

## 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, January 20, 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

#### ➤ Budget Update

#### ➤ Annual Town Meeting Articles

- 11 - Town Promotion Fund
- 14 - Water Pollution Abatement
- 24 - School Info Display Boards – Amend Zoning Bylaw
- 1 - Elections & Town Meeting
- 2 - Reports of Boards & Committees
- 4 - Committee Reauthorization
- 6 - Salaries of Elected Officials
- 29 - Procurement Reorganization – Amend Charter

Lee Hartmann, Director of Planning

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No presenter

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### Old/New/Other Business

- Sub-Committee & Committee Liaison Updates

### Meeting Minutes

- December 16, 2015

### Public Comment

### Adjournment

## Budget Review Process and Suggested Schedule

Activity	Begin Date	End Date	Comments
Schedule Department Head Meetings & sub-committee Planning Meetings	01/08/2016	01/15/2016	
Conduct Review/Analysis of budgets	01/11/2016	01/18/2016	May be done individually or as a sub-committee
Identify questions & areas of inquiry	01/11/2016	01/18/2016	
Conduct Sub-Committee Planning Meetings	01/14/2016	01/23/2016	Optional, but highly recommended; may be combined with prior two activities
Conduct hearings with Department Heads	01/15/2016	01/29/2016	Hearings are normally conducted during Town business hours
Input/feedback due from Committee members	01/29/2016	02/03/2016	
Write report & issue to sub-committee and Dept. Heads	01/29/2016	02/08/2016	Generally, Sub-committee chair responsibility
Feedback due from Committee; responses due from Dept. Heads	02/05/2016	02/09/2016	
Submit final report to AFC Office (K. Gillette)	02/10/2016	<b><u>02/12/2016</u></b>	
Presentation to Advisory & Finance Committee	02/24/2016	<b><u>02/24/2016</u></b>	

### Additional Guidance

- Bold, underlined dates are hard deliverable dates; remaining schedule can be flexed at discretion of sub-committee and its chair to fit individual circumstances and schedules. It is the responsibility of the sub-committee chair to manage the budget review process to meet (or beat) these deliverable dates.
- All department head meetings and sub-committee planning meetings are public meetings and must be posted. Kere Gillette can assist with meeting postings. Remember, meetings must be posted at least 48 hours in advance (excluding Saturdays, Sundays, and legal holidays).
- Be sure to include Revolving Accounts in your budget review; a list of Revolving Accounts is attached.
- While sub-committee feedback and department head responses to the draft report may be received by e-mail or by phone, any substantive discussion among more than two members of the sub-committee should be conducted in a posted public meeting
- Please use the standard budget report format (sample attached) that has been adopted by the Advisory & Finance Committee. The template will be e-mailed to all sub-committee chairs. Remember: Your budget report will be published in the Report and Recommendations for Town Meeting and in the Annual Town Report; making the report complete, concise and relatively pleasing to the eye are important.
- Sub-committee chairs should plan presentations to the full committee on February 24 to require no more than 20 minutes; some sub-committees may require slightly more time, but please be cognizant that six sub-committees must present on February 24 in addition to other business the committee may need to conduct

2016 ANNUAL TOWN MEETING  
APRIL 2, 2016

**ARTICLE 11:**

To see if the Town will vote to appropriate from the Town Promotion Fund created pursuant to Chapter 4 of the Acts of 1993, a sum of money for programs and projects that enhance the beautification, recreational resources, public safety, promotional and marketing activities, events, services and public improvements, or take any other action relative thereto.

BOARD OF SELECTMEN

ATM II

# Memo

To: Board of Selectmen  
Advisory and Finance Committee

From: Lee Hartmann, Director of Planning and Development

Re: FY17 Town Promotion Fund

Date: January 2, 2016

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The receipts collected through the 6% Hotel/Motel Tax increased by 22% (\$267,646) from last year (\$1,458,400 compared to \$1,190,754 last year). The Town, by a special act, places 45% of the total Hotel/Motel Tax into its Promotion Fund. The total FY17 funding to be approved for the Town Promotions budget is \$656,280 which is \$120,441 more than last year's appropriation.

The Visitor Services Board oversees expenditures from the Promotion Fund.

This year's estimated fixed costs are \$398,228 and include:

- The Town Promotions contract with Destination Plymouth is \$290,000
- The Water Street Visitors Information Center operation contract is \$42,000
- Public Improvements at \$65,628 (\$10,000 allocated toward the new Town Hall), which is 10% of the budget as required by the Home Rule Petition.
- Salaries (\$600)

Other costs include (\$258,052 available)

- Event Funding and Additional Marketing (\$213,052)
- Distinguished Visitors (\$5,000 last year)
- 2020 Celebrations (\$40,000 last year)

Funds that are not expended (primarily due to event cancellations) remain available. The current unexpended balance is \$3,501.05. Due to the current economic situation, we expect to see a continued decrease in private donations for tourism events and activities. These funds will be available to help off-set these reductions.

The FY 17 budget is as follows:

Salaries and Wages (Admin. Support).....	\$600
Contractual Services (Promotions and Info Center) .....	\$332,000*
Public Improvements .....	\$65,628*
Event Funding, Distinguished Visitors, Special Events, Exhibit Grants & Additional Marketing .....	\$258,052
<b>Total .....</b>	<b>\$656,280</b>

\*Fixed costs

The following is a list of Celebrations (special events and exhibit grants) funding from FY16:

Special Events

Musician's Union Concert Series	\$1,700	Thanksgiving Food Fest	\$3,800
July 4 <sup>th</sup> Parade	\$7,900	Thanksgiving Waterfront Activities	\$3,900
July 4th Fireworks	\$7,300	Christmas in Historic Plymouth	\$400
PA Concert Series & Folk Festival	\$6,000	Myles Standish Road Race	\$1,600
Pilgrims Progress	\$850	Score for A Cure	\$900
Downtown Waterfront Festival	\$3,200	Plymouth Restaurant Week	\$1,800
Plymouth Outdoor Trails	\$2,500	Barktoberfest	\$2,100
Acoustic Nights Concerts	\$650	July 4 Philharmonic	\$7,600
The Thirsty Pilgrim	\$600	Halloween on Main St	\$1,600
Annual Juried Art Show	\$3,200	Saturday Stroll	\$2,400
Plymouth Festival of Cyclo Cross	\$2,400		
Thanksgiving Parade	\$9,600		
Thanksgiving Free Concert	\$5,700		

Misc.

Destination Plymouth Additional Marketing	\$95,075
2020 Celebrations - Public Improvements	\$37,000
1820 Courthouse / Municipal Bldg.	\$10,000
America's Hometown Shuttle	\$14,500
Boston to Waterfront Shuttle	\$15,000
Plymouth Art Project	\$2,000
Downtown Hanging Planters	\$8,190
Downtown Holiday Decorations	\$7,324
Installation of Downtown Banners	\$9,233
Tourism Event Calendar Boards	\$2,000
Plymouth Pilgrim Baseball	\$5,000
Pilgrim Path Audio Tour	\$2,600

Thank you.

2016 ANNUAL TOWN MEETING  
APRIL 2, 2016

**ARTICLE 14:**

To see if the Town will vote to raise and appropriate, transfer or borrow \$200,000, for the purposes of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners; including without limitation, the payment of all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; and to meet this appropriation the Treasurer with approval of the Board of Selectmen is authorized to borrow \$200,000 under G.L. c.44 or any other enabling authority, which amount may be borrowed through the Massachusetts Water Pollution Abatement Trust or otherwise; and that the Board of Selectmen is authorized to take any other action necessary to carry out this project.

PLANNING AND DEVELOPMENT

# Memo

To: Town Manager  
Board of Selectmen  
Advisory and Finance Committee

From: Lee Hartmann, Dir. of Planning & Development

Date: December January 4, 2016

Re: Septic System Repair program - 2016 Annual Town Meeting

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ARTICLE 14:

To see if the Town will vote to raise and appropriate, transfer or borrow \$200,000, for the purposes of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners; including without limitation, the payment of all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; and to meet this appropriation the Treasurer with approval of the Board of Selectmen is authorized to borrow \$200,000 under G.L. c.44 or any other enabling authority, which amount may be borrowed through the Massachusetts Water Pollution Abatement Trust or otherwise; and that the Board of Selectmen is authorized to take any other action necessary to carry out this project.

Office of Community Development

TITLE V BETTERMENT LOAN PROGRAM

Town Meeting has approved eleven prior rounds (eight at \$200,000 two at \$300,000 and one at \$400,000) for this greatly needed and successful septic system improvement program. Due to the popularity of the program, the funds are expended quickly (all current funds have been allocated). The Department of Planning and Development is recommending that the Town Treasurer borrow \$200,000 from the Massachusetts Water Pollution Abatement Trust. The state provides these funds to the Town at a 2% interest rate. The funds are made available to local homeowners for sewer hook-ups, septic system repair or replacement (systems must be failed to qualify). In cases where Town sewer is available, these funds can also be used to cover the costs associated with sewer connections. Loans up to \$15,000 are available per household at 5% interest (interest charge covers the Town's cost of administering the program). Loans are recorded as liens on the property and are billed by the Assessors' Office as a tax bill attachment. Terms of the loan range from five to fifteen years depending on the amount borrowed (up to \$5,000 -5yrs; \$5,001 to \$10,000 -10yrs; \$10,001 to \$15,000 -15yrs.).

To date, this program has enabled 255 homeowners to repair/replace their failed systems. This program is administered by the Office of Community Development on behalf of the Town.

2016 ANNUAL TOWN MEETING  
APRIL 2, 2016

**ARTICLE 24:**

To see if the Town will vote to amend its Zoning Bylaw, Section 205-19: Signs, to allow School Information Display Boards for High Schools, grades nine through twelve (a School Information Display Board is illuminated by internal Light Emitting Diodes (LED) and used as a community communication tool), as well as amend associated definitions, procedures, and schedules, or take any other action relative thereto.

PLANNING BOARD

FINAL REPORT AND RECOMMENDATION OF THE PLANNING BOARD TO SEE IF THE TOWN WILL VOTE TO AMEND ITS ZONING BYLAW, SECTION 205-19 SIGNS, TO ALLOW SCHOOL INFORMATION DISPLAY BOARDS FOR ACTIVE KINDERGARTEN THROUGH TWELFTH GRADE SCHOOLS

DATE OF PUBLICATION OF PUBLIC HEARING: December 16, 2015 December 23, 2015 DATE OF PUBLIC HEARING: January 4, 2016

VOTE: On January 4, 2016, the Planning Board voted (5-0) to support the following amendment to Town Meeting:

PROPOSED AMENDMENT: Underlined words added

§ 205-19.Sigms. [Amended 4-21-1974 ATM by Art. 65; 4-17-1975 ATM by Art. 68; 4-10-1976 ATM by Art. 56; 4-24-1979 ATM by Art. 66; 4-20-1982 STM by Art. 44; 4-2-1983 ATM by Art. 29; 4-5-1989 ATM by Art. 31; by 10-26-2004 FTM by Article 21; 4-6-2013 ATM by Art. 29]

G. Special regulations.

- (1) Filling station. Gasoline filling stations and garages may divide the one architectural sign affixed to the front wall of the building to which they are entitled as hereinabove provided into separate signs affixed to and parallel to such wall and indicating the separate operations or departments of the business. In addition, one sign standing or otherwise indicating the company whose gasoline is being sold and the price of gasoline being sold may be erected of such type, in such location, and in such manner as is otherwise permitted. The standard type of gasoline pump bearing thereon in usual size and form the name of the type of gasoline and the price thereof shall not be deemed to be in violation of this bylaw. Temporary or moveable signs of any and every type are specifically prohibited.
(2) Uses or activities above first floor. Such uses or establishments may display architectural and/or hanging architectural signs as permitted under this bylaw for first floor tenants provided that this sign or signs and the signs otherwise permitted for the first floor establishments do not in combination exceed the dimensional limits for placement of signs for the first floor establishments.
(3) Iconographic signs. An iconographic sign may be erected in lieu of a sign otherwise permitted by this bylaw if it meets the dimensional regulations for the sign for which it is being substituted.
(4) School Information Display Boards. School Information Display Boards are allowed for active kindergarten through twelfth grade schools high schools (Grades 9 nine through 12twelve)twelfth grade schools provided such boards:
(i) Do not exceed 24 square feet in size;

- (ii) Are located adjacent to the school's primary entrances;
- (iii) Do not obstruct vehicular sight-lines and-
- (iv) Are located within the Obery Street Overlay District or Rural Residential (RR) District.

NEED AND JUSTIFICATION

Nationally, school information display boards have become a common tool for conveying information related to student safety, various school activities and community events. The Plymouth School Department would like to install a display board located at Plymouth South High School.

This amendment limits the location of display boards to high schools, (grades nine through twelve). Display boards will continue to be prohibited for all other uses.

The board can only be illuminated by Light Emitting Diodes (LEDs).

INTENT

The intent of this amendment is to allow for the installation of information display boards for high schools located in Plymouth.

TOWN OF PLYMOUTH

\_\_\_\_\_  
Tim Grandy, Chair

\_\_\_\_\_  
Paul McAlduff, Vice Chair

\_\_\_\_\_  
Malcolm MacGregor, Clerk

\_\_\_\_\_  
Marc Garrett

\_\_\_\_\_  
Kenneth Buechs

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD: \_\_\_\_\_

DATE FILED WITH TOWN CLERK: \_\_\_\_\_

c: Town Clerk  
Board of Selectmen  
Advisory and Finance Committee



626 Boston Post Road  
Wardland, MA 01778  
TEL: 608.356.0790  
FAX: 608.356.0791

MEASUREMENT TAKEN FROM  
EDGE OF ROAD TO CENTER  
LINE OF PROPOSED SIGN

LONG POND ROAD

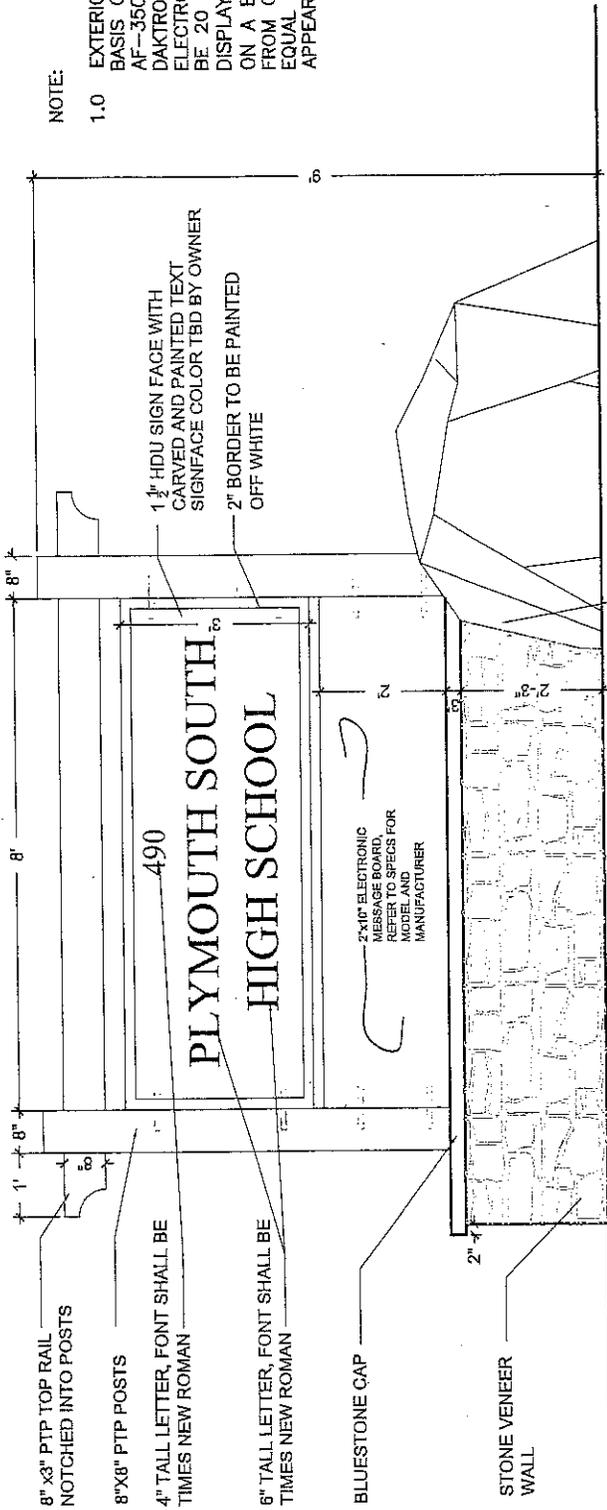
ENTRANCE SIGN



366.05'

Wardland South High School  
Wardland, MA

PRINTED BY  
SCALE  
JOB NO.  
DATE

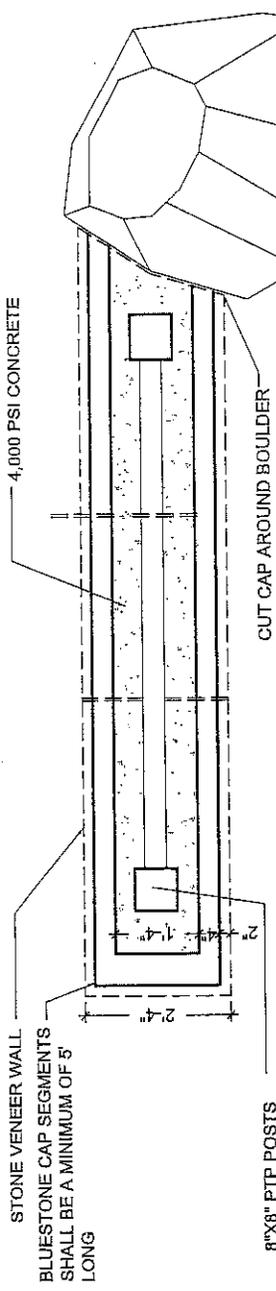


**NOTE:**

1.0 EXTERIOR ELECTRONIC MESSAGE BOARD BASIS OF DESIGN SHALL BE SERIES AF-3500, MANUFACTURED BY DAKTRONICS OF BROOKINGS, SD. ELECTRONIC MESSAGE BOARD SHALL BE 20 MM OUTDOOR MONOCHROME DISPLAY WITH 5" AMBER CHARACTERS ON A BLACK FIELD. SIGN PRODUCTS FROM OTHER MANUFACTURERS THAT EQUAL IN QUALITY, AND EQUIVALENT APPEARANCE AND DESIGN MAY BE USED.

**ENTRANCE SIGN**

SCALE: 1/2"=1'



- NOTES:**
1. CONTRACTOR SHALL SUPPLY SHOP DRAWINGS INDICATING LAYOUT, CONNECTIONS AND ATTACHMENTS.
  2. CONTRACTOR SHALL COORDINATE WITH THE OWNER AND LANDSCAPE ARCHITECT FOR FINAL GRAPHICS AND TEXT

**PLAN VIEW**

SCALE: 1/2"=1'

626 Boston Post Road  
Weymouth, MA 01978  
TEL. 608.366.0790  
FAX. 608.366.0791

Plymouth South High School  
Plymouth, MA

DRAWN BY:	JAE
SCALE:	AS SHOWN
SUB. NO.:	000000
DATE:	02/10/05

SKL-002

REF. DWG.



2016 ANNUAL TOWN MEETING  
APRIL 2, 2016

**ARTICLE 28:**

To see if the Town will vote to authorize the Town Manager to enter into a Performance Contract with an Energy Service Company (ESCO) to improve the energy efficiency and reduce operating costs of street lights and various municipal facilities or take any other action relative thereto.

PLANNING AND DEVELOPMENT

2016 ANNUAL TOWN MEETING  
APRIL 2, 2016

**ARTICLE 1:**

To choose all necessary Town Officers, the following to be voted for all on one ballot, viz.:

Two Selectmen for three years; One Moderator for three years; Two members of the Plymouth School Committee for three years; One member of the Planning Board for five years; One member of the Redevelopment Authority for five years; One member of the Housing Authority for five years; and also a total of Forty-six (46) Town Meeting Members, three members from each precinct for three years, and One member from Precinct 10 for two years;

Further, and in the name of the Commonwealth, you are directed to notify and warn the Inhabitants of Plymouth qualified to consider and vote on articles at the Annual Business Meeting of the Town of Plymouth to meet at Plymouth North High School, on Saturday, the Second Day of April, 2016, at 8:00AM to act on the following articles to wit:

2016 ANNUAL TOWN MEETING  
APRIL 2, 2016

**ARTICLE 2:**

To hear the reports of the several Boards and Officers and Committees of the Town thereon.

BOARD OF SELECTMEN

2016 ANNUAL TOWN MEETING  
APRIL 2, 2016

**ARTICLE 4:**

To see what action the Town will take pursuant to Chapter 173 of the General By-Laws regarding the formation, reformation, organization, continuation or discharge of existing Committees created by vote of Town Meeting, or take any other action relative thereto.

BOARD OF SELECTMEN

**TOWN OF PLYMOUTH  
ADVISORY & FINANCE COMMITTEE**

TO: Board of Selectmen  
Advisory and Finance Committee

FROM: Kere Gillette  
Budget Analyst

RE: Article 4 – Town Meeting Committees

DATE: January 15, 2016

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Attached please find data sheets corresponding to the Town Meeting Committees scheduled for review at the 2016 Annual Town Meeting - Article 4.

**Plymouth Center Steering Committee**

Continue for review in three years at the 2019 Annual Town Meeting with no changes. A report will be placed on file with the Town Clerk to be included in the Annual Town Report. Please see the attached data sheet.

**Cedarville Steering Committee**

Continue for review in three years at the 2019 Annual Town Meeting with no changes. A report will be placed on file with the Town Clerk to be included in the Annual Town Report. Please see the attached data sheet.

TOWN MEETING COMMITTEES

Committee: **Plymouth Center Steering Committee**

Article/Year: Article 38 / Annual Town Meeting April 3, 2004

Term: 3-year overlapping terms

Members: 7

Appointing Authority: Planning Board: 6  
Selectmen: 1

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

Purpose: "...implementing the recommendations outlined in the Downtown Village Center / Waterfront Area Master Plan of 2004. The Committee to be advisory in nature to the Planning Board and its primary function to assist in the implementation of this Master Plan and to advocate for the implementation of the master plan."

Temporary/Permanent: Permanent

Review Dates: 2007 ATM  
2010 ATM  
2013 ATM

Current Review: 2016 ATM

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

**2016 Recommendation: Continue Committee for review at 2019 Annual Town Meeting.**

TOWN MEETING COMMITTEES

Committee: **Cedarville Steering Committee**

Article/Year: Article 30 / Annual Town Meeting 1992

Term: 3-year overlapping terms

Members: 7

Appointing Authority: Planning Board: 6  
Selectmen: 1

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

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

Temporary/Permanent: Permanent

Review Dates: 1995 ATM 2007 ATM  
1998 ATM 2010ATM  
2001 ATM 2013 ATM  
2004 ATM

Current Review: 2016 ATM

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

**2016 Recommendation: Continue Committee for review at 2019 Annual Town Meeting.**

2016 ANNUAL TOWN MEETING  
APRIL 2, 2016

**ARTICLE 6:**

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

BOARD OF SELECTMEN

TOWN OF PLYMOUTH  
11 Lincoln Street  
Plymouth, MA 02360  
(508) 747-1620

OFFICE OF TOWN MANAGER  
MEMORANDUM

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To: Board of Selectmen  
Advisory and Finance Committee Members

From: Derek S. Brindisi, Assistant Town Manager

Date: January 11<sup>th</sup> 2016

Re: **Annual Town Meeting, Article 6 – Fixing the Salaries of Elected Officials**

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

In order to comply with MGL Chapter 41, Section 108, the Town of Plymouth must annually vote at town meeting the salary and compensation of all elected officers.

There are no changes to the salaries of elected officials for FY 17, therefore I am recommending the following:

\$4,500 – Chairman of the Board of Selectmen  
\$4,000 – Selectmen  
\$2,000 – Moderator

Thank you for your consideration.

2016 ANNUAL TOWN MEETING  
APRIL 2, 2016

**ARTICLE 29:**

To see if the Town will vote to amend the Plymouth Town Charter by deleting the term "general supervision of the purchase of all goods, services, materials, and supplies by the town; and" under section 3-8-2 and deleting the word "procurement" under section 3-9-4. or take any action relative thereto.

BOARD OF SELECTMEN

TOWN OF PLYMOUTH  
11 Lincoln Street  
Plymouth, MA 02360  
(508) 747-1620

OFFICE OF TOWN MANAGER  
MEMORANDUM

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To: Board of Selectmen  
Advisory and Finance Committee Members

From: Derek S. Brindisi, Assistant Town Manager

Date: January 11<sup>th</sup> 2016

Re: **Annual Town Meeting, Article 29– Reorganization of Procurement Division**

The Board of Selectmen voted at their meeting of 12/08/15 to move the Procurement Division from the Finance Department to Administrative Services. As outlined within the Town Charter, the Town Manager is the Chief Procurement Officer and responsible for all procurement activities. This recommendation was presented to the Board of Selectmen by the Town Manager in order to develop a more efficient and effective purchasing program.

As a result, the following amendments to the Charter are being requested in Article 29:

*ARTICLE 29: To see if the Town will vote to amend the Plymouth Town Charter by deleting the term "general supervision of the purchase of all goods, services, materials, and supplies by the town; and" under section 3-8-2 and deleting the word "procurement" under section 3-9-4 or take any action relative thereto.*

The full Charter sections showing the strikethroughs can be found on the next page.

Thank you for your consideration.

TOWN OF PLYMOUTH, MASSACHUSETTS  
CHARTER

**Section 8 Establishment and Scope of the Department of Finance**

**3-8-2** The Department of Finance shall be responsible for, and shall include, the following functions:

coordination of all financial services and activities of town government;

maintenance of all accounting records and other financial statements for all town government offices and agencies;

payment of all financial obligations on behalf of the town;

investment of town funds and management of debt;

receipt of all funds due to the town from any source;

maintenance of the system of property valuation;

rendering of advice, assistance, guidance and recommendations to all other town offices and agencies in any financial or fiscal affairs;

monitoring throughout the fiscal year of the expenditure of funds by town offices and agencies;

~~general supervision of the purchase of all goods, services, materials and supplies by the town; and~~

general supervision of all data processing functions, activities and equipment of town government offices and agencies.

**Section 9 Director of Finance**

**3-9-4** The Director of Finance shall be responsible to the Town Manager and shall have the following specific powers and duties, subject to the direction of the Town Manager:

coordination of the financial functions of all departments and agencies and supervision of the following functions: accounting, treasury, tax collections, assessing, data processing, budgeting and ~~procurement~~; ensure that each function is operating efficiently and in accordance with the applicable statute, by-law, code and/or accepted practice;

accountability for planning, organizing and providing administrative direction for all financial functions;

working with the Town Manager and the Board of Selectmen in developing strategic financial plans and policies;

compilation and submission of an annual operating budget and an annual capital improvement plan to the Town Manager. The Director shall receive all requests made for the expenditure of town funds from every town office and agency and shall assemble all such requests into a form deemed to be best suited to show a complete financial plan for all town funds and activities for the ensuing fiscal year. The proposed budget shall show in detail all estimated income from the proposed property tax levy and from every other source by category; and

general oversight, throughout the year, of the expenditure of all town funds pursuant to such budgets and expenditures as authorized by the representative town meeting.

**ADVISORY AND FINANCE COMMITTEE  
MEETING MINUTES  
December 16, 2015**

A meeting of the Advisory & Finance Committee was held on Wednesday, December 16, 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**      **Nine members of the committee were present:**  
Kevin Canty, Harry Helm, Shelagh Joyce, Ethan Kusmin, Mike Lincoln, Christopher Merrill, John Moody, Harry Salerno, Marc SIRRICO

**ABSENT**        **Five members of the committee were absent**  
Betty Cavacco, Richard Gladdys, Marcus McGraw, Patricia McPherson, Patrick O'Brien

**AGENDA ITEMS**

**Meeting Schedule Change**

The Joint Budget Meeting with the Board of Selectmen and School Committee has been changed to Tuesday, January 5 at 7PM (not January 12<sup>th</sup> as originally scheduled).

**Budget Updates**

Budget Sub-Committees reports are due February 12<sup>th</sup> and the same template/format used last year will be used this year. The Budget Hearing is February 24<sup>th</sup>. Chairman John Moody reminded the budget sub-committee chairs to not read their reports but prepare a brief presentation of highlights and changes. A sample Power Point presentation will be shared if chairs wish to use that format.

**Annual Report**

Chairman Moody shared a draft of the Advisory & Finance Report for the Town's Annual Report. He asked the committee to review it and provide feedback or suggested changes. The report is due to the Town Clerk by January 12<sup>th</sup>.

**Old/New/Other Business**

- School Budget Sub-Committee Chair, Chris Merrill, reported that they attended the school budget presentation on December 6<sup>th</sup>. The school budget is approximately \$90 million, an increase of 5% over last year. The FY17 budget includes the switch to Full Day Kindergarten for all students. The School Committee is voting on their budget next Monday. The sub-committee will meet again the first or second week in January with the Superintendent, Business Manager and School Committee Chair. The timing of receiving the budget books was discussed. Shelagh Joyce said that having 48 business hours to review the school budget, which is half of the town's entire budget, is not enough time. Some also felt that the sub-committee should have input before the School Committee votes on their budget. In the summer, the Advisory & Finance Committee will look at the timing of the budget process and come up with recommendations moving forward.
- Rules Sub-Committee Chair, John Moody, reported that they met after the November 18<sup>th</sup> Advisory & Finance Committee meeting. They are looking at recommending new Advisory & Finance Committee Bylaws. They will meet again on December 30<sup>th</sup> at 7PM in the Harbor Room. They will continue to work on the bylaws and will then move on to the standing rules. The plan is to have the bylaws and rules ready to vote on in March or April.

### **Public Comment**

Paul & Helen Hapgood both asked about the bylaws and what they involved. Chairman Moody said that they are not the Town's Bylaws, only bylaws that outline how the Advisory & Finance Committee operates. In 2013 the Committee did away with the bylaws and now operates under standing rules only. The rules sub-committee is looking to bring back bylaws in addition to the standing rules.

### **Meeting Minutes**

- November 18, 2015: **Harry Salerno made a motion to approve the 11/18/15 minutes. Kevin Canty, second. The motion carries unanimously (8-0-1) with Chairman John Moody voting in favor. Shelagh Joyce, abstained.**

### **ADJOURNMENT**

**Kevin Canty made a motion to adjourn. Shelagh Joyce, second.  
The motion for adjournment carries unanimously (8-0-0).  
The meeting adjourned at 7:22PM.**

Respectfully submitted,  
Kere Gillette