

2016 Annual Town Meeting  
April 2, 2016

**ARTICLE 3:**

To see what action the Town will take under the provisions of G.L. c.44, §53E 1/2 regarding the establishment, annual re-authorization or renewal as the case may be of revolving funds, or take any other action relative thereto.

**BOARD OF SELECTMEN**

**Town of Plymouth  
Finance Department**

TO: Board of Selectmen  
Advisory & Finance Committee  
FROM: Lynne A. Barrett, Finance Director  
RE: **53E ½ Revolving Funds**  
DATE: February 3, 2016

Attached is a listing of all revolving funds recommended for town meeting totaling \$1,841,809 for thirteen different departments/divisions. Chapter 44, Section 53 E ½ allows a Town to annually authorize one or more revolving funds by one or more departments which shall be accounted for separately from all other monies in such town and to which shall be credited only the departmental receipts received in connection with the programs supported by such revolving fund. Expenditures may be made from such funds without appropriation subject to the following provisions:

1. Expenditures shall not be made or liabilities incurred in excess of the amount authorized by town meeting, except for during the fiscal year with the approval of both the Board of Selectmen and the Finance Committee.
2. Expenditures shall not be made in excess of the balance in such fund.
3. Interest earned on all revolving funds remains in the general fund.
4. No such revolving fund may be established if the aggregate limit of all revolving funds exceeds 10% of the amount raised by taxation of the most recent fiscal year.

Fiscal 2016 Estimated Tax Levy	\$148,423,560
10% Limit	\$ 14,842,356
5. No revolving fund shall be for the purpose of full time salaries unless the appropriate fringe benefits are charged.
6. No one department is authorized to spend more than 1% of the amount raised by taxation of the most recent fiscal year in all of their revolving funds.

1% Limit	\$ 1,484,236
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In my review, all revolving funds recommended for Fiscal 2017 in Article 3, of the April Annual Town Meeting, meet the statute requirements.

Attached, as required by the statute, is a report of all revolving fund activity. This report displays the total receipts, expenditures, and balances for each revolving fund for the prior fiscal year and the current fiscal year through December 31, 2015. Each department is required by statute to report to the Annual Town Meeting this information; therefore, this report will be included in the warrant booklet given to town meeting.

Thank you for your consideration in reviewing this article.

## TOWN OF PLYMOUTH, MASSACHUSETTS

### Revolving Funds Chapter 44, Section 53E ½

#### Fiscal Year 2017 Revolving Fund Requests

Spending Authority	Revolving Fund	Revenue Source The departmental receipts credited to this fund shall be:	Use of Fund	Spending Limit
Planning Board	Manomet Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$0
Planning Board	Cedarville Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$0
Planning Board	West Plymouth Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$0
Planning Board	No. Plymouth Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$0
Planning Board	Plymouth Center Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$114,597.86
Director of Marine and Environmental Affairs	Animal Shelter Adoption	Those identified as those arising from deposits/spaying & neutering.	In accordance with G.L.c.140 §139A, all animals placed for adoption must be spayed or neutered. This fund provides for other expenditures as authorized by §139A as well as a refund of a \$30 deposit, when proof of spaying or neutering procedure is provided. To be used for the care, health & welfare of the animals, equipment & supplies	\$5,000
Director of Marine and Environmental Affairs	State Boat Ramp	Those identified as relating to State Boat Ramp parking sticker receipts.	This fund shall be used salaries and benefits of full-time staff and part-time staff and other expenses for the purposes of managing, controlling and providing a higher level of public safety at the boat ramp.	\$61,000
Recreation Director	Recreation Fund	Those identified as relating to recreational programs.	This fund shall be used for salaries and benefits of full-time staff, part-time and seasonal staff, for recreational programs, salary, and benefits of the program coordinator as well as facility expenses and other expenses related to recreation programs.	\$440,000

<b>Spending Authority</b>	<b>Revolving Fund</b>	<b>Revenue Source</b> The departmental receipts credited to this fund shall be:	<b>Use of Fund</b>	<b>Spending Limit</b>
Town Manager	Cable Services Fund	Those identified as arising from cable-related franchise fees.	This fund shall be for cable-related programs and purposes such as legal/consulting services associated with enforcement of the contracts and compliance issues and any repairs or upgrades.	<b>\$33,000</b>
School	Vocational Technical Services Fund	Those identified as arising from the Vocational/Educational Studies Programs enumerated above	This fund shall be for the salaries, benefits & expenditures of the following programs: a) Automotive b) CAD/CAM c) Carpentry d) Child Care e) Computer Science f) Marine Technology g) Culinary Arts h) Distributive Education i) Design & Visual Communication j) Electronics k) Graphic Arts l) Metals/Welding m) Plumbing n) Cosmetology o) Electrical	<b>\$315,000</b>
Director of Marine and Environmental Affairs	Plymouth Beach Fund	Those identified as all non-resident parking receipts at Plymouth Beach, in addition to one-hundred percent (100%) of Plymouth Long Beach 4x4 sticker fees.	This fund shall be used for salaries and benefits of full time staff, part-time salaries of seasonal NRO's, police details and for the purposes of providing maintenance and public safety of Plymouth Long Beach and repairs to the seawall.	<b>\$248,300</b>
DPW Director	Cemetery Repair & Beautification Fund	Those arising from foundation revenue.	This fund shall be used for beautifying, restoring, researching, and repairing town cemeteries.	<b>\$12,000</b>
Community Services Director	Council On Aging Programs Fund	Those identified as relating to Council on Aging programs.	This fund shall be for contractual services and other expenses related to programs for senior citizens.	<b>\$45,000</b>
Community Services Director	Council On Aging Meals on Wheels	Those identified as relating to donations for the Council on Aging Meals on Wheels program.	This fund shall be for payment to Old Colony Elder Services for meals.	<b>\$30,000</b>
Fire Chief	Fire Safety and Prevention	Those identified as relating to permits issued and inspections performed by the Plymouth Fire Department, Fire Prevention Division.	This fund shall be for salaries and benefits and to support the operational cost of services provided within the Fire Prevention Division.	<b>\$125,000</b>
Fire Chief	Fire Alarm Master Box Services	Those identified as relating to fire alarm services performed by the Plymouth Fire Department, Fire Alarm Division.	This fund shall be for salaries, benefits, public safety equipment and materials used in accordance with Fire Alarm Services.	<b>\$85,000</b>

<b>Spending Authority</b>	<b>Revolving Fund</b>	<b>Revenue Source</b> The departmental receipts credited to this fund shall be:	<b>Use of Fund</b>	<b>Spending Limit</b>
Fire Chief	Local Hazardous Materials Program	Those identified as relating to fees collected by the Fire Department as a result of responding and mitigating hazardous materials incidents either in Plymouth or by mutual aid responses.	This fund shall be to replace, repair and/or purchase equipment and supplies used during hazardous materials incidents and to support the operational cost of services provided within the Fire Department Local Hazardous Materials Program.	<b>\$60,000</b>
Fire Chief	Cedarville Community Center	Those identified as fees collected from the hourly rental fees for the use of the Cedarville Community Center.	The funds will be used to pay for regular cleaning of the facility as well as to replace, repair, or purchase supplies used for the cleaning and up-keep of the Community Room.	<b>\$12,000</b>
DPW Director	Memorial Hall	Those identified as relating to rental fees associated with Memorial Hall	This fund shall be for salaries and benefits of full-time staff and part-time staff maintenance and operation of Memorial Hall.	<b>\$110,000</b>
DPW	Solid Waste Enterprise	Those identified as relating to the sale of compost bins.	This fund shall be for purchasing compost bins.	<b>\$5,160</b>
Recreation Director and Park Superintendent	Hedges Pond	Those identified as program fees from Recreation Dept. Day Program, daily-parking fees, special event & rental fees.	The funds will be used to cover Recreation Dept. seasonal salaries and operational expenses for the facility. Excess funds will be used for future capital improvements.	<b>\$40,000</b>
Director of Marine & Environmental Affairs	CPA Conservation Land	Those identified as fees from the harvest and/or lease of the Center Hill Cranberry Bog.	The funds will be used to for the care, maintenance, and necessary signage and other improvement of the land acquired with CPA funds.	<b>\$750</b>
School	School Custodial Details	Those received from fees from rental of school facilities.	This fund shall be for payment of Custodial Overtime Salaries for building use.	<b>\$100,000</b>
Town Manager in consultation with the Community Preservation Committee	1820 Court House Maintenance Revolving Fund	Those received from fees and other revenues, including lease proceeds, collected with respect to use of the 1820 Court House and Court House Green	The fund shall be for the maintenance of the 1820 Court House, façade, roof, cupola, courtroom and Vermont Marble Staircase.	<b>\$1</b>

**Revolving Fund Report to Annual Town Meeting**

In accordance to Massachusetts General Laws Chapter 44 Section 53E 1/2, receipts and expenditures of the previous fiscal year and of the current year through December 31, 2015 of all Revolving Funds are as follows:

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
<b>Manomet Village Parking:</b>								
FY2015: 07/01/14-06/30/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Cedarville Village Parking:</b>								
FY2015: 07/01/14-06/30/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>W. Plymouth Village Parking:</b>								
FY2015: 07/01/14-06/30/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>N. Plymouth Village Parking:</b>								
FY2015: 07/01/14-06/30/15:	\$ 2,160.00	\$ 800.00	\$ -	\$ -	\$ 2,960.00	\$ -	\$ -	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ 2,960.00	\$ -	\$ -	\$ -	\$ 2,960.00	\$ -	\$ -	\$ -
<b>Plymouth Center Village Parking:</b>								
FY2015: 07/01/14-06/30/15:	\$ 175,488.23	\$ 10,800.00	\$ -	\$ -	\$ 186,288.23	\$ 114,597.86	\$ 114,597.86	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ 186,288.23	\$ -	\$ -	\$ -	\$ 186,288.23	\$ -	\$ -	\$ -
<b>Animal Adoption:</b>								
FY2015: 07/01/14-06/30/15:	\$ 20,375.97	\$ 460.00	\$ -	\$ 9,614.55	\$ 11,221.42	\$ -	\$ -	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ 11,221.42	\$ 410.00	\$ -	\$ 59.95	\$ 11,571.47	\$ 5,000.00	\$ 10,000.00	\$ (5,000.00)
<b>State Boat Ramp:</b>								
FY2015: 07/01/14-06/30/15:	\$ 59,593.94	\$ 31,471.25	\$ 43,240.73	\$ 21,094.33	\$ 26,730.13	\$ -	\$ -	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ 26,730.13	\$ 22,363.84	\$ 18,883.54	\$ 11,259.96	\$ 18,950.47	\$ 61,000.00	\$ 60,000.00	\$ 1,000.00
<b>Recreation:</b>								
FY2015: 07/01/14-06/30/15:	\$ 602,146.39	\$ 430,545.90	\$ 209,527.11	\$ 231,290.00	\$ 591,875.18	\$ -	\$ -	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ 591,875.18	\$ 182,154.62	\$ 111,915.10	\$ 130,480.06	\$ 531,634.64	\$ 440,000.00	\$ 430,000.00	\$ 10,000.00
<b>Cable Services:</b>								
FY2015: 07/01/14-06/30/15:	\$ 64,357.13	\$ 10,934.50	\$ -	\$ 1,313.90	\$ 73,977.73	\$ -	\$ -	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ 73,977.73	\$ -	\$ -	\$ -	\$ 73,977.73	\$ 33,000.00	\$ 38,000.00	\$ (5,000.00)

**Revolving Fund Report to Annual Town Meeting**

In accordance to Massachusetts General Laws Chapter 44 Section 53E 1/2, receipts and expenditures of the previous fiscal year and of the current year through December 31, 2015 of all Revolving Funds are as follows:

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
<b>Vocational/Technical Services:</b>								
FY2015: 07/01/14-06/30/15:	\$ 38,807.63	\$ 280,142.05	\$ 13,764.45	\$ 229,510.77	\$ 75,674.46			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 75,674.46	\$ 99,232.23	\$ 5,737.96	\$ 76,250.56	\$ 92,918.17	\$ 315,000.00	\$ 325,000.00	\$ (10,000.00)
<b>Plymouth Beach:</b>								
FY2015: 07/01/14-06/30/15:	\$ 90,640.63	\$ 206,010.00	\$ 159,908.66	\$ 34,294.00	\$ 102,447.97			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 102,447.97	\$ 150,330.00	\$ 95,060.88	\$ 17,865.14	\$ 139,851.95	\$ 248,300.00	\$ 228,700.00	\$ 19,600.00
<b>Cemetery Repair &amp; Beautification:</b>								
FY2015: 07/01/14-06/30/15:	\$ 97,003.20	\$ 20,930.00	\$ -	\$ 8,513.86	\$ 109,419.34			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 109,419.34	\$ 7,225.00	\$ -	\$ 5,986.03	\$ 110,658.31	\$ 12,000.00	\$ 18,000.00	\$ (6,000.00)
<b>Council on Aging Programs:</b>								
FY2015: 07/01/14-06/30/15:	\$ 899.49	\$ 15,610.80	\$ -	\$ 15,606.80	\$ 903.49			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 903.49	\$ 11,646.00	\$ -	\$ 11,116.75	\$ 1,432.74	\$ 45,000.00	\$ 45,000.00	\$ -
<b>Council on Aging Meals on Wheels:</b>								
FY2015: 07/01/14-06/30/15:	\$ 2,081.72	\$ 11,444.86	\$ -	\$ 11,469.85	\$ 2,056.73			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 2,056.73	\$ 1,191.50	\$ -	\$ 1,204.00	\$ 2,044.23	\$ 30,000.00	\$ 30,000.00	\$ -
<b>Fire Safety &amp; Prevention:</b>								
FY2015: 07/01/14-06/30/15:	\$ 91,101.67	\$ 104,503.15	\$ 27,422.97	\$ 73,057.63	\$ 95,124.22			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 95,124.22	\$ 35,913.00	\$ 12,807.31	\$ 29,453.89	\$ 88,776.02	\$ 125,000.00	\$ 125,000.00	\$ -
<b>Fire Alarm Services:</b>								
FY2015: 07/01/14-06/30/15:	\$ 77,255.55	\$ 67,920.58	\$ 30,078.39	\$ 32,958.74	\$ 82,139.00			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 82,139.00	\$ 49,480.66	\$ 14,222.34	\$ 25,288.34	\$ 92,108.98	\$ 85,000.00	\$ 75,000.00	\$ 10,000.00
<b>Fire Local Hazardous Waste:</b>								
FY2015: 07/01/14-06/30/15:	\$ 4,333.76	\$ -	\$ -	\$ 3,814.00	\$ 519.76			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 519.76	\$ -	\$ -	\$ 263.00	\$ 256.76	\$ 60,000.00	\$ 60,000.00	\$ -
<b>Fire Cedarville Community Room:</b>								
FY2015: 07/01/14-06/30/15:	\$ 3,702.74	\$ 1,145.00	\$ -	\$ -	\$ 4,847.74			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 4,847.74	\$ 315.00	\$ -	\$ -	\$ 5,162.74	\$ 12,000.00	\$ 12,000.00	\$ -

**Revolving Fund Report to Annual Town Meeting**

In accordance to Massachusetts General Laws Chapter 44 Section 53E 1/2, receipts and expenditures of the previous fiscal year and of the current year through December 31, 2015 of all Revolving Funds are as follows:

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
<b>Memorial Hall:</b>								
FY2015: 07/01/14-06/30/15:	\$ 238,242.59	\$ 144,815.99	\$ 66,505.08	\$ 9,259.50	\$ 307,294.00			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 307,294.00	\$ 66,837.28	\$ 29,749.11	\$ 10,632.28	\$ 333,749.89	\$ 110,000.00	\$ 110,000.00	\$ -
<b>Compost Bins:</b>								
FY2015: 07/01/14-06/30/15:	\$ 3,577.85	\$ 2,490.00	\$ -	\$ -	\$ 6,067.85			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 6,067.85	\$ 2,406.00	\$ -	\$ -	\$ 8,473.85	\$ 5,160.00	\$ 5,160.00	\$ -
<b>Hedges Pond Recreation:</b>								
FY2015: 07/01/14-06/30/15:	\$ 73,197.52	\$ 43,540.00	\$ 20,322.13	\$ 3,269.40	\$ 93,145.99			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 93,145.99	\$ 6,498.00	\$ 17,576.13	\$ 1,072.00	\$ 80,995.86	\$ 40,000.00	\$ 40,000.00	\$ -
<b>CPA Conservation Land Revolving</b>								
FY2015: 07/01/14-06/30/15:	\$ 662.92	\$ 476.07	\$ -	\$ 621.78	\$ 517.21			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 517.21	\$ 651.05	\$ -	\$ 431.25	\$ 737.01	\$ 750.00	\$ 1,000.00	\$ (250.00)
<b>School Custodial Services</b>								
FY2015: 07/01/14-06/30/15:	\$ -	\$ 48,957.50	\$ 60,702.09	\$ -	\$ (11,744.59)	\$ 100,000.00	\$ 100,000.00	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ (11,744.59)	\$ 41,691.28	\$ 22,754.24	\$ -	\$ 7,192.45			
<b>1820 Court House</b>								
FY2015: 07/01/14-06/30/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ -	\$ -	\$ -	\$ -	\$ -			
						<b>Authorizations Requested</b>	<b>\$ 1,841,809</b>	
						<b>Authorizations Recommended by Advisory &amp; Finance</b>		
						<b>Estimated FY2016 Tax Levy</b>	<b>148,423,560</b>	
						<b>10% Limit</b>	<b>\$ 14,842,356</b>	
						<b>1% Limit</b>	<b>\$ 1,484,236</b>	

# Memo

To: Lynne A. Barrett, Finance Director  
Director of Finance

From: Lee Hartmann  
Director of Planning and Development

Date: January 6, 2016

Re: Revolving Funds – Annual Town Meeting

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There are five (5) Off-Street Parking Funds established as Revolving Funds by Town Meeting. As provided by Section 205-23 of the Zoning Bylaw, these funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications. Payments made to the Town in lieu of on-site parking are deposited in this account.

It is recommended that each of these funds be re-established for the coming year.

The Town has previously authorized the expenditure of \$130,000 from the Plymouth Center Parking Fund for engineering and design work associated with the parking garage at Memorial Hall. Of this appropriation, \$114,597.86 has not yet been expended. Therefore, re-authorization to expend the remaining funds previously authorized (\$114,597.86) is requested. The current account balance (which includes the \$114,597.86 authorized) is \$176,288.23.

Thank you.



Town of Plymouth, Massachusetts  
**Department of Marine and Environmental Affairs**  
11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



## MEMO

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

**From:** David Gould, Marine and Environmental Affairs Director

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

**Date:** December 9, 2015

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

I would request the FY 2017 fund be renewed at the current \$5,000.00 cap on expenditures and will be used towards the care, health and welfare of the animals. As this fund is entirely funded by deposits from adopting parties no initial funding is needed. All expenditures will be refunds of monies deposited previously by adopting parties or as authorized by Sec.139. If you have any further questions, please do not hesitate to contact me at 508-747-1620 x 134.

**C:** Kere Gillette, Budget Analyst



# TOWN OF PLYMOUTH

HARBOR MASTER  
11 Lincoln Street  
Plymouth, Massachusetts 02360

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

**To:** Lynne Barrett, Director of Finance  
**From:** Chad Hunter, Plymouth Harbormaster  
**Re:** Re-authorization of Revolving Funds (State Boat Ramp)  
**Date:** February 4<sup>th</sup>, 2016

I would like to request the re-authorization of the revolving fund in place for the State Boat Ramp for FY 2017.

- This fund shall be for the purposes of managing, controlling and providing a higher level of public safety at the boat ramp.
- The departmental receipts credited to this fund shall be any and all revenue relevant to the State Boat Ramp program.
- The Harbormaster shall be empowered with the authorization to make expenditures from this fund.
- The limit for expenditure authorized for FY 2017 shall not exceed \$61,000
- This revolving fund will be used to provide partial-funding (56%) for one full time Assistant Harbormaster (Boat Ramp Manager) with benefits and full-funding for two seasonal Harbormaster Assistants earning \$14 an hour without benefits.

## FY2016 Boat Ramp Revolving Account Budget

Assistant Harbormaster (56% salary)	\$29,601
Assistant Harbormaster (56% benefits)	\$10,360
Seasonal Harbormaster Assistants	
(1) 20 Week and (1) 15 Week=	\$19,600
Maintenance and Materials	\$976
Total:	\$60,537

C: David Gould, Director of Marine & Environmental Affairs

# Memo

To: Board of Selectmen / Advisory & Finance Committee / Town Meeting  
From: Barry DeBlasio, Recreation Director  
Date: February 3, 2016  
Re: CH 44, Sec. 53E ½ Revolving Accounts (Recreation)

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## **Recreation Department Revolving Fund**

The Recreation Department Revolving fund is used primarily to pay for 100% of the part-time/seasonal staff salaries for Recreation Instructors. These positions include all of our recreation program staff, (swimming, art, tennis, basketball, baseball, kayaking, dance, golf, gymnastics, archery, etc.). It also covers the salaries of the referees that are used for different sporting events. It also pays the salaries of the part-time employees at the Manomet Youth Center.

In addition, the funds are used to pay the full salary and benefits for the Recreation Program Coordinator and the Recreation Assistant and a portion of the Recreation Directors salary & benefits.

The revolving account also pays certain facility expenses for Forges Field and Manomet Youth Center, such as electricity bills, security personnel and certain repair items. All expenses associated with special events are paid for out of this account.

Income that is deposited into the account comes primarily from fees charged for Recreation classes and clinics. Other income includes field rental fees and donations/sponsorships.

It is important to realize that the vast majority of income is collected each year during April, May and June. The vast amount of expenses paid in June, July, August and September of each year.

We are requesting that the fund be re-authorized and the spending cap be set at \$440,000 for FY17 and that any balance at the end of FY17 be carried forward to FY18.

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

**REVOLVING - RECREATION**  
 Dept 630 - Org 2604

03-Feb-16

<b>Starting balance July 1, 2016 (estimated)</b>	<b>\$648,000</b>
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<b>REVENUES:</b>	<b>FY17</b>
Program Revenue (Class Fees)	\$430,000
Field Rentals	\$46,000
<b>TOTAL REVENUE:</b>	<b>\$476,000</b>

<b>EXPENSES:</b>	
<b>Full Time Payroll*</b>	\$137,181
Recreation Program Supervisor	
Recreation Program Assistant	
Recreation Director (40%)	
<b>Part Time/Seasonal Payroll</b>	\$68,000
Manomet Youth Center staff	
Camp staff	
Referees	
Swimming instructors	
Birthday party staff	
<b>Instructional Services</b>	\$124,000
All contract employee services	
<b>Supplies &amp; Materials</b>	\$18,000
Camp supplies, Field trip , special events, <b>Gymnastics Equip.</b>	
<b>Printing</b>	\$16,500
Progam Guides	
<b>Electricity</b>	\$10,200
<i>Lights at Forges Field</i>	
<b>General Fund</b>	\$45,953
<i>Full Time Employee Benefits</i>	
<b>Other</b>	\$17,000
<i>Credit card processing fees, field maintenace</i>	
<b>TOTAL EXPENSES:</b>	<b>\$436,834</b>

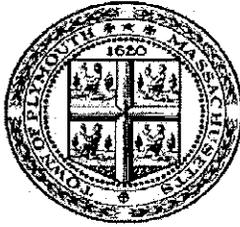
<b>NET:</b>	<b>\$39,166</b>
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<b>Projected Fund Balance June 30th 2017 (estimated)</b>	<b>\$687,166</b>
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<b>SPENDING CAP:</b>	<b>\$440,000</b>
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**NOTES:**

\*The full time salaries and benefits for the Recreation Program Supervisor & Recreation Assitant are paid out of this account, as well as 40% of the Recreation Directors salary



# TOWN OF PLYMOUTH

BOARD OF SELECTMEN / TOWN MANAGER  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 106 AND 100  
FAX (508) 830-4140

## MEMORANDUM

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

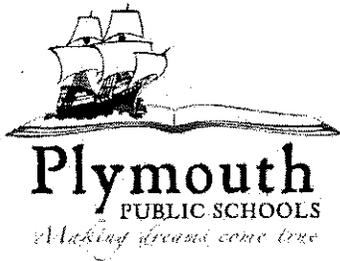
FROM: DEREK S. BRINDISI, ASSISTANT TOWN MANAGER

SUBJECT: FY17 CABLE REVOLVING FUND

DATE: DECEMBER 23<sup>RD</sup> 2015

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Please be advised that the Town Manager's Office is requesting that the Cable Revolving Fund be continued through FY17 and that the Town Manager be authorized to expend up to \$33,000 from this fund. Funds will be used for the purposes and expenses related to Comcast relicensing, contract renewal negotiations, legal/consulting services associated with contract compliance and any repairs or upgrades.



## Plymouth Public Schools

Administration Building  
253 South Meadow Road  
Plymouth, MA 02360

Telephone: 508-830-4300

Fax: 508-746-1873

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

GARY E. MAESTAS, Ed.D.  
Superintendent of Schools

CHRISTOPHER S. CAMPBELL, Ed.D.  
Assistant Superintendent  
Administration and Instruction

PAMELA A. GOULD, Ed.D.  
Assistant Superintendent  
Human Resources

GARY L. COSTIN, R.S.B.A.  
School Business Administrator

TO: Melissa Arrighi, Town Manager  
FROM: Gary L. Costin, School Business Administrator  
RE: ATM Warrant Article 3 for FY17  
DATE: January 31, 2016

Please include the following requests in Article 3 on the Fiscal Year 2017 Spring Annual Town Meeting Warrant.

- **Article 3, Chapter 44, Section 53 E 1/2 Revolving Accounts:** Reauthorization for \$325,000. SCHOOL COMMITTEE. Explanation: This routine article authorizes a technical studies (culinary, auto, carpentry, child care, cosmetology, etc.) revolving account under Chapter 44, Section 53 1/2. Infrequent wages, which are paid to staff and students, will be charged to this account for additional services related to vocational activities. This provision requires an annual reauthorization by the town meeting. The school district reauthorization request for FY17 is \$325,000 in total annual expenditures.

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

ORG	OBJECT	DESCRIPTION		
24020171	500001	TECH REVL PROF/CERT SALARIES	\$	15,000
24020171	500004	TECH REVL CONTR SERV	\$	4,000
24020171	500006	TECH REVL OTHER EXP	\$	40,000
24020172	500005	SUPPLIES AND MATERIALS - FUEL Supplies	\$	3,000
24020174	500004	TECH REVL CONTR SERV - INSTRUCTIONAL	\$	200
24021700	500005	TECH VOCATIONAL ADMIN - Supplies	\$	50,000
24021710	500005	TECH VOCATIONAL AUTO - Supplies	\$	10,000
24021720	500005	TECH VOCATIONAL CAD - Supplies	\$	1,200
24021730	500005	TECH VOCATIONAL CARPENTRY - Supplies	\$	10,000
24021740	500005	TECH VOCATIONAL CHILD CARE - Supplies	\$	10,000
24021760	500005	TECH VOCATIONAL COSMETOLOGY - Supplies	\$	14,000
24021770	500005	TECH VOCATIONAL CULINARY - Supplies	\$	100,000
24021780	500005	TECH VOCATIONAL ELECTRICITY - Supplies	\$	6,400
24021800	500005	TECH VOCATIONAL GRAPHIC ARTS - Supplies	\$	15,000
24021810	500005	TECH VOCATIONAL MARINE - Supplies	\$	2,300
24021820	500005	TECH VOCATIONAL MARKETING - Supplies	\$	11,312
24021830	500005	TECH VOCATIONAL METAL FAB - Supplies	\$	3,400
24021840	500005	TECH VOCATIONAL PLUMBING - Supplies	\$	2,700
24021850	500005	TECH VOCATIONAL HEALTH - Supplies	\$	1,488
2402ROB6	500006	OTHER EXPENSES - ROBOTICS Supplies	\$	15,000
TOTAL EXPENSES			\$	315,000



Town of Plymouth, Massachusetts  
**Department of Marine and Environmental Affairs**

11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



## MEMO

**To:** Lynne Barrett, Director of Finance  
**From:** Kerin McCall, Environmental Technician  
**Re:** Reauthorization of the Plymouth Long Beach Revolving Fund  
**Date:** December 14, 2015

The Plymouth Long Beach Revolving Fund is used for salaries of full-time and seasonal staff, police details, maintenance of Plymouth Long Beach, and implementation of the Plymouth Long Beach Management Plan.

Please see the attached spreadsheets for details of the estimated costs for FY17, including employee salaries and benefits. The estimated costs for seasonal salaries include an increase in the hourly rates to comply with successive increases of the minimum wage to \$10.00 per hour in January 2016 and \$11.00 per hour in January 2017.

The revenue sources for this account are the fees for Long Beach 4x4 Stickers and the daily parking fees at Plymouth Beach.

I would like to request that the Plymouth Beach Revolving Fund be reauthorized for FY17, and that the maximum spending cap be set at \$248,300 to provide for beach management and maintenance. The Director of Marine and Environmental Affairs will be authorized to expend these funds.

cc: David Gould, Director of Marine & Environmental Affairs

**FY17 Plymouth Long Beach Revolving Fund:**

<b>Full Time Salaries</b>		<b>\$44,783.00</b>
Environmental Manager (20%)	\$21,552.00	
Environmental Tech I (33%)	\$23,231.00	
<b>Benefits</b>		<b>\$10,116.00</b>
<b>Police Patrols</b>		<b>\$18,500.00</b>
<b>Seasonal Salaries</b>		<b>\$135,538.42</b>
Natural Resources Assistants	\$82,546.35	
Natural Resources Officers	\$22,808.00	
Natural Resources Technicians	\$30,184.07	
<b>Equipment/Materials</b>		<b>\$24,300.00</b>
Educational Materials	\$1,000.00	
Uniforms	\$1,000.00	
Optical (Binoculars)	\$300.00	
Fencing/Posts	\$3,000.00	
Supplies (twine, tools, signs, etc)	\$5,000.00	
Fill	\$8,000.00	
Tide/Storm Monitoring	\$2,500.00	
Management Opportunities	\$3,500.00	
<b>Storm Damage Contingencies</b>		<b>\$15,000.00</b>
<b>Total Funding Request</b>		<b>\$248,300.00</b>



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

## MEMO

To: Lynne Barrett, Director of Finance

From: Ted Bubbins, Cemetery Superintendent

Ref: FY2017 Cemetery Revolving Fund Reauthorization

Date: December 9, 2015

---

The cemetery revolving fund named Cemetery Repairs and Beautifications has a current balance of \$110,658.31. I am requesting the reauthorization of the spending cap to be set at \$12,000.00 for fiscal year 2017. The funds requested for reauthorization are used for cemetery needs. These needs may include specialized equipment such as a crane for the tree removal or purchase of materials for needed road, fence, lot, headstone or water repairs. Funds accredited to this account come from the sale of cemetery foundations and the Cemetery Superintendent has the authority to expend these funds for cemetery needs. Salaries are not paid from this account.

Anticipated receipts to this account for fiscal year 2017 are \$16,000.

Appropriations and expenditures:

Fiscal Year	Receipts	Expenditures	Authorized Spending
2012	\$12,500	\$6,860	\$7,000
2013	\$14,500	\$7,120	\$8,000
2014	\$17,275	\$9,154	\$10,000
2015 <i>7/2014-12-2014</i>	\$14,650	\$3,045	\$12,000
2016 <i>7/2015-12-2015</i>	\$15,155	\$5,986	\$13,000

**To:** Kere Gillette, Finance Dept  
**From:** Conni DiLego, Director of Elder Affairs-COA  
**CC:** Lynne Barrett, Finance Director  
**Date:** 12/14/15  
**Re:** Revolving Funds For 2017

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

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**2622-541 – Council on Aging Programs Fund**

1. Identified as relating to the Council on Aging programs for contractual services related to senior programs and activities for senior citizens. Payments are made to each instructor for such programs and activities.
2. The departmental receipts credited to this fund shall be those identified as relating to the Council on Aging programs and activities.
3. Authorized to expend from such fund: Dinah O'Brien, Director of Community Services; Conni DiLego, Director of Elder Affairs; Donna Souza, COA Admin Assist.
4. The total amount that may be expended from this account - \$45,000.
5. There are no salaries or benefits paid from this fund.

**2626-541- Meals on Wheels lunch program**

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



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

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 9, 2015

**RE: Reauthorization of Fire Safety and Prevention Revolving Account FY 2017**

---

In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of the Fire Safety and Prevention account.

The revenues from this account are to cover the costs to;

- Support public fire and life safety education through the S.A.F.E. Program (Student Awareness of Fire Education),
- Identify and provide counseling and education of youths who light fires through the Juvenile Fire Setters Intervention Program
- Continue funding ½ the year's salary and benefits of a clerical position (Administrative Assistant C5) which supports the Fire Prevention Division.
- Supplies, materials and equipment used by Fire Prevention personnel.
- Purchase department safety and rescue equipment

The receipts that are deposited into this account are from fees of new permits and inspections, fees for plan reviews, 21E searches and other similar fire prevention requests.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$125,000.00.

**Plymouth Fire Department  
Anticipated Revolving Account Appropriations**

**Fire Safety and Prevention**

<b>Revenue</b>			
Inspection Fees/Plan Reviews	26242200	434000	\$78,100
<b>Personal Services</b>			
Salaries & Wages	26252205	511001	22,090
Overtime	26252205	513000	5,200
Fringe Benefits	26252205	515000	7,731
<b>Expenses</b>			
Purchases & Services	26242206	520000	
Meetings, Education, Train'g	26242206	530101	3,500
Supplies & Materials	26242206	573000	39,579



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

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 9, 2015

**RE: Reauthorization of Fire Alarm Master Box Revolving Account FY 2017**

---

In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of the Fire Alarm Master Box Fees and Licensing account.

The revenues from this account are to cover the costs of maintaining the current fire alarm master-box system and the costs of the radio communication system which extends throughout the town. The revenues will also allow for the expansion and updating of these systems as needs arrive.

The revenues from this account are to cover the costs to;

- Overtime costs incurred in the use of fire and police personnel to assist with road details
- Equipment and supplies to maintain the radio boxes and hardwired systems
- Repairs from motor vehicle accidents and other maintenance issues and repairing and replacement of equipment
- Funding 40% the year's salary and benefits Fire Alarm Superintendent, PS-6.
- Supplies, materials and equipment used to maintain the Department's radio systems.

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

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund is \$80,000.00. We are asking for a \$5,000.00 increase due to the salary COLA.

**Plymouth Fire Department  
Anticipated Revolving Account Appropriations**

**Fire Alarm Services**

<b>Revenue</b>			
Master Box Fees/ Reimbursement Fee	2625220	434000	\$66,800
<b>Personal Services</b>			
Salaries & Wages	26252205	511001	28,159
Overtime	26252205	513000	4,600
Fringe Benefits	26252205	515000	9,856
<b>Expenses</b>			
Purchases & Services	26242206	520000	
Meetings, Education, Train'g	26242206	530101	2,100
Supplies & Materials	26242206	573000	22,085



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

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 9, 2015

**RE: Authorization of Local Haz Mat Revolving Account FY 2017**

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In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of a revolving account called Local Haz Mat Program.

The revenues from this account are to cover costs to replace, repair or purchase equipment and supplies used during the mitigation of hazardous materials incidents.

The receipts that will be deposited into this account will be fees collected from responsible parties when the Fire Department responds to and mitigates hazardous materials incidents in Plymouth and when responding to mutual aid calls in other municipalities.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$60,000.00.

**Plymouth Fire Department  
Anticipated Revolving Account Appropriations**

**Local Hazmat Program**

Revenue			
Haz-Incidents	2228220	484002	\$1,350
Expenses			
Repair & Maintenance Equip	22282207	5244000	900
Hazmat Supplies	22282207	5530007	450



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

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 9, 2015

**RE: Revolving Account for the Cedarville Community Center FY 2017**

---

In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of The Cedarville Community Center Maintenance Revolving Account.

The revenue into this account is the fees collected from the hourly rental fees for the use of the Cedarville Community Center. The Town currently collects an hourly rate for the use of the room, town committees and boards are exempt from the rental fees.

The funds will be used to pay for regular cleaning of the facility as well as to replace, repair or purchase supplies used for the cleaning and up-keep of the Community Room.

The EOC project included complete renovations to the Community Room, this was completed July 2011. This fund will ensure we are able to keep the room in great condition.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$12,000.00.

**Plymouth Fire Department  
Anticipated Revolving Account Appropriations**

**Cedarville Community Room**

<b>Revenue</b>			
Rental Income	2621220	436000	\$1,200
<b>Expenses</b>			
Purchases of Services	26212207	520000	500
Supplies & Materials	26212207	540000	700

# Memo

To: Board of Selectmen / Advisory & Finance Committee / Town Meeting  
From: Barry DeBlasio, Recreation Director  
Date: December 23, 2015  
Re: CH 44, Sec. 53E ½ Revolving Accounts (Memorial Hall)

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## **Memorial Hall Revolving Fund**

The Memorial Hall Revolving fund is used primarily to pay for custodial overtime and minor hall improvements. In addition, 50% of the salary for the Memorial Hall Manager and respective benefits will be charged to the account. Income that is deposited into the account comes primarily from rental fees & custodial reimbursements from scheduled events.

We are requesting the re-authorization of this account.

We are requesting that the spending cap be set at \$110,000 for FY17 and that any balance at the end of FY17 be carried forward to FY18. The individuals authorized to spend out of this account are the Recreation Director, DPW Director & Assistant Director.

**REVOLVING - MEMORIAL HALL**  
Dept 630 - Org 2623

21-Dec-15

Starting balance July 1, 2016 (estimated)	\$370,759
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<b>REVENUES:</b>	<b>FY17 BUDGET</b>
Rental Income	\$90,930
Custodial Reimbursement	\$40,000
Alcohol sales split	\$19,000
<b>TOTAL REVENUE:</b>	<b>\$149,930</b>
<b>EXPENSES:</b>	
Manager Salary (50%)	\$28,807
Custodial Payroll	\$39,000
Purchase of Service	\$6,000
General Fund Transfer (benefits)	\$10,083
<b>TOTAL EXPENSES:</b>	<b>\$83,890</b>
<b>NET:</b>	<b>\$66,040</b>

Projected Fund Balance June 30th 2017 (estimated)	\$436,799
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**SPENDING CAP: \$110,000**

**NOTES:**



**TOWN OF PLYMOUTH**  
**DEPARTMENT OF PUBLIC WORKS**

159 Camelot Drive  
Plymouth, Massachusetts 02360

FAX: (508) 830-4165

**MEMO**

To: Lynne Barrett, Director of Finance  
From: Dennis Westgate, Asst. DPW Director *DW*  
Re: Reauthorization of the Compost Bin Revolving Fund  
Date: December 9, 2015

The Compost Bin Revolving Fund was established to maintain the Solid Waste Division's Compost Bin Program. The program was set up through a grant of start up funds from the MA Department of Environmental Protection. The initial grant and any future grants that may be received, requires that the Bin Program operate through an independent account, and that funds received be used to purchase additional compost bins. Monies credited to this account come from payments collected from residents for the purchase of compost bins.

I would like to request that the Compost Bin Revolving Fund be reauthorized for FY 2017 and that the spending cap is set at \$5,160 so that compost bins can be reordered as needed to maintain the program. This amount will allow for the purchase of 120 compost bins. When these bins are sold, \$5,160 will be collected. This revolving fund falls under the authority of the Director of Public Works.

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



# Memo

To: Board of Selectmen / Advisory & Finance Committee / Town Meeting  
From: Barry DeBlasio, Recreation Director  
Date: December 23, 2015  
Re: CH 44, Sec. 53E ½ Revolving Accounts (Hedges Pond)

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## **Hedges Pond Revolving Fund**

The Hedges Pond Revolving fund is used primarily to pay for seasonal operational expenses for the facility. Excess funds will be used for future capital improvements. Income that is deposited into the account comes primarily from program fees and the day camp program. Other income will include daily parking fees, special event & rental fees.

We are requesting that the spending cap be set at \$40,000 for FY17 and that any balance at the end of FY17 be carried forward to FY18. The individual authorized to spend out of this account is the Recreation Director.

**REVOLVING - HEDGES POND**  
Dept 630 - Org 2617

03-Feb-16

Starting balance July 1, 2016 (estimated)	\$118,000
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REVENUES:	FY17 BUDGET
Parking Fees	\$3,800
Program Income	<u>\$40,000</u>
<b>TOTAL REVENUE:</b>	<b>\$43,800</b>

<b>EXPENSES:</b>	
Seasonal Staff	\$17,500
Half Day Program supplies	\$1,300
Other	<u>\$1,500</u>
<i>Well monitoring expense &amp; Plumbing</i>	
<b>TOTAL EXPENSES:</b>	<b>\$20,300</b>

<b>NET:</b>	<u><u>\$23,500</u></u>
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Projected Fund Balance June 30th 2017 (estimated)	\$141,500
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<b>SPENDING CAP:</b>	<b>\$40,000</b>
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NOTES: Parking fees are derived from cars that pay the daily parking rate. Program  
Fees are derived from Hedges Half Day Camp Registration Fees.



Town of Plymouth, Massachusetts  
**Department of Marine and Environmental Affairs**  
11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



## MEMO

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

**From:** David Gould, Marine and Environmental Affairs Director

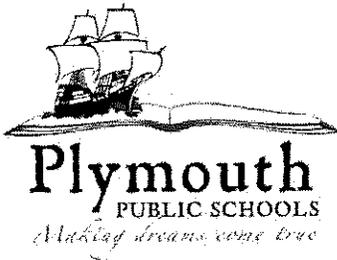
**Re:** Conservation Land Revolving Fund

**Date:** December 7, 2015

The Department of Marine and Environmental Affairs respectfully requests re-authorization of the Conservation Land Revolving Fund. This fund was established by the approval of Article 16B of the 2013 Spring Annual Town Meeting. Proceeds from the harvest and/or lease of the Center Hill Cranberry Bog are utilized for the care and maintenance of land acquired with Community Preservation Act funds including but not limited to signage, access and other capital improvements. Spending authority is with the Director of Marine and Environmental Affairs in consultation with the Community Preservation Committee.

We would request the FY 2017 cap on expenditures be set at \$750.00. Thank you.

**C:** Kere Gillette, Budget Analyst



## Plymouth Public Schools

Administration Building  
253 South Meadow Road  
Plymouth, MA 02360

Telephone: 508-830-4300  
Fax: 508-746-1873

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

GARY E. MAESTAS, Ed.D.  
Superintendent of Schools

CHRISTOPHER S. CAMPBELL, Ed.D.  
Assistant Superintendent  
Administration and Instruction

PAMELA A. GOULD, Ed.D.  
Assistant Superintendent  
Human Resources

GARY L. COSTIN, RS.BA.  
School Business Administrator

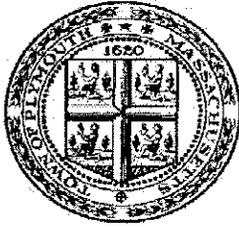
TO: Melissa Arrighi, Town Manager  
FROM: Gary L. Costin, School Business Administrator  
RE: ATM Warrant Article 3 for FY17  
DATE: January 31, 2016

Please include the following requests in Article 3 on the Fiscal Year 2017 Spring Annual Town Meeting Warrant.

- **Article 3, Chapter 44, Section 53 E 1/2 Revolving Accounts:** Authorization for \$100,000. SCHOOL COMMITTEE. Explanation: This article authorizes a school custodial details revolving account under Chapter 44, Section 53 1/2. Overtime salaries related to building usage will be charged to this account. This provision requires an annual reauthorization by the town meeting. The school district reauthorization request for FY17 is \$100,000 in total annual expenditures.

## FY 17 CUSTODIAL REVOLVING ACCOUNT

CUSTODIAL REVOLVING ACCOUNT	FY 2017 EXPENSES	FY 2017 REVENUE
HEDGE ELEMENTARY SCHOOL		
24980702 500007 HEDGE CUST REVENUE		\$ 500
24980703 500003 HEDGE CUSTODIAL SAL	\$ 500	
COLD SPRING ELEMENTARY SCHOOL		
24980502 500007 COLD SPRING CUST REVENUE		\$ 200
24980503 500003 COLD SPRING CUSTODIAL SAL	\$ 200	
FEDERAL FURNACE ELEM SCHOOL		
24980602 500007 FEDERAL FURNACE CUST REVENUE		\$ 650
24980603 500003 FEDERAL FURNACE CUST SALARIES	\$ 650	
INDIAN BROOK ELEMENTARY SCHOOL		
24980802 500007 IND BROOK CUST REVENUE		\$ 600
24980803 500003 IND BROOK CUSTODIAL SALARIES	\$ 600	
MANOMET ELEMENTARY SCHOOL		
24980902 500007 MANOMET CUSTODIAL REVENUE		\$ 3,000
24980903 500003 MANOMET CUSTODIAL SALARIES	\$ 3,000	
NATHANIEL MORTON ELEM SCHOOL		
24981002 500007 NATH MORTON CUSTODIAL REV		\$ 800
24981003 500003 NATH MORTON CUSTODIAL SALARY	\$ 800	
SOUTH ELEMENTARY SCHOOL		
24981202 500007 SOUTH EL CUSTODIAL REVENUE		\$ 2,500
24981203 500003 SOUTH EL CUSTODIAL SALARIES	\$ 2,500	
WEST ELEMENTARY SCHOOL		
24981402 500007 WEST CUSTODIAL REVENUE		\$ 1,500
24981403 500003 WEST CUSTODIAL SALARIES	\$ 1,500	
PLYMOUTH COMMUNITY INTRM SCHL		
24982102 500007 PCIS CUSTODIAL REVENUE		\$ 15,000
24982103 500003 PCIS CUSTODIAL SALARIES	\$ 15,000	
PLYMOUTH SOUTH MIDDLE SCHOOL		
24982202 500007 PSMS CUSTODIAL REVENUE		\$ 18,500
24982203 500003 PSMS CUSTODIAL SALARIES	\$ 18,500	
PLYMOUTH NORTH HIGH SCHOOL		
24983102 500007 PNHS CUSTODIAL REVENUE		\$ 45,000
24983103 500003 PNHS CUSTODIAL SALARIES	\$ 45,000	
PLYMOUTH SOUTH HIGH SCHOOL		
24983202 500007 PSHS CUSTODIAL REVENUE		\$ 11,750
24983203 500003 PSHS CUSTODIAL SALARIES	\$ 11,750	
GRAND TOTAL	\$ 100,000	\$ 100,000



# TOWN OF PLYMOUTH

BOARD OF SELECTMEN / TOWN MANAGER  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 106 AND 100  
FAX (508) 830-4140

## MEMORANDUM

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

FROM: DEREK S. BRINDISI, ASSISTANT TOWN MANAGER

SUBJECT: FY17 1820 COURTHOUSE MAINTENANCE REVOLVING FUND

DATE: DECEMBER 23<sup>RD</sup>, 2015

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Please be advised that the Town Manager's Office is requesting that the 1820 Courthouse Maintenance Revolving Fund be continued through FY17 and that the Town Manager be authorized to expend up to \$1 from this fund.