$855,410.

Sub-Committee D

Public Works Department: Transfer Station Operations (433)

FY2020 Proposed	Total:	\$233,708	Personnel:	\$64,063	Other & Dept Equipment:	\$169,645
FY2019 Budget	Total:	\$229,428	Personnel:	\$62,428	Other & Dept Equipment:	\$167,000
FY2018 Actual	Total:	\$238,872	Personnel:	\$38,872	Other & Dept Equipment:	\$200,000

Budget Observations

The Transfer Station Operations FY20 proposal maintains a level service budgeting approach with a modest increase of \$4,280 (2%) over FY19. This is made up of incremental salary and benefits increases, as well as increased tipping and disposal fees for the town and school, which are in line with prior year expenditures (FY18).

Recommendations

The Sub-Committee recommends approval of the proposed Transfer Station Operations budget of \$233,708 in FY20.

Public Works Department: Crematory (490)

FY2020 Proposed	Total:	\$164,587	Personnel:	\$129,987	Other & Dept Equipment:	\$34,600
FY2019 Budget	Total:	\$169,810	Personnel:	\$135,210	Other & Dept Equipment:	\$34,600
FY2018 Actual	Total:	\$148,239	Personnel:	\$117,026	Other & Dept Equipment:	\$31,213

Budget Observations

The Crematory Division Budget proposed for FY20 reflects a reduction of \$5,223 (-3%) from FY19 due to a salary decrease owing to a new hire replacement. All other expenses remain constant from the prior year.

Recommendations

The Sub-Committee recommends approval of the proposed Crematory Division budget for FY20 of \$164,587.

Public Works Department: Cemetery (491)

FY2020 Proposed	Total:	\$432,319	Personnel:	\$349,327	Other & Dept Equipment:	\$82,992
FY2019 Budget	Total:	\$372,448	Personnel:	\$353,617	Other & Dept Equipment:	\$18,831
FY2018 Actual	Total:	\$298,126	Personnel:	\$280,387	Other & Dept Equipment:	\$17,739

Budget Observations

The Cemetery Division proposed FY20 budget reflects an increase of \$59,871 or 16% over the FY19 budget. This amount includes a reduction in personnel costs by \$4,290, but a substantial increase in other expenses due to a new initiative discussed below.

Initiatives and Opportunities

As a new initiative, this Division is proposing to outsource annual Cemetery Maintenance as a new line item for \$50,000. The funds would be used to contract out an annual cleaning of leaves and other debris at Plymouth's cemeteries and avoid the depletion of manpower and diversion of DPW crews from dealing with other vital day to day responsibilities, including ensuring parks and other public spaces are ready for the season. The Select Board has approved this new line item. The Sub-Committee recommends approving the FY20 new line item for Annual Cemetery Maintenance outsourcing, but requests that the contract be subject to competitive bidding to reduce the costs, as \$10,000 per cemetery for cleaning leaves and debris seems overpriced and not a competitive market cost estimate. The Sub-Committee agreed that the initial amount for this contract should be no more than \$25,000, averaging \$5,000 per cemetery. The proposed FY20 budget was reduced accordingly by \$25,000.

In addition, the Division is proposing a reclassification of Cemetery Foreman (Cobra OM5 to OM6). This upgrade would bring the position in line with the Parks Foreman, which is already at an OM6. The Sub-Committee concurs with this upgrade, based on the rationale provided, as it would achieve parity in classification of positions within the Department across divisions.

Recommendations

The Sub-Committee recommends approving an adjusted FY20 proposed budget for the Cemetery Division of \$407,319.

Public Works Department: Parks & Forestry (492)

FY2020 Proposed	Total:	\$1,283,772	Personnel:	\$1,004,878	Other & Dept Equipment:	\$278,894
FY2019 Budget	Total:	\$1,268,397	Personnel:	\$983,158	Other & Dept Equipment:	\$285,239
FY2018 Actual	Total:	\$1,107,164	Personnel:	\$893,416	Other & Dept Equipment:	\$213,748

Budget Observations

The Parks and Forestry proposed Budget for FY20 reflects an increase of \$15,375 or 1% over the FY19 budget. This increase is due to a proposed new initiative and increases to others expenses as highlighted below.

Initiatives and Opportunities

The Forestry Division is proposing to add a new line item (Annual Tree Maintenance) at a cost of \$30,000 with the aim of covering the cost to bring in a tree crew for approximately 10 days per year to perform larger cut backs and canopy work on main roadways which the Forestry Division staff cannot get to due to time constraints. The measure is aimed at improving safety and reducing the number of dangerous/emergency calls they respond to during severe storms and winter season. The Sub-Committee agrees with this additional line item and the arrangement to outsource at an expected annual cost of \$30,000.

In addition, two other equipment and supply line items warrant discussion given their increases over FY19, as follows:

- Shade Tree Supplies (Line Item 546004) proposed increase by \$4,100 from \$10,000 (FY19) to \$14,100 for stump grinding and wood disposal. The Sub-Committee recommends this increase as a necessity in dealing with residual impact from recent winter storms that have left stumps and wood debris in park areas.
- Equipment Rental (Line Item 527300) increase by \$5,600 from FY19 to \$25,600 in FY20. This increase is necessary to add already approved Whitehorse portable toilets into the operating budget and would include 3 portables at 20 weeks with 3 cleanings per week. The Sub-Committee recommends this increase.

Recommendations

The Sub-Committee recommends approval of a budget of \$1,283,772 for the Parks and Forestry Division for FY20.

Sub-Committee D

Public Works Department: Snow & Ice (423)

FY2020 Proposed	Total:	\$604,250	Personnel:	\$109,250	Other & Dept Equipment:	\$495,000
FY2019 Budget	Total:	\$579,250	Personnel:	\$109,250	Other & Dept Equipment:	\$470,000
FY2018 Actual	Total:	\$1,304,873	Personnel:	\$224,145	Other & Dept Equipment:	\$1,080,728

Budget Observations

Consistent with the practice of the past several years, this budget is increased by \$25,000, as there were significant shortfalls in the years before this provisioning was being made in the budget. Even with this increase, the amount is only 45 percent of actual 2018 expenses. The Snow Removal contracts line item would increase from \$112,500 to \$137,500.

Recommendations

The Sub-Committee recommends approval of the proposed FY20 budget for Snow and Ice of \$604,250.

Sub-Committee D

Public Works Department: Fuel/Utility Fund (130)

FY2020 Proposed	Total:	\$1,745,230	Personnel:	N.A.	Other & Dept Equipment:	N.A.
FY2019 Budget	Total:	\$1,887,850	Personnel:	N.A.	Other & Dept Equipment:	N.A.
FY2018 Actual	Total:	\$1,693,696	Personnel:	N.A.	Other & Dept Equipment:	N.A.

Budget Observations

The Fuel/Utility Fund budget is proposed to decline in FY20 by \$142,620 to \$1,745,230 from \$1,887,850 in FY19. This reduction is due largely to estimated lower costs for fuel in the coming fiscal year.

Recommendations

The Sub-Committee recommends approval of the proposed Fuel/Utility budget for FY20 of \$1,745,230.

Sub-Committee E

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (Chair), Beth Davis, Ethan Kusmin,
Evelyn Strawn
Date: February 27, 2019
Subject: Sub-Committee E FY2020 Budget Review & Recommendations: Planning & Development

Budget Summary: Planning & Development

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 607,646	\$ 354,989	\$ 0	\$ 962,635
FY2019 Revised Budget	\$ 531,059	\$ 351,237	\$ 0	\$ 882,296
FY2018 Actual	\$ 504,331	\$ 302,952	\$ 0	\$ 807,283

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

The increase in personnel expenses for FY2020 is \$76,587, a 14.4% increase over FY2019. This is due to the re-hiring of a second town planner (salary \$67,151) and contractual increases in salaries and benefits. The increase in other expenses for FY2020 is \$3,752, a 1.1% increase over FY2019. The increase in the overall budget for FY2020 is \$80,339, a 9.1% increase over FY2019.

Initiatives & Opportunities

The second town planner's position was created in 2007 and eliminated in 2009 due to the economic downturn. The need for this position is critical to ensure that new development complies with the various technical, environmental and financial conditions imposed by the Town. Re-filing this position will allow the department to properly maintain the level of service, oversight, and due diligence required as a result of the rapid growth and development occurring in town.

Recommendations

The Sub-Committee recommends approval of the Town Manager/Select Boards recommended budget of \$962,635.

Sub-Committee E

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (Chair), Beth Davis, Ethan Kusmin,
Evelyn Straw
Date: February 27, 2019
Subject: Sub-Committee E FY2020 Budget Review & Recommendations: Redevelopment Authority

Budget Summary: Redevelopment Authority

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 0	\$ 21,977	\$ 0	\$ 21,977
FY2019 Revised Budget	\$ 0	\$ 21,977	\$ 0	\$ 21,977
FY2018 Actual	\$ 0	\$ 21,977	\$ 0	\$ 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 FY2020.

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, administrative services of \$11,165, which provide funds to compensate a part-time administrative assistant., and surety bonds of \$100.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends Approval of the Town Manager/Select Boards recommended budget of \$21,977.

Comments / Other

Sub-Committee E

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (Chair), Beth Davis, Ethan Kusmin,
Evelyn Straw
Date: February 27, 2019
Subject: Sub-Committee E FY2020 Budget Review & Recommendations: Center for Active Living-COA

Budget Summary: Center For Active Living-COA

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 401,061	\$ 125,075	\$ 0	\$ 526,136
FY2019 Revised Budget	\$ 392,097	\$ 113,020	\$ 7,850	\$ 512,967
FY2018 Actual	\$ 378,781	\$ 88,642	\$ 0	\$ 467,423

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 11 employees, 9 full-time (1.5 are grant funded) and 2 half-time (both grant funded), including Jennifer Young, Director of Elder Affairs.

Budget Observations

The increase in personnel expenses for FY2020 is \$8,964, a 2.3% increase over FY2019. This is primarily due to contractual increases in salaries and benefits. Of note one third of the Community Resource Director's salary, which is \$38,189, is included in the budget. The increase in other expenses for FY2020 is \$12,055, a 10.7% increase over FY2019. This is primarily due to new and renegotiated R&M contracts. The overall budget increase for FY2020 is \$13,169, or 2.6% over FY2019.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends Approval of the Town Manager/Select Boards recommended budget of \$526,136.

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.

Sub-Committee E

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (chair), Beth Davis, Ethan Kusmin,
Evelyn Strawn
Date: February 27, 2019
Subject: Sub-Committee E FY2020 Budget Review & Recommendations: Library

Budget Summary: Library

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 1,336,375	\$ 511,954	\$ 10,500	\$ 1,858,829
FY2019 Revised Budget	\$ 1,319,450	\$ 499,132	\$ 15,000	\$ 1,833,582
FY2018 Actual	\$ 1,238,607	\$ 487,524	\$	\$ 1,726,131

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

Budget Observations

The increase in personnel expenses for FY2020 is \$16,925, a 1.3% increase over FY2019. This is primarily due to contractual increases for salaries and benefits. Of note, one third of the Community Resource Director's salary, which is \$38,189, is included in the budget. The increase in other expenses for FY2020 is \$12,822, a 2.6% increase over FY2019. This is primarily due to increases in repair and maintenance contracts, meetings, education, and training, and dues and membership costs. The departmental equipment cost FY2020 is \$10,500 for security gates. The overall budget increase for FY2020 is \$25,247, a 1.4% increase over FY2019.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends Approval of the Town Manager/Select Boards recommended budget of \$1,858,829.

Sub-Committee E

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (Chair), Beth Davis, Ethan Kusmin,
Evelyn Strawne
Date: February 27, 2019
Subject: Sub-Committee E FY2020 Budget Review & Recommendations: Veterans Services

Budget Summary: Veterans Services

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 120,944	\$ 601,780	\$ 0	\$ 722,724
FY2019 Revised Budget	\$ 119,923	\$ 661,780	\$ 0	\$ 781,703
FY2018 Actual	\$ 119,459	\$ 595,429	\$ 0	\$ 714,888

Department Synopsis

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

Budget Observations

The increase in personnel expenses for FY2020 is \$1,021, a 0.9% increase over FY2019. This is due to contractual increases in salaries and benefits. The decrease in other expenses is \$60,000, a 9.1% decrease over FY2019. The funds have been taken from veterans benefits, however Ms. Whitbeck assured the sub-committee that she would have sufficient funds to accomplish the department's goals. The overall budget decrease for FY2020 is \$58,979, a 7.5% decrease from FY2019.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends Approval of the Town Manager/Select Boards recommended budget of \$722,724.

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.

Sub-Committee E

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (chair), Beth Davis, Ethan Kusmin,
Evelyn Strawn
Date: February 27, 2019
Subject: Sub-Committee E FY2020 Budget Review & Recommendations: 1749 Court House

Budget Summary: 1749 Court House

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 13,500	\$ 6,000	\$ 0	\$ 19,500
FY2019 Revised Budget	\$ 12,375	\$ 6,825	\$ 0	\$ 19,200
FY2018 Actual	\$ 8,278	\$ 169	\$ 0	\$ 8,447

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 increase in personnel expenses for FY2020 is \$1,125, a 9.1% increase over FY2019. This is due to the increase in the minimum wage. The decrease in other expenses for FY2020 is \$825, a 12.1% decrease from FY2019. This is due to a decrease in outside monitoring costs. The overall budget increase for FY2020 is \$300, a 1.6% increase over FY2019.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends approval of the Town Manager/Select Board budget of \$19,500.

Sub-Committee E

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (chair), Beth Davis, Ethan Kusmin,
Evelyn Strawn
Date: February 27, 2019
Subject: Sub-Committee E FY2020 Budget Review & Recommendations: Disabilities Commission

Budget Summary: Disabilities

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 0	\$ 550	\$ 0	\$ 550
FY2019 Revised Budget	\$ 0	\$ 325	\$ 0	\$ 325
FY2018 Actual	\$ 0	\$ 325	\$ 0	\$ 325

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 increase in other expenses for FY2020 is \$225, a 69.2% increase over FY2019. The amount will be used for meetings, education, and training.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$550.

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.

Sub-Committee E

To: Advisory & Finance Committee
From: Budget Sub-Committee E
Marc Sirrico (chair), Beth Davis, Ethan Kusmin,
Evelyn Strawn
Date: February 27, 2019
Subject: Sub-Committee E FY2020 Budget Review & Recommendations: Recreation

Budget Summary: Recreation

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2020 Budget	\$ 503,772	\$ 20,200	\$ 14,155	\$ 538,127
FY2019 Revised Budget	\$ 463,073	\$ 19,715	\$ 13,394	\$ 496,182
FY2018 Actual	\$ 406,137	\$ 19,194	\$	\$ 425,331

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 5 full time employees and 130+ seasonal employees. The Department's director is Anne Slusser-Huff.

Budget Observations

The increase in personnel expenses is \$40,699, an 8.8% increase over FY 2019. This is primarily due to the increase in the minimum wage and contractual increases in salaries and benefits. The increase in overtime of \$550, a 57.9% increase is due to hours limitations on part-time staff, requiring full-time staff to cover. Of note, one third of the Community Resource Director's salary, which is \$38,189, is included in the budget. The increase in other expenses is \$485, a 2.5% increase over FY2019. The departmental equipment cost for FY2020 is \$14,155. This includes \$10,000 to resurface the gym floor at the Manomet Youth Center, \$1,500 for radios/walkie talkies for camp & beach communications, and \$2,655 for CPR manikins. The overall budget increase for FY2020 is \$41,945, an 8.5% increase over FY2019.

Initiatives & Opportunities

Recommendations

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$538,127.

Comments / Other

The department has three Revolving Funds. The department is requesting the spending cap be set at \$490,000 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 \$140,000 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.

Sub-Committee F

To: Advisory & Finance Committee
From: Budget Sub-Committee F
Harry Helm; Chair, Brian Dunn, Andrew Burgess
Date: 2/18/19
Subject: Sub-Committee F; FY2020 Budget Review & Recommendations: Plymouth Public Schools

Budget Summary:

	Personnel Expenses	Other Expenses	Total
Proposed FY2020 Budget	\$ 78,625,331	\$ 21,594,854	\$ 100,220,185
FY2019 Revised Budget	\$ 76,137,363	\$ 20,897,212	\$ 97,034,575
FY2018 Actual	\$ 72,476,001	\$ 21,683,529	\$ 94,159,530

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 FY19 total staffing level is 1,217 FTE (Full Time Equivalents). Certificated Staff make up the majority at 759. The 2020 staffing projection remains the same at 1,217 FTE. Certificated staff is projected at 758.

Enrollment in PSS continues to decline from 7,529 in FY19 to an anticipated 7,422 for FY20. This decline is not localized but is occurring across the district.

The latest available calculation of Per Pupil Expenditure is from 2017. At that time, the average Per Pupil Expenditure for Plymouth was \$16,541 per year. This was \$630 (4%) above the state average of \$15,911.

Budget Observations

The proposed FY20 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 FY19 budget.

The FY20 budget as recommended by the School Committee and Board of Selectmen, represents a \$3,185,610 (3.28%) increase over FY19. In comparison, the FY19 year to year increase from FY18 was \$2,875,045 (3.05%). The 3.28% increase for FY20 is made up of a 3.27% increase in Salaries and a 3.34% increase in Non-Salary expenses.

For FY20 Salaries account for 78% of budget total and Non-Salary accounts for 22%. This is the same ratio as FY 19.

Sub-Committee F

Salaries (Certificated, Clerical and Other)

The FY20 Salary Total of \$78,625,331 includes an increase of \$2,487,968 (3.3%) over FY19. (The FY19 Salaries increase over FY18 was 2.8%.) The increase is comprised of the following elements:

- *Certificated Salaries to increase by \$1,984,227*
- *Clerical Salaries to increase by \$32,789*
- *Other Salaries increased by \$470,952*

Non-Salary Expenses increase \$697,642 (3.34%) to \$21,594,854 from FY19. The increase over FY19 was led largely by increases in the Contracted Services lines across numerous Cost Centers. The largest contributor to this increase in Contracted Services was Natural Gas & Propane. This is due to rate increases and South HS where use is a bit more than originally projected. Significant changes from FY18 include:

- Special Education Tuitions will decrease by \$182,019 by over FY19.
- Special Education Transportation will increase by \$117,200 over FY19.
- Regular Transportation will increase by \$171,589
- Charter Transportation will increase by \$150,822
 - Additionally, PSS will be taking on the private contract for Crossing Guards currently handled by the Police Department. This is will be a \$130,000 addition.

Chapter 70 Aid increased by only \$243,240 in FY19. Aid is derived after calculating a school district's baseline spending and setting a "foundation budget." For FY19 Plymouth will receive just over \$26M. \$6M of which goes directly to help pay Charter School expenses. The basic formula for setting the foundation budget has been in place for nearly 25 years with minor changes but has yet to be adjusted. 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 Report of Unfunded/Underfunded Mandates prepared by Dr. Maestas details the difficulties placed 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 10.1% of the total FY20 budget and is, once again, one of the largest Cost Centers, second only to Plymouth North High School. 19% of students in Plymouth are enrolled in a Special Education Program compared to 18% 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.

Transportation Spending, across all Cost Centers and including from the Revolving Account, is budgeted to be \$8,164,951 for FY20. Plymouth receives no Chapter 70 funding to help in covering these costs. Chapter 70 does, however, subsidize Transportation in Regional School Districts. Many of these districts are smaller in area than Plymouth's 100+ square miles.

Sub-Committee F

Initiatives & Opportunities

From our budget discussion with Dr. Maestas and Dr. Costin, the Subcommittee identified the following challenges for the Plymouth Public Schools.

- Growing Behavioral and Mental Health needs.
- Technology replacement and upgrade needs.
- The Increasing Transportation costs.
- The increasing burden of unfunded mandates.

These all present significant , near-term and long-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:

- SPED costs are on the rise, and are expected to continue to increase over the next several years. The expected numbers of students in need, along with transportation and technology costs have the potential to overwhelm the budget. Creative ways to mitigate the cost of this expected "wave" should be developed and put in place as quickly as possible so that this does not increase tax-payer burden.
- The aging of computers and technology is a major upcoming concern. PSS will need an innovative plan (and likely some investment in the not-too-distant future) to address old/obsolete technology and reach the 1 student/1 computer ideal without increasing tax-payer burden.
- Transportation costs are a major concern for our school district, due mainly to the unique size and geography of our town. We are more than twice the land size of some "regional" school districts, but do not qualify for Chapter 70 state aid for transportation. Generally, changes to the state scoring system for state aid must be advocated by all taxpayers (and their elected representatives) in order to mitigate both Transportation costs and Unfunded Mandates. Also, creative ways to reduce transportation costs, would greatly benefit the school department's budget. This should include a discussion with Charter schools on aligning all schedules.

Recommendations

The Sub-Committee recommends:

Approval of the Town Manager/Board of Selectperson recommended FY2020 budget of \$100,220,185

Sub-Committee F

To: Advisory & Finance Committee
From: Budget Sub-Committee F
Harry Helm; Chair, Brian Dunn, Andrew Burgess
Date: 2/18/19
Subject: Sub-Committee F; FY2020 Budget Review & Recommendations: Medicaid Program

Budget Summary: Medicaid Program (#390)

	Personnel Expenses	Other Expenses	Total
Proposed FY2020 Budget	\$ 215,979	\$ 62,400	\$ 278,379
FY2019 Revised Budget	\$ 219,750	\$ 55,400	\$ 275,150
FY2018 Actual	\$ 203,092	\$ 55,400	\$ 258,492

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

The increase in Other Expenses for FY20 comes from the inclusion of professional software for School Nurses. The software is used to document health service to students, including those students who are Medicaid eligible and has been previously paid for by a Department of Public Health Grant. However, the grant is level funded, and the majority of the grant pays for nursing and nursing support salaries. Thus, as salaries increase, PSS is unable to pay for the software from the grant.

Historically, the program generates between \$2.50 and 3.50 in Medicaid reimbursement for every \$1 appropriated in the budget. Note that in FY 18, the Town received a total of \$976,650 in Medicaid reimbursements, while the Medicaid Budget was \$275,150. 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 Selectperson recommended FY2020 budget of \$278,379.

Sub-Committee F

To: Advisory & Finance Committee
From: Budget Sub-Committee F
Harry Helm; Chair, Brian Dunn, Andrew Burgess
Date: 2/18/19
Subject: Sub-Committee F; FY2020 Budget Review & Recommendations:Out of District Transportation

Budget Summary: Out of District Transportation (#391)

	Personnel Expenses	Other Expenses	Total
Proposed FY2020 Budget	\$ 0	\$ 32,400	\$ 32,400
FY2019 Revised Budget	\$ 0	\$ 31,320	\$ 31,320
FY2018 Actual	\$ 0	\$ 53,200	\$ 53,200

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. There are currently 4 students anticipated for FY20.

Initiatives & Opportunities

None

Recommendations

The Sub-Committee recommends:

Approval of the Town Manager/Board of Selectperson recommended FY2020 budget of \$32,400

Sub-Committee G

To: Advisory & Finance Committee
From: Budget Sub-Committee G:
John Moody (Chair), Kevin Carty, Roz Jones
Date: February 19, 2019
Subject: Sub-Committee G FY2020 Budget Review & Recommendations: Airport Enterprise

Budget Summary: Airport Enterprise (Department Number 482)

	Personnel Expenses	Other Expenses	OPEB	Dept Eqpt	Debt Service	Indirect Costs	Total Fund Expense	Budget Appropriation
Proposed FY2020 Budget	\$ 557,174	\$ 2,037,975	\$ 3,627	\$ 0	\$ 43,400	\$ 217,196	\$ 2,859,372	\$ 2,642,176
FY2019 Revised Budget	\$ 556,291	\$ 2,028,875	\$ 5,056	\$ 6,300	\$ 39,400	\$ 206,853	\$ 2,842,775	\$ 2,635,922
FY2018 Actual	\$ 537,126	\$ 1,621,532	\$ 15,095	\$ 0	\$ 40,230	\$ 200,828	\$ 2,414,811	\$ 2,860,738

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 Airport Enterprise Budget reflects a modest increase of 0.24% (\$6,254) over the FY19 Budget. Personnel costs increased \$883 and Other Expense increased by \$9,100; those increases were offset by a \$6,300 reduction in Dept Equipment requests (\$0 requested) and \$1,429 reduction in OPEB contribution.

The Airport's primary sources of revenue are sales of aviation fuel to airport patrons and rent received for land leases for businesses on Airport land. The purchase of aviation fuel is the principal expense of the fund, comprising 70% of the overall budget (or \$1.8 million). It is worth noting that the Airport fuel operation rarely spends the full amount appropriated for aviation fuel since it manages its purchases against consumption due to limited storage capacity for the fuels.

Retained Earnings

Retained Earnings represents the carried "profit" of the enterprise fund and is an available source of revenue for future capital projects and emergency expenses. Retained Earnings, like free cash in the General Fund, is certified by the Massachusetts Department of Revenue annually in September. The recent history of available Airport Retained Earnings is:

FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
\$3,227	\$117,480	\$124,948	\$42,787	\$179,317	\$22,317

The FY2019 Retained Earnings balance, which is not yet certified, reflects reduction for the projects discussed in Initiatives & Opportunities below as well as an \$85,000 appropriation at the Fall 2018 Town Meeting for additional funds to complete construction of the new administration building.

While the Airport operates profitably, the sub-committee is modestly concerned about the level of Retained Earnings, which

Sub-Committee G

has been adversely affected by the Administration Building costs coming in much higher than anticipated, as evidenced by last Fall's \$85,000 request. The Airport Manager notes that more modest capital needs and costs are anticipated into the future, which will rebuild the Retained Earnings balance to a more comfortable level.

We noted in last year's report that maintaining available Retained Earnings at approximately 9% of the annual budget appropriation would be a prudent financial cushion to ensure sufficient capital to respond to any emergency conditions that may arise. The five-year average Retained Earnings balance is about 38% of that target and the estimated FY2019 balance is about 10% of that target. We realize market conditions for the principal revenue components and required activities to satisfy regulatory requirements impose limits on how quickly a target balance can be achieved.

Initiatives & Opportunities

Airport management expects the new administration building to open near the beginning of FY2020. The contract for the new building included required re-furnishing costs, but all electronic equipment for airport operations are being re-located from the old building. The old administration building is slated for demolition, a \$234,000 project, which will be funded, in part, by a federal grant; the Airport's cost for the demolition grant is included in Article 9 (\$12,000).

The Airport will also be relocating a taxiway (Sierra), a \$2.4 million project, in the near future; as a safety measure recommended by the FAA, the project is funded, in part, by a federal grant; the Airport's \$60,000 share of that project also is included in Article 9.

The Airport Manager reports traffic at the Airport continues to climb at a slow, but steady pace and that one new business has joined the Airport community and a second is currently in the planning stage

Recommendations

The Sub-Committee recommends:

- Approval of the Select Board recommended budget for the Airport Enterprise Fund at \$2,642,176.
- Management establish a Retained Earnings minimum target balance and a plan of incremental annual targets to advance the fund toward that minimum.

Comments / Other

By way of explanation for the public, actual expenses of the Enterprise funds are higher than the annual budget appropriation. Actual expenses include Indirect costs that are budgeted in the General Fund and then charged back to each Enterprise Fund and, therefore, are not included in the Enterprise Fund budget appropriations. Indirect costs represent various costs and benefits associated with the employees of each enterprise.

The sub-committee's budget report includes the Indirect costs and the Total Fund Expenses in the table at the beginning of each Fund report. The Budget appropriations for each year are highlighted in the table. The FY2018 Actuals line details the actual expenses for that year, but the Budget Appropriation column indicates the original budget appropriation, as revised (if applicable) at the Fall Town Meeting of that Fiscal Year.

Sub-Committee G

To: Advisory & Finance Committee
 From: Budget Sub-Committee G:
 John Moody (Chair), Kevin Carty, Roz Jones
 Date: February 19, 2019
 Subject: Sub-Committee G FY2020 Budget Review & Recommendations: Sewer Enterprise

Budget Summary: Sewer Enterprise (Department Number 440)

	Personnel Expenses	Other Expenses	OPEB	Dept Eqpt	Debt Service	Total Fund Expense	Indirect Costs	Budget Appropriation
Proposed FY2020 Budget	\$ 446,520	\$ 2,282,337	\$ 2,490	\$ 13,800	\$ 4,555,471	\$ 7,703,217	\$ 402,599	\$ 7,300,618
FY2019 Revised Budget	\$ 391,182	\$ 2,223,500	\$ 2,077	\$ 36,284	\$ 2,670,378	\$ 5,721,667	\$ 398,248	\$ 5,323,419
FY2018 Actual	\$ 333,517	\$ 2,032,945	\$ 11,322	\$ 0	\$ 2,381,906	\$ 5,074,800	\$ 315,110	\$ 4,821,015

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 and Water. 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 3,436 sewer connections. The primary source of revenue for Sewer Enterprise are rates paid by system users. User fees comprise 84.6% of the budgeted revenue with other Department Revenue (Veolia Septage Receipts, Sewer Bank Fees, Betterments P&I, Penalties/Interest, etc.) comprising 15.2% and Investment Income 0.2%.

Division Manager: Gary Frizzell

Budget Observations

The overall Sewer Enterprise budget reflects a \$1,977,197 (37.1%) increase over the FY2019 budget. The increase is driven primarily by new debt service costs that result in a net increase of \$1,885,093 (70.6%) above the FY2019 debt service cost. Personnel costs increased \$55,338 (14.1%), primarily due to addition of a Maintenance Man position at \$44,792 approved by the Select Board as a New Initiative; the Select Board denied a Laborer position at \$39,687 also included in that New Initiative.

Other Expense increased by \$58,839 (2.6%), due solely to an increase in the System Repair & Maintenance line item.

On the revenue side, year-to-date results suggest revenue will come in higher than budget with User Fees on target and mixed performance from other revenue sources. Notable upside performance areas include Sewer Bank Fees at \$260,615 over the \$75,000 budget and Investment Income at \$55,207 above the target \$10,000; underperforming categories include Veolia Septage Receipts at \$279,000 below the \$475,000 budget, Betterments P&I at \$182,229 below the \$243,404 target and Utility Liens at \$34,407 below the \$35,000 target amount. Some of the categories listed, both up-side and down-side performers, may be affected by seasonality. Overall, revenue is approximately \$94,000 (2.36%) above the YTD expectation, barring the impact of seasonality.

Retained Earnings

Retained Earnings represents the carried "profit" of the enterprise fund and is an available source of revenue for future capital projects and emergency expenses. Retained Earnings, like free cash in the General Fund, is certified by the Massachusetts Department of Revenue annually in September. The recent history of available Sewer Retained Earnings is:

FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
\$770,832	\$769,624	\$342,541	\$679,870	\$1,286,622	\$537,826

Sewer Enterprise FY2019 balance (not yet certified) shows a reduction from the FY2018 certified balance as a result of \$354,796 in Article 9 Capital requests for the upcoming 2019 Annual Town Meeting, a \$185,000 Special Town Meeting

Sub-Committee G

Request (Article 15) to prepare an RFP for an interim contract operator of the System, and \$209,000 approved at the Fall 2018 Town Meeting for upgrades to the Hedge Road Pump Station upgrades.

Considerable concern exists in the community about the ability of the Sewer Enterprise Fund to support upcoming debt service costs associated with the Force Main replacement required by its failure three years ago. The FY2019 Retained Earnings balance appears inadequate, without substantial inflows, to absorb those upcoming debt service costs. The apparent overperformance in Revenue discussed above provides some degree of comfort, albeit limited given the size of the challenge in front of the Sewer Enterprise operation.

Sewer Retained Earnings is currently at 9.2% of the three-year average budget appropriation. In last year's report, we noted, based on an inquiry to the Finance Director, that maintaining a balance equal to approximately 75% of the annual budget would provide a better cushion for capital requests and unexpected events; we realize that's a little like shutting the barn door after the horses have gotten out. Even with substantial rate increases for sewer system users, it is unlikely that the Enterprise Fund will be able to fund all the operating and debt service costs over the next three years without external support or subsidy. While a decision on how exactly to respond to the costs outrunning available revenue remains pending, the Finance Director indicated in our budget meeting that a subsidy from the General Stabilization Fund (currently at \$10.2 million) is one option under consideration that would limit general taxpayer exposure.

State regulations governing enterprise funds require that a Retained Earnings deficit at the close of any fiscal year be funded in the next fiscal year's tax rate unless the community proactively funds the shortfall through a subsidy from the General Fund or other appropriate Town account. Alternatively, the community may increase estimated enterprise revenue beyond the amount required to pay all direct and indirect expenses of the enterprise and fund the deficit. However, the latter approach must be properly supported and is subject to review by the Department of Revenue's Bureau of Accounts.

Initiatives & Opportunities

The Sewer Division has received approval from the Select Board to pursue municipalization (in-housing) the management and operation of the Town's Sewer system when the Veolia contract expires in June 2021. While the costs may be higher for a Town-operated facility, Sewer Division management believes the increased cost will be offset, over the long-term, by better maintenance focused on sustaining the viability of the system rather than the profit-oriented "run-to-fail" philosophy of a contracted operator. Article 15 on the Special Town Meeting warrant would authorize \$185,000 for consulting services to prepare an RFP for an interim operator that would facilitate the transition from contracted operation to Town operation.

Recommendations

The Sub-Committee recommends:

- Approval of the Select Board recommended budget for the Sewer Enterprise Fund at \$7,300,618.
- Management establish a Retained Earnings minimum target balance and a plan of incremental annual targets to advance the fund toward that minimum.

Comments / Other

By way of explanation for the public, actual expenses of the Enterprise funds are higher than the annual budget appropriation. Actual expenses include Indirect costs that are budgeted in the General Fund and then charged back to each Enterprise Fund and, therefore, are not included in the Enterprise Fund budget appropriations. Indirect costs represent various costs and benefits associated with the employees of each enterprise.

The sub-committee's budget report includes the Indirect costs and the Total Fund Expenses in the table at the beginning of each Fund report. The Budget appropriations for each year are highlighted in the table. The FY2018 Actuals line details the actual expenses for that year, but the Budget Appropriation column indicates the original budget appropriation, as revised (if applicable) at the Fall Town Meeting.

Sub-Committee G

To: Advisory & Finance Committee
 From: Budget Sub-Committee G:
 John Moody (Chair), Kevin Carty, Roz Jones
 Date: February 19, 2019
 Subject: Sub-Committee G FY2020 Budget Review & Recommendations: Water Enterprise

Budget Summary: Water Enterprise (Department Number 450)

	Personnel Expenses	Other Expenses	OPEB	Dept Eqpt	Debt Service	Total Fund Expense	Indirect Costs	Budget Appropriation
Proposed FY2020 Budget	\$ 1,252,386	\$ 1,281,123	\$ 15,700	\$ 0	\$ 2,383,012	\$ 6,215,247	\$ 1,283,026	\$ 4,932,221
FY2019 Revised Budget	\$ 1,284,151	\$ 1,281,123	\$ 11,788	\$ 0	\$ 1,571,092	\$ 5,427,492	\$ 1,279,338	\$ 4,148,154
FY2018 Actual	\$ 1,137,312	\$ 2,137,733	\$ 53,463	\$ 0	\$ 1,573,811	\$ 4,902,319	\$ 1,244,511	\$ 4,227,147

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. Three 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 overall Water Enterprise budget reflects a \$784,067 (18.9%) increase over FY2019. The principal driver behind the increase is a 52% increase in the fund's annual debt service obligation, principally for work at Forges Field. Personnel expenses are reduced by \$31,765 (-2.5%). Other Expense is unchanged from FY2019. The reduction of personnel expense is driven by substantial personnel changes over the past year resulting in replacement hires at a lower cost.

On the revenue side of the equation, the principle source of revenue for the Water Division are use-based charges (meter charges, usage rates, etc.) to water consumers, accounting for 93% of budgeted revenue. Other Receipts account for 6.3% and Investment Income accounts for 0.4%. Revenue from use-based charges is above the Year-to-Date expectation by more than 30% (\$3.3 million versus \$2.5 million). Other Department revenue (Penalties & Interest, Other Water Service Charges, Solar Credit, Utility Liens, etc.) exceed the YTD target and, in fact, are nearly at the full year target. Overall, Water revenues are 46% above the FY2019 YTD expectation (\$3.93M versus \$2.69M).

Retained Earnings

Retained Earnings represents the carried "profit" of the enterprise fund and is an available source of revenue for future capital projects and emergency expenses. Retained Earnings, like free cash in the General Fund, is certified by the Massachusetts Department of Revenue annually in September. The recent history of available Water Retained Earnings is:

FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
\$894,461	\$984,514	\$1,830,871	\$2,479,779	\$2,742,808	\$1,149,696

A deliberate effort to increase Retained Earnings over the past several years was undertaken in anticipation of significant planned work on the water system and expected capital costs. In the current year, a significant draw down on those reserves is the result of Article 9 requests for the 2019 Annual Town Meeting that total \$1,593,112 for new and replacement equipment as well as project costs. Among the requests are replacement of an 18-year-old six-wheel dump truck (\$254,500), replacement of water insertion valves in the Downtown area (\$750,000), Water Infrastructure (\$500,000), two pick-up trucks (one replacement and one new) at \$31,556 each, and a trailer mount air compressor (\$25,500), which is needed to replace a 14-year-old compressor that is used daily and has failed repeatedly in the past year necessitating renting one.

An additional Article 9 project, restoration of the Stafford Water Tank, requests \$1.75 million in borrowing.

Sub-Committee G

We noted in last year's report that Water Retained earnings had built to a point almost achieving a target balance suggested by the Finance Director (approximately 75% of the annual budget appropriation) on inquiry from the sub-committee. This year's drawdown (which is consistent with the intent for Retained Earnings) reduces the FY2019 balance (not yet certified) to being 26% of the three-year average budget appropriation, giving rise to limited concern about the ability of Retained Earnings to fund any emergency needs. The growth of the Retained Earnings balance over the past several years, combined with moderately healthy Year-to-Date revenue, demonstrates the ability of the operation to plan for and fund future needs.

Initiatives & Opportunities

The Department Request included Personnel costs and Other Expense associated with a New Initiative – a request for a new Chief Pumping Station Operator to oversee daily pump station and chemical treatment facilities as well as various regulatory reporting activities. The initiative is intended to spread the current workload of the Water Superintendent and his assistant, who perform all those activities in addition to management of division personnel and general oversight of the water system and on-going construction projects for expansion and improvement. Total cost of the initiative was identified at \$71,651. Given continued growth in Plymouth, the on-going expansion of the water system to meet current and anticipated future demand, and the multi-year financial performance of the Water Enterprise Fund, we believe additions to Water Division staff, including this new initiative position, will be needed over the next several years to keep pace with the expanding water system and workload of the Division.

Recommendations

The Sub-Committee recommends:

- Approval of the Select Board recommended budget for the Water Enterprise Fund at \$4,932,221.
- Management develop a multi-year staffing plan identifying the nature of additional resources needed and the anticipated timing of those needs to ensure proper maintenance and operation of the rapidly expanding water infrastructure.
- Management establish a Retained Earnings minimum target balance and a plan of incremental annual targets to advance the fund toward that minimum.

Comments / Other

By way of explanation for the public, actual expenses of the Enterprise funds are higher than the annual budget appropriation. Actual expenses include Indirect costs that are budgeted in the General Fund and then charged back to each Enterprise Fund and, therefore, are not included in the Enterprise Fund budget appropriations. Indirect costs represent various costs and benefits associated with the employees of each enterprise.

The sub-committee's budget report includes the Indirect costs and the Total Fund Expenses in the table at the beginning of each Fund report. The Budget appropriations for each year are highlighted in the table. The FY2018 Actuals line details the actual expenses for that year, but the Budget Appropriation column indicates the original budget appropriation, as revised (if applicable) at the Fall Town Meeting.

Sub-Committee G

To: Advisory & Finance Committee
 From: Budget Sub-Committee G:
 John Moody (Chair), Kevin Carty, Roz Jones
 Date: February 19, 2019
 Subject: Sub-Committee G FY2020 Budget Review & Recommendations: Solid Waste Enterprise

Budget Summary: Solid Waste Enterprise (Department Number 433)

	Personnel Expenses	Other Expenses	OPEB	Dept Eqpt	Debt Service	Total Fund Expense	Indirect Costs	Budget Appropriation
Proposed FY2020 Budget	\$ 233,364	\$ 426,853	\$ 2,948	\$ 0	\$ 0	\$ 906,862	\$ 243,697	\$ 663,165
FY2019 Revised Budget	\$ 232,140	\$ 538,556	\$ 1,685	\$ 0	\$ 0	\$ 976,480	\$ 204,099	\$ 772,081
FY2018 Actual	\$ 230,676	\$ 1,930,652	\$ 10,693	\$ 0	\$ 0	\$ 2,471,050	\$ 299,029	\$ 2,325,300

Department Synopsis

The Solid Waste Division is responsible for the management, operation and maintenance of the Manomet Transfer Station with recycling, materials transport, administration of sticker sales, and violation processing. The division employs six people amounting to 4.15 full-time equivalents (FTEs). The Transfer Station Program currently has two vacant positions, a transfer station operator and a heavy equipment operator, totaling 1.3 FTEs.

There are currently 3,408 Transfer Station users, 558 users for Recycling only and 936 second vehicle stickers. Utilization of the Transfer Station is stable and an anticipated increase in utilization as a result of termination of the Curbside Program was not realized, suggesting those people have remained with a private hauler.

The Division also was responsible for management of the Curbside Program until it was terminated in the Spring of 2018, in advance of FY2019.

Division Manager: Dennis Wood, Asst DPW Director

Budget Observations

The overall budget reflects a \$109,216 (-14.1%) reduction from the FY2019 budget. Personnel costs increased \$1,224 (0.5%) offset entirely by a \$111,703 (-20.7%) reduction in Other Expenses. Principle drivers behind the reduced costs are reductions in Recycling Services costs (\$28,000), Town Tipping & Disposal costs (\$29,604), and Recycling Tipping & Disposal (\$50,000). All of these reductions are the result of costs trends lower than anticipated in the FY2019 budget driven primarily by marketplace changes in the waste management industry that have made some recyclables less attractive financially and the exit of vendors from the marketplace.

Revenue for Solid Waste Enterprise is derived principally from the sale of Transfer Station use passes, accounting for 61% of expected revenue. Year-to-Date revenue from all types of passes is \$606,542, 1.6% above budgeted revenue of \$597K. Full access pass sales are on target while all other pass types, except second vehicle passes, exceed the budgeted revenue amount; we assumed that YTD pass revenue represents all pass sales for FY2019. Recycling revenue, which accounts for 5% of budgeted revenue, is 96% above the YTD expectation (\$49K versus \$25K). On the down-side, PAYT bag sales are 5% below the YTD expectation (\$150K versus \$157K). Overall, revenue is 70% above the YTD expectation (\$828K versus \$487K).

Retained Earnings

Retained Earnings represents the carried "profit" of the enterprise fund and is an available source of revenue for future capital projects and emergency expenses. Retained Earnings, like free cash in the General Fund, is certified by the Massachusetts Department of Revenue annually in September. The recent history of available Solid Waste Retained Earnings is:

FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
\$228,050	\$454,126	\$800,160	\$1,127,555	\$1,202,498	\$934,086

Retained Earnings for the Solid Waste Fund appear to be in a good place with respect to the current operation. The FY2019

Sub-Committee G

estimate (not yet certified) of \$934,086 is 140% of the budget request and 74.5% of the three-year average budget appropriation. The balance is reduced from the FY2018 certified balance by two Article 9 capital requests consisting of \$200,000 for Transfer Station Maintenance and \$30,412 to replace a 14-year-old pick-up truck.

The sub-committee believes the Solid Waste-Transfer Station Program is well-managed, generating more revenue than it consumes and providing consistent growth in the Retained Earnings balance to fund capital needs and unexpected emergencies.

Initiatives & Opportunities

Transfer Station processes have changed for some recyclables. Glass recyclables must be separated and deposited separately rather than with co-mingled recyclables due to a substantial difference in the cost charged to the Town for processing.

A new Textiles Drop station has been established within the Transfer Station.

Recommendations

The Sub-Committee recommends:

- Approval of the Select Board recommended budget for the Solid Waste Enterprise Fund at \$663,165.
- Management establish a Retained Earnings minimum target balance and develop a plan to maintain the Solid Waste Retained Earnings at the seemingly current healthy level.

Comments / Other

By way of explanation for the public, actual expenses of the Enterprise funds are higher than the annual budget appropriation. Actual expenses include Indirect costs that are budgeted in the General Fund and then charged back to each Enterprise Fund and, therefore, are not included in the Enterprise Fund budget appropriations. Indirect costs represent various costs and benefits associated with the employees of each enterprise.

The sub-committee's budget report includes the Indirect costs and the Total Fund Expenses in the table at the beginning of each Fund report. The Budget appropriations for each year are highlighted in the table. The FY2018 Actuals line details the actual expenses for that year, but the Budget Appropriation column indicates the original budget appropriation, as revised (if applicable) at the Fall Town Meeting.

Sub-Committee G

To: Advisory & Finance Committee
From: Budget Sub-Committee G:
John Moody (Chair), Kevin Carty, Roz Jones
Date: February 19, 2019
Subject: Sub-Committee G FY2020 Budget Review & Recommendations: Cable Public Access Enterprise Fund

Budget Summary: Cable Public Access Enterprise (Department Number 423)

	Personnel Expenses	Other Expenses	OPEB	Dept Eqpt	Debt Service	Total Fund Expense	Indirect Costs	Budget Appropriation
Proposed FY2020 Budget	\$ 0	\$ 1,635,000	\$ 0	\$ 50,000	\$ 0	\$ 1,685,000	\$ 0	\$ 1,685,000
FY2019 Revised Budget	\$ 0	\$ 1,635,000	\$ 0	\$ 50,000	\$ 0	\$ 1,685,000	\$ 0	\$ 1,685,000
FY2018 Actual	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,685,000

Department Synopsis

The Cable Public Access Enterprise Fund is a new enterprise fund currently in its first year of operation. Previously operated as a Revolving Fund, this fund acts principally as a financial pass through fund for receipts received from Verizon and Comcast for public access television. Those receipts are disbursed to PACTV and the Plymouth Public Schools for costs associated with governmental and educational programming produced by those organizations. The fund also receives approximately \$10,000 annually in franchise fees that are retained by the Town.

This fund is currently overseen by Lynne Barrett, Finance Director.

Budget Observations

The FY2020 budget is level-funded to FY2019 at \$1,685,000. The vast majority of the budget constitutes payments to PACTV and the Plymouth Public Schools for public access television production. As a new fund, limited activity (we were able to review only the first quarterly revenue and disbursement details) creates difficulty in thorough evaluation of the budget. However current inflows from Verizon and Comcast for PEG Grant payments suggest the annual revenue will be lower than budgeted expenses by approximately \$180,000. The full value of the Verizon and Comcast PEG Grant receipts is distributed to PACTV and Plymouth Public Schools with approximately two-thirds to PACTV and one-third to the Schools.

However, since all expenses, with the exception of Legal Services (\$10,000), Other Expenditures (\$5,000) and Department Equipment \$50,000), are determined by the revenue received, actual expenses will align with revenue received over the course of the year. Based on the first quarter results, it is estimated that PACTV will receive approximately \$980,000 and Plymouth Schools will receive \$500,000.

Retained Earnings

Retained Earnings represents the carried "profit" of the enterprise fund and is an available source of revenue for future capital projects and emergency expenses. Retained Earnings, like free cash in the General Fund, is certified by the Massachusetts Department of Revenue annually in March. FY2019 will mark the first certification of the Retained Earnings for the Cable Public Access Enterprise Fund, so no recent history is available. However, we are informed by the Finance Department that funds rolled over from the Cable Revolving Account fund total \$42,006.56.

Initiatives & Opportunities

None

Recommendations

The Sub-Committee recommends:

- Approval of the Select Board recommended budget for the Cable Public Access Enterprise Fund at \$1,685,000.

Comments / Other

None

ARTICLE 8:

ARTICLE 8: To see if the Town will vote to create a district improvement financing program according to the provisions of Chapter 40Q of the General Laws, and: designate a development district within the territory of the Town to be known as the North Plymouth and Plymouth Center Development District, as shown on a plan entitled “The North Plymouth and Plymouth Center Development District and the North Plymouth and Plymouth Center Invested Revenue District,” dated February 7, 2019 and on file in the office of the Town Clerk; adopt a development program for the North Plymouth and Plymouth Center Development District on file in the office of the Town Clerk for the improvement of the quality of life and physical facilities and infrastructure of such district; and create a development program fund pursuant to said Chapter 40Q that consists of a development sinking fund and a project cost account and such other accounts as the Board of Selectmen deems necessary or appropriate, or take any other action relative thereto.

BOARD OF SELECTMEN

NO MOTION NO ACTION

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:	Fire Station 1 roof replacement & sump pump
A2	Town Building Repair Program:	Roof repairs at various town buildings
A3	School Building Repair Program:	Hedge: exterior trim and cupola repairs
A4	School Building Repair Program:	West: replace windows-1 pod per year (phase 2)
A5	Town Vehicle & Equip Replacement Program:	Highway: replace 2000 6-wheel truck H32
A6	Town Vehicle & Equip Replacement Program:	Highway: replace 1999 6-wheel truck H36
A7	Town Vehicle & Equip Replacement Program:	Highway: replace 1997 loader
A8	DPW - Engineering	Implementation of EPA general permit-stormwater
A9	DPW - Engineering	Implementation of ADA compliance-phase 1
A10	DPW - Cemetery	Water line & paving-Vine Hills Sec. I & K
A11	DPW – Parks	Replace wooden ramps at Long Beach
A12	Procurement & IT	Munis Capital Assets Software
A13	Police	Patrol rifle replacement
A14	Fire	Rehab Engine 3
A15	Fire	Firefighting gear
A16	Fire	Public Safety radio system upgrades
A17	Airport	Admin. Building demolition & beacon relocation
A18	Airport	Relocate taxiway Sierra
A19	Sewer	Replace 2003 service truck
A20	Sewer	Replace 1997 dump truck S58
A21	Sewer	Purchase new pickup truck S51
A22	Water	Replace 2001 6-wheel dump truck
A23	Water	Water infrastructure
A24	Water	Water insertion valves in downtown area
A25	Water	Replace 2005 W441 pickup truck
A26	Water	New pickup truck
A27	Water	Trailer mount air compressor
A28	Solid Waste	Manomet transfer station maintenance
A29	Solid Waste	Replace 2005 truck 820
B1	Marine & Environmental	Plymouth Harbor dredging
B2	DPW - Engineering	Market St. bridge repair and rail painting
B3	DPW - Engineering	Culvert relocation on Hedge Rd.
B4	Sewer	Collection system rehabilitation
B5	Sewer	Cordage gravity interceptor relocation
B6	Water	Stafford water storage tank restoration

or take any other action relative thereto.

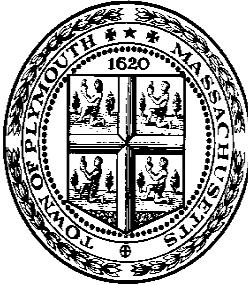
BOARD OF SELECTMEN

RECOMMENDATION: Approval \$17,773,955 (Unanimous, 12-0-0) The Advisory & Finance Committee recommends Town Meeting approve Article 9. The Town Manager recommends projects totaling \$24,250,484 and the Advisory & Finance Committee agrees with that recommendation. Capital requests totaled \$39,275,664 for FY20. (See pages xx-xx for the CIC spreadsheet). Article 9 addresses \$17,773,955 of those capital projects.

- General Fund projects totaling \$8,911,635 to be funded with \$2,567,135 from Free Cash, \$3,450,000 from borrowing, and \$2,894,500 from other available funds.
- Enterprise Fund projects totaling \$8,862,320 to be funded with \$354,796 from Sewer Enterprise Fund Retained Earnings, \$2,300,000 from Sewer Enterprise Fund borrowing, \$1,593,112 from Water Enterprise Fund Retained Earnings, \$1,750,000 from Water Enterprise Fund borrowing, \$230,412 from Solid Waste Enterprise Fund Retained Earnings, \$72,000 from Airport Enterprise Fund Retained Earnings, and \$2,562,000 from Airport Enterprise Fund other available funds (Grants).

The balance of the recommended capital projects consists of ATM Article 11 Road Preservation (\$5,000.000 borrowing), ATM Article 12 Gravel Road Improvement (\$1,000,000 tax levy), and STM Article 9 Playgrounds (\$476,529 CPA Funds).

Please refer to CIC's ranked capital spreadsheet on pages 29-31.



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

To: **BOARD OF SELECTMEN
ADVISORY & FINANCE COMMITTEE**

FROM: **LYNNE A. BARRETT
DEPARTMENT OF FINANCE**

SUBJECT: **ATM ARTICLE 9 – CAPITAL REQUESTS & RECOMMENDED PROJECTS**

DATE: **JANUARY 25, 2019**

Capital requests totaled \$39.3 million for FY2020. Currently the Town Manager is recommending \$24.2 million. The Finance Department is completing a review with departments on status of all articles and may determine some available funding for additional needs.

Recommended funding is as follows:

Free Cash	\$ 2,567,135
Raise from Tax Levy – Article 12	\$ 1,000,000
Sale of Lots	\$ 75,000
Other Available Funds & Grants	\$ 5,381,500
CPA Application	\$ 476,529
Borrowing:	
General Fund	\$ 3,450,000
General Funds - PMP	\$ 5,000,000
Sewer	\$ 2,300,000
Water	\$ 1,750,000
Airport Retained Earnings	\$ 72,000
Sewer Retained Earnings	\$ 354,796
Water Retained Earnings	\$ 1,593,112
Solid Waste Retained Earnings	<u>\$ 230,412</u>
	\$24,250,484

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

Thank you for your support of Article 9.

ARTICLE 11:

ARTICLE 11: To see if the Town will vote to appropriate the sum of Five Million Dollars (\$5,000,000) to pay costs of improving various public and unaccepted roads, and bridges, and for the payment of all costs incidental and related thereto, including but not limited to reconstructing, resurfacing, crack sealing, drainage, engineering, sidewalks, lighting, traffic control, bridges, tree planting and landscaping, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise; or to take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$5,000,000 (Unanimous, 8-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 11. Town Meeting approval of this article will accomplish the road maintenance and paving needs as determined by the DPW's current road program priority list. The Article will once again fund \$3.5M for public roads and \$1.5M for unaccepted roads and will be utilized for and spent during the 2019 and 2020 construction season.



TOWN OF PLYMOUTH

159 Camelot Drive
Plymouth, Massachusetts 02360

FAX (508) 830-4165

Highway Division
(508) 830-4162

Maintenance Division
(508) 830-4166

MEMO

Date: January 16, 2019

To: Advisory & Finance Committee

cc: Melissa Arrighi, Town Manager
Lynne Barrett, Finance Director
Sid Kashi, Town Engineer

From: Jonathan Beder, Director of Public Works

**Re: ART 11-2019 Spring Annual Town Meeting
Road Preservation-\$5,000,000.00**

The 2017 Spring Town Meeting appropriated \$5M for repairs to paved roads. The funding was allocated with a 70/30 split towards public/unaccepted respectfully. The 17 Spring Special Town Meeting also created a Pavement Management Stabilization fund for funding principal, interest, and borrowing costs. The current balance in the fund is \$1.4M.

As discussed during the 2017 Town Meeting, the DPW would revisit another funding request in 2 years with a new appropriation to address our road maintenance and paving needs. This Article would once again fund \$3.5M for public roads and \$1.5M for unaccepted roads.

Attached for your review, please find our current road program priority list for public and unaccepted streets in which funding would be utilized for and spent during the 2019 and 2020 construction seasons. We have also included a comprehensive list of roadwork performed during the 2017 and 2018 construction seasons, which has been funded through the 2017 road preservation money and Chapter 90.

We respectfully request that the Advisory & Finance Committee, support Article 11 requesting \$5M for public and unaccepted roadway improvements.



2019/20 ANTICIPATED PUBLIC ROADWAYS

length

Rte 3A - Court St (Samoset St to Main Street)	1,850	
Rte 3A - Main St	550	
Rte 3A - Main St Ext	550	
Rte 3A - Sandwich St (Main St Ext to Lincoln)	1,300	
Rte 3A - Sandwich St (Stephens to Warren Ave)	3,050	
Billington Street	10,620	
Chipmunk Lane	600	
Esta Road	6,950	
Lamp Lights Lane	780	
Pleasant Street	1,330	
River Street	6,100	
South Street	5,460	
Union Street	1,430	
Water Street (South Park to Brewster)	1,420	

41,990 LF

2019/20 ANTICIPATED UNACCEPTED

length

Pine Needle Lane	325	
Tavern Path	750	
Cox Lane	375	
Knoll Road	2,700	
Hood Drive	2,610	
Gable Lane	1,575	
Channing Court	375	
Hughes Street	1,970	
Santo Street	990	
Filmore Street	2,950	
Byron Court	630	
Ashberry Street	1,325	
Harborlight Drive	3,270	
Hillview Lane	1,430	

21,275 LF

2019/20 ANTICIPATED \$1M for Gravel

length

Chandler Street (public)	1,000	
Juniper Street (public)	600	
Milford Street (public)	1,000	
Roxy Cahoon Road (public)	2,020	
Briggs Avenue (unaccepted)	1,425	

6,045 LF

2017-2018 DPW Road Projects				
LOCATION	Public/Private	LENGTH		STATUS
Allerton St (Samoset to Alden)	PUBLIC	1,500	LF	ON-GOING
Baldwin Circle	PUBLIC	DRAINAGE IMPROVEMENTS		COMPLETED
Billington Sea Road	PUBLIC	2,900	LF	ON-GOING
Bourne Road	PUBLIC	22,705	LF	COMPLETED
Bunny's Road	unaccepted	1,325	LF	COMPLETED
Buzzards Bay Drive	PUBLIC	2,350	LF	COMPLETED
Carolyn Drive	PUBLIC	1,850	LF	COMPLETED
Eagle Hill Drive	PUBLIC	DRAINAGE IMPROVEMENTS		COMPLETED
Ellisville Road	PUBLIC	8,000	LF	COMPLETED
Federal Furnace Road (Fuller to Dunham)	PUBLIC	1,850	LF	COMPLETED
Florence Street	PUBLIC	1,370	LF	ON-GOING
Fulton Street	PUBLIC	980	LF	ON-GOING
Grant Street	PUBLIC	470	LF	COMPLETED
Hayloft Road	PUBLIC	1,100	LF	COMPLETED
Helen Street	unaccepted	550	LF	ON-GOING
Homer Avenue	PUBLIC	710	LF	ON-GOING
Industrial Park Rd	PUBLIC	8,725	LF	COMPLETED
Janet Street	PUBLIC	700	LF	ON-GOING
Kathleen Drive (Entrance Area)	unaccepted	450	LF	COMPLETED
Kevin Avenue	unaccepted	1,800	LF	COMPLETED
Kristin Road	PUBLIC	4,000	LF	COMPLETED
Long Pond Road	PUBLIC	DRAINAGE IMPROVEMENTS		COMPLETED
Manomet Avenue	PUBLIC	DRAINAGE IMPROVEMENTS		ON-GOING
Manomet Point Road	PUBLIC	DRAINAGE IMPROVEMENTS		ON-GOING
McKinley Road	PUBLIC	500	LF	COMPLETED
Miles Ct	unaccepted	600	LF	COMPLETED
Minute Man Lane (up to trailer park drive)	unaccepted	1,005	LF	COMPLETED
Nathaniel Street	PUBLIC	1,000	LF	COMPLETED
Nameloc Road	unaccepted	DRAINAGE IMPROVEMENTS		ON-GOING
Old Barn Rd	unaccepted	2,330	LF	COMPLETED
Peter Road	unaccepted	5,485	LF	COMPLETED
Pimental Way	unaccepted	1,275	LF	COMPLETED
Pond Rd	unaccepted	670	LF	COMPLETED
Post Office Lane	PUBLIC	DRAINAGE IMPROVEMENTS		COMPLETED
Powell Street	unaccepted	954	LF	COMPLETED
River Street	PUBLIC	DRAINAGE IMPROVEMENTS		ON-GOING
Russell Street (Allerton to Summer)	PUBLIC	1,000	LF	COMPLETED
Russell Street (Court to Allerton)	PUBLIC	750	LF	COMPLETED
Sandwich Street (Lincoln St to Freemont St)	PUBLIC	375	LF	COMPLETED
School Street	PUBLIC	750	LF	ON-GOING
Scott Drive	unaccepted	1,800	LF	COMPLETED
Seaview Street	PUBLIC	900	LF	COMPLETED
Seven Hills Road	PUBLIC	3,800	LF	COMPLETED
So Russell St.	PUBLIC	900	LF	ON-GOING
Stephens Lane	PUBLIC	370	LF	COMPLETED
Stoddard St	PUBLIC	400	LF	COMPLETED
Summer St (Newfield St to Market St)	PUBLIC	1,235	LF	COMPLETED
Summer St (Nathaniel to Morton Park)	PUBLIC	450	LF	COMPLETED
Swales Farm Road	PUBLIC	1,670	LF	COMPLETED
Tabitha Plasket Road	unaccepted	230	LF	COMPLETED
Tilton Street	unaccepted	840	LF	COMPLETED
Trask Road	unaccepted	950	LF	COMPLETED
Wagon Wheel Road	PUBLIC	2,100	LF	COMPLETED
Walnut Street	PUBLIC	1,700	LF	COMPLETED
Water Street (Sandwich St to North St)	PUBLIC	2,000	LF	COMPLETED
Welch Street	unaccepted	485	LF	COMPLETED
Westerly Road (Alden to Liberty)	PUBLIC	2,200	LF	COMPLETED
Weston Street	unaccepted	1,675	LF	COMPLETED
Willard Place	PUBLIC	640	LF	COMPLETED
William Avenue	PUBLIC	530	LF	ON-GOING
Winter Street	PUBLIC	600	LF	COMPLETED

105,504 LF

Public	83,080	LF	15.73	MILES
unaccepted	22,424	LF	4.25	MILES

105,504 19.98 MILES

8.6%
3%

ARTICLE 12:

ARTICLE 12: To see if the Town will vote to appropriate the sum of One Million Dollars (\$1,000,000.00) for improvements to Gravel Public Roads, and Gravel Unaccepted Roads, as authorized by Chapter 112 of the Acts of 2012, entitled, “An Act Authorizing the Town of Plymouth to Make Improvements on Unaccepted Roads”, including any incidental and related costs, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval \$1,000,000 (Unanimous, 8-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 12. Town Meeting approval of this article will facilitate improvements to gravel roads that are both public and unaccepted. Funding will be utilized for and spent during the 2019 and 2020 construction season for anticipated improvements to Chandler St., Juniper St., Milford st., Roxy Cahoon and Briggs Ave.



TOWN OF PLYMOUTH

159 Camelot Drive
Plymouth, Massachusetts 02360

FAX (508) 830-4165

Highway Division
(508) 830-4162

Maintenance Division
(508) 830-4166

MEMO

Date: January 16, 2019

To: Advisory & Finance Committee

cc: Melissa Arrighi, Town Manager
Lynne Barrett, Finance Director
Sid Kashi, Town Engineer

From: Jonathan Beder, Director of Public Works

**Re: ART 12-2019 Spring Annual Town Meeting
Gravel Roadway Improvements-\$1,000,000.00**

The 2017 Spring Town Meeting appropriated \$1M for repairs to gravel roads with a 75/25 split for public and unaccepted respectfully. As discussed during the 2017 Town Meeting, the DPW would revisit this funding request in 2 years to replenish funds to address our 80 plus miles of gravel roads.

These funds shall be used towards improving gravel roads that are both public and unaccepted. Improvements may include maintenance, grading, drainage, and paving for future roadway acceptance.

In 2018 the DPW utilized this funding source to install new drainage and pave almost 3,000 feet of Billington Sea Road-a narrow public gravel roadway connecting Federal Furnace Road and Black Cat Road. The DPW has also installed new drainage and will be paving Nameloc Road a gravel unaccepted roadway in Cedarville. If funding is secured for the 2019/20 cycle, the DPW anticipates improvements to the following additional roadways:

Chandler Street (public)	1,000 feet
Juniper Street (public)	600 feet
Milford Street (public)	1,000 feet
Roxy Cahoon (public)	2,020 feet
Briggs Avenue (public)	1,425 feet
	6,045 feet

We respectfully request that Advisory & Finance support Article 12 requesting \$1M for gravel road improvements.



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 the state's so-called Chapter 90 roads program, or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 13. 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 FY2020 was not known at the time this report was prepared, Plymouth did receive more than \$1.5 million for FY2019. The Town expects a similar amount in FY2020 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: THE SELECT BOARD
ADVISORY AND FINANCE COMMITTEE

FROM: SID KASHI, P. E. *VS.K*
TOWN ENGINEER

Through: Jonathan Beder, Director of Public Works

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

DATE: January 3, 2019

Subject: 2019 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 **\$1,526,665.00**. The estimated amount for Fiscal Year 2020 is unknown currently.

The Town can expect a similar amount in the Fiscal Year 2020 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 a positive vote to approve and support the Article as presented.

ARTICLE 14:

ARTICLE 14: 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 \$661,958 (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 14. Approval of this article will allow expenditures from the Town's Promotion Fund. The Promotion Fund, created by special legislation, is funded with 45% of the receipts from the Hotel/Motel Tax. The Visitor Services Board oversees expenditures from this fund. Expenditures include funding special events and celebrations. The Town Promotion Fund also is used to pay a marketing and promotions contract with Destination Plymouth, which provides the Town with television and print advertising around the country, maintains a waterfront information booth, and provides access to a Destination Plymouth website.

Memo

To: Board of Selectmen
Advisory and Finance Committee

From: Lee Hartmann, Director of Planning and Development

Re: FY20 Town Promotion Fund – 2019 ATM

Date: January 3, 2018

The receipts collected through the 6% Hotel/Motel Tax increased by 1.1% from last year (\$1,471,017 compared to \$1,454,782 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 \$661,958 which is \$7,306 more than last year's appropriation.

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

This year's estimated fixed costs are \$452,698 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 \$66,196 which is 10% of the budget as required by the Home Rule Petition.
- Salaries (\$600)

- Other costs include (\$209,260)
 - Event Funding and Additional Marketing (\$164,260)
 - Distinguished Visitors (\$5,000 last year)
 - 2020 Celebrations (\$40,000 last year)

The FY 20 budget is as follows:

Salaries and Wages (Admin. Support).....	\$600
Contractual Services (Promotions and Info Center)	\$385,902*
Public Improvements	\$66,196*
Event Funding, Distinguished Visitors, Special Events,	
Exhibit Grants & Additional Marketing	\$209,260
Total	\$661,958

*Fixed costs

The following is a list of Celebrations (special events and exhibit grants) funding from FY19:

Special Events

Musician's Union Concert Series	\$1,700	Thanksgiving Waterfront Activities	\$5,000
July 4 th Parade	\$10,000	Christmas in Historic Plymouth	\$500
July 4th Fireworks	\$10,000	Myles Standish Road Race	\$1,700
PA Concert Series & Folk Festival	\$10,000	Score for A Cure	\$800
Pilgrim's Progress	\$1,100	Plymouth Restaurant Week	\$2,900
Downtown Waterfront Festival	\$7,000	Bark in the Park	\$2,500
Plymouth Outdoor Trails	\$1,700	July 4 Philharmonic	\$15,000
Acoustic Nights Concerts	\$400	Halloween on Main St	\$2,800
The Thirsty Pilgrim	\$500	Shakespeare on Green	\$500
Annual Juried Art Show	\$3,700	Polar Plunge	\$500
Thanksgiving Parade	\$20,000	Winterfest	\$2,359
Thanksgiving Free Concert	\$5,000		
Thanksgiving Food Fest	\$5,000		

Misc

Mayflower II restorations	\$30,000
Distant Domestic Program.....	\$14,000
2020 Celebrations – Plymouth 400.....	\$40,000
America's Hometown Shuttle.....	\$15,000
Airline Video	\$8,000
Downtown Hanging Plants	\$8,143
Downtown Holiday Decorations.....	3,200
Holiday Linden Tree Lights.....	\$2,100
Tourism Event Calendar Boards.....	\$3,200
Banner Poles	\$26,9600
Pilgrim Path Audio Tours	\$2,000
UMASS Archaeology	\$5,000
Lobster Crawl Maps.....	\$5,500

Thank you.

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 (Unanimous, 10-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 16A. Town Meeting approval of this Article will transfer \$500,000 from Fiscal Year 2019 Community Preservation Act estimated annual revenues to reduce the amount of CPC 1820 Court House debt from \$2 million to \$1.5 million.



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 January 25, 2019
Re: SPRING ATM 2019: 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, 1820 Courthouse 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 unanimously to support Article 16E at its meeting held Thursday January 24, 2019.

SUMMARY & INTENT:

The Community Preservation Committee is recommending 16A. This will allow the Finance Department to pay anticipated debt service on short term borrowing for the 1820 Court House restoration work done as part of the New Town Hall. The amount to be applied to the borrowing is \$500,000.00.

ARTICLE 16B:

ARTICLE 16B: To see if the Town will vote to appropriate the sum of \$300,000.00 from the Community Preservation Fund estimated annual revenues, fund balance or reserves, as a grant to The Plymouth Guild, Inc., d/b/a Plymouth Center for the Arts for the restoration, rehabilitation and preservation of the historic Russell Library and Lindens Building, both located on North Street, including construction of a connecting structure to provide ADA compliant access to the lower level and second floor of such buildings thereby making them more functional for their intended use, and including all incidental and related expenses, and to authorize the Board of Selectmen to enter into a grant agreement with The Plymouth Guild, Inc., for such purposes, which agreement shall include but not be limited to the requirement that the Town of Plymouth be provided with an historic preservation restriction in said properties in accordance with the G.L. c.44B, Section 12 and meeting the requirements of G.L. c. 184, Sections 31-33, nad to authorize the Board of Selectmen to accept such restriction, with such restriction to be held under the care, custody and control of the Historic Commission, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval \$300,000 (Unanimous, 10-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 16B. Town Meeting approval of this article will grant \$300,000 to the Plymouth Guild, Inc. d/b/a Plymouth Center for the Arts (PCA) for restoration and construction of a connector between Russell Library and the Lindens Buildings at the PCA, 11 North St. The renovation will include the construction of an ADA complaint elevator from the lower level to the second floor and create an entrance with expanded space for programming. The ADA access will expand the functionality of the Center for Arts.



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 January 25, 2019
Re: SPRING ATM 2019: CPA Article 16B

ARTICLE 16B: To see if the Town will vote to appropriate the sum of \$300,000.00 from the Community Preservation Fund estimated annual revenues, fund balance or reserves, as a grant to The Plymouth Guild, Inc., d/b/a Plymouth Center for the Arts for the restoration, rehabilitation and preservation of the historic Russell Library and Lindens Building, both located on North Street, including construction of a connecting structure to provide ADA compliant access to the lower level and second floor of such buildings thereby making them more functional for their intended use, and including all incidental and related expenses, and to authorize the Board of Selectmen to enter into a grant agreement with The Plymouth Guild, Inc., for such purposes, which agreement shall include but not be limited to the requirement that the Town of Plymouth be provided with an historic preservation restriction in said properties in accordance with the G.L. c.44B, Section 12 and meeting the requirements of G.L. c. 184, Sections 31-33, and to authorize the Board of Selectmen to accept such restriction, with such restriction to be held under the care, custody and control of the Historic Commission, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted in favor unanimously of Article 16B at its meeting held Thursday January 24, 2019.

SUMMARY & INTENT: The Community Preservation Committee is recommending Article 16B to Spring Town Meeting 2019 for historical restoration and construction of a connector between the Russell Library and the Lindens Buildings at the Plymouth Center for the Arts at 11 North Street. The renovation will include the construction of a ADA compliant elevator from the lower level to the second floor. The renovation will also create an entrance with expanded space for programing. The ADA access will expand the functionality of the Center for Arts.

Plymouth Community Preservation Committee

FISCAL YEAR 2018-2019 APPLICATION



THANK YOU FOR YOUR INTEREST IN PLYMOUTH'S COMMUNITY PRESERVATION ACT (CPA)

Attached is the Fiscal Year 2018-2019 Application for CPA funding. Please check with the Clerk's office at Town Hall or the Town web site for Town Meeting dates. The deadline for submission of applications to the Community Preservation Committee (CPC) is the last Friday in January for Spring Town Meeting and last Friday in June for Fall Town Meeting.

These deadlines are designed to provide the CPC and Town Departments sufficient time to review and discuss applications and supporting documentation, and to vote on recommendations for Town Meeting prior to the deadlines required under the Town's warrant process. The CPC reserves the right to accept or refuse an application submitted after the above deadlines.

IN THIS PACKET YOU WILL FIND THE FOLLOWING:

1. The one-page application form with instructions.
2. A Memorandum of Understanding describing the funding process and the responsibilities of those who receive CPA funding. Please read this document carefully, sign, and return with your application to confirm that you understand the process, and what your responsibilities will be if your application is approved by Town Meeting.
3. Information on eligibility for CPA funding, the proposal review and award process, and the CPC's goals and criteria for each of the three application categories—Open Space, Community Housing, and Historic Preservation.
4. Flowcharts showing the steps involved for each application category are found starting on page 10.
5. The appraisal process. If application is for consideration of an interest in real estate, an appraisal is required. Please review appraisal process.

Applications are accepted throughout the year. The CPC carefully reviews all applications before voting on which projects to recommend to Town Meeting. Any application not recommended to or approved at Town Meeting may be re-filed by the applicant to be considered for a future funding cycle.

IT IS IMPORTANT TO NOTE THAT WHILE THE CPC IS AN INDEPENDENT FUNDING ENTITY, ALL FUNDING DECISIONS ARE ULTIMATELY DECIDED BY VOTE OF TOWN MEETING.

- Application materials are revised annually by the CPC and presented to the citizens of Plymouth for review at an open forum.
- The application provides all necessary information about the CPA and the application process.
- The CPC may or may not choose to interview applicants.
- Applicants may be notified if questions arise before the CPC can vote on whether or not to present a project to Town Meeting.
- Once an application has been submitted to the CPC for consideration, all communication from the applicant, including questions, status inquires, and addenda must be made in writing to the CPC.
- The CPC attempts to clearly outline the scope of the project at Town Meeting in order to define the project and educate Town Meeting members about benefits to the Town.
- After the Town Meeting vote, the applicant will be required to adhere to the language of the Article, as well as the presentation and supporting documents presented to Town Meeting.
- CPC oversight thereafter is only to approve invoices to ensure that expenses for a project are disbursed in accordance with the vote of Town Meeting.

Applicants for CPA funding should include a financial and operational budget, and a preventive maintenance plan to ensure that future burdens will not be placed upon the taxpayers for a CPA funded project.

The CPC reserves the right to rescind funding for projects.



Initial here



- To ensure progress on CPA funded projects, the CPC requires a signed grant agreement prior to release of any CPA funds.
- The grant agreement may include provisions for a liaison to be added to the directors and/or management team for the project. The term of the liaison will end when the CPA appropriation has been expended.
- On certain projects the CPC may require the applicant to accept a designee appointed by the Town to the applicant's governing body. Third party oversight is beneficial for long term projects where changes in management can lead to shifting objectives and stalled progress.
- Applicants must demonstrate how the project will be fully funded prior to approval of the application, or demonstrate that other funding sources are immediately available to complete the project.
- The CPC strongly encourages applicants to seek other funding sources through grants from government agencies and private foundations, and as well as contributions from advocacy groups and public organizations.
- The CPA should be recognized in any property signs, media coverage, or interviews involving funded projects. Suggested acknowledgment may be as follows: *This project was made possible by the residents of the Town of Plymouth, through their contribution of CPA funds and vote of Town Meeting.*
- An application for a project that will require alterations to a building for adaptive reuse must include a report from a licensed architect regarding state and local building codes, ADA and safety issues, fire department inspection, and expected costs for any changes that must be made to the building.

In 2012 an addendum was attached to the Community Preservation Act legislation that allows towns to use CPA funds for renewal of existing town-owned parks and open spaces. The CPC is careful in its deliberations with this new potential use of funds to ensure that the Town does not depend upon CPA funding for projects that were previously in a Town budget. As the CPA changes and evolves at the state level, the Plymouth CPC works to respond to the changes. The CPC therefore is reaching out to residents to involve them in the decision making process. For example, the steering committees for village centers where the projects are located can provide valuable input into the design of a project.

As the Town prepares for the 400th anniversary of the arrival of Mayflower II, the CPC will continue to look favorably, as it has since its inception, on applications that enhance Plymouth's economic viability and historic significance. It is important to note that since 2002, CPA funds have generated more than \$10-million dollars for some of the most significant historic restoration projects in the Town.

Your questions are welcomed. The Plymouth Community Preservation Committee meets at 7 pm on the 2nd and 4th Thursday of each month at Plymouth Town Hall, 26 Court Street, Plymouth. If you prefer, you can reach the CPC at 508 789-5012.

COMMUNITY PRESERVATION COMMITTEE

Bill Keohan, Chair – Member at large

Joan Bartlett, Vice Chair – Member at large

Allen Hemberger, Clerk – Member at large

Frank Drollett – Representative from Conservation Commission

John Mahoney – Representative from Board of Selectmen

TBA – Representative from Planning Board

Jeff Metcalfe – Representative from Housing Authority

Michael Tubin – Representative from Historic District Commission

Christine Pratt – Member at large



Plymouth Community Preservation Committee
FISCAL YEAR 2018-2019 APPLICATION

FISCAL YEAR 2018-2019 APPLICATION

Project Name: Elevate the Arts

CPA Funding requested: \$ 300,000.00 If the amount is unknown, will an appraisal be needed?

Y N (If yes see page 14 of the appraisal process)

Total project cost: \$ 1,731,500.00

Category—check **all** that apply: Open Space/Recreation Historic Housing

Lot and Plot: 47 ID: 020-000-047-000

Assessors Map #: 20

Number of acres in parcel: 0.331

Number of proposed housing units: 0

Are there any existing deed restrictions on this property? No Don't know Yes/DESCRIBE

Describe restrictions below:

Preservation Restriction Agreement (attached)

Project Sponsor/Organization: Plymouth Guild, Inc.

Contact Name: Margaret (Peg) Page

Address: 11 North Street, Plymouth, MA 02360

Phone #: 508 746 7222 E-mail: Plymouth@PlymouthGuild.org

Margaret Page
Applicant Signature

7/19/98
Date submitted

APPLICATION REQUIREMENTS:

A complete application consists of this application page (the specific amount of CPA funding is required), along with the following:

- A detailed description of the project explaining how your proposal benefits the Town of Plymouth and how it meets CPA goals and selection criteria outlined at the end of this application packet.
- Are there any special permit, variance or other approvals required? Are there any legal ramifications or impediments to this project?
- A detailed project budget including any additional revenue sources. Will there be any annual costs to the town once the project is operational?
- A project timeline.
- Additional supporting information such as photographs, plot plans, and maps (if applicable).
- Applicant must provide all title information for the property.
- Applicant must initial each page in the space provided.

[Signature]
initials here



Plymouth Community Preservation Committee
FISCAL YEAR 2018-2019 APPLICATION

PLEASE SEND 11 COPIES (DOUBLE-SIDED) OF YOUR APPLICATION TO:
The Community Preservation Committee, Plymouth Town Hall
26 Court Street, Plymouth, MA 02360



Applications may also be dropped off at the Town Clerk's office.
or in the CPC mailbox at Plymouth Town Hall.

The deadline for submitting an application is last Friday in February for Spring Town Meeting,
and last Friday in June for Fall Town Meeting.

MEMORANDUM OF UNDERSTANDING

Project Name: Elevate the Arts

Applicant Name: Plymouth Guild, Inc.

Address: 11 North Street, Plymouth, MA 02360

Phone #: 508 746 7222 E-mail: Plymouth@PlymouthGuild.org

I understand that there are certain conditions and responsibilities involved in receiving CPA funding.
My signature below indicates that I have read the following conditions and agree to follow them if my
application is recommended to and approved by Town Meeting:

1. I understand that the funding process follows procedures described in the Community Preservation Act, M.G.L. Ch. 44B and that this places certain restrictions on how payments may be made.
2. In order to acknowledge the Community Preservation Act, and thus the contributions of the Plymouth taxpayers, I will:
 - Order, pay for and place a temporary "Community Preservation Works" sign or banner in front of the project. The Community Preservation Committee will provide the approved design. Approximate cost for the banner is generally \$250-\$300.
 - Acknowledge the contributions of the Community Preservation Act in all press releases, newsletters, and other publicity.
 - Include recognition of the Community Preservation Act if a permanent plaque or sign is placed on the project.
3. If requested I will supply the Community Preservation Committee with quarterly financial up-dates the project.
4. As needed, I will assist in the process of obtaining the required deed restriction to help protect the property in perpetuity.
5. The Applicant agrees to adhere to the intent and the spirit of the presentation made to Town Meeting.

Margaret Page, President

Print Name

Signature

7/19/18

Date



Project Description, Benefits, & CPC Goals

Plymouth Center for the Arts, on 11 North Street was founded on a private-public partnership between the Plymouth Guild and the Town of Plymouth; At the 2007 Special Town Meeting, the town passed Article 14 authorizing the use of Community Preservation Funds to purchase the Russell Library and Lindens building that once housed the Plymouth Public Library, and convey the property to the Plymouth Guild, Inc. The Guild in return promised 'to renovate the buildings to house an Arts & Cultural Center for the community and preserve the historic site as public buildings for future generations.' The Guild would create galleries for exhibits and performances. They would provide classrooms for adult and youth art classes, along with conference space, retail space, and maintain the landscaping. Combining historic preservation and a cultural center, the initiative would be a link from the waterfront to Main St. to benefit residence, tourists, merchants, and many other cultural organizations.

The Guild successfully launched **Plymouth Center for the Arts** in mid-2008 after extensive renovations of the interior and exterior of the buildings, including a new roof, new boilers, refinishing floors, painting interior walls, ceilings, furnishings, landscaping, and more. Funding for these renovations was accomplished through private donations, fundraising, in-kind donations, and an initial Massachusetts Cultural Council Facilities (MCC/F) matching grant for \$375,000; this amounted to the Guild making an investment into the Art Center of \$750,000 along with other revenues earned through programming.

Our Tenth Year: This year (2018) we celebrate ten years of being open and successfully operating the Art Center; Numerous accomplishments show the expanding value of our initiative:

- The Guild has delivered on all promises made to the Town for using CPC investments to develop an Art & Cultural Center for the community; the Guild completed initial restorations, created galleries, classes, performances & conference space, office space, retail space, and attracted tens of thousands of visitors.
- The Art Center is open fifty weeks a year, seven days a week, with free admission to the public.
- The Guild produces new art shows every five to seven weeks, year round. There are theatre productions, music performances, adult and children classes, workshops, lectures, and special events.
- The Art Center hosts the Plymouth Public School's Youth Art Month every March in the Russell Gallery drawing in hundreds of families from Plymouth.
- The Art Center hosts the Congressional Youth Art Show every May in the Russell Gallery drawing in hundreds of families from the 9th Congressional District (Situate to Cape Cod and the islands).
- The Art Center provides and continues expanding support for programs serving people with special needs.
- A volunteer staff between 40 and 60 people was recruited and maintained to operate the Art Center, donating thousands of hours in support.

Project Description, Benefits, & CPC Goals

CPC Goal 5

Contribute to the Town's preparation for the 400th anniversary in 2020 of the landing of the Pilgrims.

- During the past couple of years, the Art Center has provided meeting space for the 400th and participated in a welcoming reception for the 400th committee and a UK contingent, which included members of the Plymouth UK Chamber of Commerce, University of Plymouth-UK, and other local and UK dignitaries.
- Discussions have been ongoing with Michele Pecoraro, Executive Director, Plymouth 400th regarding our future joint support of celebrations, events, meeting space, and possibly a joint student art show.

INVENTORY FORM B CONTINUATION SHEET

[PLYMOUTH]

[11 NORTH STREET]

MASSACHUSETTS HISTORICAL COMMISSION
220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

AS, AT 37



INVENTORY FORM B CONTINUATION SHEET

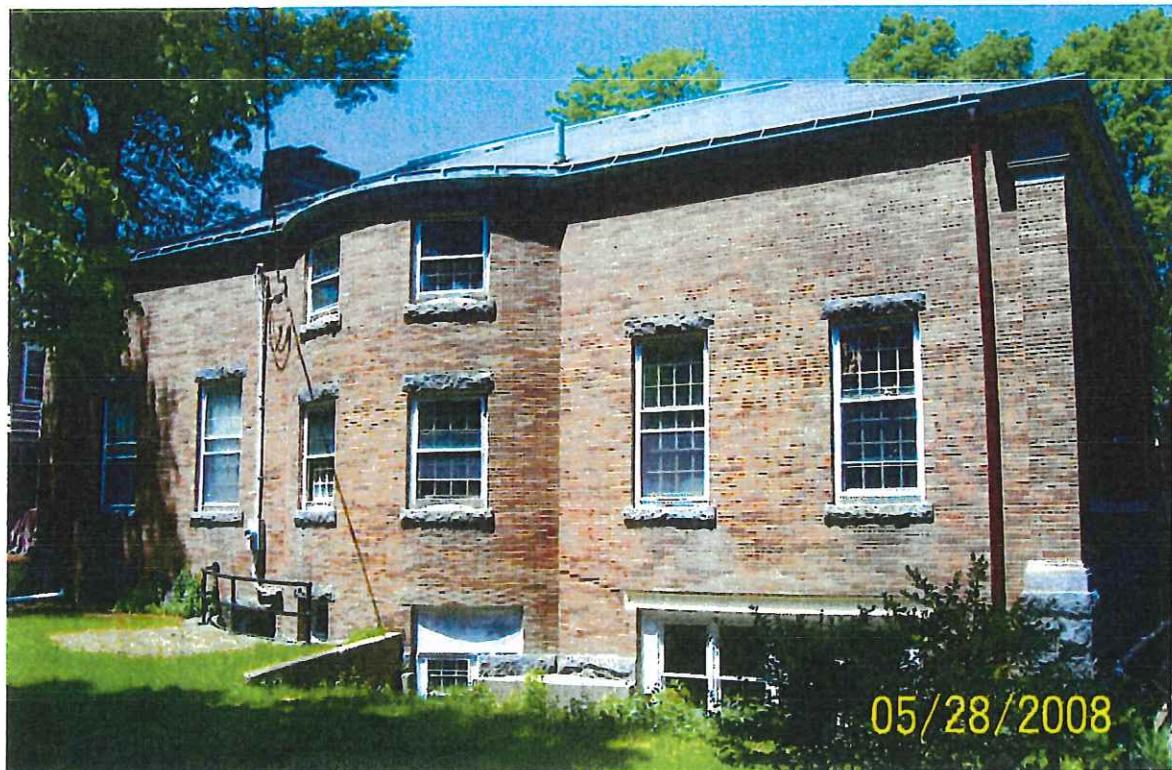
MASSACHUSETTS HISTORICAL COMMISSION
220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

[PLYMOUTH]

[11 NORTH STREET (17)]

Area(s) Form No.

AS, AT 38





2 July 2018

17-02

Elevate the Arts Project Budget

General construction:

Phase 1 – through a Weather tight “Shell”: \$830,000.

Phase 2 – Construction Completion: \$570,000.

See attached Schedule of Values: \$1,400,000. \$1,400,000.

Architect/Engineer Fees:

Concept Options & Schematics \$33,600.

Design & Construction Documents \$84,000.

Bidding & Construction Administration \$50,400.

Total \$168,000. \$168,000.

Miscellaneous & Reimbursable \$9,000. \$9,000.

Permits & PFD review \$2,500. \$2,500.

Furnishings & fit-up \$40,000. \$40,000.

Testing \$12,000. \$12,000.

Contingency \$100,000.

Total Budget \$1,731,500.

Prepared by:

Paul F Blanchard, RA

Chair – PCA Building Committee

PEAKED HILL BUILDING CO LLC

PLYMOUTH CENTER FOR THE ARTS
ACCESIBILITY IMPROVEMENTS

SCHEDULE OF VALUES

10-Apr-18

	ORIGINAL BID	PHASE 1 SHELL	PHASE 2 THROUGH COMPLETION OF THE WORK	REVISED TOTAL
GENERAL CONDITIONS	230,000.00	165,000.00	65,000.00	230,000.00
DEMOLITION	18,000.00	18,000.00		18,000.00
EARTHWORK	105,000.00	105,000.00		105,000.00
DRAINAGE SYSTEMS	45,000.00		19,750.00	19,750.00
UNIT PAVERS				-
SITE IMPROVEMENTS	INC BELOW			-
PLANTING	INC BELOW			-
CONCRETE	85,000.00	85,000.00		85,000.00
MASONRY	32,000.00	32,000.00		32,000.00
METALS	5,000.00	5,000.00		5,000.00
ROUGH CARPENTRY	75,000.00	73,000.00	2,000.00	75,000.00
FINISH CARPENTRY	45,000.00	20,000.00	25,000.00	45,000.00
INSULATION	10,000.00	10,000.00		10,000.00
ROOFING	6,000.00	6,000.00		6,000.00
SIDING	8,000.00	8,000.00		8,000.00
FLASHING	7,500.00	3,000.00		3,000.00
DOORS	12,000.00	12,000.00		12,000.00
WINDOWS	25,000.00	25,000.00		25,000.00
FINISH HARDWARE	3,750.00		3,750.00	3,750.00
GYPSUM BOARD	11,000.00	6,000.00	5,000.00	11,000.00
TILE	12,500.00		12,500.00	12,500.00
ACOUSTICAL CEILINGS	2,500.00		2,500.00	2,500.00
WOOD FLOORING	12,000.00	5,000.00	7,000.00	12,000.00
RESILIENT FLOORING	5,000.00		5,000.00	5,000.00
PAINTING EXTERIOR	15,000.00	5,000.00	10,000.00	15,000.00
PAINTING INTERIOR	12,000.00	5,000.00	7,000.00	12,000.00
SPECIALTIES	INC BELOW	INC BELOW		-
APPLIANCES	INC BELOW	INC BELOW		-
WINDOW TREATMENTS	INC BELOW	INC BELOW		-
FLOOR MAT	4,000.00	25,000.00	4,000.00	4,000.00
HYDRAULIC ELEVATOR	95,000.00	95,000.00	70,000.00	95,000.00
FIRE SUPPRESSION	64,000.00	32,000.00	32,000.00	64,000.00
PLUMBING	40,000.00	25,000.00	15,000.00	40,000.00
HEATING	25,000.00	7,000.00	18,000.00	25,000.00
VENTILATING	INC IN A/C	INC IN A/C		-
AIR CONDITIONING	30,000.00	8,000.00	22,000.00	30,000.00
ELECTRICAL	100,000.00	30,000.00	35,000.00	65,000.00
FIRE ALARM	36,000.00	10,000.00	26,000.00	36,000.00
OVERHEAD	90,000.00	55,000.00	30,000.00	85,000.00
PROFIT	70,000.00	50,000.00	20,000.00	70,000.00
SITE IMPROVEMENTS	35,000.00		35,000.00	35,000.00
LANDSCAPE PLANTING	15,000.00		15,000.00	15,000.00
MASONRY REPAIR	10,000.00		10,000.00	10,000.00
CASEWORK AND COUNTERS	25,000.00		25,000.00	25,000.00
EXTERIOR SIGNAGE	5,000.00		5,000.00	5,000.00
INTERIOR SIGNAGE	5,000.00		5,000.00	5,000.00
WINDOW TREATMENTS	3,000.00		3,000.00	3,000.00
RESIDENTIAL APPLIANCES	4,500.00		4,500.00	4,500.00
TOILET ACCESSORIES	5,000.00		5,000.00	5,000.00
EXTERIOR LIGHT FIXTURES	6,000.00		6,000.00	6,000.00
INTERIOR LIGHT FIXTURES	20,000.00		20,000.00	20,000.00

1,469,750.00 900,000.00 500,000.00 1,400,000.00 1,400,000.00
 830,000.00 570,000.00

11

2 July 2018

17-02

Plymouth Guild, Inc.
DBA: Plymouth Center for the Arts
11 North Street
Plymouth, MA

Re: Proposed Schedule Update

The following is a proposed schedule for Renovations and Improvements to the Plymouth Center for the Arts:

Phase "A" Exterior	Start	Completion
Preliminary Design	October 2014	December 2015
MCC Grant	June 2016	February 2017 (rec'd)
Zoning & HDC Permits	March 2017	August 2017
Bidding Documents	April 2017	October 2017
Bidding & Contract Approval	October 2017	December 2017
Construction (Complete Shell)	June 2018	October 2018
Phase "B" Interior		
Interior & Finish Mechanicals	October 2018	December 2018
Furnishings and Fit Up	January 2018	February 2019
Grand Re-Opening	March 2019	

Submitted:

Paul F. Blanchard, RA
Chair Building Committee

PLYMOUTH CENTER FOR THE ARTS

11 NORTH STREET, PLYMOUTH, MASSACHUSETTS 02360
DESIGN DEVELOPMENT 2017

ACCESSIBILITY IMPROVEMENTS for PERMIT SET

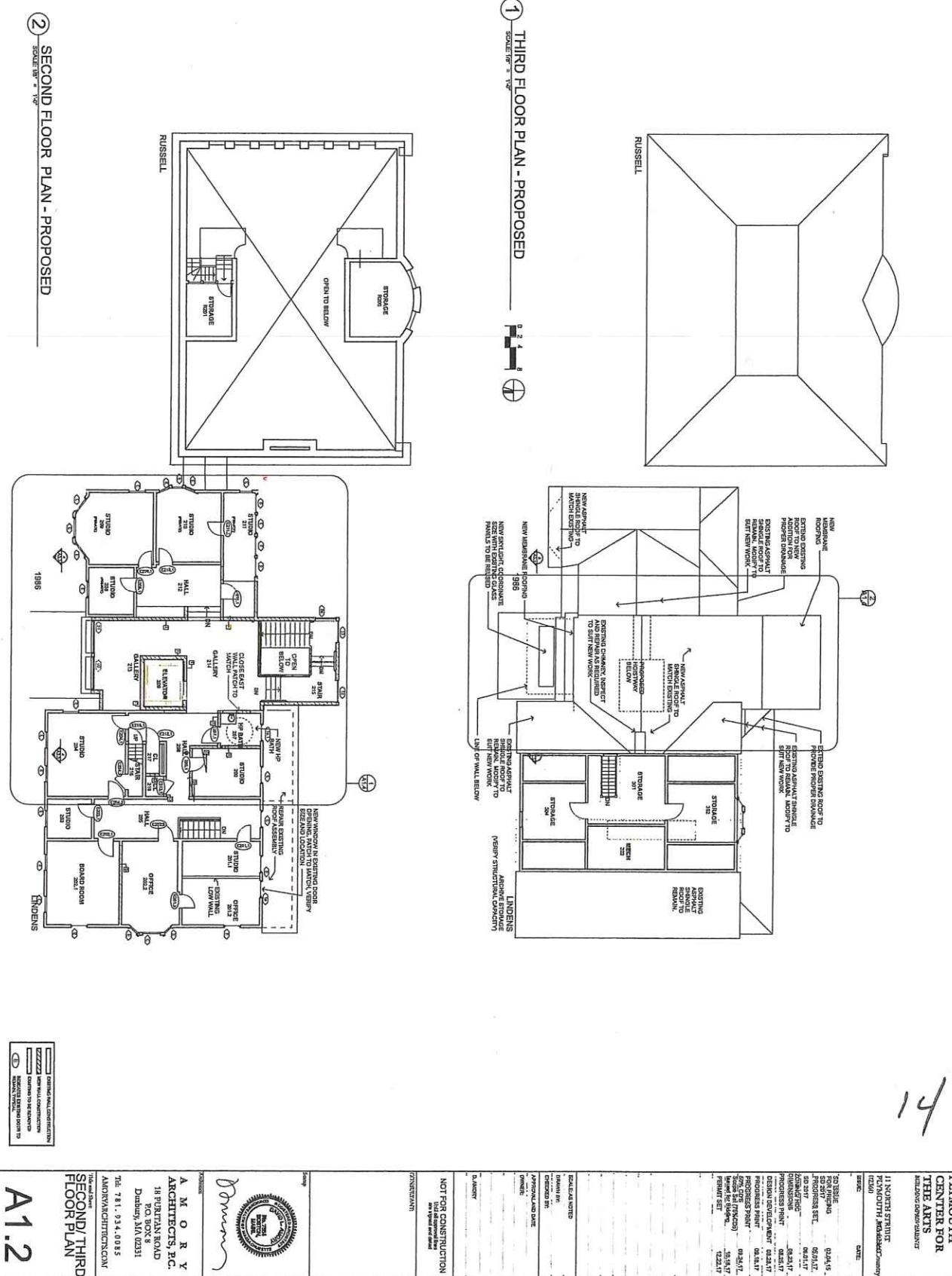
DECEMBER 22, 2017

GENERAL NOTES

- The reproduction of these drawings may have responsibility for the use of incorrect scale, drawing, owner and architect's name, no. and date.
- Refer to project manual dated 10/14/17 for additional information.
- All work shall conform to the Massachusetts Building and Fire Regulations of all governing bodies.
- Contractor shall verify existing conditions before proceeding with work and shall notify the architect if unanticipated or any discrepancies are found.
- Contractor shall advise proper engineering and bracing of existing structure before demolition.
- Contractor shall remove all debris from premises with locations of all new fire protection, heating, air, equipment, piping, and electrical and mechanical equipment.
- All contracts shall be verified in writing with owner and architect before proceeding with work.
- From time of contract to completion, contractor shall maintain all materials, debris, materials and labor proceeding with their work.
- Unless otherwise indicated, all material, debris, and equipment shall match existing, contractor to architect.
- Dimensions are given to finish, unless otherwise noted.

INDEX OF DRAWINGS

<input type="checkbox"/> COVER	GENERAL NOTES
<input type="checkbox"/> A0.1	SITE PLAN, EXISTING CONDITIONS
<input type="checkbox"/> A0.2	PHOTOS OF EXISTING CONDITIONS
<input type="checkbox"/> A0.3	SITE PLAN
<input type="checkbox"/> L1	LANDSCAPE PLAN
<input type="checkbox"/> L2	PARTIAL LANDSCAPE PLAN
<input type="checkbox"/> C1	NEW WATER AND SEWER CONSTRUCTION DETAILS
<input type="checkbox"/> C2	EXISTING BASEMENT/FIRST FLOOR PLAN
<input type="checkbox"/> C3	SECOND/THIRD FLOOR PLAN
<input type="checkbox"/> C4	LOWER LEVEL/FIRST FLOOR PLAN
<input type="checkbox"/> C5	SECOND/THIRD FLOOR PLAN
<input type="checkbox"/> A1.1	SCHEDULES
<input type="checkbox"/> A1.2	BUILDING SECTIONS
<input type="checkbox"/> A1.3	BUILDING SECTIONS
<input type="checkbox"/> A1.4	EXTERIOR DETAILS
<input type="checkbox"/> A2.1	EXTERIOR DETAILS
<input type="checkbox"/> A2.2	INTERIOR ELEVATIONS
<input type="checkbox"/> A2.3	INTERIOR ELEVATIONS
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<input type="checkbox"/> A4.3	EXTERIOR DETAILS
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ARTICLE 16C:

ARTICLE 16C: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth of a fee simple interest in land located off Newfield St and Huntley Lane in the Town of Plymouth comprised of 4.45 acres more or less being shown on Assessors Map 18, lot 40A, parcel ID 018-000-040A-000, said land to be held under the care, custody and control of the Conservation Commission, to appropriate the total sum of \$250,000.00 for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves and/or borrow pursuant to G.L. c.44B or any other enabling authority, and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L.c.44B, Section 12 meeting the requirements of G.L. c. 184, Sections 31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval \$250,000 (9-1-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 16C. Town Meeting approval of this article will appropriate \$250,000 from the Community Preservation Fund for the purchase of approximately 4.4 ± acres of land located off Newfield St and Huntley Lane for open space and recreational purposes. This parcel abuts Jenny Pond and is part of the Town Brook water system. The preservation of the Town's water resources is generally considered an important priority.



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 January, 2019
Re: SPRING ATM 2019: CPA Article 16C

ARTICLE 16C: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth of a fee simple interest in land located off Newfield St and Huntley Lane in the Town of Plymouth comprised of 4.45 acres more or less being shown on Assessors Map 18, lot 40A, parcel ID 018-000-040A-000, said land to be held under the care, custody and control of the Conservation Commission, to appropriate the total sum of \$250,000.00 for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves and/or borrow pursuant to G.L. c.44B or any other enabling authority, and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L.c.44B, Section 12 meeting the requirements of G.L. c. 184, Sections 31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

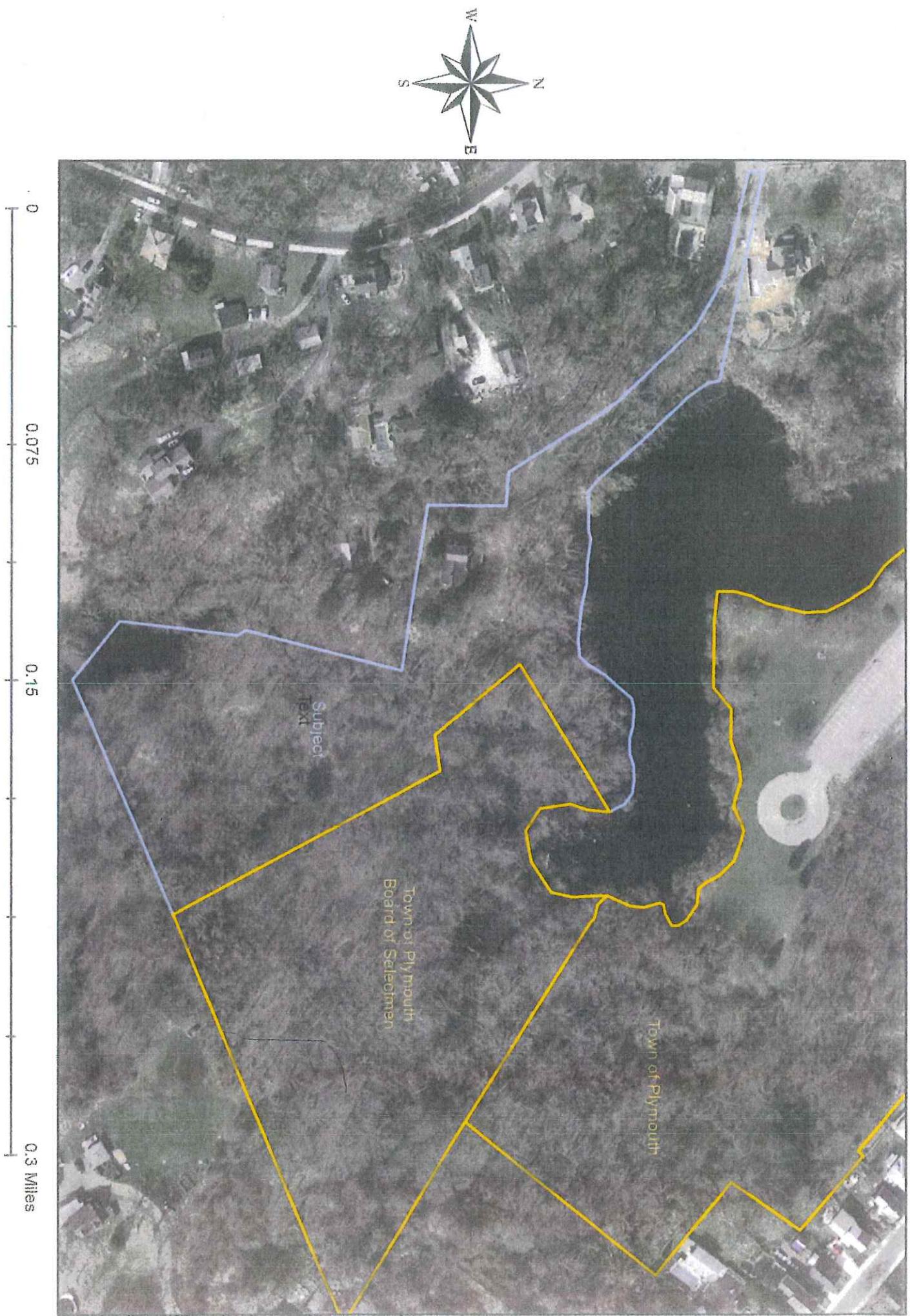
CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously to support Article 16C at its meeting held Thursday January 24, 2019

SUMMARY & INTENT:

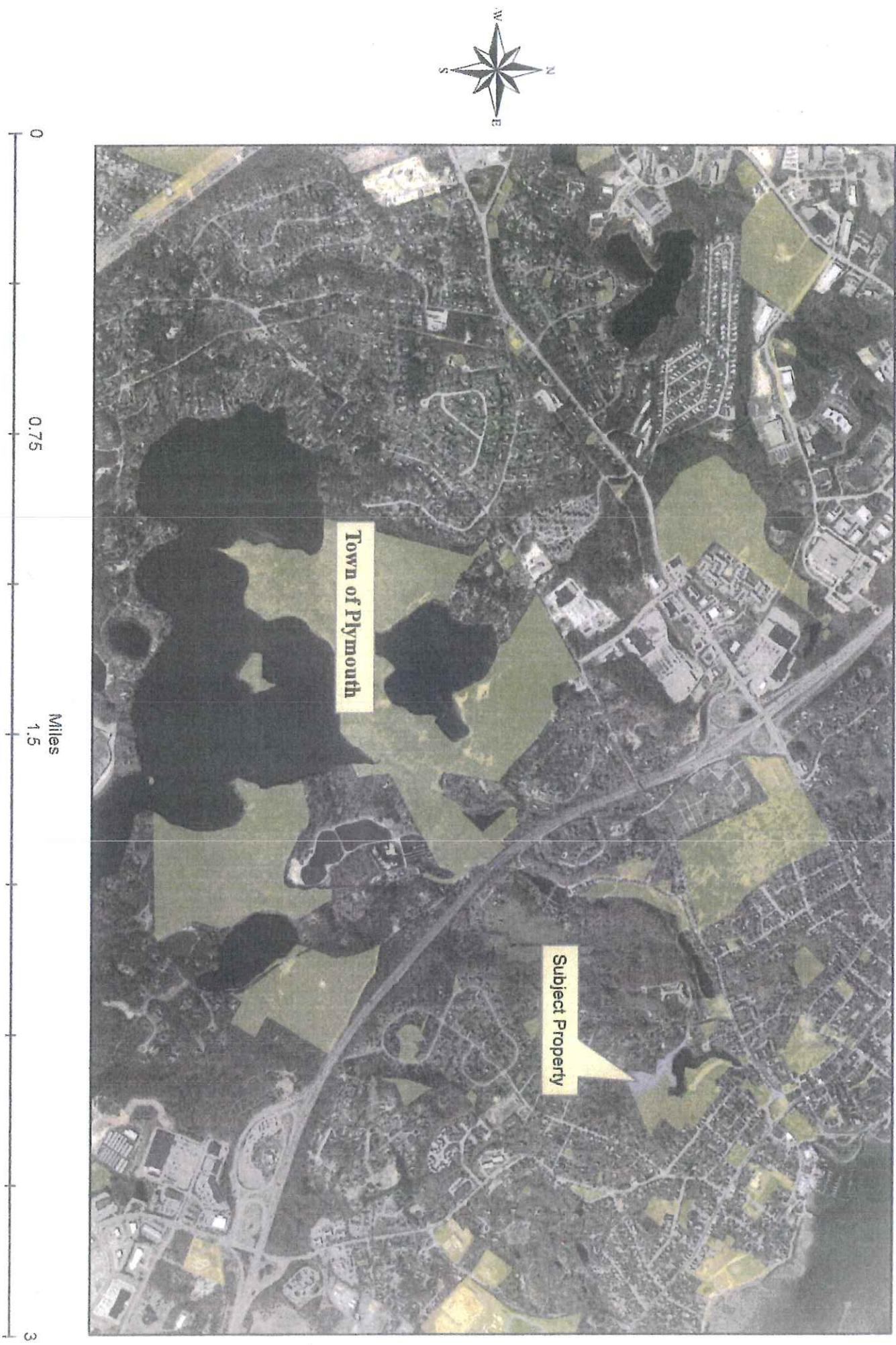
The Community Preservation Committee is recommending the purchase of the property as an ongoing Town effort to improve, protect and restore the water resources of our Town Brook. Over the last 17 years the CPC has made recommendations to Town Meeting for land acquisitions along and around the Town Brook. Town Meeting support of these previous Articles has led to the Town receiving millions of dollars in the form of grants from the Commonwealth. The additional funding was critical in removing two dams, restoring and creating parks, walking trails and restoring the Town Brook as a natural water way. The economic success of Plymouth Harbor relies on clean water from Town Brook and the Eel River, both town resources that, with CPA funding, have undergone one of the largest water restoration efforts in southeastern Massachusetts. The Town Brook was very important to the native peoples and was instrumental in the success of the Pilgrims. Restoring the historical experience and recognizing the story the Town Brook has played in the development of the Town creates an important asset to our local economy.

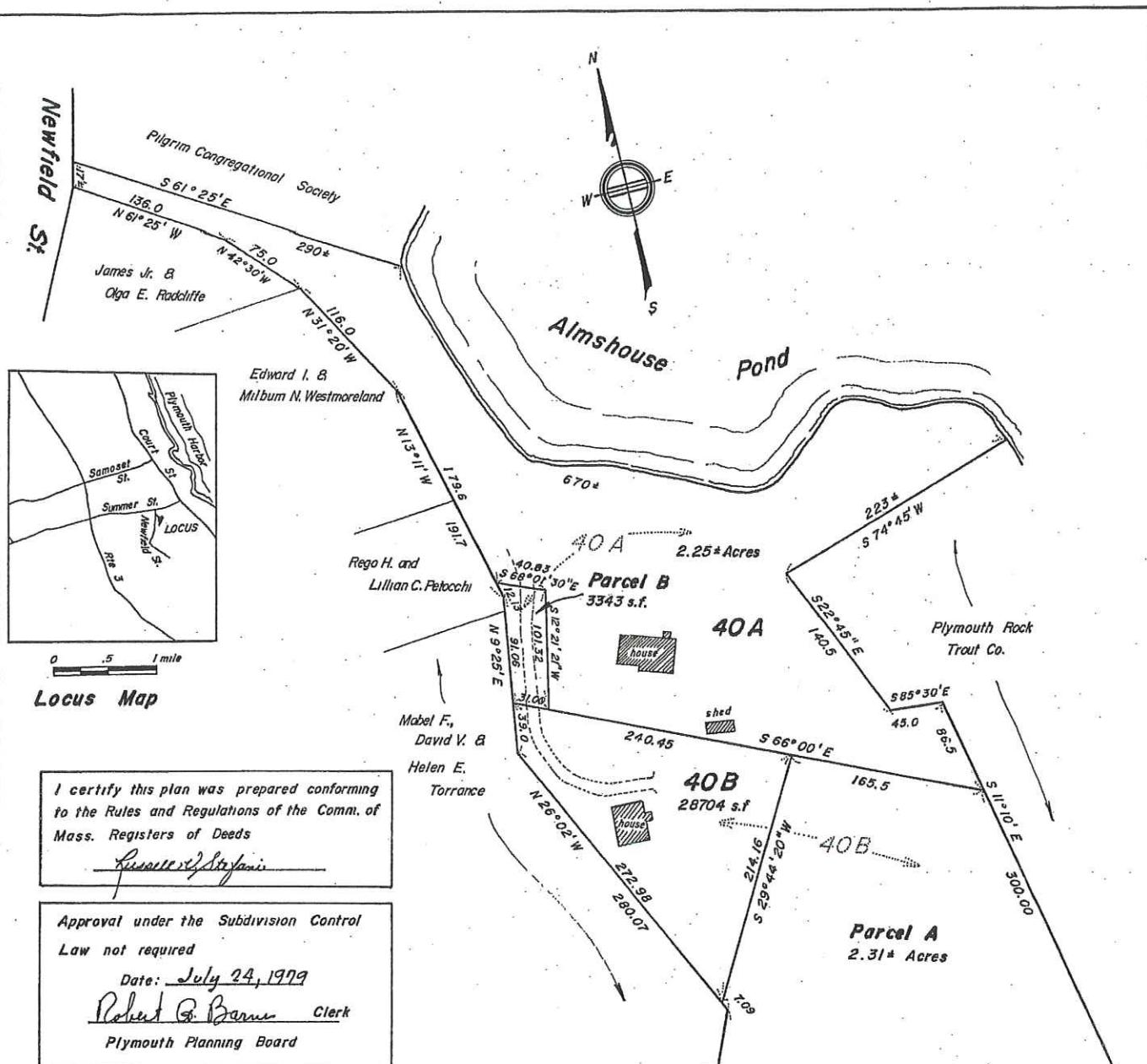
Almshouse Pond / Town Brook Acquisition



Ainshouse Pond / Town Brook Corridor Context Map

19





Russell J. Stefani

1. Parcel A is presently part of Lot 40B and is to be conveyed to and incorporated into Lot 40A
2. Parcel B is presently part of Lot 40A and is to be conveyed to and incorporated into Lot 40B
3. Neither Parcel A or B are buildable lots within themselves
4. New lot 40B (40B and Parcel B) = 32047 s.f.
New lot 40A (40A and Parcel A) = 4.56± Acres
5. This plan was compiled from a compiled plan (Bk 7/165) and does not represent a field survey
6. Locus - Plat 18 Lots 40A, 40B
7. Lot 40A presently owned by Edward J. & Mary R. Huntley
8. Lot 40B presently owned by Wilfred G. & Edward Huntley

Plan of Land

Plymouth, Mass.

prepared for

Wilfred G. & Evelyn Huntley

1" = 60'

July 17, 1979

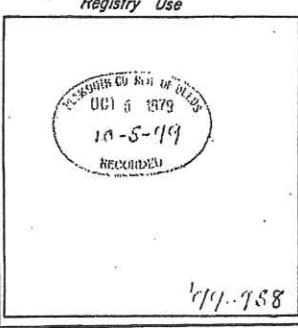
0 50 100 200 300'

Hood & Stefani Surveyors

Plymouth County Registry of Deeds, Rocky Hill Road

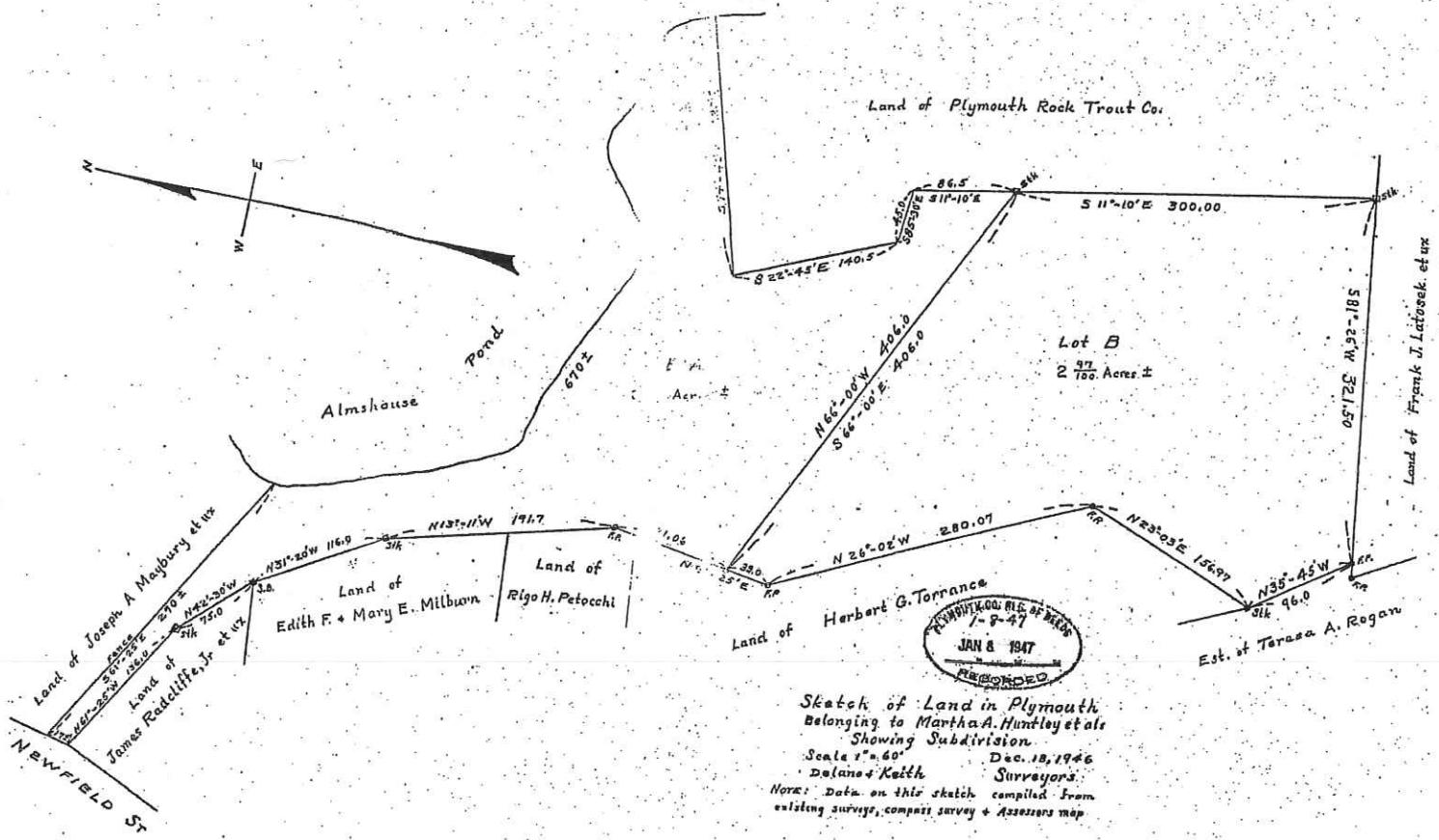
PLAN BOOK 21 PAGE 157 Plymouth, Mass.

79-758



"NO DETERMINATION OF COMPLIANCE
WITH ZONING REQUIREMENTS HAS
BEEN MADE OR IS INTENDED."

20



ARTICLE 16D:

ARTICLE 16D: To see if the Town will vote to appropriate the sum of \$160,000 from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow pursuant to G.L. c.44B or any other enabling authority, for the creation and/or restoration and rehabilitation of land for open space and recreational use, and for historic preservation, restoration, and rehabilitation of surface area land, commonly known as the Town Square and Leyden Street, and shown as Assessors Map 19, marked as Town Square, Leyden Street, pursuant to the Community Preservation Program, and specifically for the creation of an open space and recreational development plan and historical preservation and restoration plan for such land, including but not limited to design and permitting costs; and as funding therefor to appropriate said sum, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval \$160,000 (Unanimous, 10-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 16D. Town Meeting approval of this article will appropriate \$160,000 from the Community Preservation Fund for a full design engineering plan and permits for a new surface area for Town Square. The intent is to create a public space that is historically sensitive as well as inviting for pedestrians to meet and greet as they walk through to get around town. The DPW will work with a broadly staffed committee throughout this process.



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 January 25, 2019
Re: Spring ATM 2019: CPA Article 16D

ARTICLE 16D: To see if the Town will vote to appropriate the sum of \$160,000 from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow pursuant to G.L. c.44B or any other enabling authority, for the creation and/or restoration and rehabilitation of land for open space and recreational use, and for historic preservation, restoration, and rehabilitation of surface area land, commonly known as the Town Square and Leyden Street, and shown as Assessors Map 19, marked as Town Square, Leyden Street, pursuant to the Community Preservation Program, and specifically for the creation of an open space and recreational development plan and historical preservation and restoration plan for such land, including but not limited to design and permitting costs; and as funding therefor to appropriate said sum, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in favor of Article 16D at its meeting held Thursday January 24, 2019.

SUMMARY & INTENT: The intent of the CPC is to appropriate \$160,000 from the Community Preservation Fund for full design engineering plan and permits for a new surface area for Town Square and the first street known as Leyden Street. The CPC feels the Town Square and Leyden Street are important historical locations and the materials used on the surface area should be historically sensitive. Town Square and Leyden Street are the oldest public layouts in North America. Town Square and Leyden Street have not only been public ways and public meeting and recreational spaces, but have also been historical destinations. Over the years a number reports and studies have been done by different departments looking to improve the public space known as Town Square and Leyden Street. Various staff members, including participants from the Office of Marine and Environmental Affairs, Department of Public Works, and Planning Department will work cooperatively on selecting a designer and plan. Part of that process will include invitations sent to the Plymouth Redevelopment Authority, 1749 Court House Committee, the Historical Commission, the Downtown Steering Committee and Town Meeting Members from Precinct 3 for the two public meetings that will be scheduled. The goal of the public meetings will be to solicit community input on the designer and plan.

Plymouth Community Preservation Committee FISCAL YEAR 2018-2019 APPLICATION



THANK YOU FOR YOUR INTEREST IN PLYMOUTH'S COMMUNITY PRESERVATION ACT (CPA)

Attached is the Fiscal Year 2018-2019 Application for CPA funding. Please check with the Clerk's office at Town Hall or the Town web site for Town Meeting dates. The deadline for submission of applications to the Community Preservation Committee (CPC) is the last Friday in January for Spring Town Meeting and last Friday in June for Fall Town Meeting.

These deadlines are designed to provide the CPC and Town Departments sufficient time to review and discuss applications and supporting documentation, and to vote on recommendations for Town Meeting prior to the deadlines required under the Town's warrant process. The CPC reserves the right to accept or refuse an application submitted after the above deadlines.

IN THIS PACKET YOU WILL FIND THE FOLLOWING:

1. The one-page application form with instructions.
2. A Memorandum of Understanding describing the funding process and the responsibilities of those who receive CPA funding. Please read this document carefully, sign, and return with your application to confirm that you understand the process, and what your responsibilities will be if your application is approved by Town Meeting.
3. Information on eligibility for CPA funding, the proposal review and award process, and the CPC's goals and criteria for each of the three application categories—Open Space, Community Housing, and Historic Preservation.
4. Flowcharts showing the steps involved for each application category are found starting on page 10.
5. The appraisal process. If application is for consideration of an interest in real estate, an appraisal is required. Please review appraisal process.

Applications are accepted throughout the year. The CPC carefully reviews all applications before voting on which projects to recommend to Town Meeting. Any application not recommended to or approved at Town Meeting may be re-filed by the applicant to be considered for a future funding cycle.

IT IS IMPORTANT TO NOTE THAT WHILE THE CPC IS AN INDEPENDENT FUNDING ENTITY, ALL FUNDING DECISIONS ARE ULTIMATELY DECIDED BY VOTE OF TOWN MEETING.

- Application materials are revised annually by the CPC and presented to the citizens of Plymouth for review at an open forum.
- The application provides all necessary information about the CPA and the application process.
- The CPC may or may not choose to interview applicants.
- Applicants may be notified if questions arise before the CPC can vote on whether or not to present a project to Town Meeting.
- Once an application has been submitted to the CPC for consideration, all communication from the applicant, including questions, status inquires, and addenda must be made in writing to the CPC.
- The CPC attempts to clearly outline the scope of the project at Town Meeting in order to define the project and educate Town Meeting members about benefits to the Town.
- After the Town Meeting vote, the applicant will be required to adhere to the language of the Article, as well as the presentation and supporting documents presented to Town Meeting.
- CPC oversight thereafter is only to approve invoices to ensure that expenses for a project are disbursed in accordance with the vote of Town Meeting.
- Applicants for CPA funding should include a financial and operational budget, and a preventive maintenance plan to ensure that future burdens will not be placed upon the taxpayers for a CPA funded project.
- The CPC reserves the right to rescind funding for projects.





- To ensure progress on CPA funded projects, the CPC requires a signed grant agreement prior to release of any CPA funds.
- The grant agreement may include provisions for a liaison to be added to the directors and/or management team for the project. The term of the liaison will end when the CPA appropriation has been expended.
- On certain projects the CPC may require the applicant to accept a designee appointed by the Town to the applicant's governing body. Third party oversight is beneficial for long term projects where changes in management can lead to shifting objectives and stalled progress.
- Applicants must demonstrate how the project will be fully funded prior to approval of the application, or demonstrate that other funding sources are immediately available to complete the project.
- The CPC strongly encourages applicants to seek other funding sources through grants from government agencies and private foundations, and as well as contributions from advocacy groups and public organizations.
- The CPA should be recognized in any property signs, media coverage, or interviews involving funded projects. Suggested acknowledgment may be as follows: *This project was made possible by the residents of the Town of Plymouth, through their contribution of CPA funds and vote of Town Meeting.*
- An application for a project that will require alterations to a building for adaptive reuse must include a report from a licensed architect regarding state and local building codes, ADA and safety issues, fire department inspection, and expected costs for any changes that must be made to the building.

In 2012 an addendum was attached to the Community Preservation Act legislation that allows towns to use CPA funds for renewal of existing town-owned parks and open spaces. The CPC is careful in its deliberations with this new potential use of funds to ensure that the Town does not depend upon CPA funding for projects that were previously in a Town budget. As the CPA changes and evolves at the state level, the Plymouth CPC works to respond to the changes. The CPC therefore is reaching out to residents to involve them in the decision making process. For example, the steering committees for village centers where the projects are located can provide valuable input into the design of a project.

As the Town prepares for the 400th anniversary of the arrival of *Mayflower II*, the CPC will continue to look favorably, as it has since its inception, on applications that enhance Plymouth's economic viability and historic significance. It is important to note that since 2002, CPA funds have generated more than \$10-million dollars for some of the most significant historic restoration projects in the Town.

Your questions are welcomed. The Plymouth Community Preservation Committee meets at 7 pm on the 2nd and 4th Thursday of each month at Plymouth Town Hall, 26 Court Street, Plymouth. If you prefer, you can reach the CPC at 508 789-5012.

COMMUNITY PRESERVATION COMMITTEE

Bill Keohan, Chair — Member at large

Joan Bartlett, Vice Chair — Member at large

Allen Hemberger, Clerk — Member at large

Frank Drollett — Representative from Conservation Commission

John Mahoney — Representative from Board of Selectmen

TBA — Representative from Planning Board

Jeff Metcalfe — Representative from Housing Authority

Michael Tubin — Representative from Historic District Commission

Christine Pratt — Member at large



Plymouth Community Preservation Committee
FISCAL YEAR 2018-2019 APPLICATION



FISCAL YEAR 2018-2019 APPLICATION

Project Name: Town Square Surface Area Plan

CPA Funding requested: \$ 125,000.00 If the amount is unknown, will an appraisal be needed?

Y N (If yes see page 14 of the appraisal process)

Total project cost: \$ 125,000.00

Category—check all that apply: Open Space/Recreation Historic Housing

Lot and Plot: Map 19 Lot Marked as Town Square

Assessors Map #: 19

Number of acres in parcel: Town Square

Number of proposed housing units: 0

Are there any existing deed restrictions on this property? No Don't know Yes/DESCRIBE

Describe restrictions below:

Developed a designed plan for the surface area of the Town Square which will be use historical sensitive material.

Full design engineering plan and permits for a new surface area for Town Square. The CPC feels the Town Square is

an important historical location and the materials used on the surface area should be of historically sensitive. See Attached doc.

APPLICATION REQUIREMENTS:

A complete application consists of this application page (the specific amount of CPA funding is required), along with the following:

- A detailed description of the project explaining how your proposal benefits the Town of Plymouth and how it meets CPA goals and selection criteria outlined at the end of this application packet.
- Are there any special permit, variance or other approvals required? Are there any legal ramifications or impediments to this project?
- A detailed project budget including any additional revenue sources. Will there be any annual costs to the town once the project is operational?
- A project timeline.
- Additional supporting information such as photographs, plot plans, and maps (if applicable).
- Applicant must provide all title information for the property.
- Applicant must initial each page in the space provided.



Town of Plymouth Community Preservation Committee

Bill,

Design would in the range of \$100k to 125k for Town Square-hold \$125. Assume survey by town and If a lesser program for the square is desired, design would be less, add say \$ 35k for water feature if interested. The project involves the upgrade of Town Square to enhance its appearance as an important public space. The project is envisioned to include reconstruction of the roadway including pedestrian amenities and ornamental lighting. The center island area would be reconfigured creating an interesting public plaza adjacent to the museum. Sidewalks would be constructed with exposed aggregate concrete and crosswalks will be enhanced to improve pedestrian safety. The plaza would be treated with a combination of special hard surfaces and plantings. The general concept would be along the lines of the illustration presented in the Public Open Space Action Plan. The estimated cost of the project is **\$1,000,000 >>\$1,500,000** if a water feature is desired. The project would extend from the National Memorial Pilgrim Church to the Sandwich Street intersection (but not including the intersection). It would also include short sections of School Street, Market Street and the access drive next to the church. Of course, the project will have to go through conceptual design/public input process. However, for the purposes of developing a budgetary cost number we have assumed that the project would generally include the following:

- Reconfiguration of the center island into plaza contiguous to the museum (eliminate the section of roadway).
- Curb line changes at the intersection with Market Street for improved pedestrian safety
- Reconstruction of the roadway pavement surface Based on HMA (would treatment like at the portico be desired ? >> more \$)
- Some minor drainage improvements (catch basins where needed by the redesign).
- Reconstruction of sidewalks >> exposed aggregate similar to the Water Street project
- Provision of New sidewalks (in front of church)
- Adjustment/Addition to the existing street lighting
- Construction of the plaza
- Special surface treatments of the Plaza as well as the expanded sidewalk corner area at Market Street (treatments would be similar to those applied on Water Street)
- Trees and other plantings
- Kiosk >> Like Water Street
- Benches, Bike rack
- Water Feature ??? Add \$500k

Let me know if you have questions or I can put you in touch with BETA.

Jonathan L. Beder

Director of Public Works

Town of Plymouth, MA

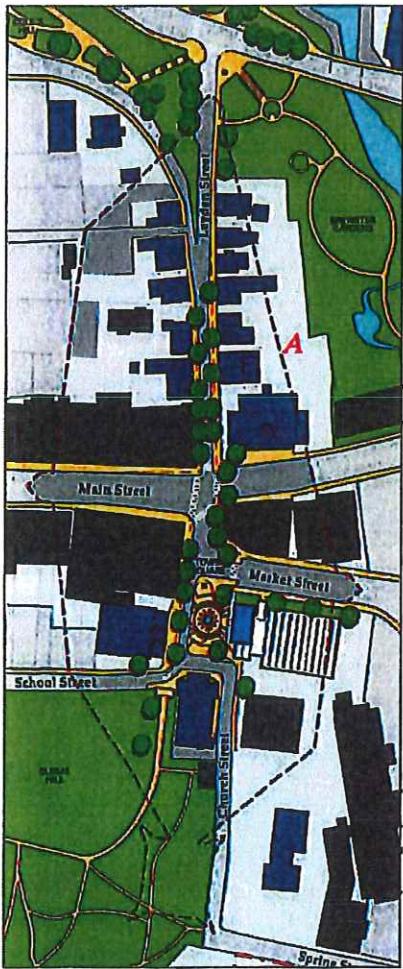
508-830-4162 ext. 12107

Email:jbeder@townhall.plymouth.ma.us

www.plymouth-ma.gov

PLYMOUTH PUBLIC SPACE ACTION PLAN

67. *Old Town Square, 1890 (right)* Before the Main Street Extension was built, Market Street was the connection over Town Brook and to Summer Street. This placed Town Square at the immediate edge of the downtown's transportation and most public streets. Grand American Elm trees embraced and highlighted Town Square activity.



68. *Leyden Street & Environs Plan* The connector street is enhanced with planted trees and a true physical place at Town Square. The approximate Palisade location (A) is shown in purple. All pavement within the original settlement should be specially highlighted. White structures denote new construction.

A. Town Square and Leyden Street

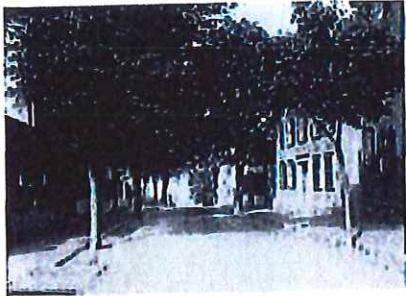
Any uninformed visitor to Leyden Street and its Town Square would have no idea that they were walking on the oldest street in New England. There are a few clues, but the public space treatment is no different than any other street in town. Existing sidewalk widths are minimal and Leyden Street appears to stop at the Main Street intersection. Town Square is mostly asphalt and the center planting strip blocks the view of the First Parish Church, the "oldest continually active congregation in the country."¹³

Town Square/Leyden Street's public space goals are:

- Visually unite the lower and upper lengths of Leyden Street;
- Improve the pedestrian qualities of Leyden;
- Create a public square meeting place worthy of the site's history and location;
- Plant trees at historical locations (along the curb and not in the center);
- Develop a focus that invites pedestrian participation;
- Bring greater life to the square with animated ground floor spaces;
- Restore and showcase the many historic buildings and entry to Burial Hill; and
- Highlight the original Plymouth Settlement palisade limits.

The tight width of Leyden Street and its through-traffic needs limit the widening of existing sidewalks to an additional five feet (5'-0") on the south and three feet (3'-0") on the north. The layout for Town Square incorporates a one-way street into the square on Leyden, which would lead to the church parishes' existing two-way driveway near Church Street, and a right turn onto School Street. The 50 by 105 foot pedestrian plaza is in scale with its surrounding buildings and connected with the 1749 Court House/Town Museum.

PLYMOUTH PUBLIC SPACE ACTION PLAN

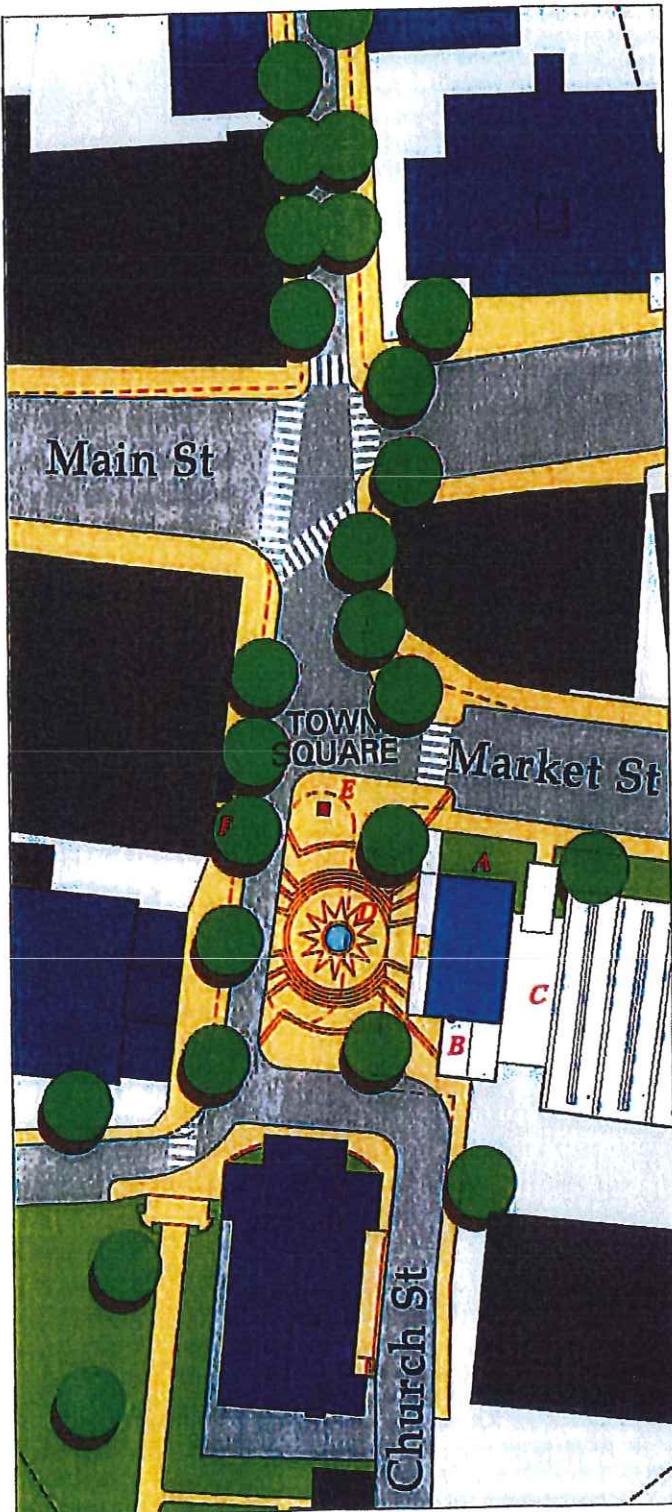


69. Leyden Street, 1890 Trees were planted just outside the curb-line, close to where current curb-lines are. The Action Plan recommends locating trees similar to above, which is accomplished by widening current sidewalks 5'-0" on the south and 3'-0" on the north.



70. Roman Food and a Great Name Relatively affordable, good Italian food is popular with young families. At the same time it can be profitable for the restaurateur. Such an establishment would succeed on the side of the M&M building overlooking new Twn Square. Outdoor dining should take place under the awnings when needed.

71. Town Square & Environs Plan (right) Intimate and friendly in scale and design, new Town Square allows car and service truck access much like it is today. The plan relocates all trees to the edges as it was in the past. A new Visitors' Center (A) is located on the lower level of the 1749 Courthouse and a coffeehouse/cafe small addition (B) opens to the square. A 20,000 square foot addition to the Twn Museum (C) fronts Market Street. A raised fountain (D) and a four-sided kiosk (E) begin to embellish Town Square. An adjacent restaurant (F) opens up to the square and helps animate the space.





72. *Piazza Del Campidoglio Rome's Capitol (center) and adjoining structures are lit up at night, which helps create a public walking destination for residents and visitors alike. Town Square, even with its more intimately scaled buildings, should also be dramatically lit at night and become a stage for small town events.*

In order to bring a more animated life to Town Square, the Court House/Town Museum must expand to include one of the two town visitor centers (visitors would park at the planned Main/Market Streets garage), a small coffeehouse/café opening to the square, and up to a 20,000 square foot museum addition. Town Square should also be the starting point for numerous scheduled tours. The recently purchased, adjacent M&M building should incorporate a small restaurant on the north side of Leyden, which would help further in making Town Square a more important destination.

A raised fountain would help animate the center of the square (especially with children) and offer a cooling spray during the summer. A directional pavement pattern, calling out the names of surrounding attractions and historic sites, would encircle the fountain. The steep plaza site would incorporate an approximate seven-foot (7'-0") change in grade east to west by carefully locating and grouping steps. Relatively flat areas are designed to occur around the fountain base and along two curved spaces, the latter for café tables and chairs. Grouped steps form two informal seating areas. Trees will be carefully located to frame the three building entries and open the historic view of the First Parish from Main Street. The town plan also recommends up-lighting the square's three buildings (the 1749 Court House, the 1899 First Parish and the 1840 Church of the Pilgrimage), so that Town Square would become a special place for Plymouth events, both day and night.



73. *Information Kiosk Prototype Well located throughout the public space system and frequently updated, kiosks can tell a great deal to all who pass by. The first side would consist of easily understood district and locale maps. Another side could focus on the history of a local square, building, interesting resident and/or possible tours. Daily and weekly events, museum hours and jitney schedules should be listed. The fourth side might have comparative photographs of Plimoth Plantation and Leyden Street. (Carlone designed kiosks)*

The use of handsome coordinated display kiosks, sidewalk markers, historically appropriate paint colors on all existing structures, and even a well conceived fountain can add fun and beauty to learning. It is most important to form a strong partnership with Plimoth Plantation and mark out the limits of the original palisade settlement on present day Plymouth. Making a clear connection between the present day Leyden Street/Town Square area and the Plantation's 1627 re-created settlement is critical. Photographic comparisons of existing Leyden Street views with earlier ones portrayed at the Plantation will be informative and spur greater interest in Leyden and Town Square. It will also promote Plimoth Plantation.

ARTICLE 16E:

ARTICLE 16E: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2020 Community Preservation Budget and to appropriate from the Community Preservation Fund FY2020 estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2020, and to set aside sums for future appropriation for the following purposes 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 \$3,132,444 (Unanimous, 10-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 16E. Town Meeting approval of this article will allow the Community Preservation Committee to allocate for future spending 10% of the estimated annual revenues of the Community Preservation Fund (CPA) - \$313,244 for each of the following: a) open space, b) historic resources and c) community housing. Also, \$125,298 (4%) of the estimated annual revenues of the CPA will be set aside for funding administrative and operational expenses and \$60,000 for 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 January 25, 2019
Re: Spring ATM 2019: CPA Article 16E

ARTICLE 16E: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2020 Community Preservation Budget and to appropriate from the Community Preservation Fund FY2020 estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2020, and to set aside sums for future appropriation for the following purposes 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 16E at its meeting held Thursday January 24, 2019

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 2020 including legal and appraisal work, as well as signage for and improvement of safe access to, approved CPA projects. It should be noted that any unused portion of funds appropriated for the administrative purposes of the Committee reverts to the CPA unallocated balance at the end of each fiscal year.

**Community Preservation Fund
FISCAL 2020 SOURCES & USES OF FUNDS
Report for Community Preservation Committee**

SOURCES:

Estimated 2020 CPA Revenues:

Estimated Tax Revenue		\$ 177,248,462
CPA Surcharge Rate		1.50%
Estimated Surcharge for 2020 (Less \$10,000 in A & E)		\$ 2,648,727
Investment Earnings		\$ 5,000
State Trust Fund Distribution estimated at 19%	\$2,519,564	\$ 478,717
		\$ 3,132,444

USES:

To meet the required Percentages (%) from 2020 Estimated CPA Revenues:

Open Space	10%	\$ 313,244
Historic Resources	10%	\$ 313,244
Community Housing	10%	\$ 313,244
Total required to be spent or set aside		\$ 939,733

Amount available for CPA Administrative costs:

CPA Operating Budget	4%	\$ 125,298
Interest Expense on Debt		\$ 60,000
Total Budget		\$ 185,299

Amount recommended to be set aside in a Budgeted Reserve for Future FY2020 Town Meetings - Remaining FY2020 Estimated Revenues

<i>Available for all 4 CPA Purposes (If not used during FY2020 it will close out to Unreserved Fund Balance at June 30, 2020)</i>	\$ 2,007,412
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Note that the budgeted reserve amount will be reduced by the amount of special purpose CPA articles voted within the Annual Town Meeting.

Community Preservation Fund - Available Funds						
	FY2019 Annual Town Meeting Action for ATM 4/7/2018 Art 16C	Balances Available for FY2019 Town Meetings - FATM, April STM & ATM Art #	FATM October 2018	Balances Remaining		
Fund Balances:						
Reserved for Open Space	282,869.00	282,982.00	(62,000.00)	503,851.00		503,851.00
Reserved for Community Housing	1,311,328.00	282,982.00	1,594,310.00	9B & 9C	(1,570,000.00)	24,310.00
Reserved for Historic Resources	282,869.00	282,982.00	565,851.00	9D & 9E	(508,000.00)	57,851.00
Budgeted Reserve	-	887,481.00	887,481.00	9D	(500,000.00)	387,481.00
Unreserved - for any Purpose						-
Undesignated Fund Balance	684,589.55		684,589.55		684,589.55	
Grand Total	2,561,655.55	1,736,427.00	4,236,082.55	(2,578,000.00)	1,653,082.55	

ARTICLE 17:

ARTICLE 17: To see if the Town will vote to accept the provisions of G.L. c.59, §5, clause Fifty-fourth, to allow the Town to establish a minimum value not in excess of \$10,000, for Personal Property assessments and, further, to establish such value, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 8-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 17. Town Meeting approval will formalize this long-standing practice.

Memo

To: Board of Selectmen
Advisory and Finance Committee
From: Anne Dunn, Director of Assessing
Date: 3/9/2019
Re: Article 17 for April Town Meeting

Clause 54 of Section 5 of Chapter 59 allows the legislative body to establish a minimum value for personal property subject to taxation, but not in excess of \$10,000 of value. It has been a long-standing practice to use \$1,000.00 as the minimum for the value for taxation of personal property. Recently it was brought to my attention that no formal vote by the legislative body had been taken.

In many instances, the cost to assess, collect and follow-up on these accounts can exceed the actual property tax assessment itself.

ARTICLE 18:

ARTICLE 18: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to amend Section 3-7-1 of the Charter of the Town of Plymouth, as most recently amended at the 2018 Annual Town Meeting, as set forth below; provided, however, that the General Court may make clerical and editorial changes of form only to the bill unless the Board of Selectmen approves amendments to the bill prior to enactment by the General Court, and to authorize the Board of Selectmen to approve such amendments which shall be within the scope of the general public objectives of the petition, or take any other action relative thereto.

An Act Relative to the Charter of the Town of Plymouth

Section 1. The charter of the town of Plymouth as on file with the archivist of the commonwealth in accordance with section 12 of chapter 43B of the general laws is hereby amended by inserting at the end of section 3-7-1 the following two new sentences: The select board shall, in making appointments, seek to appoint one member who is a duly licensed physician.

In addition, the select board may appoint an alternate member for a term of one year, which alternate may act, from time to time, when designated by the chair of the board of health if a regular member is unable to act as a result of absence or conflict of interest.

Section 2. This act shall take effect upon its passage.

BOARD OF HEALTH

RECOMMENDATION: Approval (8-4-0). The Advisory & Finance Committee recommends Town Meeting approve Article 18. Town Meeting approval of this Article will amend Section 7 – Board of Health – 3-7-1 to add “One of the members shall be a duly licensed physician provided that such person is reasonably available for appointment to carry out the duties of the position.” The Advisory & Finance Committee feels that, when reasonably possible, the addition of a physician to the Board of Health would be an asset for the Town.

MINORITY: Those voting against generally felt that this rule properly belonged in the Town’s Bylaws. Since it is not a State requirement it did not seem reasonable to shackle the Committee with a Charter rule that cannot be easily undone or temporarily overruled.



THE TOWN OF PLYMOUTH

26 Court Street
Plymouth, Massachusetts 02360

Board of Health
Birgitta Kuehn, Chair
Dr. Barry Potvin, Vice Chair

Public Health Department
Dr. Nate Horwitz-Willis, Director
(508) 747-1620 ext 10118

January 18, 2019

Board of Health Memorandum For Record

To: Advisory and Finance Committee
From: Board of Health c/o Department of Public Health
Re: Article 18 Board of Health Composition – Physician Member

Advisory and Finance Committee January 30, 2019

Article 18 is presented to you this evening as one in a series of steps to amend the Town Charter language that defines and modernizes the composition of the Board of Health.

The Massachusetts General Law Chapter 111: Section 26. Boards of Health in cities; membership; appointment; removal; compensation, is supporting information that does state:

“In each city, except as hereinafter provided, the board of health shall consist of three persons, one of whom shall be a physician.”

Plymouth is the largest Town in Massachusetts by land area and has experienced growth of approximately 22% cumulative growth in each of the past two decades (2000 and 2010). From the perspective of Public Health this municipality presents itself with complexities and challenges similar to most Massachusetts cities. The Plymouth Board of Health, with support from the Director of Public Health and many residents in the Town, at large, feel that a physician requirement is as important to this Town, as it is to a city. A physician's education, critical decision-making skills and professional knowledge-base are important to sustaining a highly effective Board of Health to help advise the Department of Public Health. Therefore the Board of Health anticipates favorable support from the Advisory and Finance Committee. Additionally, the language for an Alternate position follows from multiple Boards in a Town form of government and not just cities.

The presentation language for ARTICLE 18: To see if the Town will vote to petition the General Court to amend the Charter of the Town of Plymouth, by amending Section 7 – Board of Health – 3-7-1 so that 3-7-1 as so amended shall read in its entirety as follows:

“3-7-1. A Board of Health of five (5) members shall be appointed by the Select Board for three-year overlapping terms. One of the members shall be a duly licensed physician provided that such person is reasonably available for appointment to carry out the duties of the position. In addition, an Alternate member may be appointed to the Board of Health as follows: The Board of Health by majority vote may appoint an Alternate member for a term of one year, for the exclusive purpose to act, from time to time, in the case of absence or inability to act by reason of conflict of interest of any regular Member. Any vacancy in such Alternate position shall be filled forthwith by majority vote of the Board of Health for the unexpired term of such position. Or take any other relative action thereto.”

Birgitta Kuehn, LP, MBA, CCP Emeritus
Board of Health Chair
26 Court Street
Plymouth, MA 02360



Dr. Nate Horwitz-Willis, DrPH MPH, MPA
Director of Public Health
26 Court Street
Plymouth, MA 02360

ARTICLE 19:

ARTICLE 19: To see if the Town will vote to amend the General Bylaws, Chapter 120, “Noise,” as provided below, with bold strikethrough language to be deleted:

§ 120-3. Commercial Construction etc. [Amended 4-7-1999 ATM by Art. 33] No commercial construction, demolition, repair, paving or alteration of buildings or streets or excavation shall be conducted between the hours of 7:00 p.m. and 7:00 a.m., except with the approval of the Board of Selectmen. Anyone who violates this by-law shall be subject to a fine of \$300, each day to constitute a separate occurrence. This by-law may be enforced through noncriminal disposition by any Police Officer of the Town of Plymouth. This bylaw shall not apply to **emergency** activities of Town, County, State or Federal agencies or to emergency activities conducted by public or private utilities.

Or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (10-2-0). The Advisory & Finance Committee recommends Town Meeting approve Article 19. Town Meeting approval of this article will amend Chapter 120 – Noise of the General Bylaws. The change allows activities of Town, County, State or Federal agencies between the hours of 7:00 PM and 7:00 AM as requested by the Department of Public Works.

MINORITY: Those opposed expressed concern about early morning noise.



**TOWN OF PLYMOUTH
DEPARTMENT OF PUBLIC WORKS**

159 Camelot Drive
Plymouth, Massachusetts 02360

FAX: (508) 830-4165

MEMO

Date: January 16, 2019

To: Board of Selectmen and Advisory & Finance Committee
cc: Marlene McCollem, Assistant Town Manager
From: Jonathan Beder, Director of Public Works

**Re: ART 19-2019 Spring Annual Town Meeting
Amend General Bylaws Chapter 120-Noise**

ARTICLE 19: To see if the Town will vote to amend the General Bylaws, Chapter 120 "Noise," as provided below, with strikethrough language to be deleted:

§ 120-3. Commercial Construction etc. [Amended 4-7-1999 ATM by Art. 33] No commercial construction, demolition, repair, paving or alteration of buildings or streets or excavation shall be conducted between the hours of 7:00 p.m. and 7:00 a.m., except with the approval of the Board of Selectmen. Anyone who violates this by-law shall be subject to a fine of \$300, each day to constitute a separate occurrence. This by-law may be enforced through noncriminal disposition by any Police Officer of the Town of Plymouth. This bylaw shall not apply to emergency activities of Town, County, State or Federal agencies or to emergency activities conducted by public or private utilities.

The proposed amendment to the Noise Bylaw clarifies that Public Works can conduct necessary maintenance work prior to 7 AM. Currently street sweeping, line painting, trash removal, watering, etc. is done in the early morning hours before traffic builds and cars are parked along the curb. Conducting this work after 7 AM would result in significant inconvenience to the public including parking restrictions, road closures and detours.

Thank you for your consideration.



Printed on Recycled Paper

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 ways 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 incidental and related expenses; 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);

- Bellevue Drive
- Blue Heron Drive
- Brentwood Circle
- Cornerstone Circle
- Dinah Path
- Ferry Lane
- Gabriel Lane
- Hallorans Way
- Henry Drive
- Mary B. Lane
- Mimosa Circle
- Placid Bay Drive
- Pleasant Harbor Road
- Raffaele Road
- Robert J. Way
- Seal Cove Road
- Shoals Avenue
- Sweeney Lane
- Tanager Road
- Wareham Road (a portion of)
- White Violet Lane

or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION

RECOMMENDATION: Approval (Unanimous, 8-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 20. Town Meeting approval of this article will accept the 21 roads listed in the warrant language as public ways. These roads have been reviewed and approved by the Roads Advisory Committee for acceptance and layout establishment.



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.K*

Through: Jonathan Beder, Director of Public Works

CC: Melissa Arrighi, Town Manager
Marlene McCollem, Asst. Town Manager
Roads Advisory Committee

DATE: January 17, 2019

SUBJECT: STREET LAYOUT (ACCEPTANCE) AND LAYOUT ESTABLISHMENT 2019
SPRING ANNUAL TOWN MEETING – ARTICLE 20

The following twenty-one (21) streets have been proposed for this year's acceptance and layout establishment.

- Bellevue Drive
- Blue Heron Drive
- Brentwood Circle
- Cornerstone Circle
- Dinah Path
- Ferry Lane
- Gabriel Lane
- Hallorans Way
- Henry Drive
- Mary B. Lane
- Mimosa Circle
- Placid Bay Drive
- Pleasant Harbor Road
- Raffaele Road
- Robert J. Way
- Seal Cove Road
- Shoals Avenue
- Sweeney Lane
- Tanager Road
- Wareham Road (a portion of)
- White Violet Lane

These streets are presently unaccepted and/or without established layout and they have been approved by the Roads Advisory Committee for acceptance and layout establishment.

There is not any need for funding this article.

Representative of the Engineering Division and Roads Advisory Committee will be available on January 23rd to present the materials and answer any questions that you may have.

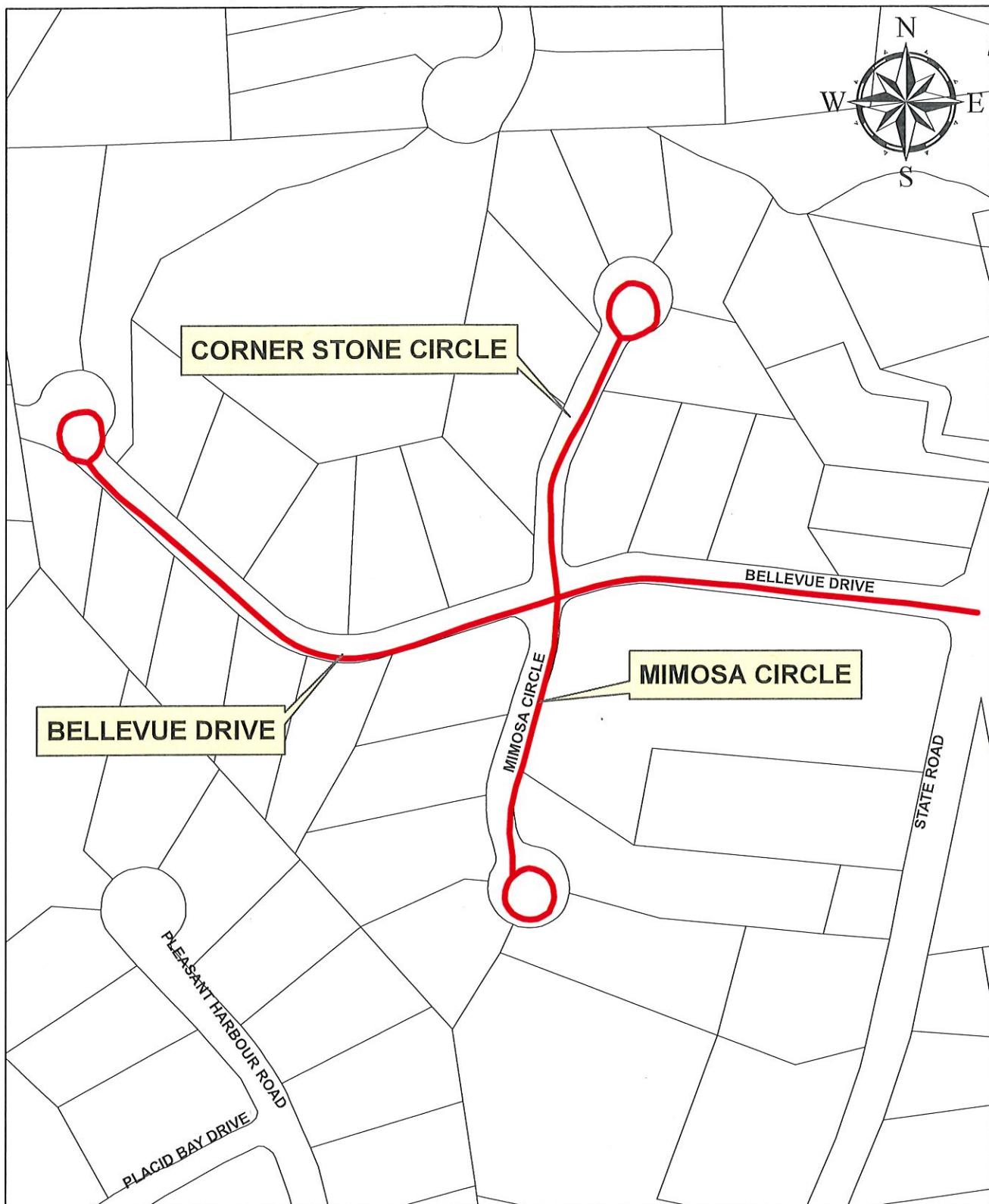
The D.P.W. recommends that the Advisory & Finance Committee members vote to support Article 20 as presented.

Encl. Locus Maps

2019 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE XX:
DPW ENGINEERING - Ship Pond Hills

PLAT 50



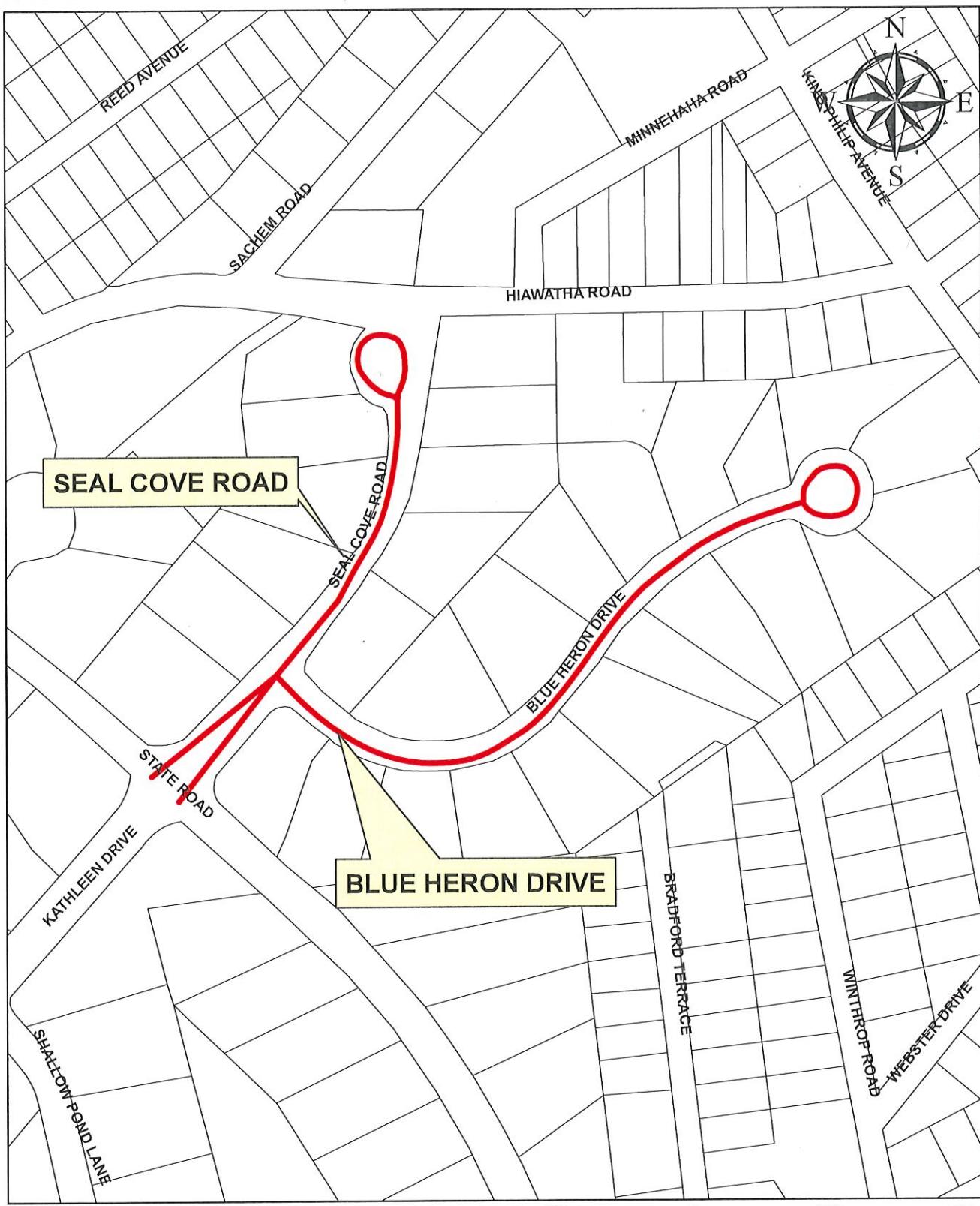
PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

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SCALE IN FEET

2019 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE XX:
DPW ENGINEERING - Blue Heron Drive, Seal Cove Road

PLAT 49



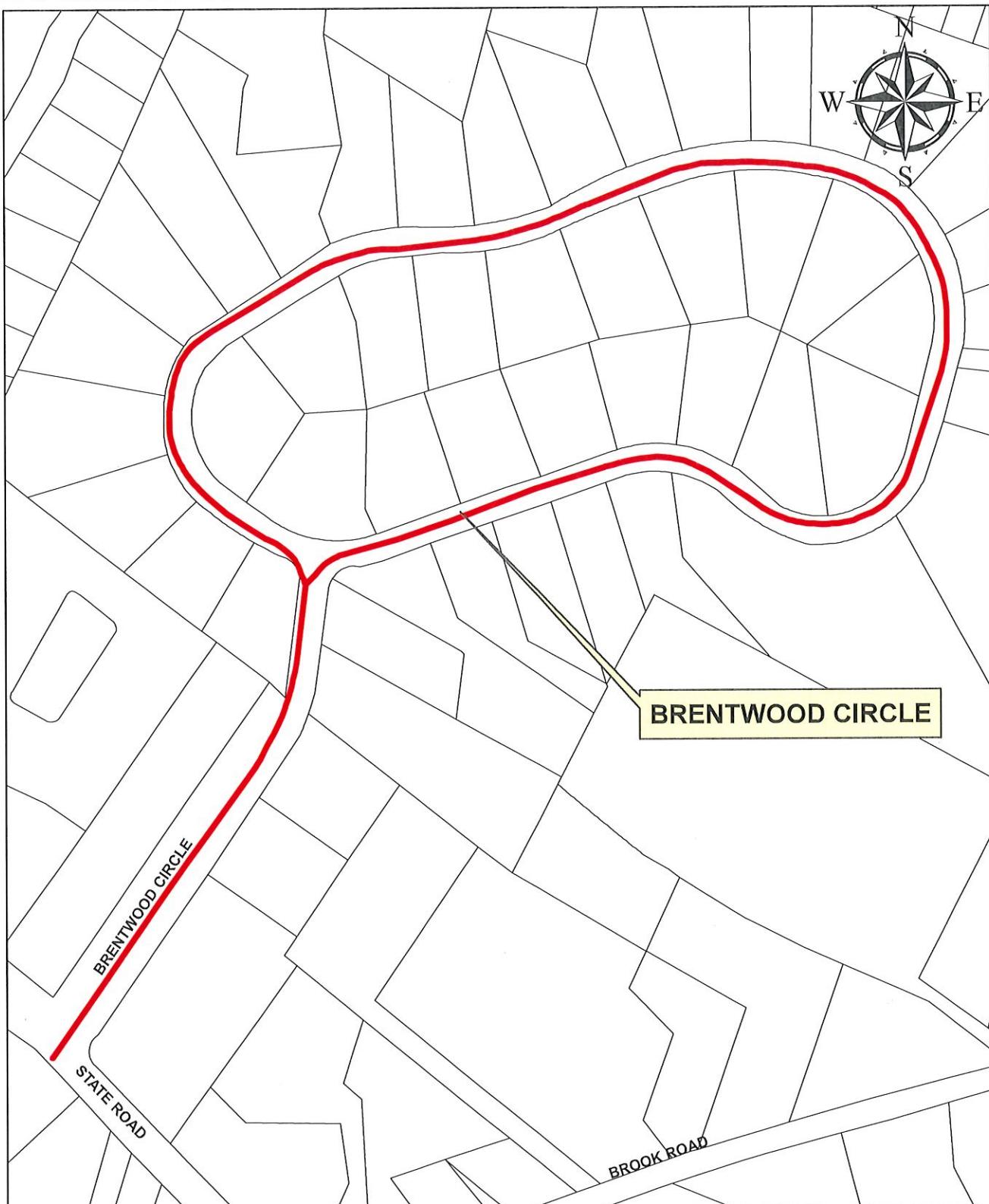
PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

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SCALE IN FEET

2019 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE XX:
DPW ENGINEERING - Brentwood Circle

PLAT 45



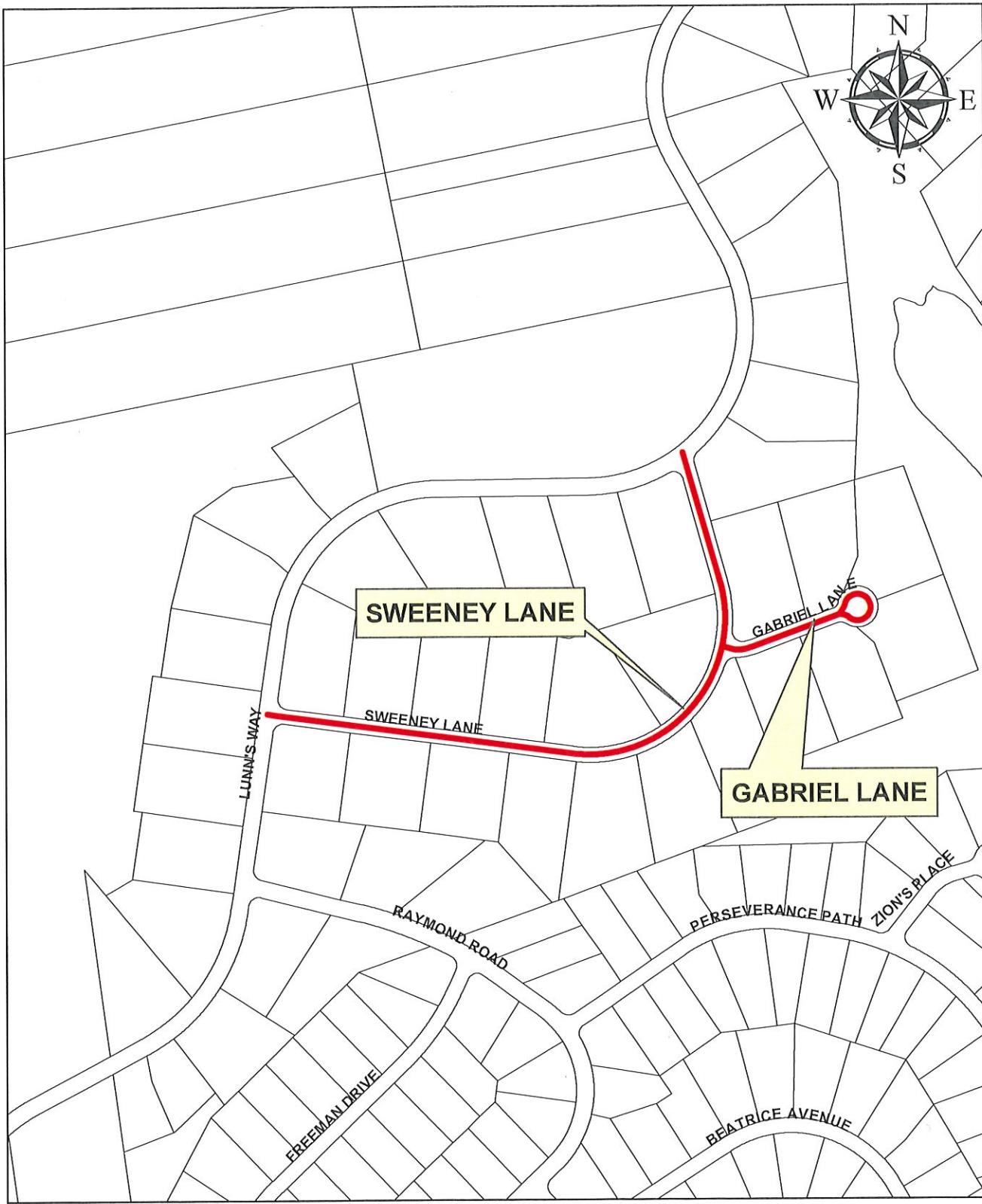
PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

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SCALE IN FEET

2019 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE XX:
DPW ENGINEERING - Gabriel Lane, Sweeney Drive

PLAT 113



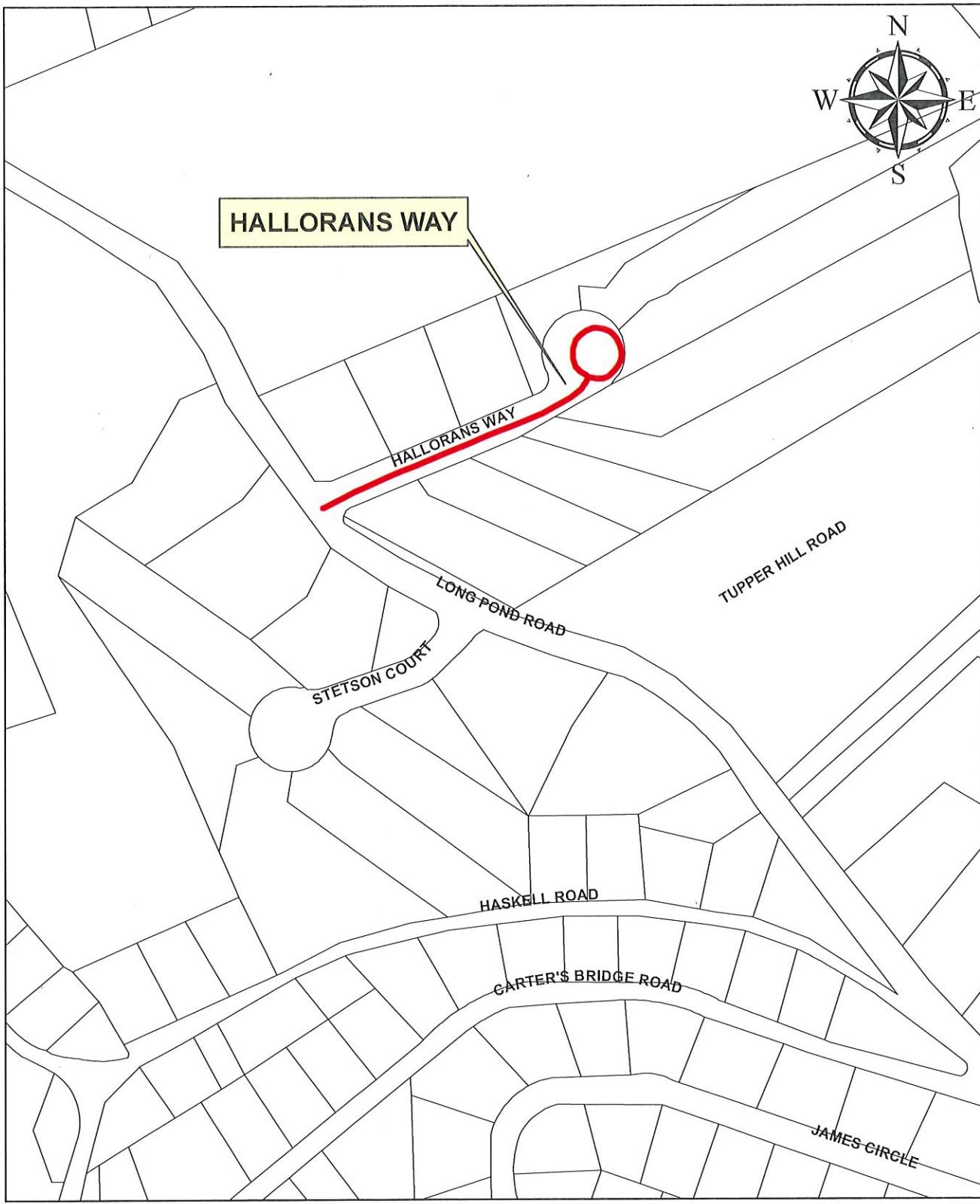
PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

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SCALE IN FEET

2019 ANNUAL TOWN MEETING LOCUS MAP

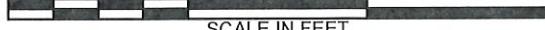
ARTICLE XX:
DPW ENGINEERING - Hallorans Way

PLAT 55



PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

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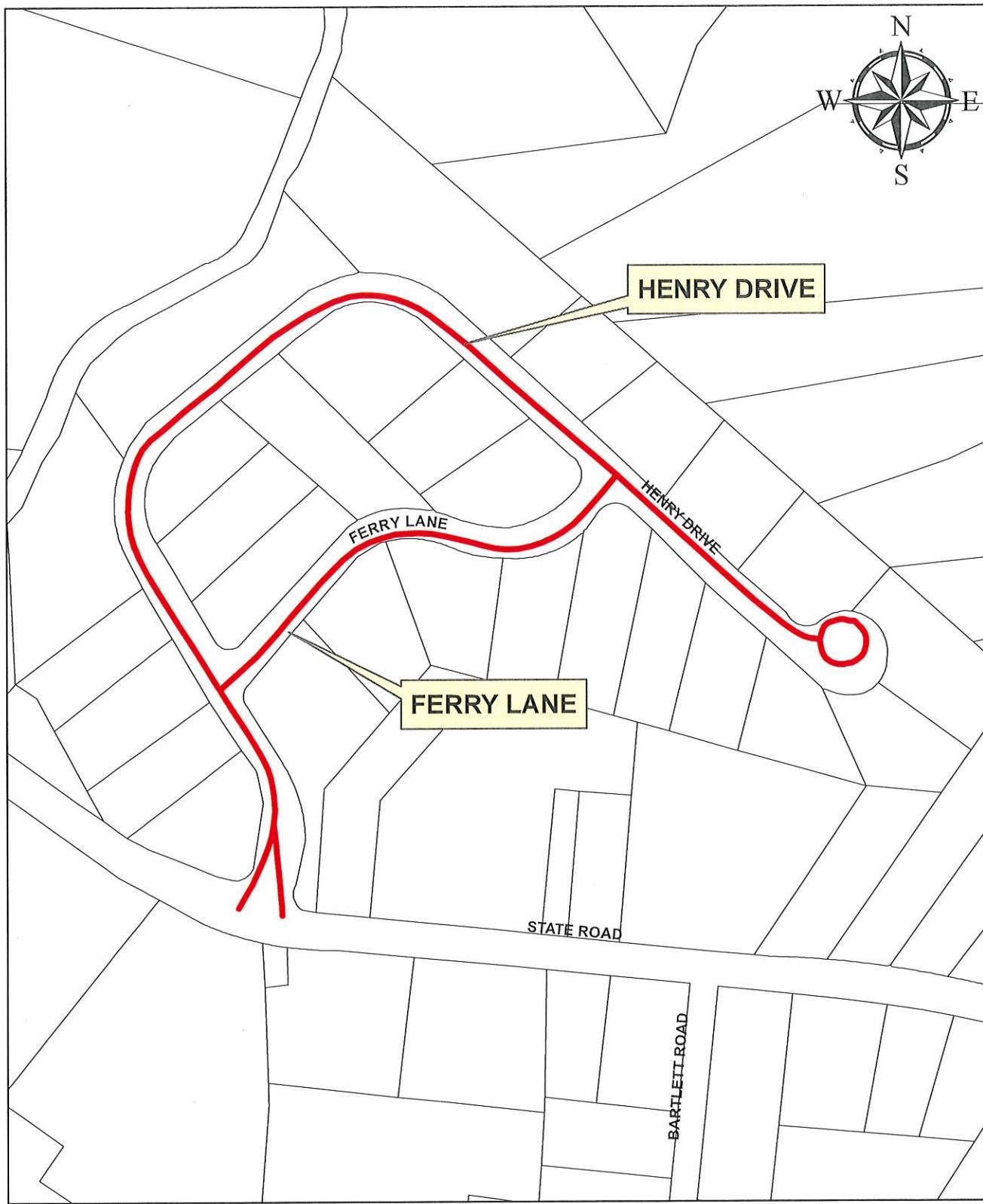


SCALE IN FEET

2019 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE XX:
DPW ENGINEERING - Henry Drive, Ferry Lane

PLAT 45

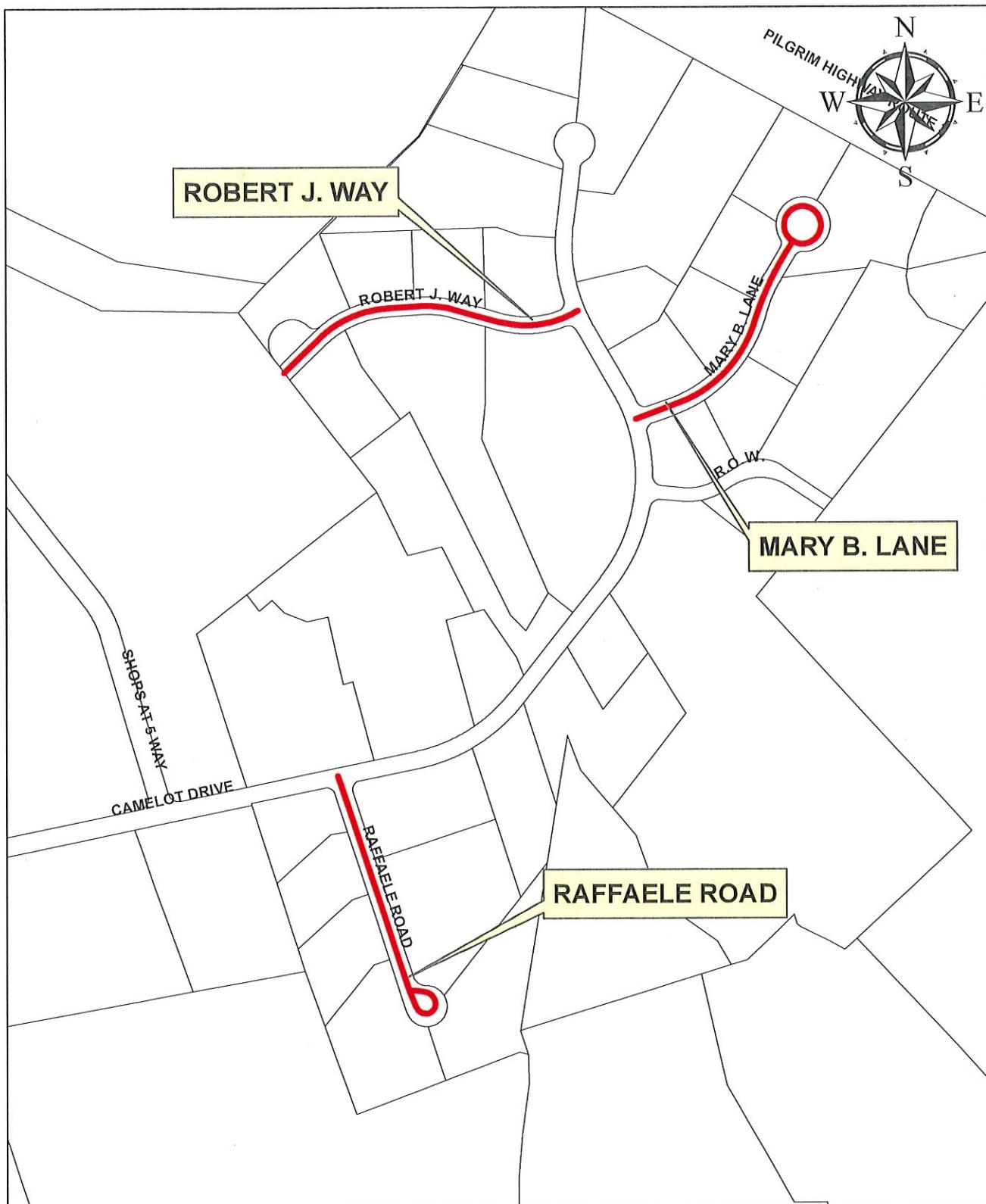


2019 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE XX:

DPW ENGINEERING - Mary B. Lane, Raffaele Road, Robert J. Way

PLAT 83

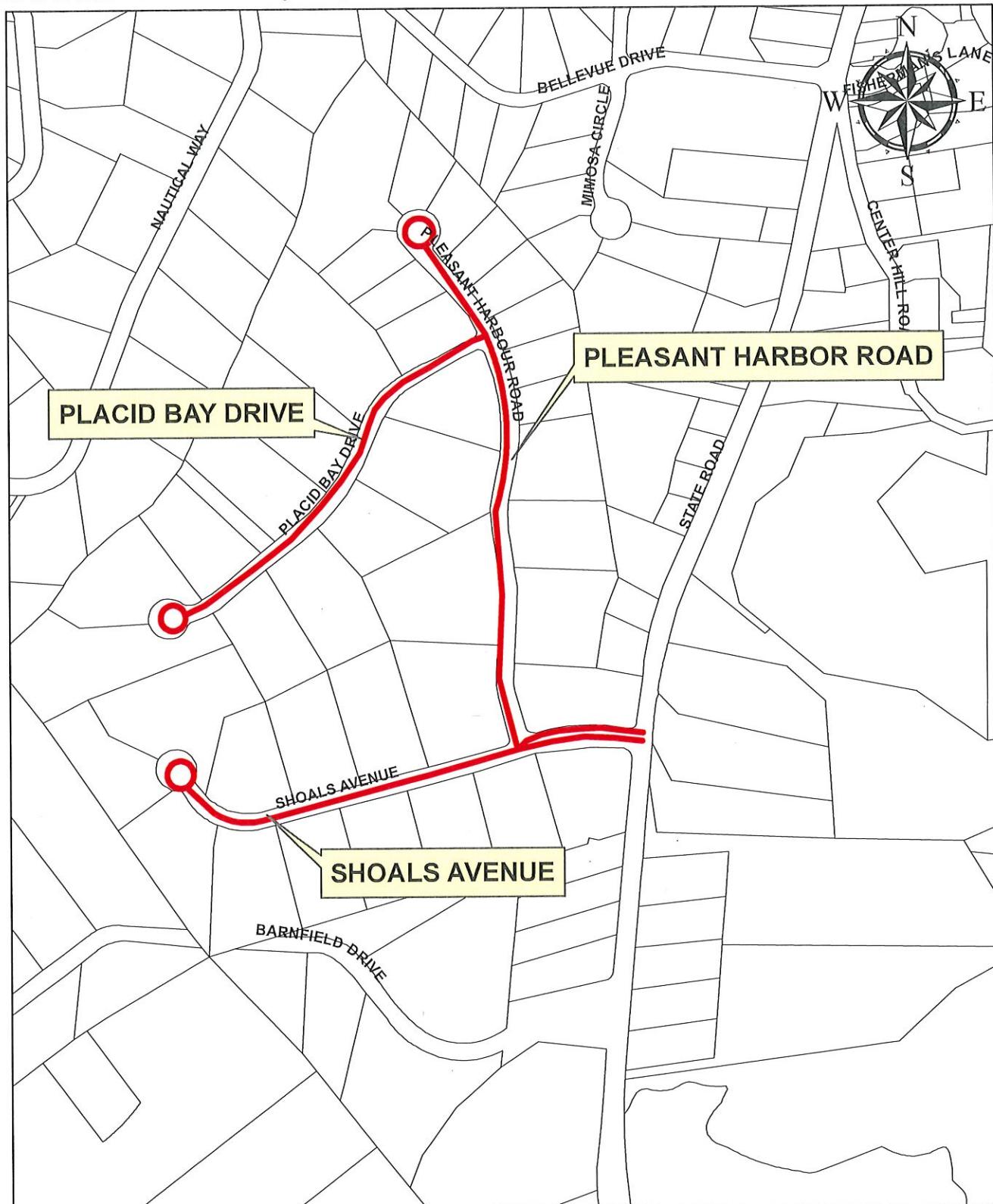


PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

2019 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE XX:
DPW ENGINEERING - Placid Bay Drive, Pleasant Harbor Road, Shoals Avenue

PLAT 50



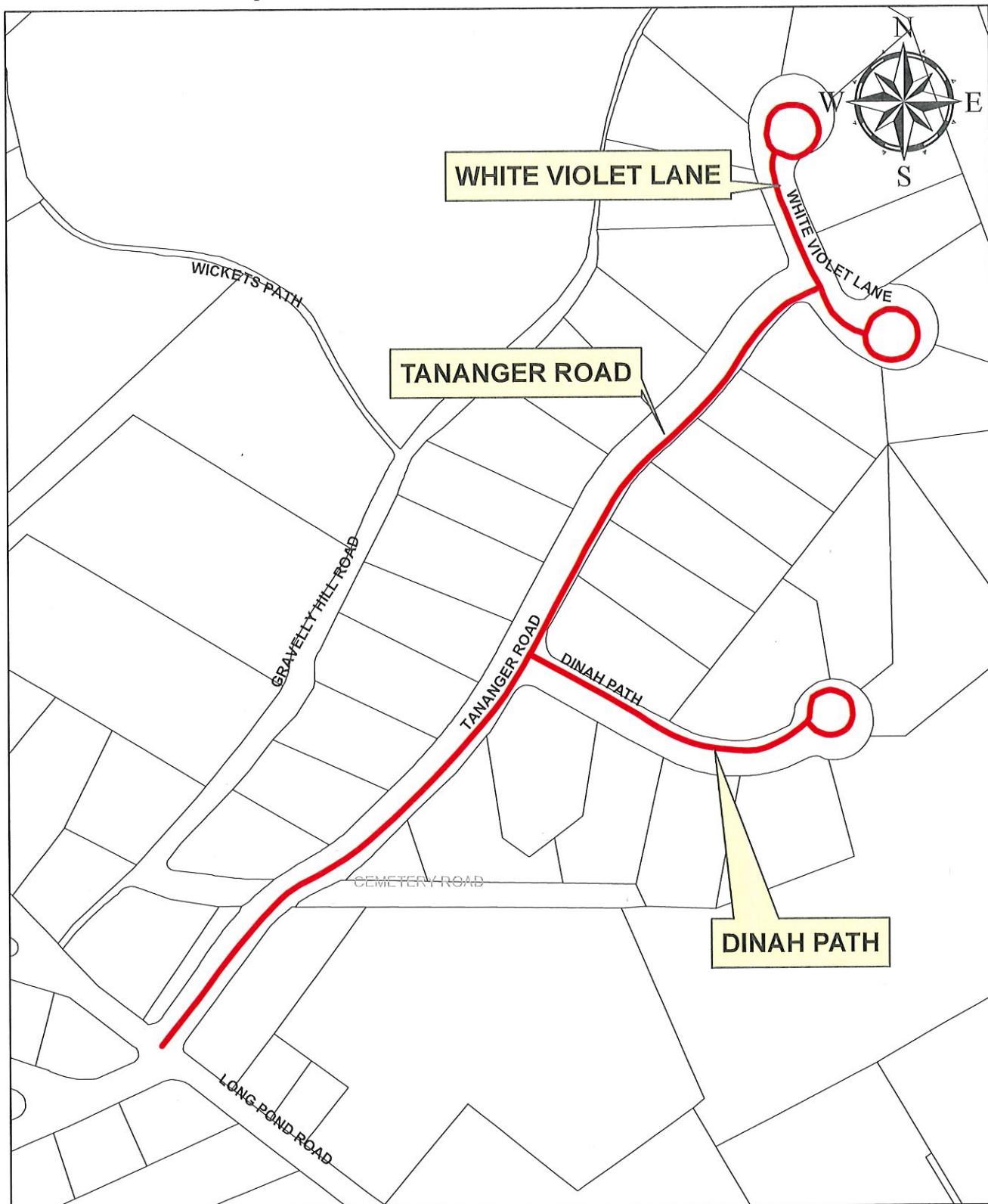
PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

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SCALE IN FEET

2019 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE XX:
DPW ENGINEERING - Tananger Road, White Violet Lane, Dianh Path

PLAT 55



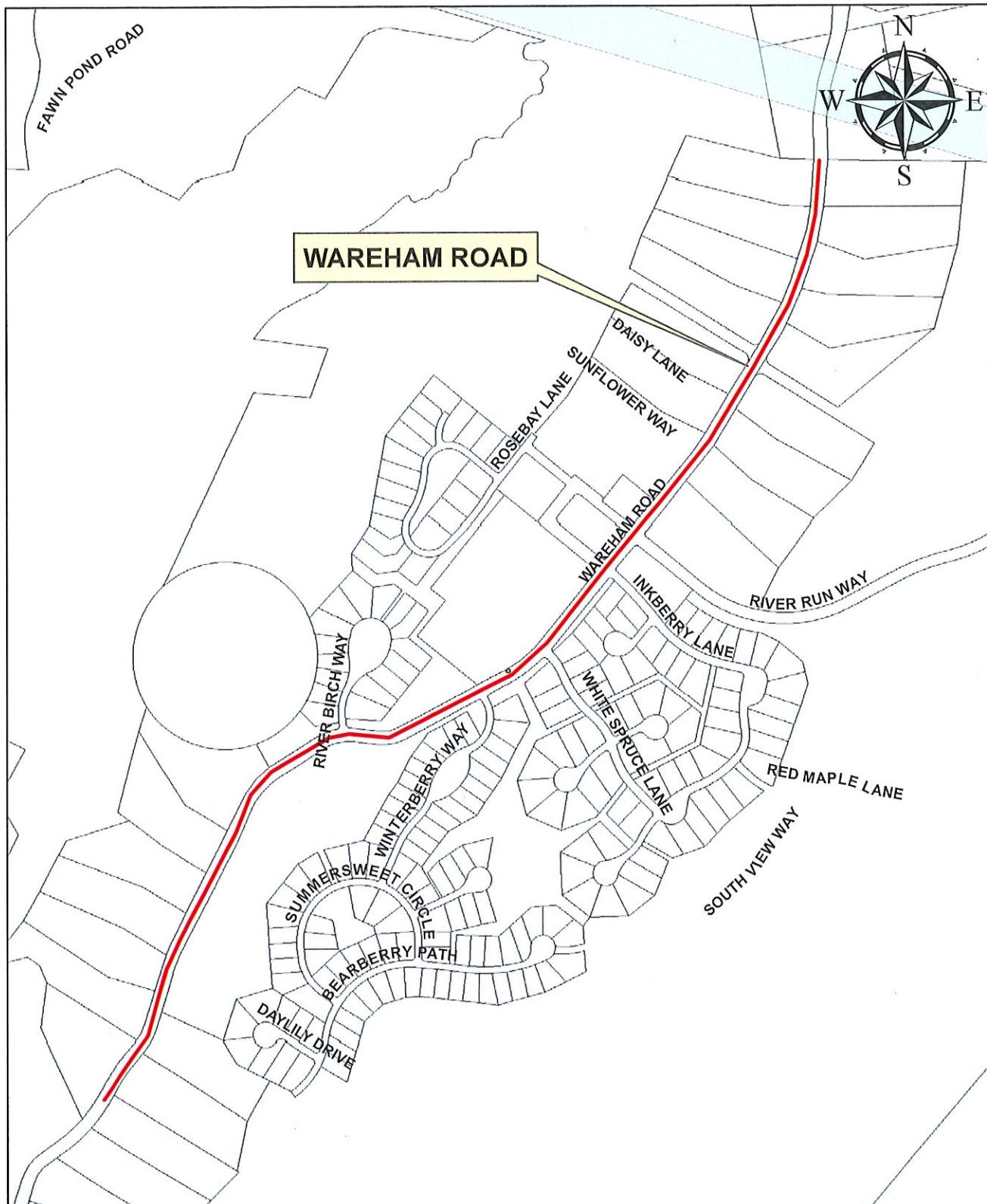
PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

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2019 ANNUAL TOWN MEETING LOCUS MAP

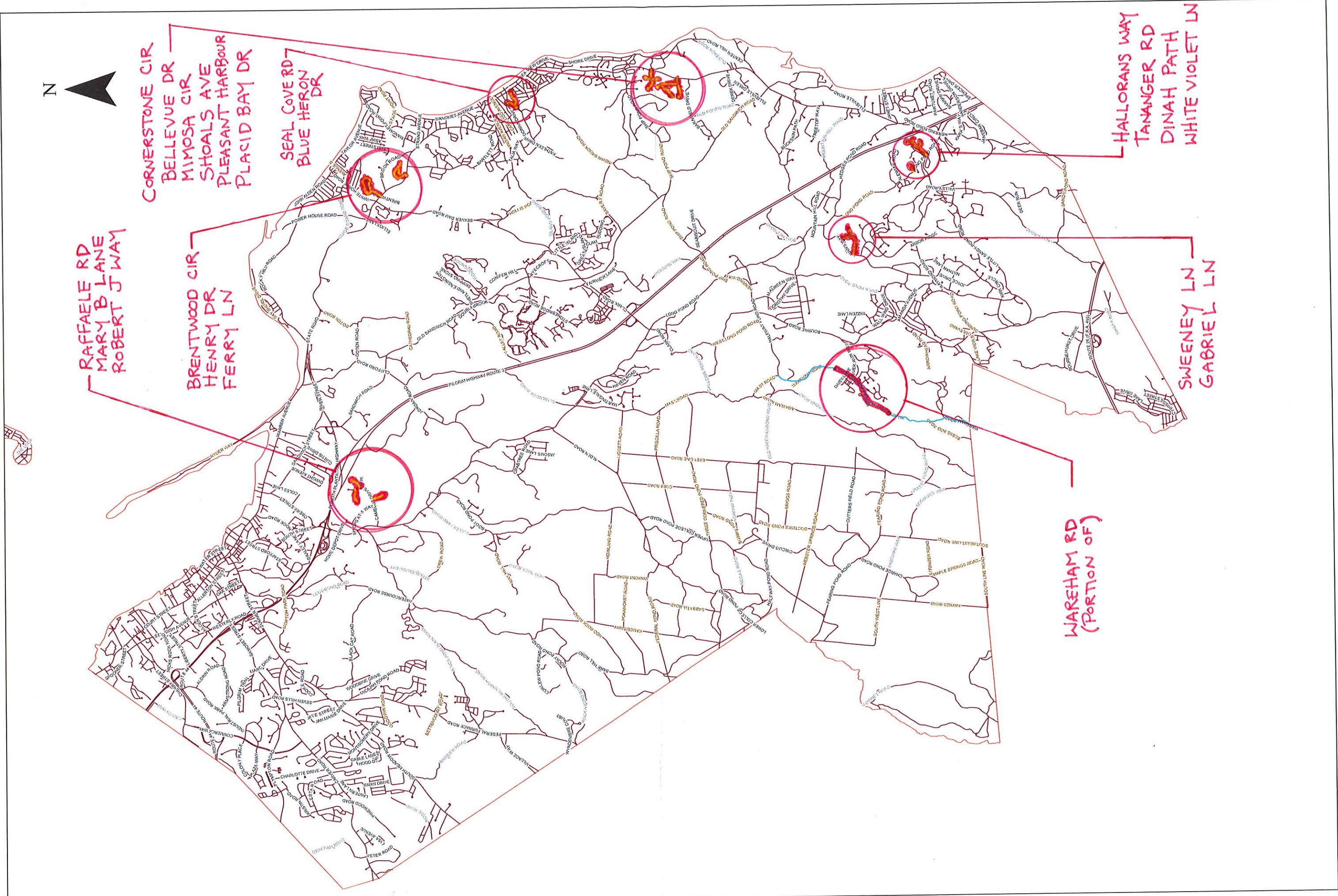
ARTICLE XX:
DPW ENGINEERING - Wareham Road

PLAT 114, 115, 116 & 117



PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

600 0 600 1,200
SCALE IN FEET



ARTICLE 21:

ARTICLE 21: To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise a 4,657+- square foot parcel of land located off River Street, Plymouth, Massachusetts, shown on a plan entitled "Plan of Land owned by Plimoth Plantation, Inc., #10 River Street, Parcel: 040-000-004-000" Prepared for MEGRYCO, Inc., prepared by Flaherty & Stefani, Inc. and dated July 16, 2018, on file with the Town Clerk, in order to provide access to the Chiltonville Cemetery, or take any other action relative thereto.

BOARD OF SELECTMEN

RECOMMENDATION: Approval (Unanimous, 8-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 21. Town Meeting approval of this article will accept the gift of land on River St "known as Cemetery Road" securing continued access to the Chiltonville Cemetery from River St. The Lot is shown as 4-1 on a plan recorded with the Plymouth County Registry of Deeds as Plan No. 558 of 2018 in Plan Book 62, Page 1090.

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WITHERINGTON AND BETTERS
COUNSELLORS AT LAW
BOAT YARD SQUARE
15 CASWELL LANE
PLYMOUTH, MASSACHUSETTS 02360

LOTHROP WITHERINGTON III, ESQUIRE (1942-2007)
ROBERT C. BETTERS, ESQUIRE

TELEPHONE (508) 747-3545
FACSIMILE (508) 746-6002

October 30, 2018

RECEIVED

NOV - 5 2018

PLANNING BOARD
PLYMOUTH, MA

Planning and Development
Town of Plymouth
26 Court Street
Plymouth, MA 02360

Attn: Robin Carver, Town Planner

Re: B-626, 10 River Street/Inclusionary Housing

Dear Robin:

As you know, I represent Megryco, Inc. concerning the above matter. Condition No. 8 in the Decision in this Case requires that Lot 4-1 shall be offered as a gift to the Town for continued Cemetery Road access from River Street to the Town's Cemetery.

The purpose of this letter is to offer this Lot to the Town as a donation. The Lot is shown as 4-1 on a plan recorded with the Plymouth County Registry of Deeds as Plan No. 558 of 2018 in Plan Book 62, Page 1090, a copy of which is enclosed.

Please advise if you have any questions or require any additional information.

Very truly yours,



Robert C. Betters

RCB:co:9716

Enclosure

cc: Rick A. Vayo w/enc.

Mark Flaherty w/enc.

VIA E-MAIL

rcb.vayo.river.ltr.robin.carver.10.18

ARTICLE 22:

ARTICLE 22: To see if the Town will vote to amend the Zoning Bylaw, Section 207.11 (B,2,a) Ground-Mounted Solar Photovoltaic Systems (GMSPS), for GMSPS, up to 15 acres in size, be allowed on landfills located within the Rural Residential Zone and Cedarville Village Enterprise District ((CVED) and add under Section C,3 Standards, a new sub-paragraph d as follows: “Native plant species and seed mix installation/management practices that provide benefits to gamebirds, songbirds, and pollinators shall be used, as described in the Massachusetts Pollinator Protection Plan, Best Management Practices and Actions to Benefit Pollinators (p.13-22).”, as well as amend any other definitions, procedures, and provisions for said installations, all as on file with the Town Clerk, or take any other action relative thereto.

ENERGY COMMITTEE

RECOMMENDATION: Approval (Unanimous, 8-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 22 with the amended language as follows “up to 22 acres in size, be allowed on landfills” in place thereof “up to 15 acres in size, be allowed on landfills” The Committee felt unanimously that Town Meeting approval of this amended Zoning Bylaw language would maximize the use of the Towns landfills for Ground-Mounted Solar Photovoltaic Systems (GMSPS) and the opportunity of generate additional income.

REPORT AND RECOMMENDATION OF THE PLANNING BOARD
ON THE PROPOSED AMENDMENT TO SECTION 207-11 GROUND-MOUNTED SOLAR
PHOTOVOLTAIC SYSTEMS, AMENDED 10-23-2018 FTM.

DATE OF PUBLICATION OF PUBLIC HEARING: December 26, 2018
January 2, 2019

DATE OF PUBLIC HEARING: January 14, 2019

VOTE: On January 14, 2019, the Planning Board voted (4-0) to recommend Town Meeting take the following actions on the proposed amendments to the Plymouth Zoning Bylaw:

Underlined to be added and ~~strikethrough~~ to be deleted:

Amend §201-3, Definitions.

Landfill: Any area, site or works greater than ten (10) acres for the disposal of solid waste into or on land.

Amend § 207-11 Ground Mounted Solar Photovoltaic Systems .

207-11(B)(1)(c.) Location and Area Requirements. Is located on a Development Site consisting primarily of Disturbed Area and, if located within any of the following Districts or areas, provided a minimum 200-foot Buffer is in place along each Lot line that abuts a Residential District:

B(1)(d) GMSPS, up to 15 acres in size, are allowed on landfills located within the Rural Residential (RR) Zone and Cedarville Village Enterprise District (CVED).

C(3)(d.) Land Clearing, Soil Erosion and Habitat Impacts. Native plant species and seed mix installation/management practices that provide benefits to gamebirds, songbirds, and pollinators shall be used, as described in the Massachusetts Pollinator Protection Plan, Best Management Practices and Actions to Benefit Pollinators (p.13-22).

NEED & JUSTIFICATION:

Due to recent changes in State Legislation, a number of solar development companies have expressed interest in installing ground mounted solar photovoltaic systems on existing landfills within Plymouth.

Additionally, there is growing awareness for establishing insect and bee pollinator habitat under and around photovoltaic panels and their associated rack systems. Minnesota, Wisconsin, North Dakota, Iowa, Vermont and Maryland have all adopted similar habitat regulations.

Plymouth has two landfills (Manomet and Cedarville). The Manomet landfill is currently a good candidate for the creation of a renewable energy system. Eventually, after the Plymouth Harbor dredging is complete the Cedarville landfill may also be a suitable site.

EFFECT:

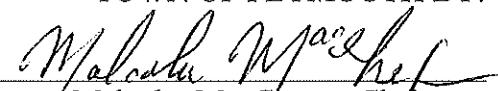
This article includes modifications to the current bylaw that:

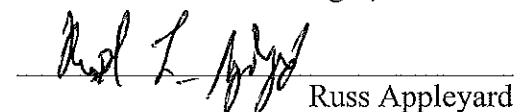
1. Increase size of potential solar system **only** on landfills from five (5) acres to fifteen (15) acres;
2. Retains the 5-acre limitation in all other residential areas;
3. Provides guidance for appropriate ground cover vegetation; and
4. Generates revenue for the Town.

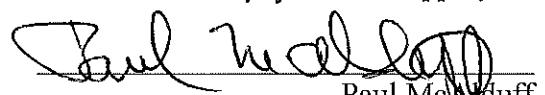
INTENT:

The Intent of this amendment is to encourage the creation of renewable energy systems on capped landfills.

TOWN OF PLYMOUTH BY:


Malcolm MacGregor, Chairman


Russ Appleyard


Paul McAduff


Robert Bielen

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD: January 22, 2019

DATE FILED WITH TOWN CLERK: January 22, 2019

cc: Town Clerk
Board of Selectmen
Advisory and Finance Committee

§ 207-11. Ground-Mounted Solar Photovoltaic Systems

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

B. Location and Area Requirements.

Except as otherwise provided herein, GMSPS are allowed by-right in all Districts subject to Site Plan Review under §203-15. Site Plan Review.

1. Site Plan Review is not required for a GMSPS that:

- a. Actively occupies 1,500 square feet or less of land and has a total GMSPS height of less than 8 feet from final grade, subject to Section C.2.e.; or
- b. is located on agricultural land, and used primarily for the accessory generation of energy for the operation of the agricultural use; or
- c. is located on a Development Site consisting primarily of Disturbed Area and, if located within any of the following Districts or areas, provided a minimum 200-foot Buffer is in place along each Lot line that abuts a Residential District:
 - I. Airport (AP)
 - II. Arterial Commercial (AC)
 - III. General Commercial (GC)
 - IV. Highway Commercial (HC)
 - V. Light Industrial (LI)
 - VI. Light Industrial/Waterfront (LI/WF)
 - VII. Mixed Commerce (MC)
 - VIII. Parking Lots
 - IX. Power Line Utility Easements
- d. GMSPS, up to 15 acres in size, are allowed on landfills located within the Rural Residential (RR) Zone and Cedarville Village Enterprise District (CVED).

2. Prohibited:

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

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

1. **Setback:** A GMSPS site and construction thereon shall conform to the dimensional and intensity requirements set forth in Dimensional Table of the Zoning Bylaw.
2. **Design:**
 - a. **Lighting.** High efficiency lighting, such as LED, or equivalent, shall be limited to that required for safety and operational purposes, and shall comply with the requirements of §207-4. Prevention of Light Pollution.
 - b. **Utility Connections.** Cabling and utility connections within the GMSPS shall be placed underground.
 - c. **Security.** The GMSPS must be physically secured by measures including, but not limited to, appropriate fence material, construction, locking devices and surveillance equipment.
 - d. **Signage:**
 - i. Required: A Sign complying with Signs. §203-3 shall identify the owner and operator, if not the same, and provide the following information: business name for any company or other entity owning and/or operating the installation, with the business address and name of a contact person for each; electric utility or other safety warnings and a 24-hour emergency contact phone number.
 - ii. Prohibited: Any advertising display.
 - e. All emergency vehicle access ways shall conform to dimensional requirements of the Plymouth Fire Department.
 - f. Screening, as defined in §201-3, shall be installed to shield residences from a GMSPS.
 - g. Buffers as defined in §201-3 are required as follows:
 - i. A minimum of 150 feet for 1 to 2 MW DC systems;
 - ii. A minimum of 200 feet for systems greater than 2 MW DC.

3. Land Clearing, Soil Erosion and Habitat Impacts.

- a. Clearing of native vegetation on any undeveloped or land in its natural state shall be limited to that necessary for the construction, operation and maintenance of the GMSPS. Effective internal storm water management and erosion control features shall be maintained at all times during and post-construction. Installed fencing shall maintain a minimum distance of 8 inches from final grade for small wildlife passage.
- b. Stormwater management controls shall comply with Plymouth's Stormwater Design Guidelines. Percolation tests will be required if no stormwater system controls are provided.
- c. Management of all vegetated areas within the GMSPS shall be maintained throughout the life of the project through mechanical means and without the use of chemical herbicides.
- e.d. Native plant species and seed mix installation/management practices that provide benefits to gamebirds, songbirds, and pollinators shall be used, as described in the

Massachusetts Pollinator Protection Plan, Best Management Practices and Actions to Benefit Pollinators (p.13-22).

4. Information Required with Zoning Permit for all GMSPS.

- a. **Landscape Plan.** A landscape plan prepared by a Registered Landscape Architect is required and shall include location of existing significant trees, shrubs and grasses to remain and all proposed additions, identified by specimen size and species at installation. Low growth vegetation shall be planted and maintained in areas under GMSPS rack equipment.
- b. **Materials.** Manufacturer's specifications for a proposed GMSPS shall be provided for all equipment and attendant facilities and include documentation of the major system components to be used, including panels, mounting system, rated name plate capacity, colors, inverter and interconnection details.
- c. **Safety.** The GMSPS Owner or Operator shall submit a copy of the project summary, electrical schematic, and Development Site plan to the Building Commissioner, with a copy for review by the Fire Chief. Instructions to de-energize the system shall be made available to public safety personnel. The owner or operator shall identify a responsible person for public inquiries throughout the life of the GMSPS.
- d. **Financial Surety.** Except for a municipally owned GMSPS, a project designed to generate in excess of 2MW shall require a performance guarantee in the form of a cash bond in an amount approved by the Building Commissioner to cover the cost of GMSPS removal in the event the town must remove the installation and stabilize the Development Site with loam and seed.

5. Other Requirements.

- a. **Notification.** When site plan review is required, at least fourteen days prior to site plan review by the Planning Board, notice of the time and place of said review shall be sent by mail by the GMSPS Owner/Operator, postage prepaid to abutting owners of land within three hundred feet of the property line of the parcel or parcels upon which the GMSPS proposes to be situated, as said abutters appear on the most recent applicable tax list. The assessors maintaining any applicable tax list shall certify the names and addresses of parties in interest and such certification shall be conclusive for all purposes. At least 60 business days prior to the commencement of work on a project, the GMSPS Owner/Operator shall notify abutters within 300 feet of when work will commence and that site plans are available for public review at Town Hall.
- b. **Modification.** A substantial modification to a GMSPS shown on an approved Site Plan shall require Site Plan modification in compliance with the standards and procedures applicable to the original application.
- c. **Segmentation.** Adjacent parcels in the same ownership or control shall be deemed to be one parcel for purpose of calculating the area limitation of §B.2 above.
- d. **Abandonment.** A GMSPS shall be deemed abandoned when its operations are discontinued for more than one year without the written consent of the Building

Commissioner; or if the Building Commissioner has determined that the installation is a hazard to public safety and the conditions have not been corrected within three months. A GMSPS must be removed by its owner and the site restored when it has been abandoned as provided herein.

- e. **Site Restoration.** A GMSPS must be removed by its owner within 150 days from the date of discontinuation of operations. The owner or operator shall notify the Building Commissioner by certified mail of the proposed date of discontinuation and provide detailed plans and schedule for GMSPS removal and restoration of the site to a function approved by the Building Commissioner or to a natural vegetative state.
- f. **Exemption.** This §207-11 shall not apply to a GMSPS for which a zoning permit was issued and was still in effect as of July 20, 2016 [the first publication date of notice of the August 8, 2016 Planning Board public hearing], but the record owner of the land shall have the right to waive this exemption, in which case this § 207-11 shall apply.

ARTICLE 23:

ARTICLE 23: To see if the Town will vote to amend the Zoning Bylaw to correct ministerial typographical errors to and omissions from 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 November 28, 2018, with underlined text to be inserted and strikethrough text to be deleted, or take any other action relative thereto.

PLANNING AND COMMUNITY DEVELOPMENT

RECOMMENDATION: Approval (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 23. Approval of this article will amend the Zoning Bylaw to correct typographical errors and omissions to the Bylaw so that the current bylaw reads as intended.

FINAL REPORT AND RECOMMENDATION TO
CORRECT ERRORS & OMISSIONS IN THE TOWN'S
ZONING BYLAW

DATE OF PUBLICATION OF PUBLIC HEARING: November 28, 2018

December 5, 2018

December 17, 2018

VOTE: On December 17, 2018, the Planning Board voted (4-0) **to support** and voted (5-0) on January 7, 2019 **to clarify** the following amendment to the Zoning Bylaw to Town Meeting:

PROPOSED AMENDMENT:

To see if the Town will vote to amend its Zoning Bylaw to correct typographical errors and omissions to 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 November 28, 2018, showing underlined words inadvertently omitted to be added and strikethrough words inadvertently retained to be deleted or to take any action relative thereto.

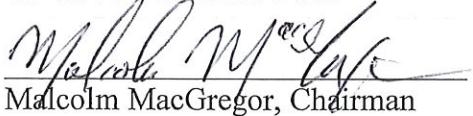
NEED AND JUSTIFICATION

In April 2018 the Town totally revised its 45 year old Zoning Bylaw. While working with this new bylaw, a few errors and omissions have been identified. These amendments correct those issues.

INTENT

The intent of this amendment is to correct a few errors and omissions so that the current bylaw functions like the previous bylaw.

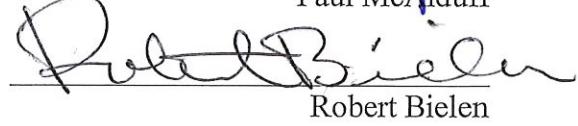
TOWN OF PLYMOUTH


Malcolm MacGregor, Chairman

Tim Grandy (not in attendance)


Russ Appleyard


Paul McAlduff


Robert Bielen

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD:

January 7, 2019

DATE FILED WITH TOWN CLERK:

January 8, 2019

c:

47-8-NAN-19
RECEIVED
TOWN CLERK'S OFFICE
PLYMOUTH, MA

Town Clerk

Board of Selectmen
Advisory and Finance Committee

2. Recreational Open Space: areas containing playgrounds, swimming pools, tennis courts or similar recreational Structures or facilities;
3. Agricultural Open Space: areas in use for cultivation of forest and other Farm products; and/or;
4. Utility Open Space: an area used for drainage.

18 NOV 15 A7:46

OVERBURDEN – The material below topsoil and above sand and gravel deposits exclusive of tree limbs or stumps.

OVERLAY DISTRICT – A zoning District designated in Article VI of this Bylaw, which is designed to be conceptually superimposed over one or more existing zoning Districts for the purpose of providing for options or restrictions on Uses or dimensions that differ from those of the underlying District(s).

PERSON – A natural individual, or, as indicated by the context, another legally recognized entity, such as a corporation, association, partnership, trust or company.

PARTIES IN INTEREST – As provided in G. L. c. 40A, §11, a category of Persons including the applicant for a Special Permit, Variance or approval; the petitioner on an appeal to the Zoning Board of Appeals; abutters to the subject parcel of land; owners of land directly opposite the subject parcel of land on any Public Street or private way; and abutters to the direct abutters to the subject parcel within 300 feet of the property line of the petitioner, as appearing on the most recent applicable tax list, notwithstanding that the land owned by any such party is located in another municipality. The term Parties in Interest includes the Town of Plymouth Planning Board and the planning board of every abutting municipality.

PERSONAL SERVICE ESTABLISHMENT – A commercial facility that provides a service to or process on the body of a natural Person, ~~excluding so-called Body Art~~, and including without limitation, the services by a barber, hair or beauty salon or esthetician, manicurist or licensed massage therapist.

PLANNED COMMERCIAL PARK – A Development Project comprised of one or more Structures housing a Use allowed in NC District, or a Use authorized by Special Permit in AP District, designed and developed as a unified complex in a cohesive and attractive manner.

PLANNED OFFICE PARK – A group of office Buildings designed and developed as a unified complex in a functional and attractive manner and located within a Development Site.

PLANNED SHOPPING CENTER – A commercial complex which is designed and developed as a unit so as to provide functional Retail, Service and other commercial Uses within a Development Site.

PLANNED UNIT DEVELOPMENT, RETIREMENT MOBILE HOME (RMHPUD) – By Special Permit pursuant to §203-12, a residential development on a parcel of 20 or more acres with occupancy restricted to Elderly Households.

RECREATIONAL AREA – By Special Permit, a parcel of land or area of water located within a Development Site, the area of which has been designated to be maintained and

temporary stabilization as appropriate to address particular site conditions;

[b] If seed is proposed and the surface material remaining on a disturbed area is not suitable for the growing of seed, a minimum of four inches of loam will be required. Planting required for stabilization shall occur no later than October 31.

vii. Temporary sediment control for drainage. Unless otherwise required by the Building Commissioner, temporary sediment controls must be placed around Development Sites where runoff may occur and around storm drain inlets and outfalls, and may include silt fences, filter strips, double-row staked hay bales, silt traps, sediment basins, and crushed rock berms.

viii. Routine sediment control. All sediments must be removed from the roadway and other collection areas on a regular basis.

ix. Permanent stabilization. The following is required for any disturbed area that will be exposed for greater than one year.

[a] In all areas where the natural vegetation is disturbed, a plan detailing the proposed revegetation of the site must be submitted and approved by the Building Commissioner.

[b] A minimum of 6 inches of loam, raked and free of roots, stones, and twigs, is required for areas that will be seeded. Use of wood chips and mulches will not generally be permitted for this purpose.

[c] In regraded areas where the horizontal disturbance is greater than 8 feet, additional vegetation, including shrubs and trees, is required the size, quantity, species, and spacing to be approved by the Planning Board and the Building Commissioner.

[d] If the Building Commissioner questions the sufficiency of any installation or quality of the required stabilization material, inspection by a registered landscape architect may be required. If the installation or the material used is found to be inadequate, it must be replaced at the owner or applicant's expense.

[e] Planting required for stabilization shall be completed no later than October 31.

C. Earth Removal Regulation.

1. Intent

To allow for the reasonable removal of earth necessary for agriculture, residential, commercial and industrial uses, while also protecting the environment.

To assure to the greatest extent as reasonably possible that earth removal activities shall be conducted in a safe manner.

To assure to the greatest extent as reasonably possible that earth removal operations are conducted in a manner that will not cause undue stress to town's natural resources

To prevent detriment to adjacent neighborhoods from earth removal activities; and

To prevent cumulative damage to landscape, aquifer and topography and related valuable and nonrenewable natural resources, while not unreasonably interfering with necessary, desirable, or creative land uses.

2. Earth Removal Operations Not Requiring a Zoning Permit or a Special Permit

The following earth removal operations do not require a Zoning Permit under Section 202-2 or a Special Permit under this section. All earth removal occurring under this section shall be conducted in accordance with best practices:

- a. Earth removal related to the installation of Title V (septic) systems;
- b. Earth removal of up to 100 cubic yards in a calendar year in the course of normal gardening or landscaping;
- c. Earth removal of up to 200 cubic yards necessary and incidental to the construction of single family and two-family dwellings;
- d. Earth removal of up to 1,000 cubic yards necessary and incidental to construction of multi-family dwellings, commercial uses, and industrial uses;
- e. Earth removal of up to 2,500 cubic yards per calendar year necessary and incidental to an agricultural use not related to cranberry cultivation; or
- f. Cranberry cultivation earth removal (see definition) that does not exceed 50,000 cubic yards.

3. Earth Removal Operations Requiring a Zoning Permit but not a Special Permit

All earth removal operations not included in Section 2A of this Section 205-18.F require a Zoning Permit but do not require a Special Permit under this section, provided that:

The Building Commissioner shall forward copies of the zoning permit application and plans to the Planning Board for review. The Planning Board will consider if in their opinion the Earth Removal Operation requires the Special Permit Minimum Conditions and Safeguards set forth in Section 4C below in addition to the Zoning Permit Minimum Conditions and Safeguards set forth in this Section 3B. Said advisory opinion shall be forwarded to the Building Commissioner within 21 days of receipt of said application and plans.

If the Building Commissioner makes a determination that:

- i. The earth removal is:
 - (a) Objectively necessary and incidental to an identified lawful principal use, a lawful structure, an approved subdivision road, or lawful utility installation; and
 - (b) Not of such scale or other characteristics as to require special conditioning in order to avoid possible objectionable negative effects (such as heavy equipment noise, vibration, dust or vehicular traffic) to abutting properties, the Town, or the environment; and
 - (c) Is otherwise in compliance with this Bylaw and all other applicable legal requirements.

OR

- ii. The earth removal is occurring on property in the Light Industrial and Commercial (GC, AC, LI, AP, MC and HC) Districts and is necessary and incidental to a lawful end use which has received all required local and state permits for the use and which end use has been fully designed.

Then a special permit shall not be required.

For the purposes of this Section-~~s~~, incidental shall be defined as meeting all of the following:

- i. Is minor in significance to the primary use.
- ii. Is commonly established as reasonably associated with the primary use.
- iii. Is necessary to carry out the primary use.
- iv. Does not conflict with the intent of this section.
- v. Is minor in its net effect to that of the principal use, based on the amount of material to be removed and the time period over which it is to be removed and/or the amount of money to be derived from the earth removal operations.

4. Zoning Permit Minimum Conditions and Safeguards. All earth removal operations included in Section 3B of this section are subject to Site Plan Review per Section 203-15 and shall comply with the following minimum conditions and safeguards (Note: These conditions and safeguards can be reduced or waived by special permit from the Zoning Board of Appeals):

- i. Except for earth removal related to one and two-family dwellings, the maximum depth of the excavation shall be no closer than ten feet above the highest historical groundwater level, except for excavations associated with cranberry cultivation for the purposes of constructing cranberry bogs, irrigation ponds, tailwater ponds, flowage canals, and other like facilities typically associated with cranberry cultivation which may be closer to the water table.

- ii. A revegetation plan prepared by a professional Landscape Architect or an equivalent qualified professional shall be submitted to and approved by the permit granting authority (the Building Commissioner for Zoning Permits in Section **3B** and the Zoning Board of Appeals for Special Permits in Section **4C**). The plan shall include Native Vegetation (trees, shrubs and grasses) planted at a density similar to the surrounding areas.
- iii. Overburden shall be stripped with topsoil and subsoil stored separately on site, and seeded to prevent erosion for use in the restoration of the site.
- iv. A minimum of six inches of topsoil shall be placed on areas designated to be restored to a natural state (side slopes, open space and areas that are not to be otherwise improved). This minimum depth of topsoil shall be increased to 12 inches in the Aquifer Protection District Zone II.
- v. All areas of excavation and access ways to earth removal operations shall be clearly marked with legally posted no trespassing signs. Areas of steep slope or grade, as judged by the permit granting authority (the Building Commissioner for Zoning Permits in Section **3B** and the Zoning Board of Appeals for Special Permits in Section **4C**), shall additionally be fenced and clearly marked "DANGER- KEEP OUT every 150 feet.
- vi. Excavation or depositing of excavated material shall not be made within 50 feet of any lot line and no excavation depth of greater than 15 feet shall be made within 100 feet of any lot line. For excavation sites in or directly abutting the RR, R40, R25, R-20SL and R-20MF, excavation shall not occur within 200 feet of the project's property lines which shall include a 100 foot vegetated natural buffer. The Board of Appeals may reduce these requirements by Special Permit when the excavation site:
 - i. Is located on a uniquely sloped lot where the change in topography screens the site from abutting uses;
 - ii. Abuts a similar use; or
 - iii. Such a reduction will not be detrimental to an abutting use.
 - vii. Excavation, trucking and equipment start-up and operation and any related use shall be limited to Monday through Friday and hours of operation shall be limited to 7:00 AM to 4:00 PM, with no excavation activities permitted on State or federal holidays.
 - viii. The Building Commissioner or authorized agent shall have access to the excavation site at all times in order to inspect the site to insure compliance with the approved site plan.
 - ix. Heavy vehicle round trips shall be limited to 40 round trips per day to and from the site.
 - x. A heavy vehicle route plan sufficient in the opinion of the Building Commissioner shall be established to minimize the negative effects of heavy vehicle.

5. Earth Removal Operations Requiring a Zoning Permit and a Special Permit from the Zoning Board of Appeals

A special permit is required for Earth Removal Operations that do not meet the provisions of Sections 2 or 3205-18(B) and are not otherwise prohibited. A Zoning Permit under Section 202-65-5 and a Special Permit from the Board of Appeals under this Section 205-18.F is required for all earth removal operations:

- a. With side slopes exceeding 3 to 1; or
- b. With cuts to the natural topography exceeding 40 feet; or
- c. Which are not included in Section 2A or Section 3B of this Section 205-18.F; or
- d. Cranberry Cultivation Earth Removal that exceeds 50,000 cubic yards.

An applicant for a Special Permit for earth removal shall be required to submit the following information, in addition to the information required for aby §203-10 Special Permits:

- a. Identification of all on-site processing equipment proposed to be used, its location while in use or staged, and specific measures to minimize noise, vibration, dust and other negative effects of excavation, processing and related activities.
- b. Identification of topsoil and subsoil composition, depth of gravel as well as depth to groundwater. The number, location, sample size and depth of such test pits shall be established by a qualified Professional Engineer.
- c. An alternatives analysis and site plan describing alternatives to the location and size of the earth removal operation that would:
 - i. Minimize the amount of earth removed;
 - ii. Minimize the area of land disrupted; or
 - iii. Reduce the length of the earth removal operation.

The alternatives analysis shall also include a discussion of the advantages and disadvantages of the preferred alternative over the alternatives, and may include a cost comparison with each. The analysis shall be reviewed by the Town's consulting engineers, after which the Board of Appeals shall have the right to require that additional alternatives be considered and evaluated.

6. Special Permit Minimum Conditions and Safeguards. In addition to the Zoning Permit Minimum Conditions and Safeguards included in Section 3B, all earth removal operations included in Section 4C shall also comply with the following minimum conditions and safeguards, unless the Board of Appeals determines that existing conditions are in place to adequately protect the public health and safety (note: these conditions and safeguards can be reduced or waived by the Board of Appeals):

The following conditions shall apply:

- i. Ten foot wide terraces are required for areas where cuts to the natural topography exceed 40 feet (on slopes exceeding 80 feet, terraces are required each 40 foot cut).
- ii. Side slopes exceeding 3 to 1 grades may be allowed by the Board of Appeals provided that the slopes do not exceed the soil's natural angle of repose and the Board of Appeals finds that the soils are suitable for steeper slopes and adequate revegetation plans are submitted.
- iii. Heavy vehicle round trips: A limit of 40 round trips per day to and from the site. The Board of Appeals may allow an increase in vehicle trips if based on a traffic analysis prepared by a qualified professional demonstrates to the Board's satisfaction that the increased trips will not:
 - (a) When added to the existing traffic volume of the streets servicing the project prior to the commencement, exceed 85% of the capacity of the streets serving the project, as determined by a Professional Traffic Operations Engineer (PTOE), and
 - (b) When added to the existing traffic, cause the level of service of any traffic approach at any street intersection to fall below a "D" level of service, as defined by the Highway Capacity Manual, 5th ed. 2010; or successor editions or professional standard publications. For the purpose of this Section, "intersection" includes at least two of the following: Major or Collector Streets, multilane highways or two-lane rural highways as defined by said Highway Capacity Manual; and
 - (c) Significantly impact (noise, vibration, etc.) residents living on the streets serving the excavation project.
- iv. Heavy vehicle route: A proposed route plan sufficient to minimize the negative effects of heavy vehicle traffic shall be submitted.
- v. An operation sequencing plan updated quarterly with details on activities to occur over the next three months shall be submitted.
- vi. Quarterly inspections and quarterly written certifications from a registered Professional Engineer shall be submitted to the Building Commissioner demonstrating substantial compliance with the Zoning Bylaw, the earth removal Special Permit, and accepted engineering practices.
- vii. Permanent stabilization of any portion of the development site not under active construction for a period of 6 months shall be required. No area greater than 5 acres may be disturbed at one time for earth removal, stockpiling, and/or processing, and prior to the commencement of disturbance of any subsequent area, the

preceding 5-acre area shall be stabilized, either temporarily or permanently, as required by the Building Commissioner. In areas where vertical cuts exceed 30 feet, the Board of Appeals may allow, at their sole discretion, areas of disturbance in excess of 5 acres, provided that based on documentation prepared by a qualified professional, the Board finds that a larger area will minimize operation hazards or is necessary due to the size and scale of an earth removal operation.

- viii. Within 3 months of the reasonably anticipated completion of operations, the applicant shall provide written notice to the Building Commissioner of intent to complete operations and the estimated date thereof, and shall make the premises available for inspection by the Building Commissioner for conformity with the Special Permit, Zoning Permit and all approved Development Plans in advance of the intended date of completion.
- ix. The Building Commissioner shall calculate, after consultation with a qualified professional, a cash performance guarantee in an amount reasonably estimated to restore, regrade and revegetate the area under active excavation and other disturbed areas, if any, and shall include an adjustment for projected inflation or other predictable factors affecting cost of restoration over the term of the Earth Removal special permit plus one year. A cash performance guarantee shall be in place prior to the commencement of work.

7. Time Limitation. Earth removal operations permitted by Zoning Permit or Special Permit shall be limited in time to 3 years from the start of excavation, and the applicant shall provide written notice to the Building Commissioner prior to the commencement of work.

- a. Sixty days prior to the completion of the original 3-year limitation period, the applicant may file a written request to the permit or special permit granting authority for an extension of the excavation period, which shall be granted if determined to be consistent with the intent and purpose of this Section and the Bylaw generally, and may be denied for one or more of the following reasons:
 - i. One or more violations of the conditions of the permit or work not consistent with the approved Zoning Permit or Special Permit;
 - ii. Abandonment of the work site, as determined by the Building Commissioner;
 - iii. Failure to maintain the required landscaping, dust suppression measures, erosion control measures and proper stabilization measures;
 - iv. The presence of any unsafe condition; or
 - v. One or more violations of the approved heavy equipment route plan or other traffic control conditions of the Earth Removal special permit.

- b. A maximum of one excavation period extension may be granted for a term not to exceed two years. Additional extensions shall require a modification/reapplication of the Zoning Permit or Special Permit.
8. Additional Conditions and Safeguards. The Board of Appeals may impose additional conditions and safeguards for earth removal for all earth removal operations included in Section 4C of this Section ~~205-18.F~~ if necessary to protect the public health and safety.
9. Denial of Earth Removal Special Permit. In addition to the special permit conditions of §202-65-9(B)(1) the Board of Appeals may deny an earth removal Special Permit if it determines that, even subject to the foregoing conditions, the earth removal operation:
 - a. Would not be necessary and incidental to an identified lawful principal use, a lawful structure, an approved subdivision road, or lawful utility installation, or
 - b. Would be excessive in scope or nature to the foregoing end use or structure, or
 - c. Would create unsafe conditions on or off the property, or
 - d. Would be a detriment or nuisance to nearby landowners or to the Town in general by reason of noise, dust, vibration, or other objectionable conditions;
 - e. Would constitute excessive disturbance to the site's natural landscape;
 - f. Is not in compliance with any of the provisions of this section; or
 - g. Would result in a net effect, based on the amount of material to be removed and the time period over which it is to be removed and/or the amount of money to be derived from the earth removal operation, which would be excessive.

10. Prohibited Earth Removal Operations

Notwithstanding anything in this section to the contrary, earth removal operations as a principal use is prohibited in all Districts except the LI District.

11. 5 Year Prohibition

On sites where:

- a. Over 10,000 cubic yards of earth are removed by zoning permit per Section ~~20-25-18(B)~~ or
- b. Earth removal in the RR, R40, R25, R20-SL, R20-MD or R20-MF District is allowed by special permit for an identified lawful principal use;

The site shall not be used for any other principal use until five years from the expiration of the excavation period or any extension thereof.

12. Segmentation

If the Building Commissioner determines that an earth removal operation has been impermissibly segmented to avoid the provisions set forth in this section,

Use	Number of Spaces
	number of users or spectators
Place of Public Assembly, including Church, Stadium, Cinema,	1 space per 4 seats, or where no fixed seats, 1 space per 40 sf GFA
Restaurant	1 space per 3 seats
Rooming and Lodging house; Club and	2 spaces per Building plus 1 space per guest room or sleeping unit
Schools College, Library	1 parking space per 2 staff members and employees, plus adequate Off-Street Loading for students for the main auditorium or assembly room, 1 space per 10 seats for the first 100 seats, and 1 space per additional 6 seats; if seating is not fixed, 1 space per 50 sf GFA for seating shall be provided; for high schools additional student parking as may required
Theater	1 space per 3 seats
<u>Warehousing and storage</u>	<u>1 space for each 1,500 square feet of gross floor area, plus 1 space for each 200 square feet of office area</u>

K. Off-Street Parking Fund.

1. Within the GC District and WF District, Off-Street Parking shall comply with Subsection J, unless by Special Permit a payment in lieu of parking is made to the Plymouth Off-Street Parking Fund. Within the DH District and the GC District within the North Plymouth Village Service Area, payment to said Parking Fund may be made by-right in lieu of 15 or fewer parking spaces and by Special Permit in lieu of more than 15 spaces.
2. The amount of a payment to the Parking Fund shall be proportionate to the ratios required in Subsection J, taking into account the estimated cost of land and improvements necessary to support the parking demands of the Use to which the parking pertains. This payment shall be in accordance with a schedule adopted by the Board of Selectmen.
3. Expenditures from the Parking Fund are authorized and governed by G. L c.44, §53E1/2 and limited to parking-related Uses, including parking land acquisition, facility construction, and related preparation of plans and specifications. Funds shall not be expended for routine maintenance or for facilities located outside of the associated Village Service Area.

§203-8. Off-Street Loading

A. **New Structures and Additions.** Every new Principal Building or expansion thereof shall provide space for Off-Street Loading and unloading conforming to the following requirements:

Plymouth Zoning Bylaw Use Table 11/7/2017 version) [Amended 10/23/2018 FTM by Articles 23 and 25]

Key: Y = permitted by right; SP = Special Permit and X = not permitted (prohibited)

	Residential Districts					Mixed Use Districts			Commercial Districts								
	RR	R-40	R-25	R-20SL	R-20MF	DH	LI/WF	WF	NC	TC	GC	AC	LI	AP ²⁸	MC	HC	CVED
A Residential																	
1 Single Family Dwelling	Y	Y	Y	Y	Y	Y/SP ⁵	SP	Y	X	Y	X	X	X	X	X	X	X
2 Two Family Dwelling	X	SP	SP	Y	Y	Y/SP ⁵	SP ⁶	SP	X	Y	Y/SP ^{1,7}	X	X	X	X	X	X
3 Multi-Family Dwelling	X	X	X	X	X	Y/SP ⁵	SP ⁶	SP ⁶	X	SP	Y/SP ^{1,7}	X	X	X	X	X	X
4 Open Space Mixed Use Development	SP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5 Village Open Space Development	X	SP	SP	SP	SP	X	X	X	X	X	X	X	X	X	X	X	X
6 Traditional Rural Village Development	SP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7 Rural Density Development	SP	SP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8 Recreational Campground	SP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9 Recreation Development	SP	SP	SP	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10 Retirement Mobile Home Park Planned Unit Development	X	X	SP	SP	SP	X	X	X	X	X	X	X	X	X	X	X	X
11a Transfer of Development Rights - Sending Parcel	Y	Y	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11b Transfer of Development Rights - Receiving Parcel	Y/SP ³	SP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
B Civic, Cultural or Recreational																	
1 Boat Landing	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	X	X	X	X	X	X	X
2 Commercial Recreation (Including Golf)	SP	SP	SP	SP	SP	Y	SP	SP	X	X	Y/SP ¹	Y	Y	Y	Y	Y\SP ²	SP
3 Commercial Sightseeing or Ferrying	X	X	X	X	X	Y	Y	Y	X	X	N	X	X	X	X	X	X
4 Cultural & Recreational Facility	X	X	X	X	X	Y	SP	SP	X	X	Y/SP ¹	X	X	X	XY	Y\SP ²	Y
5 Day Camp	Y	Y	Y	Y	Y	X	X	X	X	X	X	X	X	X	XY	X	X
6 Outdoor Recreation, Sporting Area	Y	Y	Y	Y	Y	X	X	X	X	Y	X	X	SP	SP	XY	SP	Y
7 Club, Non-profit	SP	SP	SP	SP	SP	Y	X	X	SP	SP	Y/SP ¹	Y	X	Y	XY	Y\SP ²	Y
8 Recreation Facility	Y	Y	Y	Y	Y	Y	SP	SP	SP	X	X	Y	Y	Y	XY	X	Y
9 Recreational Campground	SP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	N
C Institutional																	
1 Cemetery	SP	SP	SP	SP	SP	X	X	X	X	SP	X	X	X	X	X	X	Y
2 Child Care Facility	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y/SP ¹	Y	Y	Y	Y	Y	Y
3 Hospitals, Long Term Care Facility and similar institution	X	X	SP ⁸	SP ⁸	SP ⁸	X	X	X	X	X	Y/SP ¹	SP	X	X	SP	SP	SP
4 Public Parks and Community Recreation Center	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP ¹	SP	SP	SP	SP	SP	Y
5 Congregate Housing	X	X	SP	SP	SP	SP	SP	SP	X	X	SP	SP ¹	SP	X	SP	X	N
6 Assisted Living/Independent Facility	X	X	SP	SP	SP	SP	SP	SP	X	X	SP	SP ¹	SP	X	SP	X	N
7 Elderly Housing	X	X	SP	SP	SP	SP	SP	SP	X	X	SP	SP ¹	SP	X	SP	X	N
8 School	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
9 School, College, University, Commercial-For Profit	X	SP	SP	SP	SP	Y	SP	SP	X	SP	SP ¹	X	Y	Y	SP	SP	SP
10 Public Safety Buildings	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
11 Town building and use ²⁹	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP ¹	SP	SP	SP	SP	SP	Y
D Commercial																	
1 Adult use	X	X	X	X	X	X	X	SP	X	X	SP ¹	SP	SP	SP	SP	X	X
2 Agriculture 5 or more AcRes	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3 Agriculture on 3 acres but less than 5 acres	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

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18 NOV 21 P1:13

Key: Y = permitted by right; SP = Special Permit and X = not permitted (prohibited)

Residential District

Mixed Use Districts

Commercial Districts

Key: Y = permitted by right; SP = Special Permit and X = not permitted (prohibited)

	SP ²⁶	SP ²⁶	Residential Districts	SP ²⁶	SP ²⁶	SP ²⁶	SP ²⁶	SP ²⁶	SP ²⁶	SP ²⁶	SP ²⁶	SP ²⁶	SP ²⁶	SP ²⁶	SP ²⁶		
13 Earth Removal, Accessory																	
14 Earth Removal, Principal	X	X	X	X	X	X	X	X	X	SP ²⁶	Y	Y	X	X	X		
15 Trucking & Freight Terminal	X	X	X	X	X	X	Y	X	X	SP	SP	SP	SP	SP	SP		
16 Utility Plants and Substation	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP		
17 Utility line, pole or other support structure above 40'	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP		
18 Wind Energy Facility	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	X		
19 Wholesaling, Warehousing, & Distribution	X	X	X	X	X	Y ²⁷	Y	X	X	SP ^{10,27}	SP	Y	Y	Y	Y		
	Residential Districts					Mixed Use Districts					Commercial Districts						
	RR	R-40	R-25	R-20SL	R-20MF	DH	LI/WF	WF	NC	TC	GC	AC	LI	AP ²⁸	MC	HC	CVED
F Accessory																	
1 Scientific research and development or related production	SP	X	X	X	X	SP	SP	SP	SP	SP	SP	Y	Y	Y	Y	Y	
2 Temporary Construction and Office Trailer	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y	
3 Wind Energy Conversion System (WECS)	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	X	
4 Commercial Dog Kennel [Added 10/23/18 FTM by Art. 23]	X	X	X	X	X	X	X	X	X	X	Y	Y	Y	Y	Y	X	

USE TABLE - Footnotes

1. GC:

18 NOV 15 A7:47

- a. Two-Family Dwelling; Multi-Family Dwelling:
 - i. S-ubject to net floor area minimums: one-bedroom Unit - 600 sq. ft.; two-bedroom Unit - 720 sq. ft.; three- or more bedroom Unit - 720 sq. ft. + 100 sq. ft. per third and each additional bedroom;
 - ii. are located within the net floor area of a building in existence as of January 1, 1990; and
 - iii. provided no Dwelling Unit may be on the street floor of a Building fronting on a State-Numbered Arterial Route, as designated as of January 24, 1991.

ba. By-Right - Building having not more than 4,000 sq. ft. of ground floor area and 6,000 sq. ft. GFA.

cb. By Special Permit - Building having more than 4,000 sq. ft. of ground floor area and 6,000 sq. ft. total floor area; except within Cedarville Village Service Area - Building GFA limit of 24,000 sq. ft.

2. HC:

- a. By-Right: provided the Development Project does not require a vehicular curb cut on a Major Street, and is either:
 - i. Less than 10,000 sq. ft. of GFA, or
 - ii. Located on a Lot in existence prior to October 26, 2009 and less than 5 acres in area;
- b. Otherwise, by Special Permit.

3. **Rural Residential Receiving Area (RRRA): By-Right;**

Otherwise by Special Permit.

4. **By Special Permit:** Convenience Commercial Establishment having primary service area in LI or AP District; provided the Convenience Commercial Use is limited to the lesser of 25% of Building GFA or 10,000 sq. ft.

5. **DH:** Two-Family Dwelling; Lot with multiple Single Family Dwellings

i.iv. By-Right, provided the Development Project contains fewer than 9 Dwelling Units on the same Lot;

ii.v. Otherwise, by Special Permit; subject to net floor area minimums: one-bedroom Unit - 600 sq. ft.; two-bedroom Unit - 720 sq. ft.; three- or more bedroom Unit - 720 sq. ft. + 100 sq. ft. per third and each additional bedroom;

iii.vi. provided no Dwelling Unit may be on the street floor of a Building fronting on a State-Numbered Arterial Route, as designated as of January 24, 1991.

6. **R-20MF, LI/WF and WF:** by Special Permit - Multi-Family Dwelling, subject to the following conditions:

Footnote

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DIMENSIONAL TABLE - Footnotes

1. **RR** - Minimum Lot area 60,000 sq. ft; for land shown on a subdivision plan of land approved subsequent to November 14, 1995, Development Site Net Density may not exceed 1 DU per 120,000 sq. ft;
Lots lawfully laid out by plan or recorded deed prior to November 14, 1995; shall not be subject to the 120.000 sq. ft. per Lot Net Density requirement.
2. RR, R-40, R-25, R-20SL, and **R-20MF** – Building Setback may be reduced by **Special Permit** provided the principal Structure meets required Setbacks and upon the following SPGA findings:
 - a. The proposed Structure will not negatively affect abutting Uses and Buildings;
 - b. The proposed Height and mass of Structure is reasonable for the proposed Setback; and
 - c. The proposed Structure will not negatively affect the future use of abutting land.
3. **R-20SL and R-20MF** - Single Family Dwelling by **Special Permit** on Lot 15,000 - 20,000 sq. ft. Area, subject to the following minimum standards:

Lot Width (ft)	Front Setback (ft)	Minimum Side Setbacks(ft)		
		Total	Primary	Secondary
75	10	28	20	3

- a. **Setback. Minimum** - May be reduced, per Footnote 2.
- b. **Minimum Distance between Buildings on abutting Lots**. No part of a principal residential Structure may be within 21 ft. of another principal residential Structure.
4. **R-20MF** - Multi-family Side and Rear Setback – 30 ft. if 2-Story; 50 ft. if 3-Story.
5. **GC and DH** - Front Setback for new construction within the North Plymouth Village Service Area may be as the Building Commissioner determines consistent with Front Setback of existing Buildings on same side of the Street within 500 ft. of the Development Site.
6. **DH** - Side and Rear Setback:
 - a. 5 ft, except as reduced to less or zero by **Special Permit**, in addition to §202-6 general requirements, subject to the following additional SPGA findings:
 - i. The proposed Structure does not negatively affect abutting Uses and Buildings.
 - ii. The proposed Height and mass of Structure is reasonable for the proposed Setback
 - iii. The proposed Structure is not likely to negatively affect future use of abutting land.
 - b. May be less to zero **By-Right** for attached Building equipped with internal sprinkling and fire alarm systems.

ARTICLE 24:

ARTICLE 24: To see if the Town will vote to amend the Zoning Bylaw, Section 206-1, “Aquifer Protection Overlay District”, as it relates to the delineation of the district, uses allowed, special permit uses and prohibited uses or activities and to revise the Town’s Official Zoning Map to revise the boundaries of the Aquifer Protection District, all as set forth in the document on file in the office of the Town Clerk entitled “Amendment to the Town of Plymouth Massachusetts Aquifer Protect Overlay District Zoning Bylaw and Map”, dated November 28, 2018, or take any other action relative thereto.

PLANNING AND COMMUNTIY DEVELOPMENT

RECOMMENDATION: Approval (Unanimous, 12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 24. Approval of this article revises the Town’s Offical Zoning Map to add the Redbrook Development’s Zone II to the Town’s Aquifer Protection District as required by the Massachusetts Department of Envirnomental Protection wellhead protection process.

FINAL REPORT AND RECOMMENDATION TO
REVISE THE AQUIFER PROTECTION DISTRICT BOUNDARIES
ON THE TOWN'S OFFICIAL ZONING MAP

DATE OF PUBLICATION OF PUBLIC HEARING: November 28, 2018
December 5, 2018

DATE OF PUBLIC HEARING: December 17, 2018

VOTE: On December 17, 2018, the Planning Board voted (4-0) **to support** the following amendment to the Aquifer Protection map to Town Meeting:

PROPOSED AMENDMENT:

Please see attached map.

NEED AND JUSTIFICATION

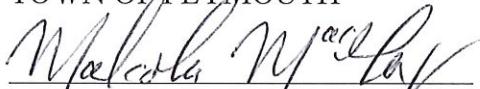
Public drinking water is Plymouth's most valuable natural resource. The amendment seeks to further protect this resource. An aquifer protection "Zone II" is that area of an aquifer which contributes ground water to a public drinking water well. Zone IIs for all current and future wells have been identified and included within the Town's Aquifer Protection District.

As part of the Massachusetts Department of Environmental Protection (DEP) wellhead protection process, DEP requires the addition of the Redbrook Development's Zone II to the Town's Aquifer Protection District.

INTENT

The intent of this amendment is to map the Zone II for the Redbrook well.

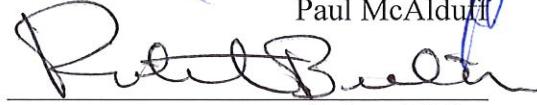
TOWN OF PLYMOUTH


Malcolm MacGregor, Chairman

Tim Grandy (not in attendance)


Russ Appleyard


Paul McAlduff


Robert Bielen

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD:

January 7, 2019

DATE FILED WITH TOWN CLERK:

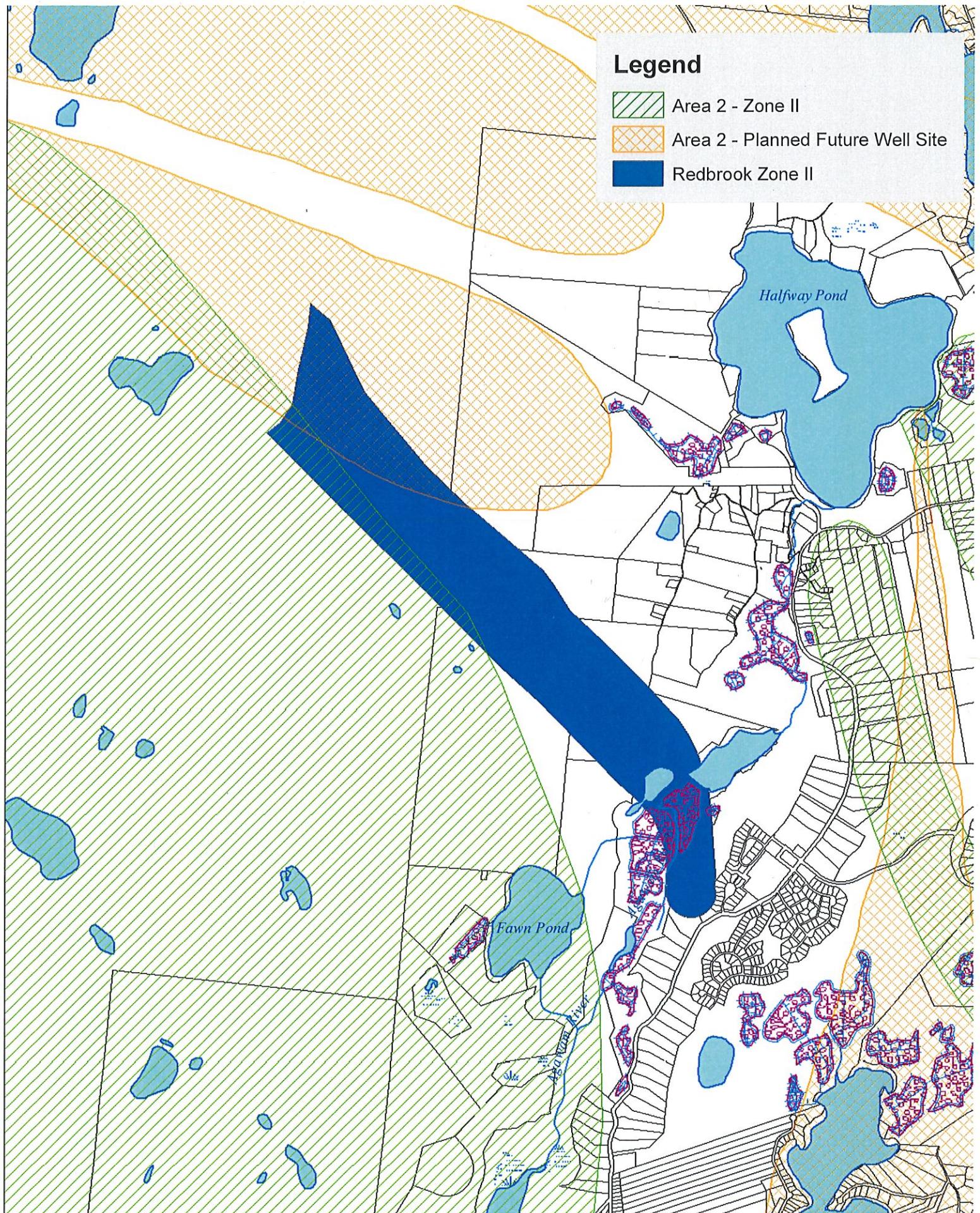
January 8, 2019

c:

85 JAN -8 2019

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Board of Selectmen
Advisory and Finance Committee

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2019 Annual Town Meeting
Redbook Zone II



Department of Planning
and Development

ARTICLE 25:

ARTICLE 25: To see if the Town will vote to transfer the care, custody, management and control of the parcels listed below (**Table 1**) 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,

Table 1

ParcelID	ParcelID	ParcelID	ParcelID	ParcelID
112A-000A-001-000	112A-000D-018-000	112A-000F-020-000	112A-000H-002-000	112A-000J-024-000
112A-000A-002-000	112A-000D-019-000	112A-000F-021-000	112A-000H-003-000	112A-000J-025-000
112A-000A-003-000	112A-000D-020-000	112A-000F-022-000	112A-000H-004-000	112A-000J-026-000
112A-000A-004-000	112A-000E-000B-000	112A-000F-023-000	112A-000H-005-000	112A-000J-035-000
112A-000A-005-000	112A-000E-000E-000	112A-000F-024-000	112A-000H-006-000	112A-000J-036-000
112A-000A-006-000	112A-000E-000F-000	112A-000F-025-000	112A-000H-007-000	112A-000J-037-000
112A-000A-007-000Z	112A-000E-004-000	112A-000F-026-000	112A-000H-008-000	112A-000J-038-000
112A-000A-008-000	112A-000E-005-000	112A-000F-027-000	112A-000H-009-000	112A-000J-039-000
112A-000A-009-000	112A-000E-006-000	112A-000F-028-000	112A-000H-010-000	112A-000J-040-000
112A-000A-010-000	112A-000E-007-000	112A-000F-029-000	112A-000H-011-000	112A-000J-041-000
112A-000A-011-000	112A-000E-008-000	112A-000F-030-000	112A-000H-012-000	112A-000J-042-000
112A-000A-012-000	112A-000E-009-000	112A-000F-031-000	112A-000H-013-000	112A-000J-043-000
112A-000A-013-000	112A-000E-010-000	112A-000F-032-000	112A-000H-014-000	112A-000J-044-000
112A-000A-014-000	112A-000E-011-000	112A-000F-033-000	112A-000H-015-000	112A-000J-045-000
112A-000A-015-000	112A-000E-012-000	112A-000F-034-000	112A-000H-016-000	112A-000J-046-000
112A-000A-016-000	112A-000E-013-000	112A-000F-035-000	112A-000H-017-000	112A-000J-047-000
112A-000A-017-000	112A-000E-014-000	112A-000G-000B-000	112A-000H-018-000	112A-000J-048-000
112A-000A-018-000	112A-000E-015-000	112A-000G-001-000	112A-000H-019-000	112A-000J-049-000
112A-000A-019-000	112A-000E-016-000	112A-000G-002-000	112A-000H-020-000	112A-000J-050-000
112A-000A-020-000	112A-000E-017-000	112A-000G-003-000	112A-000H-021-000	112A-000J-051-000
112A-000A-025-000	112A-000E-023-000	112A-000G-004-000	112A-000H-022-000	112A-000J-052-000
112A-000A-026-000	112A-000E-024-000	112A-000G-005-000	112A-000H-023-000	112A-000K-000A-000
112A-000A-027-000	112A-000E-025-000	112A-000G-006-000	112A-000H-024-000	112A-000K-000B-000
112A-000A-028-000	112A-000E-026-000	112A-000G-007-000	112A-000H-025-000	112A-000K-000C-000
112A-000A-029-000	112A-000E-027-000	112A-000G-008-000	112A-000I-001-000	112A-000K-000D-000
112A-000A-030-000	112A-000E-029-000	112A-000G-009-000	112A-000I-002-000	112A-000K-000D-000
112A-000A-031-000	112A-000E-030-000	112A-000G-010-000	112A-000I-003-000	112A-000K-001-000
112A-000A-032-000	112A-000E-031-000	112A-000G-011-000	112A-000I-004-000	112A-000K-002-000
112A-000A-033-000	112A-000E-032-000	112A-000G-012-000	112A-000I-005-000	112A-000K-003-000
112A-000A-034-000	112A-000E-033-000	112A-000G-013-000	112A-000I-006-000	112A-000K-004-000
112A-000A-035-000	112A-000E-034-000	112A-000G-014-000	112A-000I-007-000	112A-000K-005-000

112A-000A-036-000	112A-000E-035-000	112A-000G-015-000	112A-000I-008-000	112A-000K-006-000
112A-000A-037-000	112A-000E-036-000	112A-000G-016-000	112A-000I-009-000	112A-000K-007-000
112A-000A-038-000	112A-000F-000A-000	112A-000G-017-000	112A-000I-010-000	112A-000K-008-000
112A-000B-001-000	112A-000F-000B-000	112A-000G-018-000	112A-000I-011-000	112A-000K-009-000
112A-000B-002-000	112A-000F-000C-000	112A-000G-022-000	112A-000I-012-000	112A-000K-010-000
112A-000B-003-000	112A-000F-001-000	112A-000G-023-000	112A-000I-013-000	112A-000K-011-000
112A-000B-004-000	112A-000F-002-000	112A-000G-024-000	112A-000I-014-000	112A-000K-012-000
112A-000B-005-000	112A-000F-003-000	112A-000G-025-000	112A-000I-015-000	112A-000K-013-000
112A-000B-006-000	112A-000F-004-000	112A-000G-026-000	112A-000I-016-000	112A-000K-014-000
112A-000B-012-000	112A-000F-005-000	112A-000G-031-000	112A-000I-025-000	112A-000K-015-000
112A-000B-013-000	112A-000F-006-000	112A-000G-032-000	112A-000I-026-000	112A-000K-016-000
112A-000B-014-000	112A-000F-007-000	112A-000G-033-000	112A-000J-011-000	112A-000K-017-000
112A-000B-015-000	112A-000F-008-000	112A-000G-034-000	112A-000J-012-000	112A-000K-018-000
112A-000B-038-000	112A-000F-009-000	112A-000G-035-000	112A-000J-013-000	112A-000K-031-000
112A-000B-039-000	112A-000F-010-000	112A-000G-036-000	112A-000J-014-000	112A-000K-032-000
112A-000C-000B-000	112A-000F-011-000	112A-000G-037-000	112A-000J-015-000	112A-000K-033-000
112A-000C-018-000	112A-000F-012-000	112A-000G-038-000	112A-000J-016-000	112A-000K-034-000
112A-000C-019-000	112A-000F-013-000	112A-000G-039-000	112A-000J-017-000	112A-000K-045-000
112A-000C-020-000	112A-000F-014-000	112A-000G-040-000	112A-000J-018-000	112A-000K-046-000
112A-000C-021-000	112A-000F-015-000	112A-000G-041-000	112A-000J-019-000	112A-000K-050-000
112A-000C-026-000	112A-000F-016-000	112A-000H-000A-000	112A-000J-020-000	112A-000K-051-000
112A-000C-027-000	112A-000F-017-000	112A-000H-000B-000	112A-000J-021-000	112A-000K-052-000
112A-000D-000B-000	112A-000F-018-000	112A-000H-000L-000	112A-000J-022-000	112A-000K-053-000
112A-000D-017-000	112A-000F-019-000	112A-000H-001-000	112A-000J-023-000	

or take any other action relative thereto.

PLANNING AND COMMUNITY DEVELOPMENT

RECOMMENDATION: Approval ((9-3-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 25. The majority of the Committee supported taking the properties out of Tax Title and putting them into conservation to aid the creation of the Long Duck Groundwater Resource area as recommended by the Planning Board.

MINORITY: Those voting against generally felt that there was no need to put these parcels into Water Commissioner control at this time. There is no rush and a more comprehensive plan may be in order.

To: Mr. Kenneth Tavares, Chairman Plymouth Board of Selectmen

Mr. Harry Salerno, Chairman Plymouth Finance Committee

Please consider this letter as a submission of Warrant Articles 25 and 26 of the for 2019 Town of Plymouth Annual Town Meeting.

Article #25 requests a transfer of 274 Bay Terrace (Tax Title) lots to the care, custody, management and control of 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

Article #26 requests a transfer of 213 Standish Garden (Tax Title) lots and 8 Board of Selectman lots to the Water Commissioner and further to authorize the Water Commission to execute any and all instruments as may be necessary to effectuate the vote taken hereunder, or take any other action relative thereto.

The purpose of these land transfers is to create the Long Duck Groundwater Resource Area, thereby making available a 535 Acre undeveloped woodland for a future well site while providing aquifer protection for the existing private wells within the Herring River and Redbrook Watersheds. The Water Department, through the Department of Public Works, is in support of this initiative.

Thank you for your consideration in this matter

Malcolm A. MacGregor, Chairman Plymouth Planning Board

**Department of Planning
and Development**

Memo

To: Board of Selectmen & Advisory and Finance Committee
From: Lee Hartmann, Director of Planning & Development
Date: January 9, 2019
Re: 2019 Spring Annual Town Meeting

To see if the Town will vote to transfer the care, custody, management and control of the parcels listed below (**Table 1**) 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.

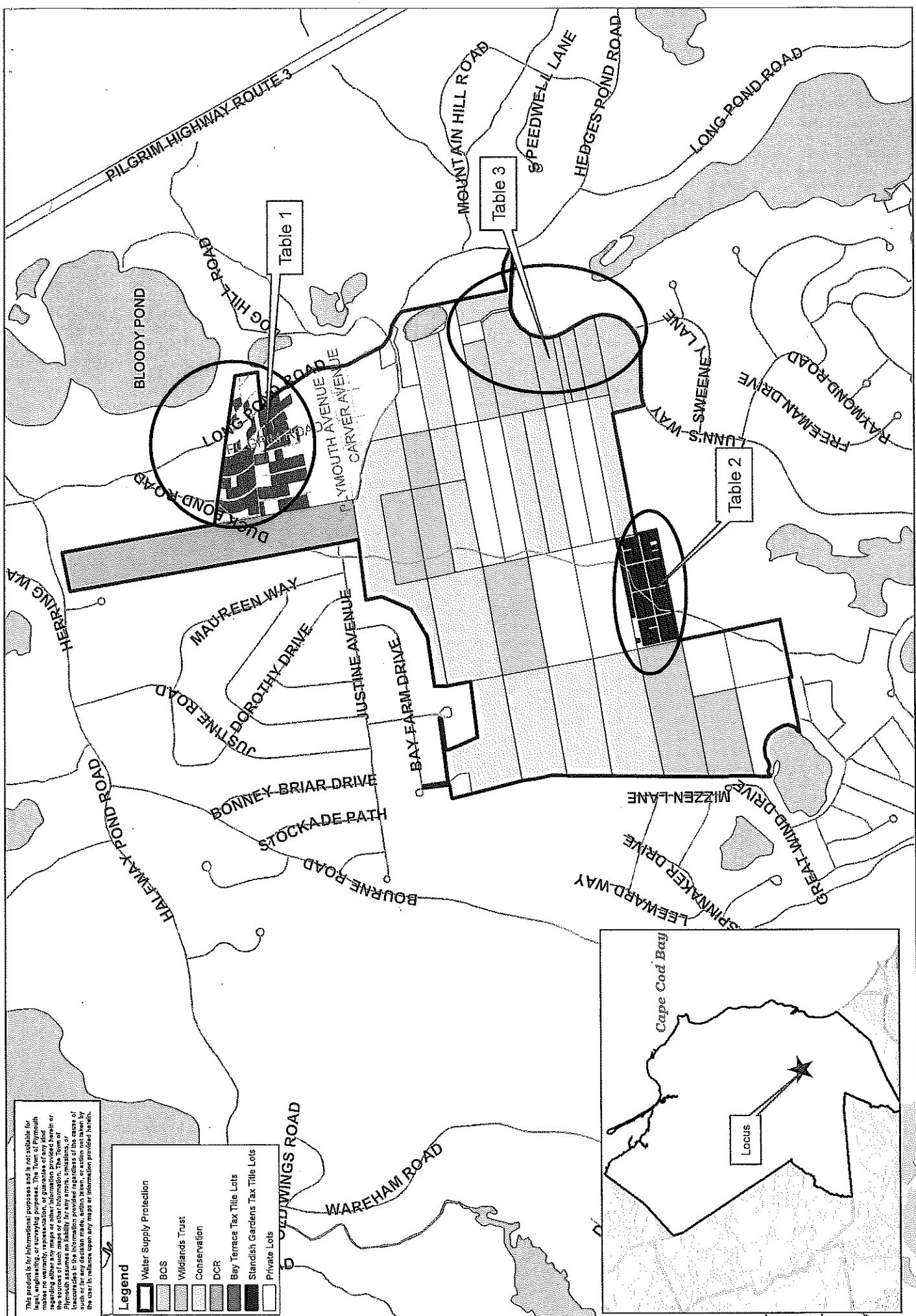
To see if the Town will vote to transfer the care, custody, management and control of the parcels listed below (**Table 2 & 3**) as on file with the Town Clerk, from the Board of Selectmen to the Water Commissioner; and further to authorize the Water Commission to execute any and all instruments as may be necessary to effectuate the vote taken hereunder, or take any other action relative thereto.

Table 1

Table 2

Table 3

Parcel ID	Parcel ID
113-000-028-001	113-000-031-001
113-000-029-003	113-000-031-002
113-000-029-001	113-000-032-001
113-000-030-001	113-000-033-001



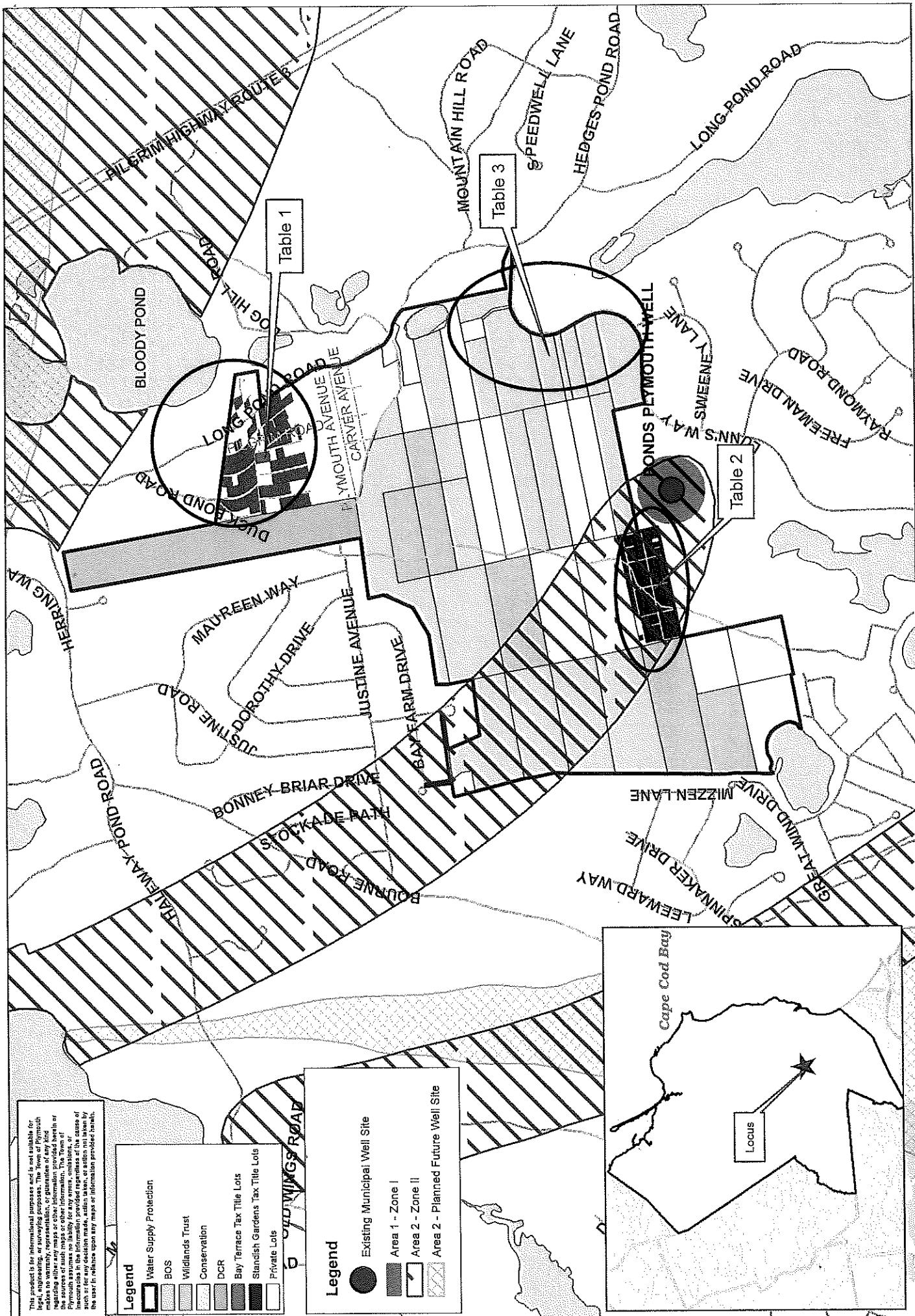
Proposed Public Water Supply Protection District
Spring Town Meeting - 2019
Total Area: +/530 Acres

0 500 1,000 2,000 Feet



Department of Planning
and Development





Proposed Public Water Supply Protection District
Existing Aquifer Protection Zones
Spring Town Meeting - 2019
Total Area: +/-530 Acres

0 500 1,000 2,000 Feet



ARTICLE 26:

ARTICLE 26: To see if the Town will vote to transfer the care, custody, management and control of the parcels listed below (**Table 2 & 3**) as on file with the Town Clerk, from the Board of Selectmen to the Water Commission; and further to authorize the Water Commission to execute any and all instruments as may be necessary to effectuate the vote taken hereunder,

Table 2

Parcel ID	Parcel ID	Parcel ID	Parcel ID
114A-037A-001-001	114A-037A-003-009	114A-037A-005-014	114A-037A-007-019
114A-037A-001-002	114A-037A-003-010	114A-037A-005-015	114A-037A-007-020
114A-037A-001-008	114A-037A-003-011	114A-037A-005-016	114A-037A-007-021
114A-037A-001-009	114A-037A-003-012	114A-037A-005-017	114A-037A-007-022
114A-037A-001-010	114A-037A-003-013	114A-037A-005-018	114A-037A-007-023
114A-037A-001-011	114A-037A-003-014	114A-037A-005-019	114A-037A-007-024
114A-037A-001-012	114A-037A-003-015	114A-037A-005-020	114A-037A-008-001
114A-037A-001-013	114A-037A-003-016	114A-037A-005-021	114A-037A-008-002
114A-037A-001-014	114A-037A-003-017	114A-037A-005-022	114A-037A-008-003
114A-037A-001-015	114A-037A-003-018	114A-037A-005-023	114A-037A-008-004
114A-037A-001-016	114A-037A-003-019	114A-037A-005-024	114A-037A-008-005
114A-037A-001-017	114A-037A-003-020	114A-037A-006-001	114A-037A-008-006
114A-037A-001-018	114A-037A-003-021	114A-037A-006-002	114A-037A-008-007
114A-037A-001-019	114A-037A-003-022	114A-037A-006-003	114A-037A-008-008
114A-037A-001-020	114A-037A-003-023	114A-037A-006-004	114A-037A-008-009
114A-037A-001-021	114A-037A-003-024	114A-037A-006-005	114A-037A-008-010
114A-037A-001-022	114A-037A-004-001	114A-037A-006-006	114A-037A-008-011
114A-037A-001-023	114A-037A-004-002	114A-037A-006-007	114A-037A-008-012
114A-037A-001-024	114A-037A-004-003	114A-037A-006-008	114A-037A-008-013
114A-037A-001-025	114A-037A-004-004	114A-037A-006-009	114A-037A-008-014
114A-037A-001-026	114A-037A-004-005	114A-037A-006-010	114A-037A-008-015
114A-037A-002-001	114A-037A-004-006	114A-037A-006-011	114A-037A-008-016
114A-037A-002-002	114A-037A-004-007	114A-037A-006-012	114A-037A-008-017
114A-037A-002-003	114A-037A-004-008	114A-037A-006-013	114A-037A-008-018
114A-037A-002-004	114A-037A-004-009	114A-037A-006-014	114A-037A-008-019
114A-037A-002-005	114A-037A-004-010	114A-037A-006-015	114A-037A-008-020
114A-037A-002-006	114A-037A-004-011	114A-037A-006-016	114A-037A-008-021
114A-037A-002-007	114A-037A-004-012	114A-037A-006-017	114A-037A-008-022
114A-037A-002-008	114A-037A-004-013	114A-037A-006-018	114A-037A-008-023
114A-037A-002-009	114A-037A-004-014	114A-037A-006-019	114A-037A-008-024
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114A-037A-002-011	114A-037A-004-016	114A-037A-006-021	114A-037A-009-002
114A-037A-002-012	114A-037A-004-017	114A-037A-006-022	114A-037A-009-003

114A-037A-002-013	114A-037A-004-018	114A-037A-006-023	114A-037A-009-004
114A-037A-002-014	114A-037A-004-019	114A-037A-006-024	114A-037A-009-005
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114A-037A-002-017	114A-037A-004-022	114A-037A-007-003	114A-037A-009-008
114A-037A-002-018	114A-037A-004-023	114A-037A-007-004	114A-037A-009-009
114A-037A-002-019	114A-037A-004-024	114A-037A-007-005	114A-037A-009-010
114A-037A-002-020	114A-037A-005-001	114A-037A-007-006	114A-037A-009-011
114A-037A-002-021	114A-037A-005-002	114A-037A-007-007	114A-037A-009-012
114A-037A-002-022	114A-037A-005-003	114A-037A-007-008	114A-037A-009-013
114A-037A-002-023	114A-037A-005-004	114A-037A-007-009	114A-037A-009-014
114A-037A-002-024	114A-037A-005-005	114A-037A-007-010	114A-037A-009-015
114A-037A-003-001	114A-037A-005-006	114A-037A-007-011	114A-037A-009-016
114A-037A-003-002	114A-037A-005-007	114A-037A-007-012	114A-037A-009-017
114A-037A-003-003	114A-037A-005-008	114A-037A-007-013	114A-037A-009-018
114A-037A-003-004	114A-037A-005-009	114A-037A-007-014	114A-037A-009-019
114A-037A-003-005	114A-037A-005-010	114A-037A-007-015	114A-037A-009-020
114A-037A-003-006	114A-037A-005-011	114A-037A-007-016	114A-037A-009-021
114A-037A-003-007	114A-037A-005-012	114A-037A-007-017	114A-037A-009-022
114A-037A-003-008	114A-037A-005-013	114A-037A-007-018	114A-037A-009-023
			114A-037A-009-024

Table 3

Parcel ID	Parcel ID
113-000-028-001	113-000-031-001
113-000-029-001	113-000-031-002
113-000-029-003	113-000-032-001
113-000-030-001	113-000-033-001

or take any other action relative thereto.

PLANNING AND COMMUNITY DEVELOPMENT

RECOMMENDATION: Approval (11-1-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 26. The majority of the Committee supported taking the properties out of Tax Title and transferring them to the Water Commission for the dual purpose of providing aquifer protection through the creation of the Long Duck Groundwater Resource Area and protecting a potential future well site as recommended by the Planning Board.

ARTICLE 28:

ARTICLE 28: To see if the Town will vote to amend the General Bylaws for Marijuana Retailers to add a requirement that no more than Two (2) Marijuana Retailers shall be permitted in any one Light Industrial Zone, or take any other action relative thereto.

BY PETITION: Wynn A. Gerhard et al

NO MOTION, NO ACTION

ARTICLE 29:

ARTICLE 29: To see if the Town will vote to amend Zoning Bylaw section 203-16 to add a new paragraph 6 to state: No more than Two (2) Marijuana Retailers shall be permitted in any one Light Industrial Zone, or take any other action relative thereto.

BY PETITION: Wynn A. Gerhard et al

RECOMMENDATION: Not Approve (3-5-0)

The Advisory & Finance Committee recommends that Town Meeting not approve Article 29. The majority of the Committee felt the Article was too restrictive with regard to the retailers right to choose their optimal location effectively diminishing the will of the voters and Town Meeting. Perversely this Article could force the Town to allow Retail Marijuana shops in industrial areas directly abutting residential neighborhoods.

MINORITY: Those voting in favor felt that this article may help to spread the marijuana shops around town.

FINAL REPORT AND RECOMMENDATION TO AMEND SECTION 203-16 OF THE
ZONING BYLAW TO LIMIT THE NUMBER OF MARIJUANA RETAILERS IN THE
LIGHT INDUSTRIAL (LI) DISTRICT

DATE OF PUBLICATION OF PUBLIC HEARING:

December 26, 2018

January 2, 2019

19
JAN 22

RECEIVED
TOWN CLERK'S OFFICE
PLYMOUTH, MA
1/30/2019

DATE OF PUBLIC HEARING:

January 14, 2019

VOTE: On January 14, 2019, the Planning Board **voted** (3-1) with Paul McAlduff in opposition, **to support** the following amendment to Section 203-16 of the Zoning Bylaw to Town Meeting:

PROPOSED AMENDMENT:

To add a new paragraph 6 to state: No more than Two (2) Marijuana Retailers shall be permitted in any one Light Industrial Zone or take any other action relative thereto.

The Planning Board voted (3-1) to support this petitioned article with the following amendment:

To see if the Town will vote to amend its Zoning Bylaws, as most recently amended, by amending Section 203-16 Marijuana Establishments by adding the underlined text to the first sentence, such that the first sentence, as amended, shall state: "Marijuana Establishments as defined in Section 201-3 of the Zoning Bylaw, and Medical Marijuana Treatment Centers, as defined in Chapter 369 of the Acts of 2012 and as amended by Chapter 55 of the Acts of 2017 are allowed by Special Permit in the Light Industrial (LI) Districts, provided that the total number of Marijuana Retailers shall not exceed twenty percent (20%) of the total number of licenses issued for retail sale of alcoholic beverages (not drunk on-premises) in Plymouth, and provided further that the number of Marijuana Retailers shall be evenly dispersed among the four sections comprising the LI Zoning District: the Industrial Park Road/Cherry Street section, Long Pond Road/Camelot Drive section, Rocky Hill Road section, and the Summer Street section; in the event that the number of Marijuana Retailers exceeds four (4), any one section of the LI Zoning District shall be permitted to have no more than one (1) additional Marijuana Retailer, or take any other action related thereto.

NEED AND JUSTIFICATION:

To date, most of the interest in Marijuana Retailers has been focused in the Plymouth Industrial Park. Special permits have been granted for two retailers in the Industrial Park. One special permit request has been denied and a fourth potential retailer has a draft host agreement with the Board of Selectmen but has yet to apply for a special permit.

This petitioned article seeks to distribute Marijuana Retailers throughout the four Light Industrial District sections. The four (4) Light Industrial sections are: Industrial Park Road/Cherry Street, Long Pond Road/Camelot Drive, Rocky Hill Road, and the Summer Street.

The Planning Board feels that this is a reasonable step to take to limit the number of Marijuana Retailers in each Light Industrial section. In addition, it will minimize potential traffic impacts of having multiple retailers in each Light Industrial area of Town.

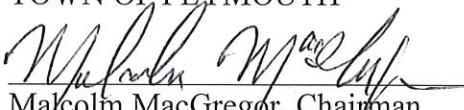
If this amendment is adopted, two potential situations exist:

1. If one additional retail sale of alcoholic beverages permits is granted (24 currently exist) the limit on Marijuana Retailers allowed in Town will increase to 5. Under that scenario, the limitation on retailers will increase to 3 in any of the Light Industrial sections.
2. Currently, due to the residential nature of the Summer Street neighborhood, Town Staff is not supporting the Summer Street Light Industrial section as a viable site for retail marijuana sales. If this amendment is adopted, the Town maybe obligated to allow a Marijuana Retailer in this Light Industrial section.

EFFECT:

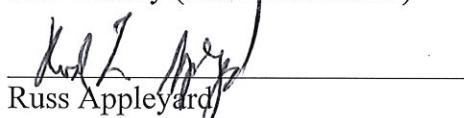
The effect of this amendment would be to potentially limit the number of Marijuana Retailers allowed in each section of Plymouth's Light Industrial District.

TOWN OF PLYMOUTH



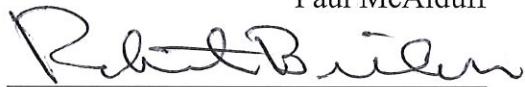
Malcolm MacGregor, Chairman

Tim Grandy (not in attendance)



Russ Appleyard

Paul McAlduff



Robert Bielen

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD:

January 22, 2019

DATE FILED WITH TOWN CLERK:

January 22, 2019

c:

Town Clerk
Board of Selectmen
Advisory and Finance Committee

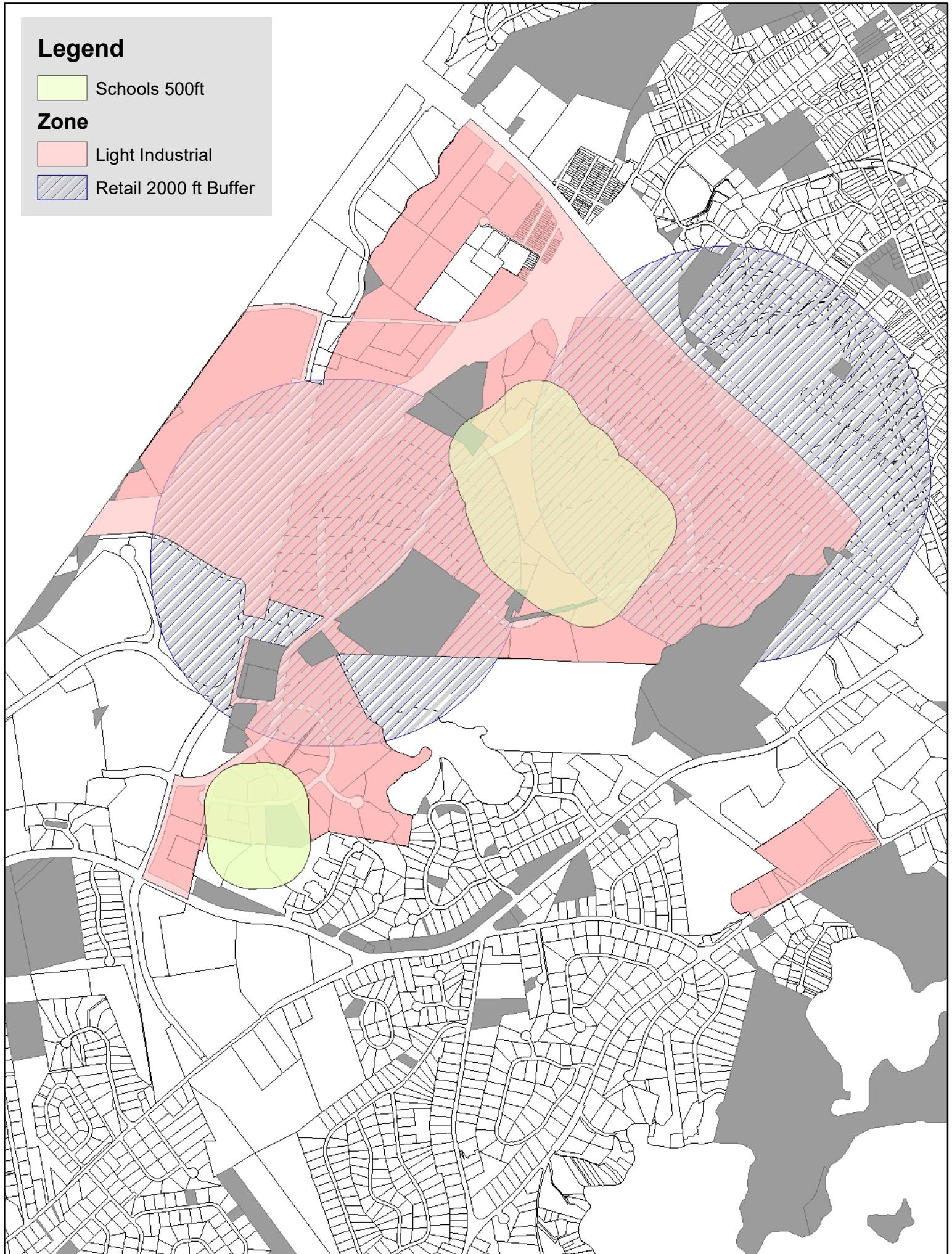
Legend

 Schools 500ft

Zone

 Light Industrial

 Retail 2000 ft Buffer



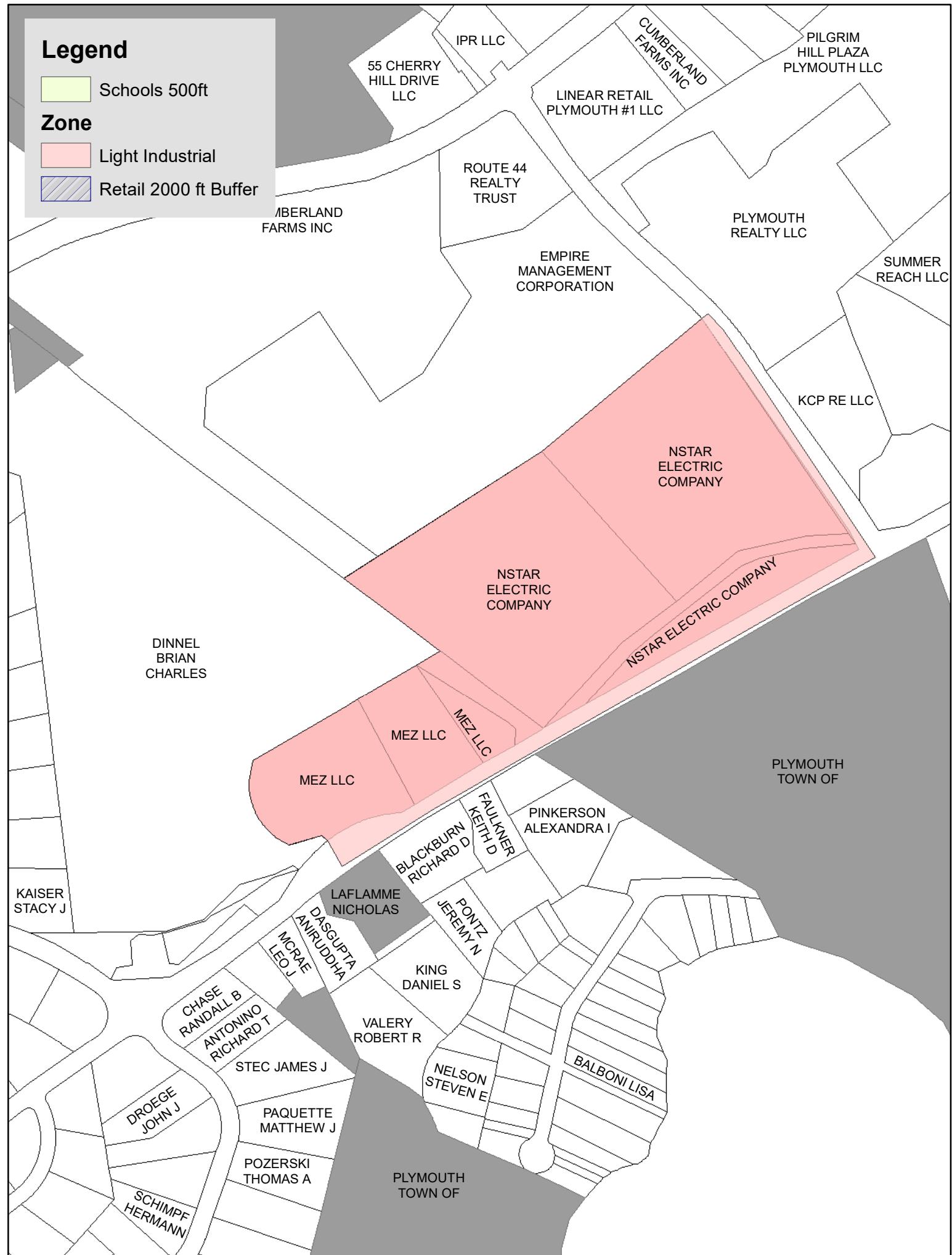
Legend

Schools 500ft

Zone

Light Industrial

Retail 2000 ft Buffer



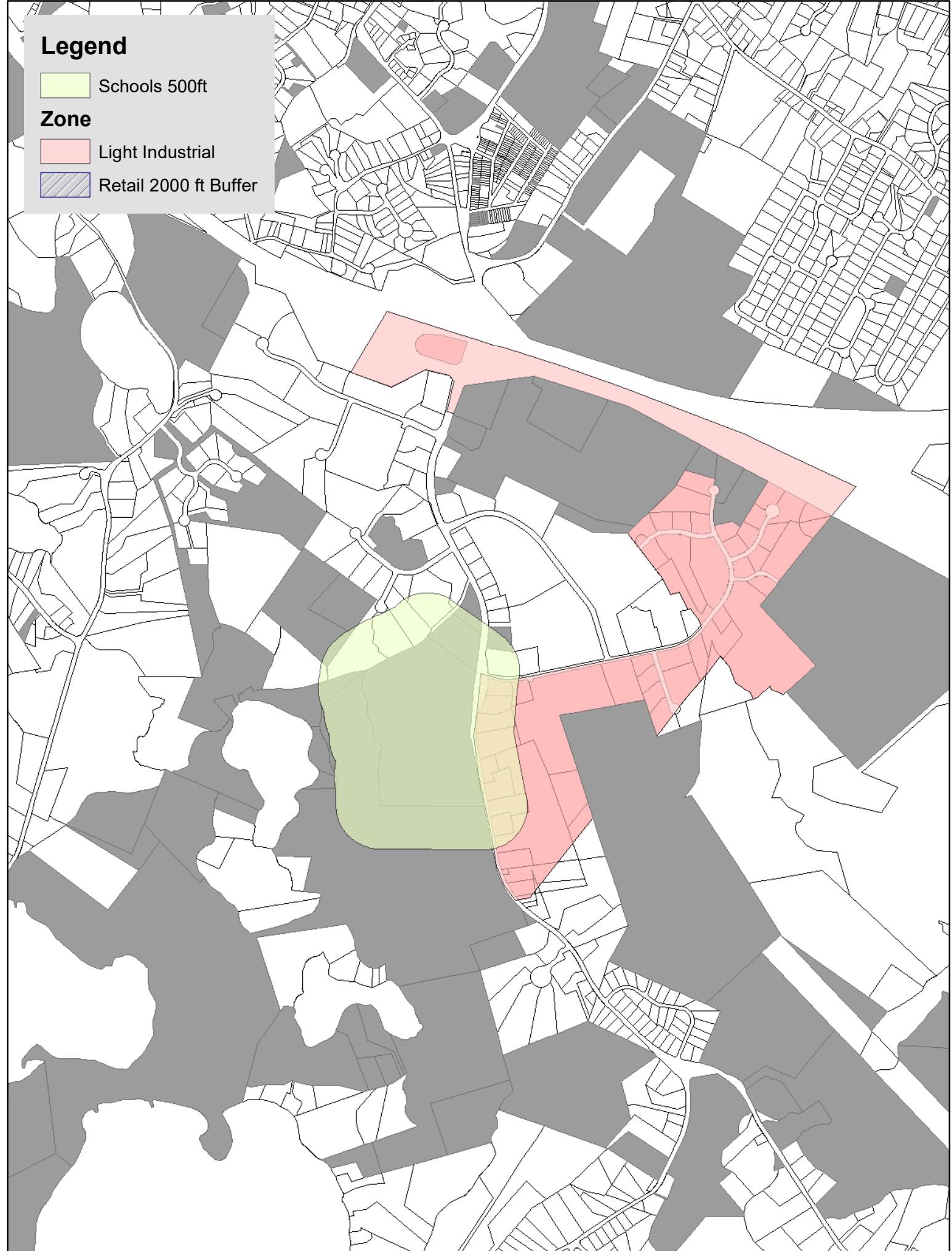
Legend

 Schools 500ft

Zone

 Light Industrial

 Retail 2000 ft Buffer



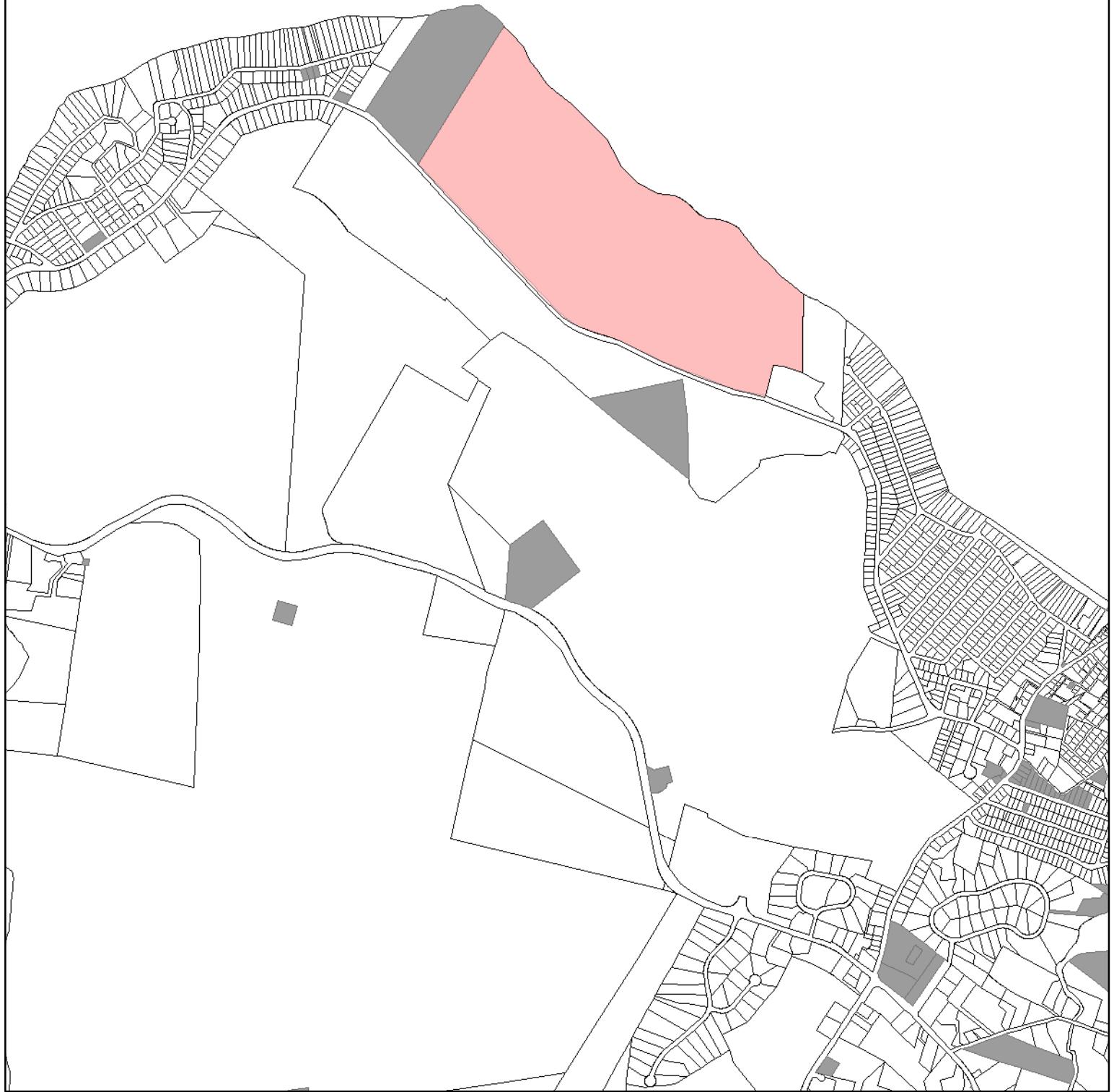
Legend

 Schools 500ft

Zone

 Light Industrial

 Retail 2000 ft Buffer



ARTICLE 30:

ARTICLE 30: To see if the Town will vote to install the following bylaw into Plymouth Zoning Ordinance: Any residential or commercial entity of Plymouth shall have the right to install solar equipment on any part of their structures, or to rent or lease any part of such structures to installers of solar equipment for the purpose of collecting solar energy in accordance with the established bylaws and practice of the Town of Plymouth, or take any other action relative thereto.

BY PETITION: Marianne Tenney et al

NO MOTION, NO ACTION

ARTICLE 31:

ARTICLE 31: To see if the Town will vote to adopt the following bylaw to be inserted in the Plymouth Zoning Bylaws:

§207-12. Roof-Mounted Solar Photovoltaic Systems (RMSPS)

- A. Intent.** It is the intent of the Town of Plymouth that any residential or commercial entity of Plymouth shall have the right to install solar equipment on any part of their structures, or to rent or lease any part of such structures to installers of solar equipment for the purpose of collecting solar energy. The intent of this bylaw is to promote, by-right, subject to Plymouth Building Department review, in all Districts, the generation of solar energy in accordance with Massachusetts Solar Access Law Chapter 184: Section 23C.
- B.** RMSPS shall be installed by an established solar company and conform to all the regulations established by Massachusetts Solar Access Law.
- C. Standards.** The following standards shall apply to all RMSPS:
 - 1. Height:** A RMSPS shall not exceed the height of the ridge of the roof.
 - 2. Design:** A RMSPS shall be installed at 4 to 8 inches above the plane of the roof parallel to that plane.
 - 4. Information Required with Zoning Permit for all RMSPS.**
 - a. Drawings.** A site plan prepared by a Registered Surveyor and a roof plan, elevations and sections of a building prepared by a Registered Architect
 - b. Materials.** Manufacturer's specifications for a proposed RMSPS shall be provided for all equipment and attendant facilities and include documentation of the major system components to be used, including panels, mounting system, rated name plate capacity, colors, inverter and interconnection details.
 - c. Safety.** The RMSPS Owner or Operator shall submit a copy of the project summary, electrical schematic to the Building Commissioner, with a copy for review by the Fire Chief. Instructions to deenergize the system shall be made available to public safety personnel. The owner or operator shall identify a responsible person for public inquiries throughout the life of the RMSPS.
 - d. Compliance.** All RMSPS shall be installed in compliance with the Massachusetts Building code.
Or take any other action relative thereto.

BY PETITION: Janice Heffernan et al

RECOMMENDATION: Not Approve (Unanimous 0-8-0).

The Advisory & Finance Committee recommends that Town Meeting not approve Article 31. The Planning Board voted unanimously not to support this article and determined that the petitioners' issue is that the homeowner's association requirements for roof mounted solar systems which is a civil matter that would have to be addressed through the courts. The Advisory & Finance Committee concurred with that rationale.

FINAL REPORT AND RECOMMENDATION ON THE PETITIONED ARTICLE TO ADD
SECTION 207-12. ROOF-MOUNTED SOLAR PHOTOVOLTAIC SYSTEMS TO THE
ZONING BYLAW

DATE OF PUBLICATION OF PUBLIC HEARING: December 26, 2018
January 2, 2019

DATE OF PUBLIC HEARING: January 14, 2019

At the January 14, 2019 Planning Board Meeting, the Board voted (4-0) not to support the petitioned article to create a new section (§207-12. Roof-mounted Solar Photovoltaic Systems) of the Zoning Bylaw.

PROPOSED AMENDMENT:

See Town Meeting Warrant.

JUSTIFICATION:

This petitioned article seeks to create a more formal review process for roof-mounted solar facilities. The petitioners are proposing this amendment in hopes that it will compel homeowner associations to allow **leased** roof-mounted solar systems and to limit the siting authority of homeowner associations. Massachusetts General Law, Chapter 184 § 23C states that any instrument which **forbids** or **unreasonably restricts** the installation of a roof mounted solar system shall be void.

To date, the Town has issued building permits for approximately 1,140 residential roof-mounted solar facilities. Currently, the use is allowed by-right as a use that is incidental to the primary use (a dwelling). To receive a building permit for a roof-mounted solar system, a property owner is only required to submit a rooftop layout plan and a structural engineer's certification.

The sole purpose of this amendment is to define requirements for how a building permit is issued for roof mounted solar facilities (which already can be obtained through the process outlined above).

The end result of the current process or the proposed process is this issuance of a building permit. A building permit is a building permit regardless of the review process. Therefore, the adoption of this bylaw will most likely not accomplish the goals stated by the petitioners. The petitioners' issue is with the homeowner's associations requirements for roof mounted solar systems (that is do they forbid or unreasonably restrict solar systems) which is a civil matter that would have to be addressed through the courts.

Furthermore, under the current process, the Building Commissioner has the latitude to approve a roof mounted solar facility. Under this amendment a variance through the Board of Appeals will be required to vary from the standards of the bylaw. (Example: a roof mounted system that exceeds the ridge of a roof line by a few inches would require a variance).

19 JAN 22 2019
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PLYMOUTH, MASS.

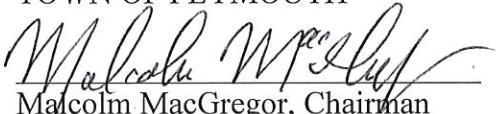
In addition, the following technical issues exist with the language as proposed:

1. There is no guidance as to what constitutes an “established solar company”
2. There is no statutory reference to “Massachusetts Solar Access Law”. What are the regulations of this law?
3. Section 4(a) requires that a site plan be prepared by a Registered Surveyor. Under the current process, a professionally prepared site plan is not required since the system sits on-top of an existing structure.
4. Section 4 (d) is already required as part of the building permit process and therefore not needed.

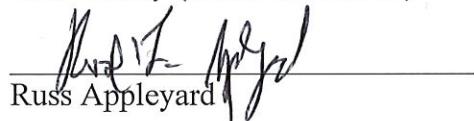
EFFECT:

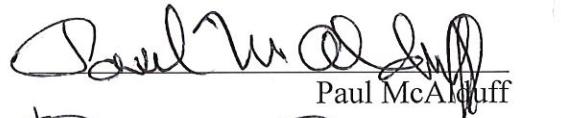
The effect of this amendment would be to create a more formal review process for roof mounted solar photovoltaic system and limit the Building Commissioner’s flexibility when reviewing roof-mounted systems.

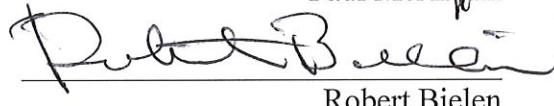
TOWN OF PLYMOUTH


Malcolm MacGregor, Chairman

Tim Grandy (not in attendance)


Russ Appleyard


Paul McAluff


Robert Bielen

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD:

January 22, 2019
January 22, 2019

DATE FILED WITH TOWN CLERK:

Town Clerk
Board of Selectmen
Advisory and Finance Committee

c:

ARTICLE 32:

ARTICLE 32: To see if the Town will vote to amend the Town General Bylaw, Wetlands Protection, Chapter 196, §196-5 A, Adoption of regulations and fee schedule, to add a sentence to the end of paragraph A that says: *These rules, regulations, design specification and policy guidelines or amendments adopted by the Commission must be approved by a vote of Town Meeting.*

BY PETITION: J. Randolph Parker, Jr. et al

RECOMMENDATION: Approve (7-3-2).

The Advisory & Finance Committee recommends that Town Meeting approve Article 32. Town Meeting approval of this article will amend the General Bylaw to require a vote of Town Meeting to adopt rules, regulations, design specifications and policy guidelines or amendments of the Conservation Commission.

MINORITY: Those voting against, while recognizing the reality that Conservation Commission rules could be construed as de facto land use regulations, felt that the wording of the Article was too broad and affected even routing housekeeping rules that every other committee can set for themselves.

SATM 2019 * ARTICLE 32 SUMMARY * Prepared by Randy Parker *20190207

Article 32 is a petitioned article. It says, "To the see if the Town will vote to amend the Town General Bylaw, Wetlands Protection, Chapter 196, § 196-5 A, Adoption of regulations and fee schedule, to add a sentence to the end of paragraph A that says: ***These rules, regulations, design specifications and policy guidelines or amendments adopted by the Commission must be approved by a vote of Town Meeting.***

When wetland regulations were first adopted by the town any changes to them required town meeting approval. Also in play at that time was an amendment I moved and passed from the floor, to exempt existing single and two-family properties from the new regulations.

After some time the chair of the Conservation Commission asked if I would object to the commission having autonomous authority to make regulations; i.e., no town meeting action required. I was also asked if the exemption could be removed, as making distinctions between properties affected or not appeared to be causing some confusion. Having considerable admiration and respect for the subject chair and commission at the time, I agreed to the changes and voted for them at town meeting, thinking if it didn't work out we could change it back.

The boldface language and its location in the wetland bylaw are exactly as they were before any changes. Approval of article 32 simply takes us back to where we were before the Conservation Commission could make its own rules by advertising a public hearing 48 hours in advance. They will still propose rules and regulations, but they are not effective until heard and approved by town meeting.

The present commission takes a very narrow view of any activity in the 35' no touch or 50' no build buffers they have established, to the extent we cannot place stepping stones from a deck to stairs down to a beach, or patio pavers with mulched center to stage a barbecue grill in a sod yard altered long ago from its natural state. One hearing was recently continued to argue over a few square feet of an addition along and just in the no build buffer, while we are willing to reduce existing hardscape and plant habitat species to enhance wetland functions, per regulations to deserve a buffer waiver. Insights from the commission's recent discussions on regulatory revisions look to make matters even more burdensome and unnecessarily more expensive for home owners living in buffer zones. There appears to be a tendency to have the "law" address all trivialities, a contrary de minimus approach that gobbles time and money indiscriminately over and over again. Policies are made and enforced instantaneously, no notice, with no way to deal with extraneously compelled alterations to tactics and design decisions interim submission to hearing and yes, another expensive continuation to deal with unexpected new rules.

This article is not about "developers". It's about me and you, about any of us little people living on land subject to conservation commission jurisdiction. We're not looking to hurt our own environment. We just want reasonable and look to town meeting to provide check and balance to an appointed board accustomed to having their way at a table gimballed their direction.

Thank you for your consideration.

ARTICLE 33:

ARTICLE 33: To see if the Town will vote to authorize the Select Board to acquire by purchase, gift or eminent domain the fee or lesser interests in all or any portion of the following three (3) parcels identified below, together with any public and private rights of passage or ways, for purposes of the construction and operation of a municipal water well and associated piping and water well infrastructure which may include a water tank, and for other municipal purposes incidental thereto:

- Assessors Map 73, Lot 4, located on Sawmill Road, owned by Sawmill Development Corp.;
- Assessors Map 73, Lot 5, located on Sawmill Road, owned by Sawmill Development Corp.;
- Assessors Map 73, Lot 6, located on Sawmill Road, owned by Sawmill Development Corp.

And to see if the Town Meeting will vote to raise and appropriate, borrow pursuant to applicable statute, transfer from available funds, or otherwise provide, a sum of money for such purposes; or take any other action related thereto.

BY PETITION: Cheryl King Fischer et al

NO MOTION, NO ACTION

Subject: STM Warrant Article 33 - NO MOTION NO ACTION

Dear Article, 33 Petitioners,

Bill Abbott and I wish to notify you, that after a great deal of information gathering, conversations with a number of Town officials, and thought regarding the state and needs of Plymouth's Public Water System, as lead petitioner, I have requested a "NO MOTION NO ACTION" on Article 33 on the Spring 2019 Town Meeting Warrant.

Additional information, which is not presently available at this time, is needed to make the strongest possible case for this Article. The Town is currently updating its Plymouth Public Water Supply Master Plan, with preliminary results likely in late summer. While the Briggs/Shallow Pond possible public well site, identified in the 2006 as one of the most promising sites in the Town, is still on the list of promising future well sites, we believe it is important to update that list in light of all the changes that have occurred over our aquifer since 2004-2006. The data behind the current plan was last evaluated more than a decade ago, and to be sure this site is still critical and worthy of a significant Town investment of public dollars, it is prudent that we wait for the updated information to come forward.

Thank you for expressing your interest in Plymouth's Public Water System, our sole source aquifer and the health and vitality of our Town by signing the petition for Article 33. We will keep you informed as progress on this issue continues.

Cheryl King Fischer
Article 33 Lead Petitioner
Precinct #6 Town Meeting Member
802-272-9805

