

**SPRING SPECIAL ANNUAL TOWN MEETING**

**April 5, 2025**

**Table of Contents**

	<b>PAGE(S)</b>
<b><u>REPORT &amp; RECOMMENDATIONS</u></b>	
Report & Recommendations of the Advisory & Finance Committee .....	3-8
<b><u>VOTING CHARTS</u></b>	
Advisory & Finance Committee Roll Call Voting Charts.....	11
<b><u>CAPITAL IMPROVEMENTS COMMITTEE</u></b>	
Capital Improvements Committee Project Rankings.....	15-16
<b><u>SUPPORTING DOCUMENTATION</u></b>	
Article 1 Unpaid Bills of a Prior Year .....	19-26
Article 2 Budget Amendments .....	27-29
Article 3 Capital Improvements .....	31-40
Article 4 Purchase of Services – Crystal Reports .....	41-44
Article 5 Hedge and Cold Spring Elementary Feasibility Study .....	45-48
Article 6 General Purpose Stabilization Fund .....	49-52
Article 7 Funding Request – Tax Title Properties .....	53-55
Article 8 Revolving Fund – Cruise Lines .....	57-60
Article 9 Revolving Fund – Animal Shelter .....	61-63
Article 10 Treasurer/Collector Certification Stipend .....	65-67
Article 11 Bylaw Amendment – Perpetual Care Funds .....	69-72
Article 12 Exclusion of Administrative Buildings and Properties as Prohibited Areas .....	-
under Chapter 135 of the Acts of 2024, An Act Modernizing	
Firearm Laws (H.4885)	73 77



# REPORT & RECOMMENDATIONS



**REPORT & RECOMMENDATIONS OF THE ADVISORY & FINANCE COMMITTEE**  
**Spring Special Town Meeting - Saturday, April 5, 2025**

**ARTICLE 1: Unpaid Bills**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to pay certain unpaid bills of a prior fiscal year, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$1,691.14 (Unanimous 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 1. Approval of this article will authorize the Finance Department to process the outstanding invoice for Microbac Laboratories totaling \$574.00 and Churchill's Oil and Gas totaling \$1,117.14 on behalf of the Water Department. The funding for these invoices will come from the Water Department fiscal year 2025 operating budget.

**ARTICLE 2: Budget Amendments**

To see if the Town will vote to transfer from available funds a sum of money to be added to funds already appropriated under Articles 7A through 7F of the 2024 Spring Annual Town Meeting for the purpose of supplementing departmental, expenses or otherwise amend said votes, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$20,000 (Unanimous 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 2. Approval of this article will increase the FY25 Town Clerk budget line item #6, All Other Expenses, by \$20,000.

**ARTICLE 3: Capital Improvements**

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 of buildings 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 or professional consulting services, including the payment of costs incidental or related thereto, and to authorize contracts or lease/purchase agreements for such purposes for terms of three or more years, as follows, or take any other action relative thereto.

ITEM	DEPARTMENT	PROJECT DESCRIPTION
A1	Energy and Environment	Replacement of Vehicle
A2	Energy and Environment	Engineering for Black Cat Bog Restoration
B1	Energy and Environment	Town Brook – Jenney Pond Dam Repairs and Bypass
B2	Energy and Environment	Town Brook – Morton Park Culverts

**SELECT BOARD**

**Item A1 RECOMMENDATION: Approval \$52,805 (9-4-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 3 Item A1. Approval of this article will authorize the purchase of a EV SUV vehicle for use by the Sustainability staff. This vehicle purchase will be funded from the Environmental Affairs fund.

**Item A2 RECOMMENDATION: Approval \$98,243 (Unanimous 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 3 Item A2. Approval of this article will authorize the engineering and permitting work to restore natural wetlands to improve water quality, reduce nutrient loading downstream to Billington Sea, Town Brook and Plymouth Harbor and restore habitat for fish and wildlife. This article will be funded from the Environmental Affairs fund.

**Item B1 RECOMMENDATION: Approval \$6,738,500 (11-2-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 3 Item B1. Approval of this article will authorize the dam repair work including removal and regrade of the road, curb, sidewalk, signage, trees, light poles, erosion controls, water control systems and temporary road access for vehicular traffic. This article will be funded with borrowing.

**Item B2 RECOMMENDATION: Approval \$5,383,500 (Unanimous 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 3 Item B2. Approval of this article will authorize the demolition and replacement of two culverts in Morton Park. This article will be funded with borrowing.

ITEM	PROJECT DESCRIPTION	APPROPRIATION
A1	Replacement of Vehicle	\$ 52,805
A2	Engineering for Black Cat Bog Restoration	\$ 98,243
B1	Jenney Pond Dam Repairs/Bypass Channel	\$ 6,738,500
B2	Morton Park Culvert Replacement	\$ 5,383,500
TOTAL FOR ARTICLE 3 ITEMS		\$ 12,273,048

**ARTICLE 4: Purchase of Services – Crystal Reports**

To see if the Town will vote to raise and appropriate or transfer from available funds the cost of services, including the payment of costs incidental and related to the Crystal Reporting Services Migration for the Finance Department, or take any other action relative thereto.

**FINANCE DEPARTMENT**

**RECOMMENDATION: Approval \$175,875 (Unanimous 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 4. Approval of this article will authorize the mitigation of all of the Town's existing Crystal Reports from an SAP platform to Microsoft SSRS platform to satisfy our primary financial management software requirement.

**ARTICLE 5: Hedge And Cold Spring Elementary Feasibility Study**

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the Plymouth Building Committee for the purpose of paying costs of a feasibility study for the replacement or renovation of Hedge Elementary School, located on 2.03999 acres of Town-owned land in North Plymouth, and specifically at 258 Standish Avenue, Plymouth, Massachusetts and the replacement or renovation of Cold Spring Elementary School, located on 7.64137 acres of Town-owned land in North Plymouth, and specifically at 25 Alden Street, Plymouth, Massachusetts, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority.

The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, or take any other action relative thereto.

#### **SCHOOL COMMITTEE**

##### **RECOMMENDATION: Approval \$2,000,000 (11-1-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 5. Approval of this article will authorize a feasibility study for the replacement or renovation of Hedge Elementary School and the replacement or renovation of Cold Spring Elementary School. The funding for this article will be borrowing.

##### **ARTICLE 6: General Purpose Stabilization Fund**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the General Purpose Stabilization Fund, as authorized by the provisions of M.G.L. Ch. 40 §5B as amended, or take any other action relative thereto.

#### **SELECT BOARD**

##### **RECOMMENDATION: Approval \$525,000 (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will help the Town achieve its goal, in accordance with the Town of Plymouth's financial policy recommendation, to have at least 5% of our Operating Budget in our General Purpose Stabilization Fund. This article authorizes the Town to transfer \$525,000 from Free Cash to the General Purpose Stabilization Fund. The current balance in the General Purpose Stabilization Fund is \$13,943,974.

##### **ARTICLE 7: Funding Request – Tax Title Properties**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow \$100,000.00 for title examination and affidavit recordings on tax title properties that were conveyed to other land uses through previous Town Meeting action, or take any other action relative thereto.

#### **DEPARTMENT OF PLANNING AND DEVELOPMENT**

##### **RECOMMENDATION: Approval \$100,000 (Unanimous 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 7. Approval of this article will authorize the title examination and affidavit recordings on tax title properties that were conveyed to other land uses through previous Town Meeting action.

##### **ARTICLE 8: Revolving Fund – Cruise Lines**

To see if the Town will vote pursuant to M.G.L. Ch.44 §53E ½ to establish a new revolving fund to be known as Cruise Line Revolving Fund; and further, to amend the General Bylaws §143-5 Authorized Revolving Funds, by inserting the underlined text in a new row at the end of the Table of authorized revolving funds, as follows, and, further, to establish a fiscal year expenditure limit of \$100,000 for such fund, to be applicable from fiscal year to fiscal year unless amended by Town Meeting prior to July 1 in any fiscal year:

<u>A</u> Revolving Fund	<u>B</u> Department, Board, Committee, Agency or Officer Authorized to spend from the Fund	<u>C</u> Fees, Charges or other Receipts Credited to Fund	<u>D</u> Program or Activity Expenses Payable from Fund	<u>E</u> Fiscal Years
<u>Cruise Line</u>	<u>Harbormaster</u>	<u>Two thirds of any fees collected related to cruise lines docking in Plymouth Harbor</u>	<u>Maintenance and/or improvements to Town Wharf, Personnel costs, Supplies and Materials</u>	<u>Fiscal Year 2025 and subsequent years</u>

or take any other action relative thereto.

## **POLICE DEPARTMENT – HARBORMASTER DIVISION**

### **RECOMMENDATION: Approval (Unanimous 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 8. Approval of this article will establish a new Cruise Line Revolving Fund to deposit 2/3rds of all fees collected related to cruise line docking in Plymouth Harbor and to pay maintenance and/or improvements to Town Wharf, personnel costs, supplies and materials. This Article also authorizes the spending limit of \$100,000 for FY25 and subsequent years.

### **ARTICLE 9: Revolving Fund – Animal Shelter**

To see if the Town will vote to amend the General Bylaws §143-5 Authorized Revolving Funds, consistent with the proposed language; with underlined text to be inserted and strikethrough text to be deleted, as follows:

<u>A</u> Revolving Fund	<u>B</u> Department, Board, Committee, Agency or Officer Authorized to spend from the Fund	<u>C</u> Fees, Charges or other Receipts Credited to Fund	<u>D</u> Program or Activity Expenses Payable from Fund	<u>E</u> Fiscal Years
Animal Shelter Adoption	<del>Director of Marine &amp; Environmental Affairs</del> <u>Director of Public Health</u>	Those identified as those arising from deposits/sp aying & neutering.	In accordance with G.L c.140 §139A, all animals placed for adoption must be spayed or neutered. This fund provides for other expenditures as authorized by §139A as well as a refund of a \$30 deposit, when proof of spaying or neutering procedure is provided. To be used for the care, health & welfare of the animals, equipment, supplies & capital expenditures.	Fiscal Year 2019 and subsequent years

or take any other action relative thereto.

## **HEALTH AND HUMAN SERVICES DEPARTMENT – HEALTH DIVISION**

### **RECOMMENDATION: Approval (Unanimous 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 9. Approval of this article will change the designated Department Officer authorized to spend from this fund from the Director of Marine & Environmental Affairs to the Director of Public Health as shown in the Warrant.

## **ARTICLE 10: Treasurer/Collector Certification Stipend**

To see if the Town will vote to accept the provisions of M.G.L. Ch. 41 §108P Additional Compensation for Collectors or Treasurers, or take any other action relative thereto.

### **FINANCE DEPARTMENT**

## **RECOMMENDATION: Approval (Unanimous 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 10. Approval of this article will accept the provisions of M.G.L. Ch. 41 § 108P, a Treasurer or Collector who completes the necessary training and receives certification as a Massachusetts Municipal Treasurer or Collector is entitled to receive additional compensation in the amount of the 10% of the annual salary, up to a maximum of \$1,000 annually.

## **ARTICLE 11: Bylaw Amendment – Perpetual Care Funds**

To see if the Town will vote to amend the General Bylaws §71-5 Perpetual Care Funds, to reflect M.G.L. Ch. 203C, as previously accepted at the October 19, 2024 Town Meeting, with underlined text to be inserted and strikethrough text to be deleted as follows:

### **§ 71-5. Perpetual care funds. [Amended 6-27-1984 STM by Art. 4]**

- ~~A. The Town Treasurer is authorized to accept sums of money as perpetual care funds for cemetery lots which shall be held in trust by the Town and, unless otherwise provided or directed by the donor thereof, shall be placed at interest in savings banks, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the commonwealth which are members of the Federal Deposit Insurance Corporation or national banks or invested by cities and towns in participation units in a combined investment fund under MGL c. 29, § 38A; or in paid up shares and accounts of and in cooperative banks; or in shares of savings and loan associations; or in shares or savings deposits of federal savings and loan associations doing business in the commonwealth, to an amount not exceeding \$1,000; or in bonds or notes which are legal investments for savings banks.~~
- A. Pursuant to M.G.L. Chapter 44 §54 Subsection (a) the Town Treasurer is authorized to accept sums of money as perpetual care funds for cemetery lots which shall be held in trust by the Town and unless otherwise provided or directed by the donor of the funds, shall be deposited in: a trust company, co-operative bank or savings bank, if the trust company or bank is organized or exists under the laws of the commonwealth or any other state or may transact business in the commonwealth and has its main office or a branch office in the commonwealth; a national bank, federal savings bank or federal savings and loan association, if the bank or association may transact business and has its main office or a branch office in the commonwealth; provided, however, that a state-chartered or federally-chartered bank shall be insured by the Federal Deposit Insurance Corporation or its successor or invested by cities and towns in participation units in a combined investment fund under section 38A of chapter 29 or in bonds or notes which are legal investments for savings banks.
- ~~B. If such funds in the custody of the Town Treasurer have an aggregate amount in excess of \$250,000, the Town Treasurer may also invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws~~

~~of the commonwealth, provided that not more than 15% of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than 1 1/2% of such funds be invested in the stock of any one bank or insurance company. The Town Treasurer shall use the interest from such accounts for the care of such lots.~~

- B. Pursuant to M.G.L. Chapter 44 §54 Subsection (b)(1) the Treasurer may be manage the funds held in their custody in accordance with Chapter 203C. If any provision of this subsection conflicts with the terms of a bequest, trust or other instrument that expresses the clear intent of the donor, then such funds may be managed and invested only in accordance with the terms of such bequest, trust or other instrument.

or take any other action thereto.

#### **FINANCE DEPARTMENT**

##### **RECOMMENDATION: Approval (Unanimous 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 11. Approval of this article will amend the General Bylaws by amending Chapter 71, particularly §71-5 Perpetual Care Funds, to reflect the current Massachusetts General Law, consistent with the proposed language as placed on file with the Town Clerk; with underlined text to be inserted and strikethrough text to be deleted.

##### **ARTICLE 12: Exclusion of Administrative Buildings and Properties as Prohibited Areas under Chapter 135 of the Acts of 2024, An Act Modernizing Firearm Laws (H.4885)**

To see if the Town will vote to exclude, as provided for in Chapter 135 of the Acts of 2024, its municipal administrative buildings and Town property from being defined as “prohibited areas” under Chapter 269, Section 10, thereby allowing possession of a firearm, loaded or unloaded, as defined in Section 121 of Chapter 140 in said buildings, or take any other action relative thereto.

#### **SELECT BOARD**

##### **RECOMMENDATION: Not Recommended (5-6-2)**

The Advisory & Finance Committee recommends Town Meeting does not approve Article 12. The main sentiment was for the safety and well being of the town employees, the children and public that frequent town buildings, playgrounds, recreational areas and the public spaces around town.

# ROLL CALL VOTING CHARTS



# ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART

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

## ARTICLES

		Gail Butler	Brian Dunn	Daniel Green	Bruce Howard	Joseph Lalley	Timothy Lawlor	Everett Malaguti	Steve Nearman	Molly O'Connor	Lorenzo Pizarro	Christine Richards	Mark Snyder	Emily Tompkins	David Trudell	VOTE TOTAL FOR-AGAINST-ABSTAIN
1	Unpaid Bills of a Prior Year	Y	Y	Y	Y	Y	Y	Ch	X	Y	Y	Y	Y	Y		12-0-0
2	Budget Amendments	Y	Y	Y	Y	Y	Y	Ch	X	Y	Y	Y	Y	Y		12-0-0
3	Capital Improvements															
A1	Replacement of Vehicle	Y	Y	N	Y	Y	N	Y	Ch	Y	N	Y	N	Y	Y	9-4-0
A2	Eng. for Black Cat Bog Restoration	Y	Y	Y	Y	Y	Y	CH	Y	Y	Y	Y	Y	Y		13-0-0
B1	Town Brook Jenney Pond Dam Repairs/Bypass	Y	Y	Y	Y	Y	N	Y	Ch	Y	Y	Y	N	Y	Y	11-2-0
B2	Town Brook Morton Park Culverts	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	Y		13-0-0
4	Purchase of Services – Crystal Reports	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	Y		13-0-0
5	Hedge and Cold Spring Elementary Feasibility Study	Y	X	Y	Y	Y	Y	N	Ch	Y	Y	Y	Y	Y		11-1-0
6	General Purpose Stabilization Fund	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y		13-0-0
7	Funding Request – Tax Title Properties	Y	Y	Y	Y	Y	Y	Y	Ch	X	Y	Y	Y	Y		12-0-0
8	Revolving Fund – Cruise Lines	Y	Y	Y	Y	Y	Y	Y	Ch	X	Y	Y	Y	Y		12-0-0
9	Revolving Fund – Animal Shelter	Y	Y	Y	Y	Y	Y	Y	Ch	X	Y	Y	Y	Y		12-0-0
10	Treasurer/Collector Certification Stipend	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y		13-0-0
11	Bylaw Amendment – Perpetual Care Funds	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y		13-0-0
12	Exclusion of Administrative Buildings and Properties as Prohibited Areas under Chapter 135 of the Acts of 2024, An Act Modernizing Firearm Laws (H.4885)	N	N	Y	N	A	Y	Y	N	X	A	N	Y	N	Y	5-6-2



CAPITAL  
IMPROVEMENTS  
COMMITTEE



Town of Plymouth  
Town Manager Rev - ATM 13 & STM

Article # at ATM	Department	Fund	Dept Priority	Project Title	CIC Rank	Total Project Cost	TM Recommends	Free Cash	Borrowing	Enterprise Retained Earnings	Other Funding	Source
13	123 - Town Manager	General Fund	1	1749 Courthouse	24	\$39,434	\$39,434	\$39,434				
13	123 - Town Manager	General Fund	1	Fiber Over Lash Phase 3	6	\$250,000	\$250,000	\$250,000				
13	155 - Information Technology	General Fund	2	Strategic Plan Refresh	22	\$50,000	\$50,000	\$50,000				
13	155 - Information Technology	General Fund	3	Document Digitization Phase 3	23	\$398,500	\$398,500	\$398,500				
13	210 - Police	General Fund	1	Property/Evidence Climate Control	5	\$67,850	\$67,850	\$67,850				
13	210 - Police	General Fund	2	Feasibility Study for Police HQ	8	\$150,000	\$150,000	\$150,000				
13	210 - Police	General Fund	3	Armored Vehicle Replacement	35	\$404,934	\$404,934	\$202,467			\$202,467	SRHSC Grant
13	220 - Fire	General Fund	1	Replace and Equip 2006 Aerial Platform	3	\$2,283,467	\$2,283,467		\$2,283,467			
13	220 - Fire	General Fund	2	Replace and Equip 2007 Pumping Engine	10	\$1,186,294	\$1,186,294		\$1,186,294			
13	220 - Fire	General Fund	3	Replace and Equip Command Vehicles	32	\$166,238	\$166,238	\$66,238				Fire Prevention \$100,000 Revolving
13	295 - Harbormaster	General Fund	2	Town Wharf Extension	16	\$750,000	\$750,000	\$750,000				
13	295 - Harbormaster	General Fund	1	34' Calvin Beal - Refit	17	\$120,000	\$120,000	\$120,000				
13	300 - School	General Fund	4	PDS Fire Alarm System Upgrade	2	\$104,251	\$104,251	\$104,251				
13	300 - School	General Fund	12	PNHS Main Entry Drain Install	9	\$33,653	\$33,653	\$33,653				
13	300 - School	General Fund	10	Purchase 7D Van	12	\$88,765	\$88,765	\$88,765				
13	300 - School	General Fund	9	Purchase School Bus	13	\$147,302	\$147,302	\$147,302				
13	300 - School	General Fund	18	SES Replacement of Remaining RTUs and Controls	18	\$2,000,000	\$2,000,000	\$2,000,000				
13	300 - School	General Fund	7	PDS Parking Lot Pave/Stripe	19	\$1,196,000	\$1,196,000	\$1,196,000				
13	300 - School	General Fund	3	MES Replace Rubber Roof (Added Scope)	20	\$240,000	\$240,000	\$240,000				
13	300 - School	General Fund	2	District-Wide HVAC Repairs	21	\$500,000	\$500,000	\$500,000				
13	300 - School	General Fund	8	District-Wide Roofing Assessments and Repairs	25	\$51,950	\$51,950	\$51,950				
13	300 - School	General Fund	17	Admin Building Generator Replacement	27	\$110,000	\$110,000	\$110,000				
13	300 - School	General Fund	15	SES Final Asphalt Coat of Side Parking Lot	28	\$51,975	\$51,975	\$51,975				
13	300 - School	General Fund	6	PNHS Soccer Turf Replacement	30	\$763,158	\$763,158	\$763,158				
13	300 - School	General Fund	14	WES Ball Courts / Sidewalk Repave & Stripe	36	\$104,160	\$104,160	\$104,160				
13	300 - School	General Fund	16	NMES Stairwell Renovations	40	\$110,250	\$110,250	\$110,250				
13	300 - School	General Fund	5	PSHS Maintenance Garage	42	\$69,390	\$69,390	\$69,390				
13	300 - School	General Fund	13	Admin Building Exterior Repairs & Cupola	43	\$46,988	\$46,988	\$46,988				
13	300 - School	General Fund	11	PFES Multi-Use Tractor	45	\$57,221	\$57,221	\$57,221				
13	411 - DPW Engineering	General Fund	1	Roadway Improvement Program & Preservation	11	\$5,000,000	\$5,000,000	\$2,290,670				Raise & Appropriate GF Revenues & \$2,709,330 TNC
13	420 - DPW Highway	General Fund	1	Replace 2008 F550 Bucket Truck	14	\$267,623	\$267,623	\$267,623				
13	420 - DPW Highway	General Fund	3	New Roadside Mower	31	\$245,421	\$245,421	\$245,421				
13	420 - DPW Highway	General Fund	2	Replace F350 Utility Body	46	\$112,830	\$112,830	\$112,830				
13	420 - DPW Highway	General Fund	4	Replace 2014 John Deere Skid Steer	47	\$112,800	\$112,800	\$112,800				
13	422 - DPW Facility Maintenance	General Fund	1	F51 HQ Brck Repointing	29	\$161,710	\$161,710	\$161,710				

Town of Plymouth  
Town Manager Rev - ATM 13 & STM

Article # at ATM	Department	Fund	Dept Priority	Project Title	CIC Rank	Total Project Cost	TM Recommends	Free Cash	Borrowing	Enterprise Retained Earnings	Other Funding	Source
13	422 - DPW Facility Maintenance	General Fund	2	PD HQ Locker Room / Restroom Renovation	41	\$458,390	\$458,390	\$458,390				
13	491 - DPW Cemetery	General Fund	1	White Horse Cemetery Easement Construction	39	\$192,000	\$192,000	\$192,000				
13	492 - DPW Parks & Forestry	General Fund	2	Reconstructing Tennis Courts - Briggs & Elmer Raymond	15	\$801,060	\$801,060	\$801,060				
13	492 - DPW Parks & Forestry	General Fund	3	Replace Utility Pickup Truck #23	38	\$112,830	\$112,830	\$112,830				
13	541 - Center For Active Living	General Fund	1	Moving Wall Replacement	37	\$125,000	\$125,000	\$125,000				
13	630 - Recreation	General Fund	1	Forges Field Pickleball Court Drainage/Pathway	34	\$97,000	\$97,000	\$97,000				
13	440 - DPW Sewer	Sewer Enterprise	1	CMOM Program	1	\$1,300,000	\$1,300,000		\$1,300,000			
13	440 - DPW Sewer	Sewer Enterprise	2	Sewer System Improvements	2	\$200,000	\$200,000			\$200,000		
13	440 - DPW Sewer	Sewer Enterprise	3	Truck Replacement #555	3	\$160,000	\$160,000			\$160,000		
13	450 - DPW Water	Water Enterprise	1	Distribution System Improvements	1	\$750,000	\$750,000			\$750,000		
13	450 - DPW Water	Water Enterprise	2	Water System Improvements	2	\$100,000	\$100,000			\$100,000		
13 Total						\$21,738,444	\$21,738,444	\$12,746,886	\$4,769,761	\$1,210,000	\$3,011,797	
STM	300 - School	General Fund	1	Cold Spring / HES Study	1	\$2,000,000	\$2,000,000		\$2,000,000			
STM	427 - Energy & Environment	General Fund	1	Jenney Pond Dam Repairs/Bypass Channel	4	\$6,738,500	\$6,738,500		\$6,738,500			
STM	427 - Energy & Environment	General Fund	2	Morton Park Culvert Replacement	7	\$5,383,500	\$5,383,500		\$5,383,500			Federal Highway Admin \$2 million potential grant to reduce borrowing
STM	427 - Energy & Environment	General Fund	4	Replacement of Vehicle	33	\$52,805	\$52,805				\$52,805	Environmental Affairs Fund
STM	427 - Energy & Environment	General Fund	3	Engineering for Black Cat Bog Restoration	44	\$98,243	\$98,243				\$98,243	Environmental Affairs Fund
STM Total						\$14,273,048	\$14,273,048	\$0	\$14,122,000	\$0	\$151,048	
Grand Total						\$36,011,492	\$36,011,492	\$12,746,886	\$18,891,761	\$1,210,000	\$3,162,845	

ARTICLE  
SUPPORTING  
DOCUMENTATION



<b>ARTICLE 1:</b>
-------------------

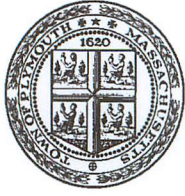
**ARTICLE 1: Unpaid Bills**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to pay certain unpaid bills of a prior fiscal year, or take any other action relative thereto.

**SELECT BOARD****RECOMMENDATION: Approval \$1,691.14 (Unanimous 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 1. Approval of this article will authorize the Finance Department to process the outstanding invoice for Microbac Laboratories totaling \$574.00 and Churchill's Oil and Gas totaling \$1,117.14 on behalf of the Water Department. The funding for these invoices will come from the Water Department fiscal year 2025 operating budget.





## TOWN OF PLYMOUTH

Water Division  
169 Camelot Drive  
Plymouth, Massachusetts 02360

**TO:** Jeanette White  
**CC:** Silvio Genao  
**FROM:** Peter Gordon  
**DATE:** January 27, 2025  
**SUBJECT:** Un-Paid Bills

The Water Division is seeking to add an article to the Spring Special Town Meeting warrant for unpaid bills from the previous fiscal year. An invoice from Microbac Laboratories in the amount of \$574.00 was disputed and the invoice went past the fiscal dateline prior to resolution.

Peter Gordon  
Water Division Superintendent  
169 Camelot Dr.  
Plymouth MA. 02360  
(508) 830-4162 ext.12141

FINANCE DEPARTMENT  
**Unpaid Bill of a Previous Fiscal Year**

Request for Town Meeting Authorization for Payment of Previous Year Invoice

**Chapter 44: Section 64. M.G.L., "Payment of bills incurred in excess of appropriations"**

Any town or city having unpaid bills of previous fiscal years which may be legally unenforceable due to the insufficiency of an appropriation in the year in which such bills were incurred may, in the case of a town, at an annual meeting by a four fifths vote, or at a special meeting by a nine tenths vote, of the voters present and voting at a meeting duly called and, in the case of a city which accepts this section, by a two thirds vote of the city council, appropriate money to pay such bills; but no bill or payroll shall be approved for payment or paid from an appropriation voted under authority of this section unless and until certificates have been signed and filed with the selectmen or the city auditor, as the case may be, as hereinafter provided, stating under the penalties of perjury that the goods, materials or services for which bills have been submitted were ordered by an official or employee of the town or city and that such goods and materials were delivered and actually received by the town or city or that such services were rendered to or for the town or city, as the case may be.

Date: January 27, 2025

**INVOICE DETAILS**

Fiscal Year of Invoice: 2024

Amount Requested for payment of invoice: \$ \$574.00

Vendor Name: Microbac Laboratories

Vendor #: 15417

**SOURCE OF FUNDING**

Description: Operating Budget Line "Water Testing"

Org: 61014506

Object: 530039

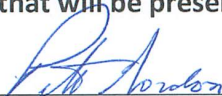
Current balance available in that budget line: \$ \$29,713.00

**Please explain in detail the reason for this request for payment of a previous year invoice and attach a copy of the outstanding invoice.**

The Water Division sought clarification from the lab for these charges as they were in excess of the original contract price. These charges were the result of water samples that needed to be re-taken. Clarification did not come soon enough to get the bill out within the fiscal year.

**Please submit form to both the Budget Analyst and Administrative Assistant to the Select Board.  
Name of employee that will be presenting the request at the meetings:**

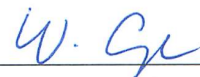
Division Head:



Date:

1/28/25

Department Head:



Date:

1/28/25

**Note:** Request for appropriation for an unpaid bill must be APPROVED by Town Meeting before any vendor payments can be issued.



## INVOICE

Questions? 800.373.4071  
Ask for: Tiffany Bailey

Invoice Number: M24005302  
Invoice Date: 05/03/2024  
Due Date: 06/03/2024  
PO Number: 24000888  
Client ID: ACC020524

Bill to: Plymouth Water Dept.  
Drew Buckley  
169 Camelot Drive  
Plymouth, MA 02360

Project Name(s): UCMR5 MA4239000 D.3  
Work Order(s): M4D0468

Analysis/Description	Matrix	Qty	Unit Cost	Surcharge	Extended Cost
PFAS UCMR5 HPLC-MS-MS	Drinking Water	2	\$280.00		\$560.00

Additional Items	Qty	Unit Cost	Extended Cost
Environmental Sustainability Fee per Sample	4.00	\$3.50	\$14.00

A credit card fee may be added for any credit card payment.

Total Current Charges \$574.00

Total invoice amount USD \$574.00  
by June 03, 2024

Microbac Laboratories Inc. | Marietta OH  
158 Starlite Drive | Marietta, OH 45750 | 800.373.4071 p | www.microbac.com

The services being invoiced were provided under and subject to Microbac's standard terms and conditions  
which can be located and reviewed at <https://www.microbac.com/standard-terms-conditions>



Plymouth Water Dept.  
Drew Buckley  
169 Camelot Drive  
Plymouth, MA 02360

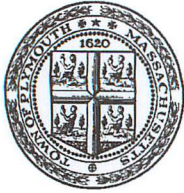
Invoice Number: M24005302  
Invoice Date: 05/03/2024  
Client ID: ACC020524

Total charges due \$574.00  
by June 03, 2024

Make checks payable to:  
Please return this remit slip with payment

Microbac Laboratories, Inc.  
c/o Dollar Bank  
PO Box 3510  
Pittsburgh, PA 15230-3510

0015 000ACC020524 M24005302 0000057400



## TOWN OF PLYMOUTH

Water Division  
169 Camelot Drive  
Plymouth, Massachusetts 02360

**TO:** Jeanette White  
**CC:** Silvio Genao  
**FROM:** Peter Gordon  
**DATE:** January 27, 2025  
**SUBJECT:** Un-Paid Bills

The Water Division is seeking to add an article to the Spring Special Town Meeting warrant for unpaid bills from the previous fiscal year. An invoice from Churchill's Oil and Gas in the amount of \$1,117.14, for a service on June 17, 2024 was not received until September 3, 2024.

Peter Gordon  
Water Division Superintendent  
169 Camelot Dr.  
Plymouth MA. 02360  
(508) 830-4162 ext.12141

FINANCE DEPARTMENT  
**Unpaid Bill of a Previous Fiscal Year**

Request for Town Meeting Authorization for Payment of Previous Year Invoice

**Chapter 44: Section 64. M.G.L., "Payment of bills incurred in excess of appropriations"**

Any town or city having unpaid bills of previous fiscal years which may be legally unenforceable due to the insufficiency of an appropriation in the year in which such bills were incurred may, in the case of a town, at an annual meeting by a four fifths vote, or at a special meeting by a nine tenths vote, of the voters present and voting at a meeting duly called and, in the case of a city which accepts this section, by a two thirds vote of the city council, appropriate money to pay such bills; but no bill or payroll shall be approved for payment or paid from an appropriation voted under authority of this section unless and until certificates have been signed and filed with the selectmen or the city auditor, as the case may be, as hereinafter provided, stating under the penalties of perjury that the goods, materials or services for which bills have been submitted were ordered by an official or employee of the town or city and that such goods and materials were delivered and actually received by the town or city or that such services were rendered to or for the town or city, as the case may be.

Date: January 27, 2025

**INVOICE DETAILS**

Fiscal Year of Invoice: 2024

Amount Requested for payment of invoice: \$ \$1,117.14

Vendor Name: Churchill's Oil and Gas

Vendor #: 583

**SOURCE OF FUNDING**

Description: Operating Budget – Pump Station Operation and Maintenance

Org: 61014506 Object: 524006

Current balance available in that budget line: \$ \$45,704.77

**Please explain in detail the reason for this request for payment of a previous year invoice and attach a copy of the outstanding invoice.**

We contacted Churchill's prior to the end of the fiscal year to ask for any outstanding invoices and they claimed to have none. Several weeks later a driver who delivered propane found a ticket for a delivery that was made in June. Churchill's invoiced us for that delivery in September after the ticket was turned into their office.

**Please submit form to both the Budget Analyst and Administrative Assistant to the Select Board.  
Name of employee that will be presenting the request at the meetings:**

Division Head: 

Date: 1/28/25

Department Head: 

Date: 1/28/25

**Note:** Request for appropriation for an unpaid bill must be APPROVED by Town Meeting before any vendor payments can be issued.

# Churchill's Oil & Gas Inc.

P.O. Box 1018

Manomet, MA 02345

508-224-6536

[www.churchilloilandgas.com](http://www.churchilloilandgas.com)

Town of Plymouth

Water Dept

169 Camelot Dr

Plymouth, MA 02360

# INVOICE

Sep 3, 2024

Account #:	14283
Invoice #:	577035
Transaction Date:	6/17/24
Total Due:	\$1,150.66

TERMS: Net Due in 30 Days.

Amount Enclosed: \$ \_\_\_\_\_

Please Return This Portion With Your Payment

## Description:

Quantity	Description	Unit Price	Amount
519.6	PROPANE	\$2.15	\$1,117.14

Sub Total: \$1,117.14

Tax Total: \$0.00

Invoice Total: \$1,117.14

Prev. Balance: \$33.52

USD Total Due: \$1,150.66

Go paperless & get invoices faster. Sign up for email billing!

\*Automatic delivery is a free service provided, but does not guarantee against run outs. Fuel levels must be monitored. Responsibility is, as always, with the property owner. Churchill's will not be held responsible for any damage due to run outs\*

For Fuel or Service At: Town of Plymouth  
116 Rocky Pond Rd Bldg #2 South Pond Station  
Plymouth, MA 02360

Churchill's Oil & Gas Inc.  
P.O. Box 1018  
Manomet, MA 02345  
508-224-6536

Account #: 14283  
Invoice #: 577035  
Transaction Date: 6/17/24

**ARTICLE 2: Budget Amendments**

To see if the Town will vote to transfer from available funds a sum of money to be added to funds already appropriated under Articles 7A through 7F of the 2024 Spring Annual Town Meeting for the purpose of supplementing departmental, expenses or otherwise amend said votes, or take any action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$20,000 (Unanimous 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 2. Approval of this article will increase the FY25 Town Clerk budget line item #6, All Other Expenses, by \$20,000.





# TOWN OF PLYMOUTH

26 Court Street  
Plymouth, Massachusetts 02360  
(508) 747-1620  
[www.plymouth-ma.gov](http://www.plymouth-ma.gov)

February 4, 2025

Lynne Barrett  
Finance Director  
Town of Plymouth

I am respectfully requesting additional funding of \$20,000 for postage for FY25 at the Special Town Meeting in April. The Town Clerk office manages the postage for all Town Departments. As you are aware, the Town is growing, and postage costs are increasing. Thus, the cost of these required mailings to each resident has increased significantly.

For comparison purposes, it is currently \$0.73 per letter to mail compared to \$0.55 per letter to mail in January of 2021.

The Postage Expense account includes but not limited to the following required mailings:

- Quarterly tax bills
- Quarterly Water/Sewer bills
- Excise tax bills
- Assessor mailings
- Voter Registration notifications (increased dramatically with automatic voter registration)
- Vote by Mail ballots
- Dog licensing
- Planning/ZBA mailings (certified mailings)
- Retirement
- Recreation offering mailings
- Town Meeting mailings
- Accounts payables
- Year End documentation
- Other mailing for other departments

We have done minimal increases to our budget for postage expense each year but have had to do year end transfers to cover expenses. Due to an anticipated deficit for FY25, I am requesting funds at the Special Town Meeting.

Thank you,

Kelly A McElreath  
Town Clerk



## ARTICLE 3:

### ARTICLE 3: Capital Improvements

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 of buildings 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 or professional consulting services, including the payment of costs incidental or related thereto, and to authorize contracts or lease/purchase agreements for such purposes for terms of three or more years, as follows, or take any other action relative thereto.

ITEM	DEPARTMENT	PROJECT DESCRIPTION
A1	Energy and Environment	Replacement of Vehicle
A2	Energy and Environment	Engineering for Black Cat Bog Restoration
B1	Energy and Environment	Town Brook – Jenney Pond Dam Repairs and Bypass
B2	Energy and Environment	Town Brook – Morton Park Culverts

### SELECT BOARD

#### Item A1 RECOMMENDATION: Approval \$52,805 (9-4-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 3 Item A1. Approval of this article will authorize the purchase of a EV SUV vehicle for use by the Sustainability staff. This vehicle purchase will be funded from the Environmental Affairs fund.

#### Item A2 RECOMMENDATION: Approval \$98,243 (Unanimous 13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 3 Item A2. Approval of this article will authorize the engineering and permitting work to restore natural wetlands to improve water quality, reduce nutrient loading downstream to Billington Sea, Town Brook and Plymouth Harbor and restore habitat for fish and wildlife. This article will be funded from the Environmental Affairs fund.

#### Item B1 RECOMMENDATION: Approval \$6,738,500 (11-2-0)

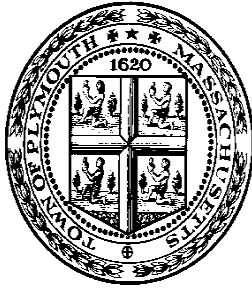
The Advisory & Finance Committee recommends Town Meeting approve Article 3 Item B1. Approval of this article will authorize the dam repair work including removal and regrade of the road, curb, sidewalk, signage, trees, light poles, erosion controls, water control systems and temporary road access for vehicular traffic. This article will be funded with borrowing.

#### Item B2 RECOMMENDATION: Approval \$5,383,500 (Unanimous 13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 3 Item B2. Approval of this article will authorize the demolition and replacement of two culverts in Morton Park. This article will be funded with borrowing.

ITEM	PROJECT DESCRIPTION	APPROPRIATION
A1	Replacement of Vehicle	\$ 52,805
A2	Engineering for Black Cat Bog Restoration	\$ 98,243
B1	Jenney Pond Dam Repairs/Bypass Channel	\$ 6,738,500
B2	Morton Park Culvert Replacement	\$ 5,383,500
<b>TOTAL FOR ARTICLE 3 ITEMS</b>		<b>\$ 12,273,048</b>





**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 10177

TO: SELECT BOARD  
ADVISORY & FINANCE COMMITTEE  
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: STM ARTICLE 3 & 5 – CAPITAL REQUESTS &  
RECOMMENDED PROJECTS

DATE: FEBRUARY 18, 2025

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The Capital Improvements Committee reviewed and ranked projects from all funds at their meeting of January 13, 2025. The attached spreadsheet includes the CIC ranking and the Town Managers' recommendations with the appropriate funding sources of all the Department Requests. A previous memo came to you regarding the ATM Capital Requests and this memo focusses on the STM requests.

The department requests and backup can be accessed using the following link on the Town's website:

<https://plymouth-ma.gov/1374/2025-SPRING-ANNUAL-TOWN-MEETING-FY26-SAT>

The following is being recommended as the funding sources for Article 3 and 5 of the Special Town Meeting:

**Article 3:**

Borrowing	\$ 12,122,000
Environmental Affairs Fund	\$ 151,048
<b>Sub-total Article 3</b>	<b>\$ 12,273,048</b>

**Article 5:**

Borrowing	\$ 2,000,000
<b>Grand Total STM</b>	<b>\$ 14,273,048</b>

Thank you for your support of both article capital requests.

Town of Plymouth  
Town Manager Rev - ATM 13 & STM

Article # at ATM	Department	Fund	Dept Priority	Project Title	CIC Rank	Total Project Cost	TM Recommends	Free Cash	Borrowing	Enterprise Retained Earnings	Other Funding	Source
13	123 - Town Manager	General Fund	1	1749 Courthouse	24	\$39,434	\$39,434	\$39,434				
13	155 - Information Technology	General Fund	1	Fiber Over Lash Phase 3	6	\$250,000	\$250,000	\$250,000				
13	155 - Information Technology	General Fund	2	Strategic Plan Refresh	22	\$50,000	\$50,000	\$50,000				
13	155 - Information Technology	General Fund	3	Document Digitization Phase 3	23	\$398,500	\$398,500	\$398,500				
13	210 - Police	General Fund	1	Property/Evidence Climate Control	5	\$67,850	\$67,850	\$67,850				
13	210 - Police	General Fund	2	Feasibility Study for Police HQ	8	\$150,000	\$150,000	\$150,000				
13	210 - Police	General Fund	3	Armored Vehicle Replacement	35	\$404,934	\$404,934	\$202,467			\$202,467	SRHSC Grant
13	220 - Fire	General Fund	1	Replace and Equip 2006 Aerial Platform	3	\$2,283,467	\$2,283,467		\$2,283,467			
13	220 - Fire	General Fund	2	Replace and Equip 2007 Pumping Engine	10	\$1,186,294	\$1,186,294		\$1,186,294			
13	220 - Fire	General Fund	3	Replace and Equip Command Vehicles	32	\$166,238	\$166,238	\$66,238				Fire Prevention Revolving
13	295 - Harbormaster	General Fund	2	Town Wharf Extension	16	\$750,000	\$750,000	\$750,000				
13	295 - Harbormaster	General Fund	1	34' Calvin Beal - Refit	17	\$120,000	\$120,000	\$120,000				
13	300 - School	General Fund	4	PCIS Fire Alarm System Upgrade	2	\$104,251	\$104,251	\$104,251				
13	300 - School	General Fund	12	PNHS Main Entry Drain Install	9	\$33,653	\$33,653	\$33,653				
13	300 - School	General Fund	10	Purchase 7D Van	12	\$88,765	\$88,765	\$88,765				
13	300 - School	General Fund	9	Purchase School Bus	13	\$147,302	\$147,302	\$147,302				
13	300 - School	General Fund	18	SES Replacement of Remaining RTUs and Controls	18	\$2,000,000	\$2,000,000	\$2,000,000				
13	300 - School	General Fund	7	PCIS Parking Lot Pave/Stripe	19	\$1,196,000	\$1,196,000	\$1,196,000				
13	300 - School	General Fund		MES Replace Rubber Roof (Added Scope)	20	\$240,000	\$240,000	\$240,000				
13	300 - School	General Fund	2	District-Wide HVAC Repairs	21	\$500,000	\$500,000	\$500,000				
13	300 - School	General Fund	8	District-Wide Roofing Assessments and Repairs	25	\$51,950	\$51,950	\$51,950				
13	300 - School	General Fund	17	Admin Building Generator Replacement	27	\$110,000	\$110,000	\$110,000				
13	300 - School	General Fund	15	SES Final Asphalt Coat of Side Parking Lot	28	\$51,975	\$51,975	\$51,975				
13	300 - School	General Fund	6	PNHS Soccer Turf Replacement	30	\$763,158	\$763,158	\$763,158				
13	300 - School	General Fund	14	WES Ball Courts / Sidewalk Repave & Stripe	36	\$104,160	\$104,160	\$104,160				
13	300 - School	General Fund	16	NIMES Stairwell Renovations	40	\$110,250	\$110,250	\$110,250				
13	300 - School	General Fund	5	PSHS Maintenance Garage	42	\$69,390	\$69,390	\$69,390				
13	300 - School	General Fund	13	Admin Building Exterior Repairs & Cupola	43	\$46,988	\$46,988	\$46,988				
13	300 - School	General Fund	11	FFES Multi-Use Tractor	45	\$57,221	\$57,221	\$57,221				
13	411 - DPW Engineering	General Fund	1	Roadway Improvement Program & Preservation	11	\$5,000,000	\$5,000,000	\$2,290,670				Raise & Appropriate GF Revenues & TNC
13	420 - DPW Highway	General Fund	1	Replace 2008 F550 Bucket Truck	14	\$267,623	\$267,623	\$267,623				
13	420 - DPW Highway	General Fund	3	New Roadside Mower	31	\$245,421	\$245,421	\$245,421				
13	420 - DPW Highway	General Fund	2	Replace F350 Utility Body	46	\$112,830	\$112,830	\$112,830				
13	420 - DPW Highway	General Fund	4	Replace 2014 John Deere Skid Steer	47	\$112,800	\$112,800	\$112,800				

Town of Plymouth  
Town Manager Rev - ATM 13 & STM

Article # at ATM	Department	Fund	Dept Priority	Project Title	CIC Rank	Total Project Cost	TM Recommends	Free Cash	Borrowing	Enterprise Retained Earnings	Other Funding	Source
13	422 - DPW Facility Maintenance	General Fund	1	F51 HQ Brick Repointing	29	\$161,710	\$161,710	\$161,710				
13	422 - DPW Facility Maintenance	General Fund	2	PD HQ Locker Room / Restroom	41	\$458,390	\$458,390	\$458,390				
13	491 - DPW Cemetery	General Fund	1	White Horse Cemetery Easement	39	\$192,000	\$192,000	\$192,000				
13	492 - DPW Parks & Forestry	General Fund	2	Reconstructing Tennis Courts - Briggs & Elmer Raymond	15	\$801,060	\$801,060	\$801,060				
13	492 - DPW Parks & Forestry	General Fund	3	Replace Utility Pickup Truck #23	38	\$112,830	\$112,830	\$112,830				
13	541 - Center For Active Living	General Fund	1	Moving Wall Replacement	37	\$125,000	\$125,000	\$125,000				
13	630 - Recreation	General Fund	1	Forges Field Pickleball Court	34	\$97,000	\$97,000	\$97,000				
13	440 - DPW Sewer	Sewer Enterprise	1	Drainage/Pathway	1	\$1,300,000	\$1,300,000		\$1,300,000			
13	440 - DPW Sewer	Sewer Enterprise	2	CMOM Program	2	\$200,000	\$200,000			\$200,000		
13	440 - DPW Sewer	Sewer Enterprise	3	Truck Replacement #555	3	\$160,000	\$160,000			\$160,000		
13	450 - DPW Water	Water Enterprise	1	Distribution System Improvements	1	\$750,000	\$750,000			\$750,000		
13	450 - DPW Water	Water Enterprise	2	Water System Improvements	2	\$100,000	\$100,000			\$100,000		
13 Total						\$21,738,444	\$21,738,444	\$12,746,886	\$4,769,761	\$1,210,000	\$3,011,797	
STM	300 - School	General Fund	1	Cold Spring / HES Study	1	\$2,000,000	\$2,000,000		\$2,000,000			
STM	427 - Energy & Environment	General Fund	1	Jenney Pond Dam Repairs/Bypass	4	\$6,738,500	\$6,738,500		\$6,738,500			
STM	427 - Energy & Environment	General Fund	2	Channel								
STM	427 - Energy & Environment	General Fund	2	Morton Park Culvert Replacement	7	\$5,383,500	\$5,383,500		\$5,383,500			Federal Highway Admin \$2 million potential grant to reduce borrowing
STM	427 - Energy & Environment	General Fund	4	Replacement of Vehicle	33	\$52,805	\$52,805				\$52,805	Environmental Affairs Fund
STM	427 - Energy & Environment	General Fund	3	Engineering for Black Cat Bog Restoration	44	\$98,243	\$98,243				\$98,243	Environmental Affairs Fund
STM Total						\$14,273,048	\$14,273,048	\$0	\$14,122,000	\$0	\$151,048	
Grand Total						\$36,011,492	\$36,011,492	\$12,746,886	\$18,891,761	\$1,210,000	\$3,162,845	

# MEMO

**To:** Derek Brindisi, Town Manager  
Lynne Barrett, Finance Director

**From:** David Gould, Director of Energy and Environment

**Re:** **Capital Request – Replacement of Vehicle**

**Date:** February 6, 2025

The Department of Energy and Environment (DEE) respectfully requests the use of \$52,805 from the Environmental Affairs Fund (EA Fund) to replace an existing department vehicle that is in poor condition.

DEE seeks to replace ME6 (2010), a GMC Sierra truck with a salvage title due to its poor condition that was used to manage Plymouth Long Beach. DEE proposes replacing ME6 with ME9, a truck formerly used by Natural Resources staff. With the recent re-organization of the department this truck can be made available for use at the beach. The proposed EV SUV would replace ME9 and would be used by the Resiliency and Sustainability Coordinator and the Natural Resources/Sustainability Technician. This proposal would result in the elimination of a truck that is in poor condition, continued use of ME9 which is in good condition and suitable for use at Long Beach and a vehicle for use by Sustainability staff purchased with funding from the EA Fund with no general fund implications.

Should you have any questions regarding this work please contact me at your earliest convenience. Thanks.

# MEMO

**To:** Derek Brindisi, Town Manager  
Lynne Barrett, Finance Director

**From:** David Gould, Director of Energy and Environment

**Re:** **Capital Request – Black Cat Bog Restoration**

**Date:** February 6, 2025

In December 2024 the Town closed on the former AD Makepeace Bogs along Black Cat Road. As you recall, 90% of the acquisition costs for the property were secured from a state grant in the amount of \$1,035,000. With the acquisition now complete we will begin the necessary engineering and permitting work to restore approximately 75 acres of cranberry back to natural wetlands to provide improvements to fish and wildlife habitat and water quality downstream to Billington Sea, Town Brook and Plymouth Harbor. To begin that process we propose utilizing \$100,000 from the Environmental Affairs Fund (EA Fund). This proposal is consistent with the intent of the EA Fund and will enable us to leverage state and federal funding.

Approval of this article will allow us to initiate the restoration plans while also applying to the Commonwealth for Priority Project status with the Massachusetts Division of Ecological Restoration (DER). From there we will become eligible for state funding for the remainder of the engineering and permitting and construction costs.

This same process was followed when we undertook the restoration of Eel River Headwaters, Foothills Preserve and Pinnacle Bog. That process has resulted in over 90% of the construction costs coming from state and federal sources. We believe this approach can be utilized for restoration at this site.

Should you have any questions please contact me at your earliest convenience.  
Thank you.

# MEMO

**To:** Derek Brindisi, Town Manager  
Lynne Barrett, Finance Director

**From:** David Gould, Director of Energy and Environment

**Re:** **Capital Request – Jenney Pond Dam Repairs**

**Date:** November 6, 2024

The proposed dam repairs at Jenney Pond would bring the structure into compliance with the Massachusetts Office of Dam Safety (ODS) standards. The Town has been working with ODS over the last several years as we have progressed through engineering, permitting and fund raising for this project so that they were aware we were moving ahead with the necessary repairs. The proposed nature-like fishway/bypass which will be funded by NOAA provides not only fish passage but allows an increase in spillway capacity thereby allowing the dam to pass the 100-year storm event which is cannot currently do. Work within the bypass footprint can be covered by NOAA funding so some road, sidewalk and landscaping work will be covered by the federal funding but the capital request for \$6,738,500 will go only towards dam repair work.

It is important to realize that the Jenney Pond Dam consists of the upstream and downstream slopes of the structure along with Spring Lane as the roadway is the crest of the dam. As detailed in the cost breakdown backup materials submitted with this project the dam repair work includes removal of most of the road, curb, sidewalk, signage, trees, light poles and the set up of erosion controls and water control systems including cofferdams, pumps and bypasses and temporary road access for vehicular traffic.

In addition, there is considerable work to regrade the road, replace the water main, and reset the road, curbing, sidewalks and other features that are disturbed during the repairs including fences, signage, benches, lighting, conduit, and plantings.

Lastly, there are significant structural repairs including a cutoff wall, retaining walls, headwall repairs, masonry and culvert repairs and the necessary temporary shoring and supports to complete this work.

In conclusion, while the dam repair costs are significant it would be even more expensive without the NOAA grant funding that will not only result in conveyance of the 100-year storm but also offset costs within its footprint.

Should you have any questions regarding this work please contact me at your earliest convenience. Thanks.

# MEMO

**To:** Derek Brindisi, Town Manager  
Lynne Barrett, Finance Director

**From:** David Gould, Director of Energy and Environment

**Re:** Capital Request – Morton Park Culverts

**Date:** November 6, 2024

The proposed replacement of the two Morton Park culverts would replace two undersized culverts, both of which have weight limits and one which currently has a steel plate over it to allow for vehicular traffic to pass over it. These two culverts allow residents to access their homes on either side of Morton Park as well as visitors to the park. Approximately, two years ago the main access to the park during the summer months was relocated from Summer Street to the back entrance resulting in an increase in vehicular traffic over the two structures.

Since one of the culverts passes over Town Brook the Town applied for and received a grant from the Federal Highway Administration Aquatic Organism Passage (AOP) Program in the amount of \$2,000,000 since diadromous fish migrate upstream and downstream in Town Brook. The second culvert is on an unnamed tributary and does not pass diadromous fish.

The project would involve the demolition of both structures and replace each with pre-cast concrete culverts – one an arch and one a box culvert. Due to geotechnical limitations of the glacial outwash sediment that predominates in this area there is a need for micro-piles to ensure an adequate base and footings for each structure. In addition, the projects fall within the Town Brook Historic District which is recognized as a National Historic Register District so additional work including stone facades and timber guard rail will be utilized. The construction is limited to the winter months based upon the summer season in the park and the spring and fall time-of-year restrictions for the migration of diadromous fish. This further increases the cost of the project.

Should you have any questions regarding this project or capital request please contact me at your earliest convenience. Thanks.

**ARTICLE 4: Purchase of Services – Crystal Reports**

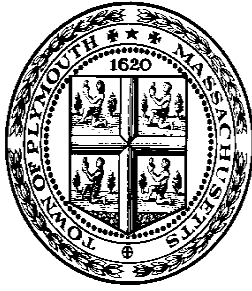
To see if the Town will vote to raise and appropriate or transfer from available funds the cost of services, including the payment of costs incidental and related to the Crystal Reporting Services Migration for the Finance Department, or take any other action relative thereto.

**FINANCE DEPARTMENT**

**RECOMMENDATION: Approval \$175,875 (Unanimous 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 4. Approval of this article will authorize the mitigation of all of the Town's existing Crystal Reports from an SAP platform to Microsoft SSRS platform to satisfy our primary financial management software requirement.





**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 10177

TO: SELECT BOARD  
ADVISORY & FINANCE COMMITTEE  
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: STM REQUEST FOR CRYSTAL REPORTING MIGRATION

DATE: JANUARY 27, 2025

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The Finance department on behalf of all departments that use Crystal Reporting for day to day operations and processing is requesting \$175,875 to migrate all our existing Crsyal Reports from an SAP platform to Microsoft for SSRS (SQL Server Reporting Services). The Town was notified in May of 2024 that Tyler ERP, our primary financial management software, was no longer going to support the SAP platform that is used for Crystal reports after October 31, 2026.

The town uses Crystal Reports to operate many of our daily, weekly, monthly, quarterly, and annual functions. The following is a list of departments and function areas that use Crystal reports and the number of reports that they have. This is a one time cost that would be most appropriately funded in a separate article that can continue from year to year until the migration is complete.

Department / Area	Reports	Department / Area	Reports
Assessors	16	Benefits	2
Budget	12	EDFM	8
Collector	3	Human Resources	50
Finance	40	Payroll Admin	25
Vendors	3	Retirement	5
10-Year	5	Pay & Deductions	1
Receivables	10	Planning	2
Cash Reconciliation	4	Police	4
Accountant	1	Recreation	4
Fire & Red MX	9	School	37
Fixed Assets	2	Select Board	30
IT	5	Water	20
Accruals	10	Zobrio	15
Actuary	12	<b>Total</b>	<b>335</b>



## TYLER CLIENT ALERT

**Please forward to the appropriate contact in your organization if you are not responsible for Tyler software maintenance.**

Dear valued client,

Our records indicate that your current ERP Tyler Reporting solution is an SAP product (also known as Crystal Reports or BusinessObjects).

Earlier this year, SAP announced they would end support for the current Crystal Reports and BusinessObjects software. Their new reporting product will only be available through an SAP-hosted option. SAP has indicated they will not offer a migration path to keep existing Crystal Reports working in their newly hosted solution, and all reports would need to be re-created in their new tool.

As a result, Tyler has made the strategic business decision to discontinue as an OEM (original equipment manufacturer) partner and will pursue a continued partnership with Microsoft for SSRS (SQL Server Reporting Services, a server-based report-generating software system from Microsoft) reporting. We have negotiated an extended support period from SAP and will have support through **October 31, 2026**, on both Crystal Reports and BusinessObjects. While your SAP software may be operational today, these future technology changes underscore the need to work together to migrate to another solution and protect your environment.

The vendor we use for Crystal Reporting services has given us an estimate of an average of 3 hours per report at \$175 an hour. Some reports will take more hours, and some will take less but using the average of 3 is a good approximation.

Thank you for your support of this request.

**ARTICLE 5: Hedge And Cold Spring Elementary Feasibility Study**

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the Plymouth Building Committee for the purpose of paying costs of a feasibility study for the replacement or renovation of Hedge Elementary School, located on 2.03999 acres of Town-owned land in North Plymouth, and specifically at 258 Standish Avenue, Plymouth, Massachusetts and the replacement or renovation of Cold Spring Elementary School, located on 7.64137 acres of Town-owned land in North Plymouth, and specifically at 25 Alden Street, Plymouth, Massachusetts, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, or take any other action relative thereto.

**SCHOOL COMMITTEE****RECOMMENDATION: Approval \$2,000,000 (11-1-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 5. Approval of this article will authorize a feasibility study for the replacement or renovation of Hedge Elementary School and the replacement or renovation of Cold Spring Elementary School. The funding for this article will be borrowing.





## Plymouth Public Schools

Administration Building  
11 Lincoln Street

Plymouth, MA 02360

Telephone: 508-830-4300

Fax: 508-746-1873

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

CHRISTOPHER S. CAMPBELL, Ed.D.  
Superintendent of Schools

STACEY A. ROGERS, Ed.D.  
Assistant Superintendent  
Administration and Instruction

ERIK W. CIOFFI  
Assistant Superintendent  
Human Resources

ADAM BLAISDELL, Ed.D.  
School Business Administrator

TO: Mr. Derek Brindisi, Town Manager and the Select Board  
FROM: Dr. Christopher Campbell, Superintendent  
Dr. Adam Blaisdell, School Business Administrator  
DATE: January 8, 2025  
RE: Article 19 of the Spring 2025 Town Meeting Warrant

The Plymouth Public Schools has been accepted into the Eligibility Period with the Massachusetts School Building Authority (MSBA) to examine the possible consolidation of Hedge Elementary School and Cold Spring Elementary School and to build or renovate an elementary school in North Plymouth. The Eligibility Period assists the Massachusetts School Building Authority (MSBA) with managing its financial resources by identifying whether a district is ready to manage and fund a capital school project as well as its financial and community readiness. The Eligibility Period is a 270-day period for districts to complete eight pre-requisite steps.

Once the pre-requisites of Eligibility Period are completed to the satisfaction of the MSBA, the district is eligible to receive an invitation from the MSBA Board of Directors at a Board Meeting, into the Feasibility Study phase of the grant program. The Feasibility Study phase and following Schematic Design phase is estimated to cost two million dollars (\$2,000,000) through discussions with the MSBA.

The pre-requisite steps of the Eligibility Period are described below. Step seven, the Local Vote Authorization, is Article 19 of the Spring 2025 Town Meeting Warrant. The language of the motion and vote being presented is language provided by the MSBA. After making a few revisions, the language was reviewed and approved by the MSBA and bond counsel.

1. **Completion of the Initial Compliance Certification:** This is an agreement by the Town verifying its understanding of the grant program rules and regulations. This document is signed by the Local Chief Executive Officer, the Superintendent, and the Chair of the School Committee. By signing the ICC, the district acknowledges the MSBA's regulations and agrees to work in collaboration with the MSBA and in compliance with its enabling legislation and regulations.
2. **Formation of the School Building Committee:** The School Building Committee is formed to oversee and facilitate the proposed building project in accordance with the district's local charter and/or by-laws and the MSBA's regulations.
3. **Completion of the Educational Profile Questionnaire:** The questionnaire provides an overview of the district's current and proposed educational program for its current school facilities and how the district envisions the Priority SOI school because of a potential building project in partnership with the MSBA.

4. **Completion of the online Enrollment Projection Tool:** The tool is comprised of two questionnaires completed by the district that request the following:
  - Provide upcoming housing development(s), housing sales and permit information
  - Confirm current and historical enrollment data as reported to DESE
  - Private/Parochial/Charter school openings and/or closures
  - Potential school consolidations and/or grade configuration changes as discussed in the district's Priority SOI or during the Senior Study
  - Any supplemental materials/information the district feels may affect enrollment
5. **Enrollment Meeting:** The district and the MSBA meet to review the enrollment information to begin the process of determining the possible enrollment for the design of a new building.
6. **Maintenance and Capital Planning ("MCP"):** District-level information is provided to the MSBA about maintenance and capital planning practices and budget. The information filed by the district is used to facilitate the MSBA's assessment of the district's maintenance and capital planning practices as established by the MSBA's enabling legislation and regulations.
7. **Local Vote Authorization:** The district must vote to appropriate the funds necessary for the Feasibility Study and Schematic Design phases of the potential project. Specifically, these costs are associated with the Owner's Project Manager, Designer, environmental and site testing, and contingency related expenses. The appropriation will also include costs associated with three robust MSBA submissions: the Preliminary Design Program, Preferred Schematic Report, and the Schematic Design submission.
8. **Feasibility Study Agreement ("FSA"):** The first of three legal agreements between the MSBA and the district is signed following the completion of the previous seven steps. This is a Standard funding agreement that establishes the process and the parameters by which the district can be reimbursed for the eligible expenses incurred during the Feasibility Study and Schematic Design phases of the MSBA grant process. The FSA agreement sets a 913-day timeframe for completion of the Feasibility Study and Schematic Design phases.

More information regarding the Eligibility Period and the building process with MSBA can be found by clicking on the following link: <https://www.massschoolbuildings.org/building/prerequisites>.

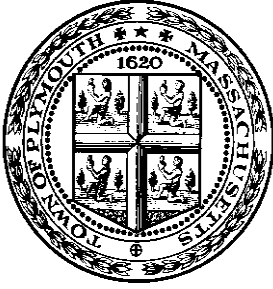
**ARTICLE 6: General Purpose Stabilization Fund**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the General Purpose Stabilization Fund, as authorized by the provisions of M.G.L. Ch. 40 §5B as amended, or take any other action relative thereto.

**SELECT BOARD****RECOMMENDATION: Approval \$525,000 (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will help the Town achieve its goal, in accordance with the Town of Plymouth's financial policy recommendation, to have at least 5% of our Operating Budget in our General Purpose Stabilization Fund. This article authorizes the Town to transfer \$525,000 from Free Cash to the General Purpose Stabilization Fund. The current balance in the General Purpose Stabilization Fund is \$13,943,974.





# TOWN OF PLYMOUTH

FINANCE DEPARTMENT

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508) 747-1620 EXTENSION 10177

TO: SELECT BOARD  
ADVISORY & FINANCE  
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT  
DIRECTOR OF FINANCE

SUBJECT: GENERAL PURPOSE STABILIZATION FUND

DATE: JANUARY 29, 2025

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I propose the following article for the Special Town Meeting this spring:

***Will the Town vote to raise and appropriate or transfer from available funds a sum of money to the General Purpose Stabilization Fund, as authorized by the provisions of Mass General Laws, c. 40 §5B as amended, or take any other action relative thereto.***

Massachusetts Department of Revenue recommends the following for General Purpose Stabilization Funds:

- General Stabilization Funds – Communities establish general stabilization funds ([M.G.L. c. 40, §5B](#)) as reserve accounts to provide emergency funds for use in a major or significant event, such as natural disaster, an uninsured loss, damage to a capital asset, or prolonged decrease in revenue. Although a general stabilization fund may be appropriated for any lawful purpose, withdrawals should be limited to mitigating emergencies or other unanticipated events that cannot be supported by current general fund appropriations. A community's target balance for a general stabilization fund varies by budget, experience, and other available reserves. A recommended goal is typically in the five to seven percent of the current operating budget range.

The Town of Plymouth's financial policy recommendation is to have at least 5% of our Operating Budget in our General Purpose Stabilization Fund. For fiscal 2025, our operating budget is \$302,439,526, therefore, 5% of that would be \$15,121,946. Within our free cash policy guidelines on an annual basis, we have allocated a portion of this to reach our goal of 5%.

The recommendation currently is to transfer \$525,000 from free cash to the General Purpose Stabilization Fund. The current balance in the General Purpose Stabilization Fund is \$13,943,974.

Thank you for your consideration of this matter.

**ARTICLE 7: Funding Request – Tax Title Properties**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow \$100,000.00 for title examination and affidavit recordings on tax title properties that were conveyed to other land uses through previous Town Meeting action, or take any other action relative thereto.

**DEPARTMENT OF PLANNING AND DEVELOPMENT**

**RECOMMENDATION: Approval \$100,000 (Unanimous 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 7. Approval of this article will authorize the title examination and affidavit recordings on tax title properties that were conveyed to other land uses through previous Town Meeting action.

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# Memo

To: Select Board & Advisory and Finance Committee  
From: Department of Planning & Development  
Date: January 28, 2024  
Re: Funding Request – Tax Title Properties

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To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow \$100,000.00 for title examination and affidavit recordings on tax title properties that were conveyed to other land uses through previous Town Meeting action, or take any other action relative thereto.

These processes are critical to ensure clear title and facilitate the eventual disposition of the following properties (please see attached list):

Jurisdiction	Qty*
Conservation	321
Recreation	1
Select Board	8
Water Dept	220
Total	550

\*Estimated number

As part of the Town's ongoing efforts to convey these properties, thorough title searches may be required to identify any encumbrances or claims against these lots. Additionally, recording affidavits are necessary to comply with legal requirements.



## ARTICLE 8:

### ARTICLE 8: Revolving Fund – Cruise Lines

To see if the Town will vote pursuant to M.G.L. Ch.44 §53E ½ to establish a new revolving fund to be known as Cruise Line Revolving Fund; and further, to amend the General Bylaws §143-5 Authorized Revolving Funds, by inserting the underlined text in a new row at the end of the Table of authorized revolving funds, as follows, and, further, to establish a fiscal year expenditure limit of \$100,000 for such fund, to be applicable from fiscal year to fiscal year unless amended by Town Meeting prior to July 1 in any fiscal year:

<u>A</u> Revolving Fund	<u>B</u> Department, Board, Committee, Agency or Officer Authorized to spend from the Fund	<u>C</u> Fees, Charges or other Receipts Credited to Fund	<u>D</u> Program or Activity Expenses Payable from Fund	<u>E</u> Fiscal Years
<u>Cruise Line</u>	<u>Harbormaster</u>	<u>Two thirds of any fees collected related to cruise lines docking in Plymouth Harbor</u>	<u>Maintenance and/or improvements to Town Wharf, Personnel costs, Supplies and Materials</u>	<u>Fiscal Year 2025 and subsequent years</u>

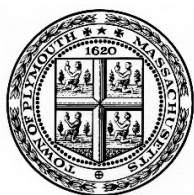
or take any other action relative thereto.

### POLICE DEPARTMENT – HARBORMASTER DIVISION

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

The Advisory & Finance Committee recommends Town Meeting approve Article 8. Approval of this article will establish a new Cruise Line Revolving Fund to deposit 2/3rds of all fees collected related to cruise line docking in Plymouth Harbor and to pay maintenance and/or improvements to Town Wharf, personnel costs, supplies and materials. This Article also authorizes the spending limit of \$100,000 for FY25 and subsequent years.





# TOWN OF PLYMOUTH

HARBORMASTER

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508)830-4182

## MEMORANDUM

TO: LYNNE BARRETT, FINANCE DIRECTOR

FROM: CHAD HUNTER, HARBORMASTER

SUBJECT: FY26 CRUISE SHIP REVOLVING FUND – SPRING SPECIAL TOWN MEETING

DATE: DECEMBER 4, 2024

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Director Barrett,

We would like to establish a Cruise Ship revolving account for FY26 at Spring Special Town Meeting with a spending cap of One Hundred Thousand dollars (\$100,000). The revenue for the Cruise Ship revolving fund would be derived from the most recent 10-year contract agreement between the Town and American Cruise Lines (ACL) in which ACL is to provide two-thousand dollars for dockage and one-thousand dollars dock infrastructure fee per visit. We propose that two thirds of the collected revenue (\$2k per visit) would be placed in this revolving account and the remaining one third (\$1k per visit) would go to the general fund. With the upcoming cruise line season in 2025, ACL has requested 38 visits providing the Town with \$114k in revenue in the first year. We anticipate visits to increase in the following years up to the maximum 50 visits allowed in the contract which would generate \$150k annually.

The Cruise Ship Revolving Fund will be managed by the Harbormaster Division and will be used to offset costs and expenses to the Town in the following ways:

1. **Supporting the Maintenance Costs or Improvements of Town Wharf** - Some examples could include hardware replacement, pier surveys, dredge surveys, pile replacement, or larger scale improvements like the pier extension.
2. **Personnel Costs** – This fund would be used to support personnel costs associated with the additional responsibilities and management of the cruise ship visits. This will support a partial full-time position (50%) as well as overtime/personnel costs for other staff assigned to cruise ship responsibilities.
3. **Supplies and Materials** - This line will include any supplies or materials to provide the cruise ship and its passengers a safe and enjoyable stay. This line can be used for the pedestrian walkway, traffic management, signage/wayfinding.

- 4. Grant Matching Funds** – This fund will be used as matching funds for larger grant requests when made available to the Town.

We are hopeful that this fund is supported, and the revenue directly supports Plymouth’s future as a desired cruise line destination!!

Please let me know if you have any questions or comments.

Chad Hunter, Harbormaster

<b>Descriptions</b>	<b>Budget Detail</b>	<b>Budget Totals</b>
FY24 Last Year Actual Budget	\$ -	\$ -
FY25 Approved Budget	\$	\$
FY26 Requested Budget	\$ 100,000	<b>\$ 100,000</b>
Breakdown:		
<b>Full Time Salaries</b>	\$ 29,637	\$ 29,637
Assistant Harbormaster - Wharfinger (50%)		
<b>Benefits (25%)</b>	\$ 7,409	\$ 7,409
<b>Overtime</b>	\$ 15,000	\$ 15,000
<b>Maintenance / Improvements</b>	\$ 30,000	\$ 30,000
<b>Supplies/Materials</b>	\$ 10,000	\$ 10,000

## ARTICLE 9:

### ARTICLE 9: Revolving Fund – Animal Shelter

To see if the Town will vote to amend the General Bylaws §143-5 Authorized Revolving Funds, consistent with the proposed language; with underlined text to be inserted and strikethrough text to be deleted, as follows:

<u>A</u> Revolving Fund	<u>B</u> Department, Board, Committee, Agency or Officer Authorized to spend from the Fund	<u>C</u> Fees, Charges or other Receipts Credited to Fund	<u>D</u> Program or Activity Expenses Payable from Fund	<u>E</u> Fiscal Years
Animal Shelter Adoption	<del>Director of Marine &amp; Environmental Affairs</del> <u>Director of Public Health</u>	Those identified as those arising from deposits/sp aying & neutering.	In accordance with G.L c.140 §139A, all animals placed for adoption must be spayed or neutered. This fund provides for other expenditures as authorized by §139A as well as a refund of a \$30 deposit, when proof of spaying or neutering procedure is provided. To be used for the care, health & welfare of the animals, equipment, supplies & capital expenditures.	Fiscal Year 2019 and subsequent years

or take any other action relative thereto.

### HEALTH AND HUMAN SERVICES DEPARTMENT – HEALTH DIVISION

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

The Advisory & Finance Committee recommends Town Meeting approve Article 9. Approval of this article will change the designated Department Officer authorized to spend from this fund from the Director of Marine & Environmental Affairs to the Director of Public Health as shown in the Warrant.





## TOWN OF PLYMOUTH

26 Court Street  
Plymouth, Massachusetts 02360

Public Health Division  
Phone: (508) 747-1620 ext 10118  
Fax: (508) 830-4062  
Email: [publichealth@plymouth-ma.gov](mailto:publichealth@plymouth-ma.gov)

# MEMO

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

**From:** Karen Keane, Director of Public Health

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

**Date:** December 5, 2024

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

I would request the FY 2026 fund be renewed at the current \$5,000 cap on expenditures and will be used towards the care, health and welfare of the animals. As this fund is entirely funded by deposits from adopting parties, no initial funding is needed. All expenditures will be refunds of monies deposited previously by adopting parties or as authorized by Sec. 139.

If you have any further questions, please do not hesitate to contact me at 508-747-1620 x10214.



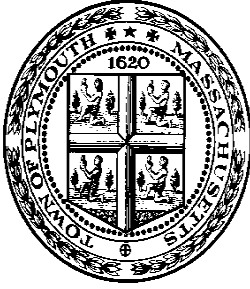
**ARTICLE 10: Treasurer/Collector Certification Stipend**

To see if the Town will vote to accept the provisions of M.G.L. Ch. 41 §108P Additional Compensation for Collectors or Treasurers, or take any other action relative thereto.

**FINANCE DEPARTMENT****RECOMMENDATION: Approval (Unanimous 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 10. Approval of this article will accept the provisions of M.G.L. Ch. 41 § 108P, a Treasurer or Collector who completes the necessary training and receives certification as a Massachusetts Municipal Treasurer or Collector is entitled to receive additional compensation in the amount of the 10% of the annual salary, up to a maximum of \$1,000 annually.





**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 10177

TO: SELECT BOARD  
ADVISORY & FINANCE COMMITTEE  
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: ACCEPTANCE OF M.G.L. PART 1, TITLE VII, CH. 41 SECTION 108P  
MASSACHUSETTS MUNICIPAL TREASURER'S CERTIFICATION  
COMPENSATION

DATE: FEBRUARY 4, 2025

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Please accept this request to reserve an article on the Spring Special Town Meeting warrant ***"To see if the Town will vote to accept the provisions of Ch. 41 § 108P, a Treasurer or Collector who completes the necessary training and receives certification as a Massachusetts Municipal Treasurer or Collector is entitled to receive additional compensation in the amount of the 10% of the annual salary, up to a maximum of \$1,000 annually, or take any other action relative thereto."***

Please support me in the recommendation to accept this section of the law to provide additional compensation for Treasurer's and/or Collector's that have received their Massachusetts Municipal Treasurer's or Massachusetts Municipal Collector's Certification. I would like to request the acceptance of this section to be effective immediately after town meeting.

**General Law - Part I, Title VII, Chapter 41, Section 108P**

**Additional compensation for collectors or treasurers**

Section 108P. In any city, town or district that accepts this section, a collector or a treasurer who has completed the necessary courses of study and training and has been awarded a certificate by the Massachusetts Collectors and Treasurers Association as a certified Massachusetts municipal collector or a certified Massachusetts municipal treasurer or a certified Massachusetts district treasurer, shall receive as compensation from such city, town or district, in addition to the regular annual compensation paid by such city, town or district for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than \$1,000 per year. A collector or treasurer who has been awarded both certificates referred to above shall receive such additional compensation for only one such certificate. In order to qualify for such additional compensation, a collector or treasurer shall submit to the mayor or the board of selectmen of such city or town, or the governing board of a district proof of the award of either or both such certificates. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of collector or treasurer for 12 consecutive months. Such additional compensation shall be discontinued when certification is discontinued or withdrawn.

In August of 2024, Patricia Meachen, Treasurer/Collector tested and passed the exam for the Massachusetts Municipal Certified Treasurer. Ms. Meachen was awarded her certification on November 06, 2024. Ms. Meachen has been employed with the Town of Plymouth Treasurer/Collector's Office for the past 18 years and brings a wealth of knowledge and experience to the department.

Thank you for your support!



**ARTICLE 11: Bylaw Amendment – Perpetual Care Funds**

To see if the Town will vote to amend the General Bylaws §71-5 Perpetual Care Funds, to reflect M.G.L. Ch. 203C, as previously accepted at the October 19, 2024 Town Meeting, with underlined text to be inserted and strikethrough text to be deleted as follows:

**§ 71-5. Perpetual care funds. [Amended 6-27-1984 STM by Art. 4]**

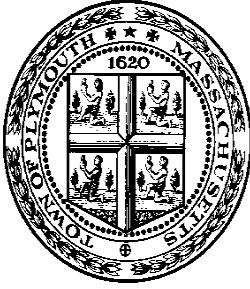
- ~~A. The Town Treasurer is authorized to accept sums of money as perpetual care funds for cemetery lots which shall be held in trust by the Town and, unless otherwise provided or directed by the donor thereof, shall be placed at interest in savings banks, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the commonwealth which are members of the Federal Deposit Insurance Corporation or national banks or invested by cities and towns in participation units in a combined investment fund under MGL c. 29, § 38A; or in paid up shares and accounts of and in cooperative banks; or in shares of savings and loan associations; or in shares or savings deposits of federal savings and loan associations doing business in the commonwealth, to an amount not exceeding \$1,000; or in bonds or notes which are legal investments for savings banks.~~
- A. Pursuant to M.G.L. Chapter 44 §54 Subsection (a) the Town Treasurer is authorized to accept sums of money as perpetual care funds for cemetery lots which shall be held in trust by the Town and unless otherwise provided or directed by the donor of the funds, shall be deposited in: a trust company, co-operative bank or savings bank, if the trust company or bank is organized or exists under the laws of the commonwealth or any other state or may transact business in the commonwealth and has its main office or a branch office in the commonwealth; a national bank, federal savings bank or federal savings and loan association, if the bank or association may transact business and has its main office or a branch office in the commonwealth; provided, however, that a state-chartered or federally-chartered bank shall be insured by the Federal Deposit Insurance Corporation or its successor or invested by cities and towns in participation units in a combined investment fund under section 38A of chapter 29 or in bonds or notes which are legal investments for savings banks.
- ~~B. If such funds in the custody of the Town Treasurer have an aggregate amount in excess of \$250,000, the Town Treasurer may also invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth, provided that not more than 15% of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than 1 1/2% of such funds be invested in the stock of any one bank or insurance company. The Town Treasurer shall use the interest from such accounts for the care of such lots.~~
- B. Pursuant to M.G.L. Chapter 44 §54 Subsection (b)(1) the Treasurer may be manage the funds held in their custody in accordance with Chapter 203C. If any provision of this subsection conflicts with the terms of a bequest, trust or other instrument that expresses the clear intent of the donor, then such funds may be managed and invested only in accordance with the terms of such bequest, trust or other instrument.

or take any other action thereto.

**FINANCE DEPARTMENT**

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

The Advisory & Finance Committee recommends Town Meeting approve Article 11. Approval of this article will amend the General Bylaws by amending Chapter 71, particularly §71-5 Perpetual Care Funds, to reflect the current Massachusetts General Law, consistent with the proposed language as placed on file with the Town Clerk; with underlined text to be inserted and strikethrough text to be deleted.



**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 10177

TO: SELECT BOARD  
ADVISORY & FINANCE COMMITTEE  
TOWN MEETING MEMBERS

FROM: PATRICIA MEACHEN  
TREASURER/COLLECTOR

CC: KELLY MCELREATH, TOWN CLERK

SUBJECT: AMEND BYLAW § 71-5 PERPETUAL CARE FUNDS

DATE: FEBRUARY 4, 2025

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Please accept this request to reserve an article on the Spring Special Town Meeting warrant. I have provided draft warrant language as follows:

***“To see if the Town will vote to amend the bylaw pertaining to § 71-5 Perpetual Care Funds to reflect the current M.G.L., as placed on file with the Town Clerk, or take any other action.”***

Please support the recommendation to strike the existing language of this section of the bylaw and replace it with the following to reflect the current M.G.L. Updating this language would ensure we are in compliance with the Prudent Investor Rule that was accepted and approved at the FATM on October 19, 2024 in addition to the requested recommendations of the Investment Policy.

**§ 71-5. Perpetual care funds. [Amended 6-27-1984 STM by Art. 4]**

~~A. The Town Treasurer is authorized to accept sums of money as perpetual care funds for cemetery lots which shall be held in trust by the Town and, unless otherwise provided or directed by the donor thereof, shall be placed at interest in savings banks, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the commonwealth which are members of the Federal Deposit Insurance Corporation or national banks or invested by cities and towns in participation units in a combined investment fund under MGL c. 29, § 38A; or in paid up shares and accounts of and in cooperative banks; or in shares of savings and loan associations; or in shares or savings deposits of federal savings and loan associations doing business in the commonwealth, to an amount not exceeding \$1,000; or in bonds or notes which are legal investments for savings banks.~~

A. Pursuant to MA General Laws Chapter 44, Section 54 Subsection (a) the Town

Treasurer is authorized to accept sums of money as perpetual care funds for cemetery lots which shall be held in trust by the Town and unless otherwise provided or directed by the donor of the funds, shall be deposited in: a trust company, co-operative bank or savings bank, if the trust company or bank is organized or exists under the laws of the commonwealth or any other state or may transact business in the commonwealth and has its main office or a branch office in the commonwealth; a national bank, federal savings bank or federal savings and loan association, if the bank or association may transact business and has its main office or a branch office in the commonwealth; provided, however, that a state-chartered or federally-chartered bank shall be insured by the Federal Deposit Insurance Corporation or its successor or invested by cities and towns in participation units in a combined investment fund under section 38A of chapter 29 or in bonds or notes which are legal investments for savings banks.

- ~~B. If such funds in the custody of the Town Treasurer have an aggregate amount in excess of \$250,000, the Town Treasurer may also invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth, provided that not more than 15% of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than 1 1/2% of such funds be invested in the stock of any one bank or insurance company. The Town Treasurer shall use the interest from such accounts for the care of such lots.~~
- B. Pursuant to MA General Laws Chapter 44, Section 54 Subsection (b)(1) the Treasurer may be manage the funds held in their custody in accordance with Chapter 203C. If any provision of this subsection conflicts with the terms of a bequest, trust or other instrument that expresses the clear intent of the donor, then such funds may be managed and invested only in accordance with the terms of such bequest, trust or other instrument.

Thank you for your support!

**ARTICLE 12: Exclusion of Administrative Buildings and Properties as Prohibited Areas under Chapter 135 of the Acts of 2024, An Act Modernizing Firearm Laws (H.4885)**

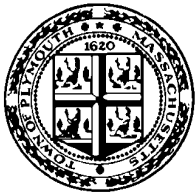
To see if the Town will vote to exclude, as provided for in Chapter 135 of the Acts of 2024, its municipal administrative buildings and Town property from being defined as “prohibited areas” under Chapter 269, Section 10, thereby allowing possession of a firearm, loaded or unloaded, as defined in Section 121 of Chapter 140 in said buildings, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Not Recommended (5-6-2)**

The Advisory & Finance Committee recommends Town Meeting does not approve Article 12. The main sentiment was for the safety and well being of the town employees, the children and public that frequent town buildings, playgrounds, recreational areas and the public spaces around town.





# Memo

To: Select Board  
From: Dana Flynn, Chief of Police  
CC: Derek Brindisi, Town Manager; Silvio Genao, Ass't. Town Manager  
Date: 2/3/25  
Re: Exclusion of Town Administrative Buildings and Properties as  
Prohibited Areas under Chapter 135, An Act Modernizing Firearm Laws (H.4885)

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On October 2, 2024, Governor Healey signed an emergency preamble to immediately put changes to the Massachusetts gun laws into effect. Among the many changes includes:

***“Any person who possesses a firearm, loaded or unloaded, in a prohibited area, who knows or reasonably should know such location is a prohibited area shall be punished by \$1,000 fine or 2 ½ years, or both.***

***Prohibited area shall mean a place owned, leased, or under the control of state, county or municipal government and used for the purpose of government administration, judicial or court administrative proceedings, or correctional services, including in or upon any part of the buildings, grounds, or parking areas thereof.***

Prohibited area also includes a location in use at the time of possession for the storage or tabulation of ballots during the hours in which voting, or tabulation is occurring or a polling place or early voting site, or within 150 feet of the building entrance door to such polling place or early voting site.

“Prohibited area” shall not include any state-owned public land available to the public for hunting.

It shall be a defense to a violation if the person has the necessary FID or LTC, and securely stores the firearm in vehicle while within the prohibited area in accordance with sections 131C and 131L of Chapter 140.

LEOSA qualified officers and retirees are exempt from these restrictions.”

Violation of this statute is an arrestable offense.

Essentially, this change to the law designates such areas as “Gun Free” zones for all persons, including those lawfully licensed, except as noted in the law. Due to the type of business conducted, accessibility to the general public, and limited security these locations can also be considered as “soft targets” and vulnerable to attack.

Additionally, the provisions outlined in this Act, particularly those criminalizing the possession of firearms in municipal buildings and properties raise significant concerns for our community as they unnecessarily restrict the rights of our nearly 8,000 responsible firearms license holders who have undergone the proper licensing process.

It is worthy to note there is a provision in the statute wherein a municipality may vote pursuant to MGL c. 4 s. 4 to exclude its administrative buildings and properties from being designated as “prohibited areas.”

Whereas I believe it is in our community's best interest to establish our own guidelines that could enhance safety and provide peace of mind by allowing lawfully licensed individuals to carry firearms in and on town administrative buildings and properties, I have included proposed language for presentation at the 2025 Spring Town Meeting.

**It is crucial to clarify that this proposal does not extend to schools, where only law enforcement personnel are permitted to carry firearms on school grounds.**

# **Exclusion of Administrative Buildings and Properties as Prohibited Areas under Chapter 135, An Act Modernizing Firearm Laws (H.4885)**

## **Section 1: Purpose**

This bylaw is enacted to clarify the application of Chapter 135, An Act Modernizing Firearm Laws (H.4885), within the Town of Plymouth, specifically regarding the designation of prohibited areas. This Bylaw allows lawfully licensed individuals to carry firearms on town owned land, town buildings, municipal offices, and community centers. This Bylaw **DOES NOT** allow for the carrying of firearms on school grounds.

## **Section 2: Definitions**

For the purposes of this bylaw, the following definitions shall apply:

- Administrative Buildings: Any building owned or leased by the Town of Plymouth, which is primarily used for administrative functions, including but not limited to Town Hall, municipal offices, and community centers.
- Town Properties: Any land or structures owned or managed by the Town of Plymouth for public use, including parks, recreational facilities, and public gathering spaces.

## **Section 3: Exclusion from Prohibited Areas**

In accordance with Chapter 135, An Act Modernizing Firearm Laws (H.4885), the Town of Plymouth hereby designates that the following areas shall be excluded from the definition of "prohibited areas" as outlined in said chapter:

- All Administrative Buildings and Town Properties that are within the jurisdiction of the Town of Plymouth.

## **Section 4: Implementation**

This bylaw shall take effect immediately upon its passage and shall be enforced in accordance with applicable state and local laws.

## **Section 5: Severability**

If any provision of this bylaw is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

## **Section 6: Adoption**

This bylaw shall be adopted by a majority vote of the Town Meeting and shall be filed with the Town Clerk.