



ADVISORY & FINANCE COMMITTEE

The following meeting of the Advisory & Finance Committee has been posted and will be held

At: Plymouth Town Hall
Mayflower II Meeting Room
11 Lincoln Street
Plymouth, MA 02360

On: Wednesday, July 15, 2015 at 7:00PM

Items on the agenda will include but are not limited to the following.

Other discussion may include items that were not reasonably anticipated by the Chairman 48-hours in advance of the meeting posting.

AGENDA ITEMS:

- Introduce New Member – Patrick O'Brien

- Year End Appropriation Transfer Requests Rich Tierney, Water Superintendent

- Reserve Fund Transfer Request Lynne Barrett, Director of Finance

- Open Meeting Law Overview Kevin Canty

- Committee Reorganization
 - Chair
 - 1st Vice Chair
 - 2nd Vice Chair

- Sub-Committee & Liaison Appointments

Public Comment

Old/New/Other Business

- Committee Liaison Updates

Meeting Minutes

- June 17, 2015

Next Meeting: Wednesday, August 19 at 7:00PM, Mayflower II Meeting Room – Town Hall

REQUEST FOR END OF YEAR APPROPRIATION TRANSFER

Chapter 77, Section 1, Acts Of 2006: "A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the finance committee or other entity establish under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated for the use of any department other than a municipal light department or a school department to the appropriation for any other department or within a department, but the amount transferred from one department to another or within a department may not exceed, in the aggregate, 3 per cent of the annual budget of the department from or within which the transfer is made or \$5,000, whichever is greater."

Transfer Information

(Request for Funding)

Department/Division Requesting Funding: **WATER – Salaries & Wages**

Budget Line Org/Object #61014505-513000

Line Description: Overtime

Amount Requested \$26,000.00

Balance in Account: (\$25,364.68)

Current Year Budget: \$94,601.00

Division Head: *Richard J. [Signature]* Title: Water Superintendent
(Signature)

Transfer Information

(Sources of Funding)

Department/Division Providing Funding: **WATER – Other Expenses**

Budget Line Org/Object #61014506-521000

Line Description: Electricity

Amount of Transfer: \$26,000.00

Balance in Account: \$182,801.31

Current Year Budget: \$489,500.54

Division Head: *Richard J. [Signature]* Title: Water Superintendent
(Signature)

Transfer Information

Please explain in detail the reason for this request. (Attach additional sheets if more room is needed.)

Please see memo

Sign-off for Submission

Department Head: _____ Title: _____

Signatures of Town Manager & Finance Director required before submission to the Board of Selectmen & Advisory and Finance Committee.

Finance Director: _____ Date: _____
(Certify - Availability of Funds)

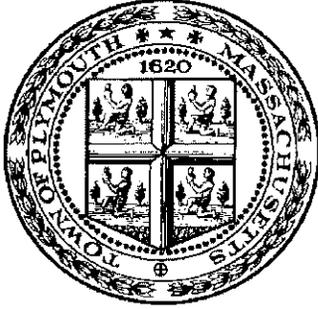
Town Manager: _____ Date: _____

Action by Board of Selectmen

Approved: Yes ___ No ___
 Signature of Chairman: _____ Date: _____

Action by Advisory and Finance Committee

Approved: Yes ___ No ___
 Signature of Chairman: _____ Date: _____



TOWN OF PLYMOUTH

Department of Public Works
Water Division
169 Camelot Drive
Plymouth, Massachusetts 02360

To: Finance Committee and Board of Selectmen
From: Rich Tierney, Water Superintendent
Ref: Request to Move Funds
Date: July 10, 2015

The Water Division is requesting permission to move funds from its operating budget to its salary and wages.

This request is to move funds from the Water Division operating budget line item Electricity 61014506-521000 to the Salary and Wages line item Overtime 61014505-513000 in the amount of \$26,000.00

This transfer of funds is necessary because of the harsh winter and the significant snowfall that created hazardous conditions for our meter readers. These conditions lead to an injury that reduced our meter readings capabilities, and this reduction was delaying our utility billing. We brought in additional personnel to insure that all of the billing cycles were completed in this fiscal year.

ADVISORY AND FINANCE COMMITTEE

Request for Transfer from the Reserve Fund

Chapter 40, Section 6 of M.G.L. "To provide for extraordinary or unforeseen expenditures, a town may, at an annual or special town meeting, appropriate or transfer a sum or sums...to be known as the Reserve Fund."

Date: JULY 15, 2015
Amount Requested: \$19,768
Line Description: DPW SNOW & ICE - SNOW REMOVAL CONTRACTS
Budget Line Org/Object: 00104236-529002
Balance in Account \$-1,732,271.88

Budget Information
Current FY Budget: \$1,185,000
Prior FY Budgeted: \$873,000
Prior FY Actual: \$1,508,433.32
You must provide a copy of both your current and prior Year-to-date budget detail report with this request.

Transfer Information

Please explain in detail the reason for this request. (Attach additional sheets if more room is needed.)

Please see memo

Will this transfer impact next Fiscal Year's budget: Yes ___ No X If Yes, please explain.

Sign-offs for Submission

Division Head: _____ Title: _____

Department Head: _____ Title: _____

Signature of BOTH Finance Director and Town Manager required before submission to Advisory and Finance Committee.

Finance Director: [Signature] Date: 7/10/15

Town Manager: _____ Date: 7/10/15

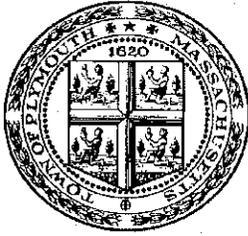
Action by Advisory and Finance Committee

Date: _____ Approved: Yes ___ No ___ Partial ___ If partial, indicate amount: \$ _____

If No or Partial, please explain: _____

Signature of Chairman: _____ Date: _____

SUBMIT ORIGINAL FORM TO THE ADVISORY AND FINANCE COMMITTEE OFFICE
COMPLETE WITH ALL SIGNATURES, PRIOR & CURRENT YEAR-TO-DATE BUDGET REPORTS.
INCOMPLETE FORMS & INFORMATION WILL NOT BE ACCEPTED OR ACTED ON BY THE COMMITTEE.



TOWN OF PLYMOUTH

FINANCE DEPARTMENT
11 LINCOLN STREET, PLYMOUTH, MA 02360
PHONE (508) 747-1620 x 177

MEMORANDUM

TO: MELISSA ARRIGHI, TOWN MANAGER
ADVISORY & FINANCE COMMITTEE

FROM: LYNNE BARRETT, DIRECTOR OF FINANCE

SUBJECT: RESERVE FUND TRANSFER REQUEST

DATE: JULY 9, 2015

The FY2015 Snow & Ice Budget of \$1,185,000 includes the original budget of \$485,000 plus the \$700,000 transferred from Free Cash (voted at Special Town Meeting 4/11 15). The Snow & Ice account is at a deficit of \$1.7 million. We would like to transfer the remaining \$19,768 in the Reserve Fund to offset the Snow & Ice deficit. This transfer will decrease the amount of the deficit to be included on the next annual tax rate.

Provisions of G.L. Chapter 44 §31D allow deficit spending of snow and ice removal appropriations and to include the deficit on the next annual tax rate without appropriation provided two conditions:

- Appropriation for snow and ice removal in the year the deficit occurred equaled or exceeded the appropriation for snow and ice removal in the prior fiscal year;
- Deficit spending was approved by the Town Manager and Finance or Advisory Committee with a Town Manager or by the Selectmen and the Finance or Advisory Committee in any other town. In a city, deficit spending was approved by the City Manager and City Council with a City Manager or by the Mayor and City Council in any other city.

Thank you.

FY2016 ADVISORY & FINANCE COMMITTEE – BUDGET SUB-COMMITTEES

Each of the Budget Sub-Committees may meet as many as three or four times.

While the sub-committee meeting schedule is determined by the sub-committee chair, generally, the first meeting will include sub-committee members only, providing the opportunity to discuss budget material received, review historical issues, look at trends, formulate questions and all “get on the same page” in preparing for subsequent meetings.

At least one meeting will be with department and division heads to review the budget, make inquiries about specific programs and line items, and discuss possible recommendations.

Subsequent meetings may be scheduled, as needed, by the sub-committee chair to review the budget report and recommendations.

| | | |
|---|--------------------------------|-------------------------------------|
| A Administration/Misc/Marine & Environmental Affairs | | |
| #123 Town Manager/Board of Selectmen | #292 Animal Control | #482 Airport Enterprise |
| #152 Human Resources | #295 Harbor Master | #910 Member Benefits |
| #161 Town Clerk | #427 Environmental Management | #945 Town Insurance |
| B Department of Finance | | |
| #114 Moderator | #146 Treasury & Collections | #755 Bond Issuance |
| #129 Salary Reserve Fund | #155 Information Technologies | #911 Pension Contributions |
| #130 Fuel/Utility Fund | #158 Tax Title Foreclosures | #913 Unemployment Compensation |
| #132 FinComm Reserve Fund | #710 Long Term Debt | #914 Member Insurance |
| #133 Finance & Accounting Division | #750 Long Term Interest | #915 OPEB Trust Funding |
| #138 Procurement | #752 Short Term Interest | #916 Compensated Absences |
| #141 Assessing | #753 Misc Interests | |
| C Public Safety Services | | |
| #210 Police Department | #291 Emergency Management | |
| #220 Fire Department | #293 Parking Enforcement | |
| D Public Works | | |
| #411 Engineering | #433 Solid Waste-Town & School | #450 Water Enterprise |
| #420 Highway | #433 Solid Waste Enterprise | #490 Crematory |
| #421 DPW Administration | #434 Manomet Transfer – SMART | #491 Cemetery |
| #422 Building Maintenance | #435 Curbside | #492 Parks & Forestry |
| #423 Snow & Ice | #438 Hard to Manage | #630 Recreation |
| #425 Fleet Maintenance | #440 Sewer Enterprise | |
| E Planning & Development/Community Resources/Inspectional Services | | |
| #175 Community Planning | #510 Board of Health | #549 Disabilities Commission |
| #189 Redevelopment Authority | #541 Council on Aging | #610 Library |
| #241 Building & Zoning | #543 Veterans Services | #695 1749 Courthouse |
| F Public Schools | | |
| #300 Plymouth Public Schools | #390 Medicaid Reimbursement | #391 Out of District Transportation |

**FY2017 ADVISORY & FINANCE COMMITTEE – BUDGET SUB-COMMITTEE
PREFERENCE FORM**

- Each Advisory & Finance Committee member will serve on two Budget Sub-Committees.
- Please refer to the attached sheet for specific budget areas covered by each Sub-Committee.
- Please select your top three choices and rank them 1, 2 or 3.
- Also mark if you would be willing to Chair the Sub-Committee.
- Once you have made your selections, the chairman will assign members to Sub-Committees.
- **Please complete form and bring it to the August 20th Advisory & Finance Committee meeting.**

Name: _____

| | Rank top 3 1-3 | Chair? Y/N |
|--|-------------------|---------------|
| A Administration/Misc/Marine & Environmental Affairs | | |
| B Department of Finance | | |
| C Public Safety Services | | |
| D Public Works | | |
| E Planning & Development/Community Resources/Inspectional Services | | |
| F Public Schools | | |

Town of Plymouth
Advisory & Finance Committee
FY2015 Standing Committees & Special Appointments

Standing Committees

| Committee | Responsibility | Member |
|--|--|-------------------------------|
| Audit Committee | Selects the external auditor to perform the Town's annual audit and works with the external auditor and Town management to review the Annual Audit reports before formal release. Works with the Town Manager, Finance Director and Town's Internal Auditor to establish an annual plan for internal audit activities. Reviews the findings of internal audit reports and periodically reports to the AFC on the status of audit activities and progress of management in resolving outstanding Management Letter recommendations. | Christopher Merrill, Chair |
| | | Harry Salerno |
| | | Marc Sirroco |
| Policy & Rules Committee (formerly Rules Committee) | Periodically reviews and maintains AFC By-Laws and Standing Rules, recommending updates to the full Committee as needed. Works with the Finance Director in documenting the Town's Financial Policies and providing public access to policy documents. | John Moody, Chair |
| | | Kevin Canty |
| | | Christopher Merrill |
| | | Harry Salerno |
| | | Marc Sirroco |

Special Appointments & Liaisons

| Position | Responsibility | Member |
|-------------------------------|---|---------------|
| Affordable Housing Trust | Liaison to the Affordable Housing Trust; monitors/supports activities of the Trust in developing/expanding affordable housing inventory in Plymouth. May serve as a Trustee (requires Board of Selectmen appointment) at the member's discretion. | Vacant |
| Capital Improvement Committee | Represents AFC on the Capital Improvement Committee; periodically reports to AFC on CIC activities and facilitates informed discussion about proposed capital projects being reviewed for Town Meeting recommendation. | Ethan Kusmin |
| Committee of Precinct Chairs | Liaison with the COPC; represents Advisory & Finance Committee at COPC meetings; facilitates planning, scheduling, communication for Town Meeting; may be requested to address COPC questions; periodically reports to the Committee about COPC activities. | John Moody |

| Position | Responsibility | Member |
|--|--|---------------------|
| Community Preservation Committee (NEW) | Liaison to the Community Preservation Committee; monitors CPC activities and develops understanding of specific proposals that will become Town Meeting articles; periodically reports to the AFC about CPC activities and upcoming proposals. | Vacant |
| Economic Development Liaison (formerly Tax Increment Financing Agreements) | Liaison to the Economic Development Director; provides independent review of proposed TIF agreements on behalf of the AFC. Periodically reports to the AFC on activities & initiatives related to economic development within Plymouth. | Christopher Merrill |
| Energy Committee | Liaison to the Energy Committee; monitors activities of the Energy Committee, specifically those that may become Town Meeting articles or those that relate to the Town's energy use & conservation; periodically reports to the AFC on initiatives. | Vacant |
| Insurance Committee | UNDER REVIEW FOR CONTINUED NEED | Vacant |
| Planning Board (NEW) | Liaison to the Planning Board; monitors Planning Board activities, generally. Develops understanding of proposals that will become Town Meeting articles (e.g., By-Law additions & changes) and facilitates informed discussion of those proposals at AFC meetings. | Vacant |
| Plymouth Growth & Development Corporation | Liaison to the PGDC; represents Advisory & Finance Committee at PGDC meetings; may provide support to PGDC as requested and periodically reports to the AFC about PGDC activities. | Shelagh Joyce |
| Public Lands Acquisition | Monitors proposals for land acquisition by the Town, whether by purchase, exchange or gift. May interact with various committees (e.g., Open Space, CPC) or Town department heads to develop understanding of proposals. May conduct independent cost-benefit analyses of proposed acquisitions, incorporating tax revenue losses, revenue generation opportunities or other benefits to the Town and its residents. | Vacant |

| Position | Responsibility | Interest |
|--|--|------------------|
| Community Preservation Committee (NEW) | Liaison to the Community Preservation Committee; monitors CPC activities and develops understanding of specific proposals that will become Town Meeting articles; periodically reports to the AFC about CPC activities and upcoming proposals. | 0 1 2 3 |
| Economic Development Liaison (formerly Tax Increment Financing Agreements) | Liaison to the Economic Development Director; provides independent review of proposed TIF agreements on behalf of the AFC. Periodically reports to the AFC on activities & initiatives related to economic development within Plymouth. | 0 1 2 3 |
| Energy Committee | Liaison to the Energy Committee; monitors activities of the Energy Committee, specifically those that may become Town Meeting articles or those that relate to the Town's energy use & conservation; periodically reports to the AFC on initiatives. | 0 1 2 3 |
| Insurance Committee | UNDER REVIEW FOR CONTINUED NEED | |
| Planning Board (NEW) | Liaison to the Planning Board; monitors Planning Board activities, generally. Develops understanding of proposals that will become Town Meeting articles (e.g., By-Law additions & changes) and facilitates informed discussion of those proposals at AFC meetings. | 0 1 2 3 |
| Plymouth Growth & Development Corporation | Liaison to the PGDC; represents Advisory & Finance Committee at PGDC meetings; may provide support to PGDC as requested and periodically reports to the AFC about PGDC activities. | 0 1 2 3 |
| Public Lands Acquisition | Monitors proposals for land acquisition by the Town, whether by purchase, exchange or gift. May interact with various committees (e.g., Open Space, CPC) or Town department heads to develop understanding of proposals. May conduct independent cost-benefit analyses of proposed acquisitions, incorporating tax revenue losses, revenue generation opportunities or other benefits to the Town and its residents. | 0 1 2 3 |

**ADVISORY AND FINANCE COMMITTEE
MEETING MINUTES**

June 17, 2015

A meeting of the Advisory & Finance Committee was held on Wednesday, June 17, 2015. The meeting was called to order by Chairman John Moody at 7:00PM and was conducted in the Mayflower II Meeting Room at the Plymouth Town Hall, 11 Lincoln Street, Plymouth, Massachusetts.

PRESENT **Eleven members of the committee were present:**
Cornelius Bakker, Kevin Canty, Betty Cavacco, Kevin Hennessey, Shelagh Joyce, Ethan Kusmin, Patricia McPherson, Christopher Merrill, John Moody, Marc Sirrico, Charles Stevens

ABSENT **Four members of the committee were absent:**
Richard Gladdys, Harry Helm, Patrick O'Brien, Harry Salerno

AGENDA ITEMS

➤ **Introduce New Member – Betty Cavacco**

New Advisory & Finance Committee Member, Betty Cavacco, was introduced. Betty is President of the non-profit group, Friends of the Manomet Youth Center. She worked for Entergy for 30 years. Each committee member then briefly introduced him/herself.

➤ **End of Year Appropriation Transfer Requests**

NATURAL RESOURCES DEPARTMENT: David Gould, Director of Marine & Environmental Affairs, requested an End of Year Appropriation Transfer of \$50,000 from Police - Salaries & Wages to Natural Resources – Hazardous Waste Clean Up. The additional funds will cover the costs related to the removal, trucking, and tipping fees of waste from under the South Street landfill / police station parking lot, in excess of the Engineer's estimate. All excavation is now complete and the additional costs are as follows:

- MSW \$36,595
- Concrete \$ 6,470
- Stumps \$ 3,300
- Total \$46,365

Questions:

- Will using the police salary line hamper any staffing needs? (C Merrill) Chief Botieri answered that this will not impact staffing, these are funds in excess of what they need to fund staffing from now until fiscal year end.
- Will the bill(s) for this be expended by June 30th? (S Joyce) David Gould answered yes, the goal would be to expend the funds by June 30th.

Christopher Merrill made a motion to approve the Natural Resources Department's End of Year Appropriation Transfer in the amount of \$50,000 from Police - Salaries & Wages to Natural Resources – Hazardous Waste Clean Up. Kevin Canty, second. The motion passes unanimously (10-0-0).

FIRE DEPARTMENT: Fire Chief Ed Bradley requested an End of Year Appropriation Transfer in the amount of \$17,500 from Salaries to Vehicle Maintenance. Engine #2 has been experiencing diesel engine trouble. The Cummins Dealer has diagnosed partial engine failure and "top end rebuild" and new turbo charger is required to get the apparatus back in service. The cost to rebuild has been quoted at \$17,500.

Questions:

- How does this price compare to a new one? (K Canty) New would range from \$32,000-\$42,000.
- What is the expected life span of the engine? (K Canty) Ten plus years.

Kevin Canty made a motion to approve the Fire Department's End of Year Appropriation Transfers in the amount of \$17,500 from Salaries and Wages to Vehicle Maintenance Supplies. Kevin Hennessey, second. The motion passes unanimously (10-0-0).

DPW-MAINTENANCE DEPARTMENT: Dennis Westgate, Assistant DPW Director, requested an End of Year Appropriation Transfer in the amount of \$46,000 from Police – Salaries and Wages DPW Maintenance – HVAC Services. The Police Department has a three burner boiler system integrated into one unit. This is the original heating system installed during the construction of the police station in 1995. This past winter, the center burner unit failed. At the end of March, the second unit failed, leaving just one burner to bear the burden of maintaining the heat for the entire building. In May, the boilers were shut down for assessment. The Town received a quote from Industrial Burner Systems for the repairs (\$33,000) which was very close to the price to purchase a new and more efficient system (\$40,000). Since the price difference is small, the existing system is nearing the end of its life cycle, and a funding source is available, it makes sense to invest in a new more-efficient system at this time.

Questions:

- Why are you requesting \$50,000 when the quote is \$40,000? (E Kusmin) Building in a contingency just in case additional costs arise with the project.
- Do you know what the payback period is, as far as the monthly savings in energy costs covering the additional cost of the new system? (C Stevens) No.
- What is the life expectancy of the new unit? (K Canty) 30 years.
- This vendor is on the state bid list. Are any Plymouth companies on that list? (B Cavacco) For this type of service there were not. Plymouth companies are always welcome to put in bids for projects that go out to bid and to pursue getting placed on the state bid list.
- Is the state bid list kept up to date so you know it has the best prices? (E Kusmin) The state updates the list regularly.
- With a new two unit system, can one unit run the station alone if the other goes down for service? (K Hennessey) Yes.

Cornelius Bakker made a motion to approve the Maintenance Department's End of Year Appropriation Transfer in the amount of \$46,000 from Police - Salaries & Wages to Maintenance – HVAC Services. Kevin Canty, second. The motion passes unanimously (10-0-0).

➤ **Attendance**

Chairman John Moody spoke about meeting attendance and asked the members to be mindful of their commitment to the committee and to the community. The Standing Rules of the committee mention an expectation to attend all meetings, which is not realistic. The Rules Committee may look at the attendance policy. The committee met 19 times this fiscal year, 3 members missed 5 meetings, 2 missed 4 meetings, 2 missed 3 meetings, 3 missed 2 meetings, 1 missed 1 meeting, and 1 did not miss any meetings. Low attendance could affect reappointment, but that is up to the Moderator.

➤ **Upcoming Committee Reorganization**

Chairman Moody notified the Committee that committee reorganization must be done every year during the July meeting. The Committee will be electing a Chair, 1st Vice Chair, and 2nd Vice Chair at the July 15th meeting. The committee will also look at the committee liaison assignments and opportunities at the July 15th meeting.

Public Comment

None

Old/New/Other Business

- **Caucus Reporting** – A new form was shared which will be used for members to make notes regarding topics or questions that came up at a precinct caucus meeting. The Advisory & Finance Committee member(s) attending that meeting would fill out the form and then email it to both the Budget Analyst (Kere Gillette) and Committee Chair (John Moody). The form would then be emailed out (by Kere or John) to the whole committee. This would be for informational purposes only and no one is to reply all with comments so as not to violate Open Meeting Laws. Kevin Canty said that he had a chance to look into the Open Meeting Law and would be happy to make a presentation at the next meeting with his findings. It was agreed that hearing key points about the law and be given a list of online resources would be helpful and it would be placed on the July 15 agenda.
- **Committee Liaison Updates:**
 - **Revenue Ideas Taskforce** – John Moody reported that the work of the taskforce is coming to an end and that it will be presenting its final 7 recommendations in the next several weeks. Topics include: A fee for nuclear waste, outsourcing legal services, mooring and dock fees, sand and gravel operations, PILOTS/SILOTS/GILOTS, auctions, and false alarm fines.
 - The Committee of Precinct chairs is meeting at 7PM tomorrow (Thursday, June 18, 2015) and will be taking up the topic of Conflict of Interest.
- **Grants** – Shelagh Joyce reported that she attending an AD Makepeace event where the Plymouth schools received a grant. Multiple police departments also received grants to help with the cost of Narcan. She said that AD Makepeace awarded a lot of grants that evening and Plymouth should look at expanding its efforts in obtaining grants because every little bit helps.

Meeting Minutes

- **May 20, 2015: Patricia McPherson made a motion to approve the May 20, 2015 meeting minutes. Kevin Canty, second. The motion carries unanimously (6-0-5) with Chairman Moody voting in favor. Betty Cavacco, Charles Stevens, Cornelius Bakker, Kevin Hennessey and Christopher Merrill, abstained.**

ADJOURNMENT

Kevin Hennessey made a motion to adjourn. Kevin Canty, second. The motion for adjournment carries unanimously (10-0-0). The meeting adjourned at 7:59PM.

Respectfully submitted,
Kere Gillette