

## ADVISORY & FINANCE COMMITTEE

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

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

**On:** Wednesday, January 14, 2015 at 7:00PM

---

*Items on the agenda will include but are not limited to the following. Other discussion may include items that were not reasonably anticipated by the Chairman 48-hours in advance of the meeting posting.*

### AGENDA ITEMS:

- Reserve Fund Transfer Request  
Chad Hunter  
Harbor Master
- ANNUAL TOWN MEETING ARTICLE PRESENTATIONS:
- Article 11: Town Promotion Fund  
Lee Hartmann  
Director of Planning & Development
- Article 17: Transfer Parcel to Affordable Housing – Cutter Drive  
Michael Galla  
Assistant Town Manager
- Article 1: Elections & Annual Business Meeting
- Article 2: Reports of Boards/Officers/Committees
- Article 4: Continuation of Committees
- Article 6: Salaries of Elected Town Officials

Public Comment

Old/New/Other Business

Meeting Minutes

December 17, 2014

*Next Meeting: Wednesday, January 21, 2014 - Mayflower II Room – Town Hall*



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:** Chad Hunter, Plymouth Harbormaster

**Re:** Emergency Transfer Request

**Date:** January 8<sup>th</sup>, 2015

Director Barrett,

The Plymouth Harbormaster is requesting the emergency transfer of \$3,632 to pay for the repair of Harbormaster MU-1 (Protector). The vessel had a raw water pump failure which falls outside the normal maintenance budget and is currently not in service due to the failure. Harbormaster personnel put in a number of hours trying to fix the problem, but were unable to repair due to the condition of the pump.

In addition to this unforeseen repair, two other repairs were needed since July 1, 2014 to replace a radar and thermal camera unit. While both units were replaced under warranty the costs for removal and installation cost close to \$3k. The current balance of the Repair and Maintenance line item is \$1930.01 at the time of this memo and will not support the repairs necessary and upcoming spring season maintenance to launch Harbormaster boats/ floating docks.

This vessel is the only TOP vessel that is in the water year round ready to respond to emergencies, patrol and maintain the harbor during the coldest months; it is imperative that it is repaired. Thank you for your consideration and if you have any questions feel free to contact me.

  
Chad Hunter, Plymouth Harbormaster

c: David Gould, Director of DMEA

**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: 1/7/14 Amount Requested \$ \$3,632.00  
Line Description: Repair and Maintenance Budget Line Org/Object 00102956 -524400  
Balance in Account \$ \$1,930.01

**Budget Information**

(This Budget Item Only)

Current FY Budget: \$ 13,500 Prior FY Budgeted: \$ 13,500

Prior FY Actual: \$ \_\_\_\_\_ Previous FY Transfer Approved: Yes \_\_\_ No X

If Yes, Amount of Transfer \$ 0

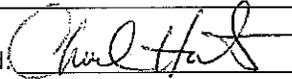
\*\*\*You must provide a copy of both your current and prior

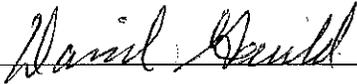
**Transfer Information**

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

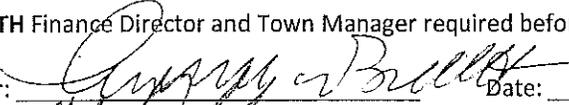
The Plymouth Harbormaster is requesting the emergency transfer of \$3,632 to pay for the repair of Harbormaster MU-1 (Protector). The vessel had a raw water pump failure which falls outside the normal maintenance budget and is currently not in service due to the failure. Harbormaster Personnel put in a number of hours trying to fix the problem, but were unable to repair due to the condition of the pump. This vessel is the only TOP vessel that is in the water year round ready to respond to emergencies, patrol and maintain the harbor during the coldest months.

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

Division Head:  **Sign-offs for Submission** Title: 1/8/14 Harbormaster

Department Head:  Title: 1/8/14 Director

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

Finance Director:  Date: 1/9/15

Town Manager:  Date: 1/8/2015

**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.**

# Brewer Plymouth Marine

14 Union St

Plymouth, MA 02360

Tel. (508) 746-4500 Fax. (508) 746-2883

**CUSTOMER:** Plymouth Harbor Master

**ADDRESS:**

**BOAT NAME:** " Protector"

**PHONE:** 508-830-4182

**DATE:** 1/5/15

**Project description : Engine cooling system repairs**

**MATERIALS**

**LABOR**

**SUBLET**

1. Remove leaking seawater pump and disassemble for overhaul. Pump found to be worn beyond repair. Furnish and install new Yanmar sea water cooling pump. Install new pulley, shaft seal and bearing. Labor 5 man hours @ 90.00 - Parts: Sea water pump -  
Additional material; shaft-bearing-seal and drive pulley

**\$1,985.00**

**\$450.00**

**\$275.00**

2. Drain sea water side of cooling system and flush with Rid Lyme de scalar. Remove and replace engine cooler zincs. Connect plumbing and test run engine at load. Labor 3 man hours @ 90.00 - Material: Ryd Lyme cleaner

**\$110.00**

**\$270.00**

3. Yanmar 6CX service kit - Air, lube and fuel filters - zincs - belts- cooling treatment - impeller

**\$542.00**

NOTES: Discounted labor rate for municipal vessel

***Total Materials-will be billed as used***

**\$2,912.00**

***Total Labor***

**\$720.00**

***Sublet***

**\$0.00**

***Shipping***

**SUB TOTAL**

**\$3,632.00**

***Environmental Compliance 1.5% on Sub Total***

***MA Sales Tax 6.25 %***

**TOTAL**

**\$3,632.00**

If the scope of this work changes while in progress, you will be appraised of additional work required and costs. Claims for adjustment must be made within ten days of receipt of bill. This order is subject to the following terms and conditions which enter into and form a part of the condition therefore. We will not be liable for accidents occurring as the result of violations of rules of safety in and around our property caused by the boat owner, his agents, servants, guests or family.

Invoices not paid within 30 days of invoice date are subject to a FINANCE CHARGE OF 1 1/2% per month which is an ANNUAL PERCENTAGE RATE OF 18%.

The yard reserves the right to haul the boat upon completion of the work at anytime thereafter and detain the boat in the yard until the bills are paid in full.

**AUTHORIZED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

Reserve Fund Transfers - Budget  
MGL, c. 40, §6 Reserve Funds for Extraordinary or Unforeseen Expenditures.  
Fiscal 2015

NO.	ACTION DATE	DEPARTMENT	TO BE USED FOR	AMOUNT REQUESTED	APPROVED YES/NO	AMOUNT TO BE APPROVED	BALANCE
	7/1/2014	FY2015 Annual Appropriation					\$ 130,000.00
FY15-1	9/3/2014	COUNCIL ON AGING	REPAIRS - SEWER BACK UP	\$ 4,000.00	YES	\$ 4,000.00	\$ 126,000.00
FY15-2	1/14/2015	HARBOR MASTER	REPAIRS - BOAT ENGINE	\$ 3,632.00		\$ 3,632.00	\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00
							\$ 122,368.00

**Massachusetts General Law, Chapter 40: Section 6. Towns: reserve funds for extraordinary expenditures: establishment**

Section 6. To provide for extraordinary or unforeseen expenditures, a town may at an annual or special town meeting appropriate or transfer a sum or sums not exceeding in the aggregate five per cent of the levy of the fiscal year preceding the fiscal year for which the fund, to be known as the reserve fund, is established. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the finance or appropriation committee of the town, in towns having such a committee, and in other towns by the selectmen; and the town accountant in towns having such an official, and in other towns the auditor or board of auditors, shall make such transfers accordingly.

ANNUAL TOWN MEETING  
April 11, 2015

**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 or sums 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

# Memo

To: Board of Selectmen  
Advisory and Finance Committee

From: Lee Hartmann, Director of Planning and Development

Re: FY15 Town Promotion Fund

Date: January 2, 2015

---

The receipts collected through the 6% Hotel/Motel Tax increased by 4% (\$46,011) from last year (\$1,190,753.88 compared to \$1,144,741.92 last year). The Town, by a special act, places 45% of the total Hotel/Motel Tax into its Promotion Fund. The total FY16 funding to be approved for the Town Promotions budget is \$535,839 which is \$20,705 more than last year's appropriation.

The Visitor Services Board oversees expenditures from the Promotion Fund.

This year's estimated fixed costs are \$318,184 and include:

- The Town Promotions contract with Destination Plymouth is \$222,000
- The Water Street Visitors Information Center operation contract is \$42,000
- Public Improvements at \$53,584 (\$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 (\$217,655 available)

- Event Funding and Additional Marketing (\$172,655 last year)
- 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 \$7,787. 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 16 budget is as follows:

Salaries and Wages (Admin. Support).....	\$600
Contractual Services (Promotions and Info Center).....	\$264,000*
Public Improvements .....	\$53,584*
Event Funding, Distinguished Visitors, Special Events, Exhibit Grants & Additional Marketing .....	\$217,655
Total .....	\$535,839

\*Fixed costs

The following is a list of Celebrations (special events and exhibit grants) funding from FY15:

Special Events

Musician's Union Concert Series	\$2,000	Plymouth Festival of Cyclo Cross	\$4,000
July 4 <sup>th</sup> Parade	\$9,100	First People's Pavilion	\$650
July 4th Fireworks	\$9,200	Thanksgiving Parade	\$9,500
PA Concert Series & Folk Festival	\$8,000	Thanksgiving Free Concert	\$5,000
Pilgrims Progress	\$850	Thanksgiving Food Fest	\$5,600
Downtown Waterfront Festival	\$4,600	Christmas in Historic Plymouth	\$800
Plymouth Outdoor Trails	\$1,400	Myles Standish Road Race	\$2,500
Acoustic Nights Concerts	\$800	Score for A Cure	\$1,700
The Thirsty Pilgrim	\$1,000	Plymouth Restaurant Week	\$1,200
Annual Juried Art Show	\$4,000	Barktoberfest	\$2,000
Halloween on Main St	\$1,400		

First Time Events

Saturday Stroll	\$3,600
-----------------	---------

Misc.

Destination Plymouth Additional Marketing	\$75,275
2020 Celebrations - Public Improvements	\$30,000
1820 Courthouse / Municipal Bldg.	\$10,000
America's Hometown Shuttle	\$15,000
Downtown Hanging Planters	\$6,500
Downtown Holiday Decorations	\$6,100
Installation of Downtown Banners	\$2,400
Tourism Event Calendar Boards	\$2,000
Plymouth Pilgrim Baseball	\$5,000

Thank you.

ANNUAL TOWN MEETING

April 11, 2015

**ARTICLE 17:**

To see if the Town will vote to transfer the following parcels from the Town Treasurer to the Affordable Housing Trust for the purpose of affordable housing:

<b>Parcel ID</b>	<b>Road</b>	<b>Legal Reference</b>	<b>Tax Title</b>
050-001-329-000	17 Cutter Drive	Land Court #103055	#12069

Or take any other action relative thereto.

AFFORDABLE HOUSING

TOWN OF PLYMOUTH  
61 Lynch Street  
Plymouth, MA 02360  
(508) 747-1620

OFFICE OF TOWN MANAGER  
MEMORANDUM

To: Board of Selectmen  
Advisory and Finance Committee Members

From: Michael Galla, Assistant Town Manager

Date: January 8, 2015

Re: Annual Town Meeting, Article 17 – Transfer Parcel to Affordable Housing

*ARTICLE 17: To see if the Town will vote to transfer the following parcels from the Town Treasurer to the Affordable Housing Trust for the purpose of affordable housing:*

<i>Parcel ID</i>	<i>Road</i>	<i>Legal Reference</i>	<i>Tax Title</i>
050-001-329-000	17 Cutter Drive	Land Court #103055	#12069

*Or take any other action relative thereto.*  
**AFFORDABLE HOUSING**

The Town has officially taken 17 Cutter Drive through tax title. The home was destroyed by a fire and the owners walked away from the property. This site has been identified as a great location to locate an affordable house. Approval of Article 17 would allow the Affordable Housing Trust to officially obtain ownership of the property where they would remove the run down and abandoned structure. Once the property is cleaned up, it would then be marketed to builders for construction of an affordable house.

Thank you for your consideration.

## ANNUAL TOWN MEETING

April 11, 2015

### **ARTICLE 1:**

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

One Selectman for three years; One Selectman for one year; Three 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 and also a total of Forty-nine (48) Town Meeting Members, Three members from each precinct for three years, One member from Precinct 7, One member from Precinct 11, and One member from Precinct 13 for one year;

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 Eleventh Day of April, 2015, at 8:00AM to act on the following articles to wit:

ANNUAL TOWN MEETING  
April 11, 2015

**ARTICLE 2:**

To hear the reports of the several Boards and Officers and Committees of the Town thereon, or take any other action relative thereto.

BOARD OF SELECTMEN

ANNUAL TOWN MEETING  
April 11, 2015

**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 7, 2015

---

Attached please find a data sheets corresponding to the Town Meeting Committees scheduled for review at the 2015 Annual Town Meeting - Article 4.

**West Plymouth Steering Committee**

Continue for review in three years at the 2018 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.

**Manomet Steering Committee**

Continue for review in three years at the 2018 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.

**Plymouth Harbor Committee**

Continue for review in three years at the 2018 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: **West Plymouth Steering Committee**

Article/Year: Art. 38 - 1994 Annual

Members: 7

Appointing Authority: 6 - Planning Board  
1 - Board of Selectmen

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

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

Temporary/Permanent: Permanent

Review Date: 1997 ATM                      2006 ATM                      2012 ATM  
2000 ATM                      2009ATM                      2015 ATM  
2003 ATM

Next Review Date: 2018 ATM

Term: 3 year overlapping terms

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

**2015 Recommendation: Continue Committee for review at the 2018 Annual Town Meeting.**

TOWN MEETING COMMITTEES

Committee: **Manomet Steering Committee**

Article/Year: Art. 27 - 1991 Annual

Members: 7

Appointing Authority: 6 - Planning Board  
1 - Selectmen

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

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

Temporary/Permanent: Permanent

Review Dates:	1994 ATM	2003ATM	2012 ATM
	1997 ATM	2006 ATM	2015 ATM
	2000 ATM	2009 ATM	

Next Review Date: 2018 ATM

Term: 3 year overlapping terms

Report Required: Annual Town Report

**2015 Recommendation: Continue Committee for review at 2018 Annual Town Meeting.**

TOWN MEETING COMMITTEES

Committee: **Plymouth Harbor Committee**

Article/Year: Art. 102 - 1962 ATM  
Art. 4 - 1990 ATM  
Art. 4 - 1994 ATM

Term: 3 years

Members: 11

Appointing Authority: Board of Selectmen, as follows:  
1 from Chamber of Commerce  
1 Lobster Fisherman  
1 member of Plymouth Yacht Club  
1 party boat owner  
6 Citizens at large, preferably dragger fisherman, pleasure boat owner, or boat yard operator, but no more than two members from each of these categories.

The Harbormaster shall serve as a non-voting member.

Purpose: "...To study all phases of the shore frontage of the Town, including the harbor and the use and operation of any and all waterfront facilities, shore protection, landings and beaches. Said Committee to make recommendations to the Board of Selectmen and to draft suggested rules and regulations for the operation and conduct of any waterfront or harbor facilities and to assist said Board in its duties in connection with the entire waterfront. Said Committee shall issue a report of their yearly activities to the Annual Town Meeting."

Temporary/Permanent: Temporary

Review Dates:	1986 ATM continued to 1988	1997 ATM	2009 ATM
	1988 ATM continued to 1991	2000 ATM	2012 ATM
	1990 ATM membership changed	2003 ATM	2015 ATM
	1993 ATM	2006 ATM	

Next Review Date: 2018 ATM

Term: Annual Appointment

Report Required: Annual Report

2015 Recommendation: **Continue Committee for review at 2018 Annual Town Meeting.**

ANNUAL TOWN MEETING

April 11, 2015

**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) 747-1820

OFFICE OF TOWN MANAGER  
MEMORANDUM

To: Board of Selectmen  
Advisory and Finance Committee Members

From: Michael Galla, Assistant Town Manager

Date: January 6, 2015

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.

As backup information, prior to 2010, the salaries were \$2500 for Chairman of the Selectmen, \$1500 for Selectmen, and \$300 for Town Moderator. That was reduced in 2010 to \$2000 for Chairman and \$1000 for Selectmen (no change for the Moderator).

At the October 2010 Town Meeting, the legislative body voted to petition the state to enact special legislation that would eliminate the Town's contribution to elected officials' health insurance beginning after their current terms expire. That has since been signed by the Governor on November 2, 2011.

In January 2011, while the Act was winding its way through the state process, the Board of Selectmen formed a committee to recommend what stipends should be voted for the Selectmen and Moderator. The minutes reflect that the deliberations were based in part on the assumption that the health insurance legislation referenced above would pass. The Majority Report of the Stipends Committee recommended the following:

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

The salaries shown above were approved for FY 15 and I recommend fixing these salaries at the same rate for FY16 in Article 6. Thank you for your consideration.

**ADVISORY AND FINANCE COMMITTEE  
MEETING MINUTES  
December 17, 2014**

A meeting of the Advisory & Finance Committee was held on Wednesday, December 17, 2014. 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**      **Twelve members of the committee were present:**  
Cornelius Bakker, Kevin Canty, Richard Gladdys, Michael Hanlon, Harry Helm, Kevin Hennessey, Ethan Kusmin, Kevin Lynch, Christopher Merrill, John Moody, Harry Salerno, Marc Sirrico

**ABSENT**      **Three members of the committee were absent:**  
Michael Hourahan, Shelagh Joyce, Charles Stevens

**AGENDA ITEMS**

**School Budget Presentation**

Dr. Gary Maestas, Superintendent of Schools, and Gary Costin, School Business Administrator, presented the FY2016 School Budget. This is their seventh year of working on the budget together and they have refined the process through the years.

They presented a level service budget with the following four compelling items above level service:

- Band uniforms and instruments (\$94,000): uniforms are 27 years old and falling apart. Many of the large non-take-home instruments are 15 years old and need to be replaced.
- Increase in substitute pay from \$65 to \$80 for certified and \$65 to \$70 for non-certified (\$100,000): Plymouth has offered the lowest rate in the area. It has been \$65 for 16 years. As the state is increasing minimum wage over the next few years, substitute pay is in line with those increases. Substitutes will now make between \$11 and \$12 per hour.
- Restoration of district-wide technology funding (\$250,000): Technology is driving what the schools do and they have to refresh their wireless systems. The state's new PARCC test, replacing MCAS in elementary and middle schools, has to be taken online so wireless systems must be updated to accommodate the new testing method.
- Biomedical science program addition at the high schools (\$20,740): This will be a great addition to the science offerings.

The schools have budgeted \$1.7 million for electricity but plan to save \$833,844 due to solar contributions, leaving a \$952,237 electricity expense.

The proposed FY2016 school budget is \$84,153,830 a 2.1% increase over last year's budget.

Expenses are broken down as follows:

- 63%: \$53,183,922 certified salaries (licensed)
- 3%: \$2,340,213 clerical salaries
- 11%: \$9,308,796 other salaries (parapros, custodians)
- 19%: \$15,716,991 contracted services (buses)
- 3%: \$2,788,570 supplies & materials
- 1%: \$828,409 other expenses (professional development, training)

If insurance contributions are added, the total budget becomes \$104,345,526.

- 15%: \$15,545,683 active employee health (FY15)
- 3.9%: \$4,108,546 retired employee health (FY15)
- 0.5%: \$524,396 workers comp, disability, life
- 51%: \$53,183,922 certified salaries (licensed)
- 2%: \$2,340,213 clerical salaries
- 8.9%: \$9,308,796 other salaries (parapros, custodians)
- 15%: \$15,716,991 contracted services (buses)
- 2.7%: \$2,788,570 supplies & materials
- 1%: \$828,409 other expenses (professional development, training)

Neither of the above FY16 budgets includes any potential COLA (Cost of Living Adjustments) for staff as contract negotiations begin in early 2015. They also do not show the grants that the school receives.

Special education expenditures are estimated to be \$6,071,465 of which \$1,857,721 will be reimbursed by the state's "circuit breaker", leaving a net expense of \$4,213,744.

There are lots of challenges and requests during the budget process and unfortunately not everything can be funded. The school works hard to prioritize the requests. Plymouth and most other school districts are struggling with the burdens of unfunded mandates placed on the schools by the State. Most funds are directed at funding the mandates. The schools then have to look at how to manage the needs of the items not included in the budget.

34% of Plymouth students are on a free or reduced lunch program.

Issues that school administrators are discussing with the state:

- Various outside placement special education schools and facilities that provide education to 80 Plymouth students are increasing their fees \$20,000 to \$30,000 or more per student each year. These increases are not announced ahead of time and they do not have transparency. They should be required to show where and how the money is being spent.
- Regional districts get reimbursed by the state for busing costs. Even though Plymouth's area is larger than many of the regional districts, Plymouth does not receive reimbursement.

This is the same presentation that was given to the School Committee and will be given to the Board of Directors and to all 13 schools. The Town Manager and Board of Selectmen will present their proposed budgets at the January 13<sup>th</sup> joint budget meeting.

Questions:

- Q: If 100% of the electricity is solar generated then why is there still a \$952,237 electricity expense? (J Moody)  
A: Yes the schools are 100% solar but it is still not free. We pay about 8 cents per KWhr.

- Q: Does the \$833,844 in solar contributions include both the school and town projects? (J Moody)  
A: That is just the school side.
- Q: Are the utility rates locked in? (K Hennessey) Yes the commodity rate is locked but delivery charges may change.
- Nathaniel Morton Elementary School gymnasium is heated and is very hot in the winter, so hot that they have to open the doors to the outside when the children play basketball there. Are there plans to update that old inefficient heating system? (E Kusmin) NStar did an energy audit at each school to determine the cost benefit of converting to new system. Not sure what it said about that particular building but they will check with the school's Energy Manager to see if there is something that can be done.
- Is it reasonable to estimate that any COLA increase would increase the budget by another 2% or so? (J Moody) That is a reasonable estimate but it is not known how long it will take to reach a settlement or what that settlement will be.
- Does the number of children in the free lunch program have a financial implication on the schools? (K Hennessey) The food service program is completely self supporting so it does not affect the budget. Both breakfast and lunch are offered at all schools.
- Do you anticipate any changes to the Common Core curriculum with the new administration coming in? (C Merrill) Schools have invested a lot of money, time and effort in meeting the Common Core curriculum standards so it would not make sense for the new administration to change it. If they did it would serve a major dilemma.
- While the special education budget is increasing, the state funding portion is decreasing. Why is that? (E Kusmin) Plymouth is creating programs to keep more students in Plymouth schools and outsourcing fewer students. By keeping more in Plymouth, state reimbursements decrease but the town ends up saving more in the long run.
- What is the approximate cost to educate a student in Plymouth? (K Lynch) \$13,453 per student. The state average is \$14,021.
- Can anything else be done about the increasing cost of outside placement of special education students? (K Lynch) The Massachusetts Association of School Committees is lobbying for a resolution to make these institutions responsible and transparent and show where the money is spent. They are also hoping to place some sort of regulation or cap on the amount tuition can increase from year to year. Feel free to contact the State Board of Education or your legislators to support this regulation.
- Are Plymouth's schools at their capacities? (K Lynch) School age population is down right now. Special programs have been added to utilize many of the open classrooms though. There is currently a study being done to analyze open space at each school and they will share the report when it is ready.
- How will the new Makepeace/Red Brook property affect schools? (K Lynch) It could have a significant impact on South Elementary, South Middle and South High School populations. Right now there is a preschool program utilizing two classrooms at South Elementary, that program may need to be moved. There is talk with the YMCA about possibly utilizing classrooms in their new facility for kindergarten classrooms. There is potential that redistricting may have to be looked at.

- Is Plymouth responsible for busing students to the outsourced special needs programs? (K Hennessey) Yes and that is subbed out and accounts for about \$2 million of the special needs budget.
- Is anything being done to insource more of the special needs students? (R Gladdys) Yes, the schools are always looking at ways to keep more students in Plymouth but the reality is that Plymouth Schools can not meet the needs of every student.
- Do the SPED Directors utilize attorneys often? (C Bakker) There are 1,800 Plymouth students on IEPs (Individual Education Plans). Each plan is a negotiated contract and is quite complex. Relationships are built with the parents during the process. When negotiations break down it gets difficult and sometimes involve attorneys and take months to resolve.
- You mentioned the new testing that is computer based, do we have sufficient computers to handle that? (J Moody) The schools are going to utilize Chromebooks and carts and a van. There is an elaborate schedule that will move these from school to school. There will be lots of tests done with the wireless systems to make sure they all work properly.
- Is there hope that the State Budget Review Committee might have real tangible outputs that will help? (J Moody) There is certainly hope but will remain cautiously optimistic.

## 2016 Meeting Schedule

John Moody discussed the 2016 Advisory & Finance Committee's meeting schedule leading up to Town Meeting. Due to Easter and Passover happening the first weekend of April, the date of Town Meeting has changed to Saturday, April 11, 2015.

There was discussion again about the meeting right before Town Meeting. The A&F Rules Committee is going to look at options regarding re-voting an article just before Town Meeting.

## Public Comment

None

## Old/New/Other Business

None

## Meeting Minutes

- November 19, 2014: **Cornelius Bakker made a motion to approve the minutes. Christopher Merrill, second. The motion carries (9-0-3). Richard Gladdys, Ethan Kusmin and Michael Hanlon, abstained.**

## ADJOURNMENT

**Harry Helm moved for adjournment. Kevin Canty, second. The motion for adjournment carries unanimously (12-0-0). The meeting adjourned at 8:58PM.**

Respectfully submitted,

Kere Gillette