



## 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 13, 2016 at 7:00PM

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*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.*

### Call to Order

### Public Comment

### Agenda Items

- Year End Appropriation Transfer Requests      Derek Brindisi, Assistant Town Manager  
Rich Tierney, Water Superintendent
- Reserve Fund Transfer Request
- Rising Tide Charter Public School      Jill Crafts, Head of School  
Eric Mello, Business Manager
- Committee Reorganization

### Old/New/Other Business

- Sub-Committee & Committee Liaison Updates

### Meeting Minutes

- May 18, 2016

### Public Comment

### Adjournment

*Next Meeting: Wednesday, August 17, 2016 at 7PM in the Mayflower II Meeting Room – Town Hall*



# 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: LEGAL EXPENSES

DATE: JUNE 7<sup>TH</sup> 2016

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I respectfully request that \$110,000 be transferred to account #530500 in order to pay outstanding legal expenses that the Town incurred during FY 16. The primary reason for exceeding the "Legal Service" appropriation is due in large part because of the immediate and ongoing litigation that arose from the catastrophic forced sewer main rupture.

**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 established 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: TOWN MANAGER

Budget Line Org/Object # 00101286 530500 Line Description: LEGAL SERVICES

Amount Requested \$ 110,000.- Balance in Account: \$ -78,775.35  
*(If balance is NEGATIVE, a written explanation is requested.)*

Current Year Budget: \$ 321,000.-

Division Head: \_\_\_\_\_ Title: \_\_\_\_\_  
*(Signature)*

**Transfer Information**  
*(Sources of Funding)*

Department/Division Providing Funding: \_\_\_\_\_

Line Description: MEDICARE PART B PREMIUM Budget Line Org/Object # 10910152-51603 +45K  
TOWN: \$45,000.- 10910300-51603 +45K

Amount of Transfer: \$ SCHOOL: \$43,000.- Balance in Account: \$ TOWN: \$45,304.92  
SCHOOL: \$43,163.13

Line Description: WORKERS COMPENSATION Budget Line Org/Object # 10910152-516001

Amount of Transfer: \$ 22,000.- Balance in Account: \$ 49,524.88

Division Head: *[Signature]* Title: Finance Director  
*(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: *[Signature]* Date: 7/18/10  
*(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: \_\_\_\_\_

ORIGINALS (2) – Submit to Board of Selectmen & Advisory and Finance Committee complete with all signatures.  
COPY – To be retained by department/division.



## 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, *RT* Water Superintendent  
Ref: Request to Move Funds  
Date: July 7, 2016

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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 \$25,000.00

The transfer of funds is necessary because of the catastrophic failure of the forced sewer main. The Water Division personnel assisted the Town of Plymouth and the contractor, C.J. Britto in locating and marking out our water mains and services. The Water Division personnel also excavated the water main on Westerly Road in a night operation and prepared our twelve inch water main for an insertion gate valve. The Water Division staff opened and closed gate valves in the streets where the sewer forced main failed, taking water samples at several properties, flushing water mains, hydrants, and services for a four month period.

**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 DIVISION

Budget Line Org/Object # 61014505 Line Description: SALARIES/OVERTIME

Amount Requested \$ 25,000.00 Balance in Account: \$ 77,974.75

Current Year Budget: \$ 962,429.00 If balance is NEGATIVE, a written explanation is requested.

Division Head: *Richard Fleming* (Signature) Title: Water Superintendent

**Transfer Information**

*(Sources of Funding)*

Department/Division Providing Funding: \_\_\_\_\_ Budget Line Org/Object # 61014506-521000

Line Description: ELECTRICITY Balance in Account: \$ 183,167.05

Amount of Transfer: \$ 25,000.00 Budget Line Org/Object # \_\_\_\_\_

Line Description: \_\_\_\_\_ Balance in Account: \$ \_\_\_\_\_

Amount of Transfer: \$ \_\_\_\_\_ Balance in Account: \$ \_\_\_\_\_

Division Head: *Richard Fleming* (Signature) Title: Water Superintendent

**Transfer Information**

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

THE FAILURE IN THE SEWER PIPED MAIN CREATED SEVERAL OVERTIME EVENTS IN WHICH BOTH WATER DIVISION MAINTENANCE AND PUMP STATION OPERATORS ASSISTED IN REPAIRS AND OPERATIONS.

**Sign-off for Submission**

Department Head: *Jan Fodor* Title: DEPT DIRECTOR

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

Finance Director: *Stephen Burt* Date: 6/9/16

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

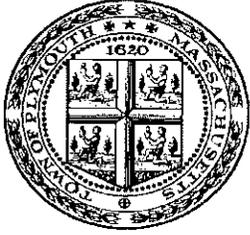
**Action by Board of Selectmen**

Approved: Yes \_\_\_ No \_\_\_  
Signature of Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

**Action by Advisory and Finance Committee**

Approved: Yes \_\_\_ No \_\_\_  
Signature of Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

ORIGINALS (2) – Submit to Board of Selectmen & Advisory and Finance Committee complete with all signatures.  
COPY – To be retained by department/division.



# 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 7, 2016

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We would like to transfer the remaining \$47,190 in the Reserve Fund to offset the Snow & Ice deficit. This year's deficit is calculated to be \$902,465.19 based on the Fiscal 2016 snow and ice season. Last year's Snow & Ice account was at a deficit of \$1.7 million. Due to the abnormal Fiscal 2015 snow and ice season the State authorized that deficit to be amortized over 3 years (St. 2015, c. 10 §58). Therefore, \$566,515.22 was raised on the FY16 Tax Rate now leaving 2/3rds of the deficit remaining of \$1,133,030.44 to be raised in FY17 and FY18.

That now leaves a total of \$1,468,980.41 to be raised on the FY17 Tax Rate. This transfer would reduce that by \$47,190. Also, I plan on recommending appropriating some of the Free Cash Certified in the fall to be used to offset this more at the FATM prior to setting the tax rate. We are also still anticipating state reimbursement from MEMA & FEMA for the January 2015 storm.

Below is a 13 year history of snow & ice expenditures and what the averages have been. The plan would be to at least reduce the FY17 deficit down to below the \$841,000 range.

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.

Fiscal Year	Original Appropriation	Supplemental Appropriations & Transfers	Expenditures & Encumbrances	State Reimbursement Received	Federal Reimbursement Received	Deficits Reported on Balance Sheet as of June 30
2004	283,807.00	-	791,403.63	130,052.49	-	(377,544.14)
2005	283,807.00	63,433.00	1,879,241.39	-	222,437.79	(1,309,563.60)
2006	283,807.00	-	894,041.53	-	-	(610,234.53)
2007	290,491.88	-	531,445.13	-	-	(240,953.25)
2008	326,527.00	-	1,103,513.43	-	-	(776,986.43)
2009	359,180.00	-	1,621,056.12	-	-	(1,261,876.12)
2010	360,000.00	16,997.14	851,997.14	-	-	(475,000.00)
2011	385,000.00	225,049.00	1,439,444.17	-	-	(829,395.17)
2012	410,000.00	-	390,435.55	-	-	19,564.45
2013	435,000.00		1,142,315.18			(707,315.18)
2014	460,000.00	115,000.00	1,505,433.32			(930,433.32)
2015	485,000.00	719,768.00	2,904,313.66			(1,699,545.66)
2016	510,000.00		1,412,465.19			(902,465.19)
	4,872,619.88		16,467,105.44			(10,101,748.14)
Averages	374,816.91		1,266,700.42			(841,812.35)
Drop low & high and take that average			1,197,486.93			

Thank you.

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 7, 2016
Amount Requested: \$47,190
Line Description: DPW SNOW & ICE
Budget Line Org/Object: 00104235 & 00104236 Combined
Balance in Account (\$902,465.19) Deficit

Budget Information (This Budget Item Only)
Current FY Budget: \$510,000
Prior FY Budgeted: \$485,000
Prior FY Actual: \$2,904,313.66
\*\*\*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: \_\_\_\_\_ Date: \_\_\_\_\_

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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.