



ADVISORY & FINANCE COMMITTEE

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

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

On: Wednesday, February 24, 2016 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:

- **ATM Article 26: Public Safety Building Uses** Lee Hartmann, Director of Planning & Development
- **STM Article 14: Electricity Aggregation** Patrick Farah, Planning Technician

7:30PM BUDGET HEARING:

Report of Budget Sub-Committee A: Administration/Misc/Marine & Environmental Affairs

#123 Town Manager/BOS	#161 Town Clerk	#482 Airport Enterprise
#130 Fuel/Utility Fund	#292 Animal Control	#910 Member Benefits
#138 Procurement	#295 Harbor Master	#945 Town Insurance
#152 Human Resources	#427 Natural Resources	

Report of Budget Sub-Committee B: Department of Finance

#114 Moderator	#155 Information Technologies	#755 Bond Issuance
#129 Salary Reserve Fund	#158 Tax Title Foreclosures	#911 Pension Contributions
#132 FinComm Reserve Fund	#710 Long Term Debt	#913 Unemployment Compensat
#133 Finance & Accounting Division	#750 Long Term Interest	#914 Member Insurance
#141 Assessing	#752 Short Term Interest	#915 OPEB Trust Funding
#146 Treasury & Collections	#753 Misc Interest	#916 Compensated Absences

Report of Budget Sub-Committee F: Public Schools

#300 Plymouth Public Schools	#390 Medicaid Reimbursement	#391 Out of District Transportn
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Report of Budget Sub-Committee C: Public Safety Services

#210 Police Department	#291 Emergency Management	#293 Parking Enforcement
#220 Fire Department		

Report of Budget Sub-Committee D: Public Works

#411 Engineering	#425 Fleet Maintenance	#450 Water Enterprise
#420 Highway	#433 Solid Waste	#490 Crematory
#421 DPW Administration	#433 Solid Waste Enterprise	#491 Cemetery
#422 Building Maintenance	#435 Curbside	#492 Parks & Forestry
#423 Snow & Ice	#440 Sewer Enterprise	

Report of Budget Sub-Committee E: Planning & Development/Community Resources/Inspectional Services

#175 Community Planning	#541 Council on Aging	#610 Library
#189 Redevelopment Authority	#543 Veterans Services	#630 Recreation
#241 Building & Zoning	#549 Disabilities Commission	#695 1749 Courthouse
#510 Board of Health		

- **ATM Article 7A-E: Operating Budgets & Enterprise Funds** Lynne Barrett, Finance Director
- **ATM Article 3: Revolving Funds** "
- **ATM Article 8: Departmental Equipment** "
- **ATM Article 9: Capital** "

Public Comment

Old/New/Other Business

- Sub-Committee & Committee Liaison Updates

Next Meeting: Wednesday, March 2, 2016 - Mayflower II Room - Town Hall

2016 Annual Town Meeting
April 2, 2016

ARTICLE 26:

To see if the Town will vote to amend its Zoning Bylaw, Section 205-27, Special permit uses, as on file with the Clerk, to allow by right public safety buildings and uses in all districts, as well as amend associated definitions, procedures, and schedules, or take any other action relative thereto.

PLANNING BOARD

RECEIVED
TOWN CLERK'S OFFICE
PLYMOUTH, MA

2016 Annual Town Meeting

Article 26

2016 FEB -2 AM 10:31
FINAL REPORT AND RECOMMENDATION OF THE PLANNING BOARD
ON AN AMENDMENT TO THE ZONING BYLAW
TO ALLOW BY-RIGHT PUBLIC SAFETY BUILDINGS AND USES
IN ALL DISTRICTS

DATE OF PUBLICATION OF PUBLIC HEARING: January 6, 2016
January 13, 2016
DATE OF PUBLIC HEARING: January 25, 2016

VOTE: On January 25, 2016, the Planning Board voted (4-0) to support the following amendment to Town Meeting:

PROPOSED AMENDMENT:
(underlined wording added)
(strikethrough wording deleted)

§205-27. Special permit uses.

E. **Town buildings and uses.** Except for public safety buildings and uses, which are allowed by-right in all districts, other Town buildings and uses require a special permit Provided that such uses shall be in character with the surrounding district, and that no use of an industrial or commercial nature (such as a town garage) shall be located in a residential zone.

NEED AND JUSTIFICATION

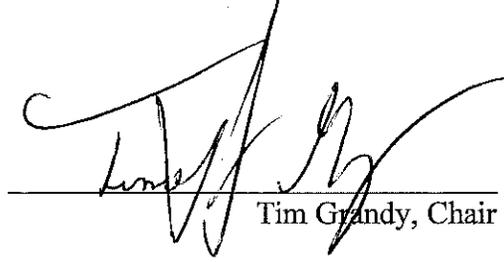
Providing adequate public safety coverage for Town residents is critical. Public safety buildings and uses include fire stations, police stations and emergency management facilities. The special permit process adds time and significant costs (to the taxpayers) to the construction of public facilities.

Furthermore, such projects are fully vetted through the Town's Building Committee's review process and site plan review through the Planning Board which serve as forums for public participation.

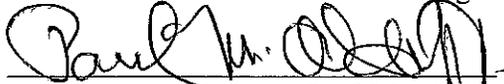
INTENT

The intent of this amendment to protect the health, safety and welfare of Plymouth's residents by allowing by-right the construction of public safety facilities and uses throughout the Town of Plymouth.

TOWN OF PLYMOUTH



Tim Grandy, Chair

Malcolm MacGregor


Paul McAluff



Kenneth Buechs



Marc Garrett

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD: February 1, 2016

DATE FILED WITH TOWN CLERK: February 2, 2016

cc: Town Clerk
Board of Selectman
Advisory and Finance Committee

2016 SPECIAL TOWN MEETING
April 2, 2016

ARTICLE 14:

To see if the Town will vote to grant the Board of Selectmen authority to initiate the municipal aggregation process pursuant to chapter 164, section 134 of the Massachusetts General Laws, or any other enabling authority, to include, but not be limited to, researching, developing and entering into a contract, or contracts, to aggregate the electricity load of the residents and businesses within the Town of Plymouth and for other related services, including consulting services, independently, or in joint action with other municipalities for terms of more than three years, and for such consideration (if any), and on such other terms and conditions that the Board of Selectmen deems in the best interest of the Town, retaining the right of individual residents and businesses to opt-out of the aggregation, or take any other action relative thereto.

DEPARTMENT OF PLANNING AND DEVELOPMENT

Memo

To: Advisory and Finance Committee
From: Patrick Farah, Planning Technician/Energy Officer
Date: February 16, 2016
Re: Municipal Electricity Aggregation - 2016 Spring Annual Town Meeting

Municipal Aggregation is the process by which a municipality or a group of municipalities may purchase electricity in bulk from competitive electricity suppliers instead of an investor-owned utility. The electricity is purchased on behalf of the residences and small businesses within their communities. The Old Colony Planning Council (OCPC) is spearheading this initiative with seven municipalities (thus far) actively participating in this initiative.

The Commonwealth of Massachusetts, by enacting Chapter 164 of the Acts of 1997, has established a competitive marketplace through deregulation and restructuring of the electric utility industry. The residents and businesses of our Town have substantial economic, environmental, and social interests at stake and are interested in reducing their electricity rates. If an aggregation of electricity load is implemented in our Town, individual residents and businesses would retain the right to opt-out of the aggregation with no penalty and to choose any other competitive supplier or stay with the default utility.

Municipal Aggregation provides municipalities with many benefits:

- Lower electricity supply rates via group purchasing power
- Pricing stability - long term budget certainty
- Broader choices for “green products”
- Local control over contract terms
- Plymouth customers will continue to receive a single bill from their Utility (Eversource)
- Customers will continue to contact their utility for services issues (outages, etc.)
- Customers can opt out without termination penalties anytime during the contracted period.
- Shelters residents from dubious offers



TOWN OF PLYMOUTH
11 LINCOLN STREET
PLYMOUTH, MA 02360

**ADVISORY & FINANCE COMMITTEE
NOTICE OF PUBLIC HEARING**

The Advisory & Finance Committee will hold a Public Hearing in the Mayflower Hearing Room, Town Hall, 11 Lincoln Street, Plymouth, Massachusetts on **Wednesday, February 24, 2016 at 7:30PM** to solicit comments from the general public on the proposed FY2017 operating and capital budgets in accordance with the Town Charter, Chapter 2, Section 12-2. Budgets may be inspected at the Office of the Town Clerk or the Advisory & Finance Committee Office, Town Hall, 11 Lincoln Street, Plymouth, Massachusetts or online at www.plymouth-ma.gov

Any person interested and desiring to be heard on this issue should appear at the time and place designated.

Advisory & Finance Committee

To: Advisory & Finance Committee
 From: Budget Sub-Committee A – Administrative /Airport/ Clerk/Miscellaneous Services/ Marine and Environmental Affairs.
 Shelagh Joyce, Chair
 Committee Members – Betty Cavacco, Marcus McGraw, John Moody, Scott Stephenson,
 Date: February 24, 2016
 Subject: Sub-Committee A - FY2016 Budget Review & Recommendations

Budget Summary: #123 Town Manager

Proposed FY2017 Budget	Total:	\$932,539	Personnel:	\$508,979	Other:	\$423,560
FY2016 Budget	Total:	\$921,637	Personnel:	\$501,347	Other:	\$420,200
FY2015 Actual	Total:	\$868,883	Personnel:	\$457,001	Other:	\$411,882

Department Synopsis

The Town Manager provides for the professional day to day management of town government as well as carrying out the policies and directives set by the Board of Selectmen. The Town Manager's office includes five full time personnel. Assistant town manager Derek Brindisi met with the Sub-Committee.

Town Manager: Melissa Arrighi

Assistant Town Manager: Derek Brindisi

Budget Observations

The requested town manager's budget shows an overall 1.2% increase or \$10,902. The personnel service increase is \$5,121; due to increases in overtime, longevity pay and contract benefits. Other expenses in the town manager's budget increased due to \$3,360 for legal services and dues/membership. In FY15 the town manager's buy back benefit was \$9,000; it increased in FY16 to \$16,570 and the possible FY17 buy back benefit has been budgeted at \$24,826. The dollar amount of this potential buyback is significant and if not exercised will continue to increase at a high dollar amount. In FY15 the buyback benefit was not exercised by the town manager.

The town manager has spending authority over the Cable Services Revolving Fund. This revolving account may only be used for consulting/legal services and any expenses related to relicensing the Verizon and Comcast contracts. In FY15 the town manager transferred \$10,935 into the account. The funds for this revolving account are derived from cable related franchise fees. In FY15 the expenses for the cable revolving account were \$1,313. The balance of the fund on 12/31/15 was \$73,978.

Initiatives & Opportunities

The Comcast contract is expiring on July 6, 2016. The Verizon contract is expiring in 2023; eight years from now. In the last eleven years the cable services revolving fund has worked under spending limits with different dollar amounts – FY06 and FY07 was \$5,000; FY08 was \$11,000; FY09 and FY10 was \$15,000; FY2011 was \$30,000; FY2012 was \$10,000; FY13, FY14 and FY15 was \$38,000; FY16 was \$33,000.

Recommendations

The Sub-Committee recommends the Town Manager's budget be reduced by \$2,421 to \$930,118 and the cable services revolving fund be approved at \$33,000. The \$2,421 reduction in Personnel Services is recommended due to the filling of an open administrative assistant's position by a staff member of the Council on Aging at a salary lower than was being carried in the budget.

The Sub-Committee further recommends that the BOS work towards minimizing the continuing accrued liability of the town manager's buyback budget. We recommend putting a 1-2 year cap on how much time can be accrued and carried as a liability on the town's books before it is paid off. Now that an assistant town manager has joined the management team the hope would be that the town manager can use her PTO on a regular basis.

Budget Summary: #138 Procurement

Proposed FY2017 Budget	Total:	\$397,041	Personnel:	\$170,772	Other:	\$226,269
FY2016 Budget	Total:	\$481,653	Personnel:	\$165,890	Other:	\$315,763
FY2015 Actual	Total:	\$444,723	Personnel:	\$159,153	Other:	\$285,569

Department Synopsis

The Procurement Department is responsible for organizational purchasing services for the Town. Organizational purchasing is substantially different from consumer purchasing. Within the constraints of legal and statutory regulations organizational purchasing has the objective of ensuring effective operations, strategic planning, and competitiveness. The core principles of centralized purchasing are economies of scale, standardization of products, consolidations of supplies, purchasing policies, financial controls, and common information. The Department has one Procurement Officer, a procurement assistant and an administrative assistant.

Budget Observations: Total budget reflects a decrease of 17.6% or \$89,494 versus the FY16 budget. In FY17 the \$91,500 telephone expense from the FY16 procurement budget has been moved to the Information Technology department budget. Requests have been submitted totaling \$8,148 for various kinds of furniture – 12 desk chairs, 3 file cabinets, 2 bookcases, and other minor pieces. 68% of the furniture requested is for the DPW department; the other 32% is for Procurement and the Treasurer's office. The expectation would be that these new items for the Procurement and Treasurer departments would follow those specific offices when they move to the new town hall in 2017.

Recommendation: The sub-committee recommends a budget of \$405,189, an increase of \$8,148 over the Board of Selectmen recommended budget of \$397,041. The increase is due to the cost of the previously mentioned equipment acquisition being inadvertently omitted from the Budget Book.

Budget Summary: #152 Human Resources

Proposed FY2017 Budget	Total:	\$369,093	Personnel:	\$249,343	Other:	\$119,750
FY2016 Budget	Total:	\$312,447	Personnel:	\$224,802	Other:	\$87,645
FY2015 Actual	Total:	\$306,860	Personnel:	\$218,863	Other:	\$87,997

Department Synopsis

The Human Resources department oversees all Human Resources of the Town. This includes hiring, benefits, in-service medical evaluations and managing healthcare and benefit consultants. The department consists of three full time personnel.

Human Resources Director: Marie Brinkmann

Budget Observations

There was a transition in the management of the Human Resources department. The director left the town in late 2015. The benefits administrator, assumed the overall responsibility of the director's position; the department's administrative assistant was promoted to benefits administrator and an administrative assistant from the town manager's department transferred to H/R. All these staffing role changes will result in a decrease in salaries of \$25,458. or 5.1% less.

Total requested budget shows an 18.1% or \$56,646 increase from FY16. The increases in expenses are due to \$14,300 more for technical services, \$9,000 more for medical services for new hire evaluations and \$7,000 for drug testing. The new hire evaluations cost approximately \$140 for a new staff employee, \$170 for DPW, \$905 for police and \$1184 for fire. The drug testing line item was increased since it was a recent union contract addition to firefighter's contracts.

We wanted to share the past four years calendar years of employment related statistics.

In 2015 there were 2,728 active town and school employees. Full time staff totaled 1,545; town staff was 467 and school staff was 1,078. Part time staff totaled 429; 39 were town staff and school staff were 390. Seasonal, temps and substitute staff totaled 754.

New hires in 2012 and 2013 were the same amount; 24 new hires in each year. In 2014 there was a significant increase of 42 new hires; an increase of 75%. Out of the 42 new hires in 2014 there were 17 new police officers and 2 firefighters; 45% of the 2014 new hires. In 2015 there were 36 new employees (not including seasonal) hired; 75% of them full time. The new hires were 6 fire, 6 police, 5 library, and 4 DPW. The remaining 15 hires in 2015 were spread among the other departments.

Employees that retired/terminated/resigned was fairly consistent in each year until 2015 – 29 in 2012, 33 in 2013, 30 in 2014 and 47 in 2015. This attrition rate is an increase of almost 60% from 2014 activity.

Number of promoted employees varied from year to year – 24 in 2012, 12 in 2013, 31 in 2014 and 31 in 2015.

In 2015 a total of 41 claims were filed for unemployment benefits; 33 were former School employees and 8 from the town.

Workmen's compensation claims were 44 for the town and 72 in the school system. During 2015 there were 37 injuries on the job in the police and fire departments; 21 police and 18 fire.

Initiatives & Opportunities

None noted.

Recommendations

The Sub-Committee recommends a reduction of \$42,458 in the Human Resources budget to \$326, 635. The reduction is comprised of the previously mentioned \$25,458 decrease in Salaries and the following:

- A \$10,000 reduction in the Overtime requested as part of the new initiative. A total of \$15,000 was requested. The rationale in the Budget Book for this OT "Special Projects" while the sub-committee determined through questioning that the request was to maintain a newly combined employee and retiree

database as well as complying with various record keeping duties. The functions referenced are common H/R functions. We recognize the fact that occasional OT may be needed for staff coverage due to vacation or sick coverage.

- A \$7,000 reduction in Technical Services. A \$14,000 increase was requested for Assessment Centers within Technical Services, bringing the total request to \$42,000. Assessment Centers are a third-party service used to evaluate Public Safety personnel for possible promotion to superior positions. Each assessment costs \$1,000 each. It is anticipated that the number of assessments conducted will be 35; hence the \$35,000 amount.

Comments / Other

The New Initiative request included a request to upgrade an A5 Administrative Assistant with an A6 Administrative Assistant at a cost of \$3,452. Our interviews determined the position is responsible for common HR administrative functions – job postings, tracking job applicants and staff additions. The Sub-Committee believes an upgrade of the position is not appropriate at this time given the recent full reorganization within Human Resources. The Board of Selectmen also did not approve the upgrade.

Budget Summary: #161 Town Clerk

Proposed FY2017 Budget	Total:	\$517,052	Personnel:	\$315,052	Other:	\$201,510
FY2016 Budget	Total:	\$499,102	Personnel:	\$297,212	Other:	\$201,890
FY2015 Actual	Total:	\$487,172	Personnel:	\$288,493	Other:	\$198,678

Department Synopsis

The Town Clerk's office has five full time personnel who perform services related to the administration and maintenance of all public records. These records include town meeting warrants and minutes, vital records, meeting postings and minutes, vote certification, town census, as well as dog registration and enforcement.

Town Clerk: Laurence Pizer

Budget Observations

Total budget shows a 2.6% increase or \$12,793. The increase is due to three elections in FY17.

Initiatives & Opportunities

The state has created a requirement that each town or city must provide an "early voting opportunity" for two weeks before the general election in November. Plymouth must provide, at a minimum, for all 15 precincts one voting location (which will be the Town Hall clerk's office) from 7:30 am-4 pm Monday – Friday for two weeks before the November election. It would cost the town an additional \$69.94/hour to provide additional "early voting" hours outside the minimum required M-F 7:30 am-4 pm window.

The town clerk has requested that an administrative assistant be promoted to assistant town clerk; the additional cost of this request is \$5,117.12 based on FY17 salary dollars. The Advisory and Finance committee does not concur with this upgrade request.

Recommendations

The Sub-Committee recommends the town clerk's budget be approved at an increased budget of \$517,012. This increase of \$450 is needed to pay for the expenses of adding six hours of poll coverage (from 4-7 pm one night per week for 2 weeks). This early voting requirement is only for the election in November. The goal is that this will help people who are not able to participate during the daytime hours of 7:30 am-4 pm. This initiative is being recommended as a tool to help increase the town's voter participation rate.

Budget Summary: #292 Animal Control

Proposed FY2017 Budget	Total:	\$149,967	Personnel:	\$143,167	Other:	\$6,800
FY2016 Budget	Total:	\$143,202	Personnel:	\$136,402	Other:	\$6,800
FY2015 Actual	Total:	\$120,729	Personnel:	\$117,229	Other:	\$3,500

Department Synopsis

The Animal Control department presently has four employees; two full time and two part time. The department operates the town's animal shelter, enforces the town's animal by-laws and provides support for resident encounters with wildlife. It is one of three department's within Marine and Environmental Affairs.

Marine & Environmental Director: David Gould

Budget Observations

Total budget shows an increase of \$6,765 or 4.7%; which is all in the personnel services expenses. Last year the department was approved for a second part time employee. This year the manager is requesting a modification to the staffing configuration – taking the two part-time positions and combining them into one full time position. This proposed staffing configuration would result in three full time positions and no part time positions. The manager believes three full-time positions offer more flexibility in meeting the staffing needs of the department as well as helping in retention of staff. Combining two part-time positions into one full time position results in a significant cost increase to the town; namely a full time employee costs the town approximately \$20,000 per year in benefits. That increased cost is not reflected in the animal control budget; that \$20,000 FT employee carrying cost gets bundled into the overall member benefits/town insurance/pension budgets.

The director of Marine and Environmental Affairs has spending authority over the Animal Shelter Adoption revolving fund. Over the period of 7/1/13-12/31/14 receipts totaled \$1,340 and expenditures totaled \$4,515.24. The balance in the account as of 12/31/15 was \$9,975. The budget request for FY17 is for a renewal of a \$5,000 cap on expenditures which is used for the care, health and welfare of the animals.

Initiatives & Opportunities

The request for combining the two part-time staff into one full-time staff position has a minor positive salary decrease. The much larger, long term impact is the cost of benefits and OPEB liability for a full time town employee; benefits are conservatively estimated at \$19,326 and the annual OPEB Liability is estimated at \$4,950, bringing the total first-year cost of the change to a full-time position to \$63,722. Part time positions do not involve additional benefit and OPEB expenses.

Recommendations

The Sub-Committee recommends the animal control budget be approved as submitted at \$149,967.

Comments / Other

The town's kennel is scheduled to be staffed 7 am-4 pm seven days a week.

Budget Summary: #295 Harbor Master

Proposed FY2017 Budget	Total:	\$367,817	Personnel:	\$335,417	Other:	\$32,400
FY2016 Budget	Total:	\$351,082	Personnel:	\$324,682	Other:	\$26,400
FY2015 Actual	Total:	\$341,689	Personnel:	\$314,560	Other:	\$27,129

Department Synopsis

The Harbor Master provides for the protection of life, property and natural resources on Plymouth's waterways. The department is responsible for search and rescue, responds to boating emergencies, enforces boating laws, and management of moorings, shellfish, dockage and maintenance of town piers. The department consists of four full time employees. One of these four employees is allocated between the harbor (44%) and the state boat ramp (56%). There are also 16-18 part time and seasonal employees.

Department Manager: Chad Hunter

Budget Observations

Total budget requests amount to an overall increase of \$16,735, or 4.8%. Personnel services are an increase of \$10,735, or 3.3%. Harbor Master expenses are an increase of \$6,000 or an increase of 22.7%. The increases proposed are a new line item of \$4,500 for mooring operations and \$1,500 for equipment.

The Harbor Master has requested spending authority over the State Boat Ramp revolving fund of an amount for FY17 not to exceed \$61,000. This fund is to be used for FT and PT staff as well as for expenses managing the boat ramp. The fund allocation is broken down into 56% of salary and benefits for the assistant harbormaster (\$29,601 salary plus \$10,360 benefits); full funding of two seasonal PT harbormaster assistants for a total of \$19,600; and \$976 for materials and maintenance totaling \$60,537. The balance in the account as of 12/31/15 was \$16,277.

Initiatives & Opportunities

None noted

Recommendations

The Sub-Committee recommends the harbor master control budget be approved as submitted at \$367,817.

Budget Summary: #427 Natural Resources

Proposed FY2017 Budget	Total:	\$496,966	Personnel:	\$423,566	Other:	\$73,400
FY2016 Budget	Total:	\$436,449	Personnel:	\$363,399	Other:	\$73,050
FY2015 Actual	Total:	\$446,911	Personnel:	\$320,112	Other:	\$126,798

Department Synopsis

The Natural Resources division provides services that help ensure the protection and maintenance of Plymouth's natural resource assets which include Long Beach, lakes, ponds and inland fisheries. As part of its duties the department conducts biological and nutrient monitoring programs, water sampling and water testing. Every year it also coordinates Hazardous waste collections days in the fall and spring. The department consists of five employees including the Director of Marine and Environmental Affairs, two environmental technicians and one natural resource warden.

Marine & Environmental Director: David Gould

Budget Observations

Total budget increases amount to \$84,017 or 9%; \$60,167 or 16.6% in personnel services. There are multiple increases requested; the most significant involving \$51,083 for a third warden. This warden would be deployed to White Horse Beach and Morton Park. A request has been made to include is \$2,000 for additional funds for meetings and training workshops; this is linked to the request for the third warden

The recommendation by the department manager is to discontinue the use of the software for the "Park Watch" system. In the first six months there were only 64 incidents reported through the on-line system. There is no financial penalty if the town discontinues the use of ParkWatch after the initial year. The plan is to provide an alternative online reporting system that residents could use; there would be no cost for this new reporting utility. The department would like to retain the \$6,000 in funds and put it towards additional water quality testing. .

The director of Marine and Environmental Affairs has spending authority over the Plymouth Long Beach revolving fund .This fund is used for partial funding of FT salaries, total funding for PT salaries of seasonal staff and funds needed for police detail coverage. It is also used for providing maintenance and services on Plymouth Long Beach, repairs to the seawall and implementation of the Long Beach Management Plan. There is also a \$15,000. line item for storm damage contingencies. The balance in the account as of 12/31/15 was \$135,066.99. The budget request for FY17 for the Plymouth Beach revolving fund spending cap is \$248,300; \$19,600 more than FY16. Revenue sources for this account are from Long Beach 4X4 stickers and daily parking fees at Plymouth Beach. One factor impacting the request for the rise in the spending cap is the minimum hourly wage increased to \$10/hr in January 2016 and will increase to \$11/hr in January 2017.

The director of Marine and Environmental Affairs also has spending authority over the Conservation Land revolving fund. This fund is used for the care, maintenance, necessary signage and other improvements related to land acquired with CPA funds. The balance in the account as of 12/31/15 was \$737.01. For FY17 the requested cap on expenditures is \$750.

Initiatives & Opportunities

The third warden initiative is requested in response to ongoing public requests and need for increased coverage at White Horse Beach and Morton Park. We would encourage the department manager to have a plan well designed with the goal of making this third warden to be hired and as productive as close to the start of the FY17 budget year. It would be disappointing if recruitment and training takes months and then the town sites that could benefit from this additional help don't see the benefit until the 2016 summer season is over. The request for the department to retain the \$6,000 in funds from the ParkWatch software reporting system for additional water testing certainly has merit. The expectation is that a comprehensive plan of all relevant sites would be created for these additional water testing sites. The testing results should be shared with the town's residents in a timely fashion via a platform that is easily accessible at home or via a mobile device.

Recommendations

The Sub-Committee recommends the natural resources budget to be approved as submitted at \$496,966.

Budget Summary: #482 Airport Enterprise

Proposed FY2017 Budget	Total:	\$2,596,146	Personnel:	\$509,431	Other:	\$2,086,715
FY2016 Budget	Total:	\$2,776,096	Personnel:	\$493,681	Other:	\$2,282,415
FY2015 Actual	Total:	\$2,100,985	Personnel:	\$456,612	Other:	\$1,644,374

Department Synopsis

The Airport Enterprise fund provides for the development , operation and maintenance of the Plymouth Municipal Airport in a safe, efficient and fiscally responsible manner that promotes general aviation; the airport helps stimulate the economy and supports the local community. Airport management is responsible for adhering to all federal, state and local regulations.

Revenue generated by airport operations includes the sale of aviation fuel, landing/tie down fees and land leases; which funds the budget in its entirety. Airport staff consists of 6 full time (FT) staff and 2 part time (PT) staff. There are 2 vacant positions – one FT and 1 PT. It is expected that the FT position will be filled shortly. The PT position will continue to not be filled until airport volume from prior years (2008-2009) sufficiently recovers.

Airport Manager: Tom Maher

Budget Observations

Total budget requests show a 6.5% decrease or \$179,950. The most significant operating expense decrease is \$200,000 in aviation fuel. An increase of \$13,580 is requested in salaries. \$11,850 is attributed to a request in making a A5-8 airport office manager position a 40 hour/week position versus the present 32 hour/week position. This increase in salary dollars is funded through the sale of fuel.

The amount of fuel purchased is partially dictated by the airport's storage capacity. Fuel is usually purchased every 10 days.

The overtime budget of \$39,000 is used primarily for airport staff performing snow and ice removal. It is also used to cover vacation and sick coverage for the airport's night shift. FY16 overtime thru mid-January is \$21,290.

Initiatives & Opportunities

Taxiway lights are continuing to be converted to LED lights. The total transition to LED lights will take approximately 4-5 years to complete.

Recommendations

The Sub-Committee recommends the airport enterprise fund to be approved as submitted at \$2,596,146.

Budget Summary: #130 Consolidated Utilities (Fuel and Utility)

Proposed FY2017 Budget	Total:	\$1,925,050	Personnel:	0	Other:	\$1,925,050
FY2016 Budget	Total:	\$1,894,000	Personnel:	0	Other:	\$1,894,000
FY2015 Actual	Total:	\$1,791,937	Personnel:	0	Other:	\$1,791,937

Department Synopsis

This fund is a central cost center for all of the Town's electricity, heat and vehicle fuel.

Budget Observations:

The 2017 recommended budget reflects a 1.6% increase from the FY16 budget. The Sub-Committee conducted extensive analysis of the budget request, reviewing prior year requests against actual expenses, the size of various changes proposed in the FY 2017 budget, and U.S. Government projections for energy costs over the next 18 months. The Sub-Committee's interest in the increase of this budget is based on the substantial changes in energy costs over the past year and projections for those costs in coming years, suggesting the potential for a significant budget reduction opportunity.

The Sub-Committee's analysis indicates the Consolidated Utilities budget may be between \$188,000 and \$440,000 over-budgeted, depending on the aggressiveness with which projected future energy costs are applied. The Sub-Committee acknowledges that none of us really knows where energy costs will go over the next 18 months, the period of time for which these projections would apply. As such, the Sub-Committee believes a highly conservative approach is required, which it believes was the intent for proposing the existing budget. However, even the most conservative analysis of the Sub-Committee, which involves reducing the budget by 60% of the estimated over-budget amount of \$188,000, indicates a substantial budget savings opportunity of \$109,5000.

The Finance Director expressed concern about a proposed \$109,5000 budget reduction because of unresolved conditions in current negotiations over a new Solar Net Metering Credit agreement in progress and suggested a reduction of \$75,000.

Recommendation: The sub-committee recommends a FY17 budget of \$1,820,050, a total reduction of \$105,000. The reduction is comprised of the following components:

- A \$90,000 reduction to the overall budget, which breaks down roughly as follows based on the Sub-Committee's analysis: (a) a \$52,600 reduction in electricity costs; (b) a \$8,630 reduction in Heat costs; and (c) a \$28,770 reduction in vehicle fuel costs.
- A \$15,000 reduction in Heat costs connected with the Crematory. This reduction is proposed based on a recent loss of significant business at the Crematory that is projected to represent approximately 35% of the FY2015 business. The Crematory accounted for \$70,511 in Heat costs in FY2015 versus the \$75,000 requested for the FY2017 budget.

Budget Summary: #910 Member Benefits

Proposed FY2017 Budget	Total:	\$5,638,550	Personnel:	0	Other:	\$5,638,550
FY2016 Budget	Total:	\$5,592,454	Personnel:	0	Other:	\$5,592,454
FY2015 Actual	Total:	\$4,888,642	Personnel:	0	Other:	\$4,888,642

Department Synopsis

The Member Benefits budget funds programs that provide benefits and coverage for town employees. Programs include employment coverage for Workers Compensation, disability insurance, life insurance and healthcare coverage for retirees. Other programs include a deferred compensation match, a wellness program and benefits for in-service injury and illness.

Budget Observations

The overall budget for FY17 shows an increase of less than 1% or \$46,096. Some of the variances are a result of contractual changes and some have the potential to be improved by education and training enhancements. There is an increase of \$50,000 or 28.6% for the deferred compensation match - more employees are taking advantage of the benefit and this offering is now part of the firefighter's contract. Employer town Medicare benefits increased by \$63,990; a 13.11% increase. Managed Blue expenses continue to increase – FY17 is budgeted to increase by \$210,509 or 23%. More retirees are electing Managed Blue versus Medex; there is a 6% increase in enrollees and a 5% rate increase.

Decreases are varied – one example of a naturally occurring decrease is Medicare B premiums (\$274,321 or 18%) and penalties (\$20,000 or 13.6%) totaling \$294,321. The Medicare B amount decreases every year as there are fewer eligible retirees that receive this benefit. A significant budgeted decrease of \$90,000 is from anticipated 100B claims. 100B claims arise from medical expenses incurred by disabled retired police and fire employees. A recent analysis was conducted that reviewed the last 7-9 years of 100B claims. That analysis led to the determination that this budget item could be reduced.

Initiatives & Opportunities

The increase in 111F claims has continued again at a rate of 11.5% or \$23,000. 111F claims are worker's compensation claims for only police and fire. The \$223,000 line item is comprised of \$63,000 for the insurance premium the town buys as a buffer to pay claims over a certain dollar ceiling; \$125,000 for claims which also includes a small \$7,000 administrative fee for the vendor who processes the claims and a \$35,000 amount for extra claims. The town's wellness program is self-managed by the town; once again we are requesting that serious consideration be given to re-examining this program. A robust wellness program has the potential to help decrease future WC claims.

Recommendations

The Sub-Committee recommends the member benefits be approved as submitted at \$5,638,550.

Comments / Other

Collaborative work is needed to formulate a plan on how to help all staff reduce the frequency and seriousness of these incidents. We are very concerned with the dramatic continued increase in payments to fire and police employees who have been injured on the job and being paid their full salaries. In 2012 the town paid out \$284,000 in claims, in 2013 it was \$187,000, in 2014 it was \$332,000 and in 2015 it was \$705,000. The 2015 increase is a bump of 112% in dollars from 2014. In 2015 there were 18 fire department WC claims and 21 police department WC claims.

Budget Summary: #945 Town Insurance

Proposed FY2017 Budget	Total:	\$1,149,660	Personnel:	0	Other:	\$1,149,660
FY2016 Budget	Total:	\$983,510	Personnel:	0	Other:	\$983,510
FY2015 Actual	Total:	\$852,084	Personnel:	0	Other:	\$852,084

Department Synopsis

This budget covers the Town's property and liability insurance costs.

Budget Observations

Total budget requested shows a 16.9% increase or \$166,150.

Initiatives & Opportunities

The town takes advantage of a 4% discount by paying the insurance premium in early July. The town also takes advantage of the power of the Massachusetts Interlocal Insurance Association (MIIA), which many municipalities in Massachusetts utilize, to negotiate for best pricing. Plymouth also receives other discounts via training sessions they participate in periodically.

Recommendations

The Sub-Committee recommends the town insurance budget be approved at \$1,140,155; \$9,505 less than submitted at \$1,149,660. The revised amount was arrived after additional calculations were done by the Finance director based on the actual 2016 bill of \$1,099,913, adding in the anticipated 15% increase of \$164,987 in premiums minus the 4% prepayment discount of \$49,745 and the inclusion of a conservative estimate of receiving \$75,000 of reward credits.

Comments / Other

The formulation of the town insurance budget is done in conjunction with the town manager's office. The town insures at replacement cost. The separate marine policy that was purchased last year is handled by a separate agent. Money may be returned to the town at the end of the year in the form of dividends based on claim activity.

To: Advisory & Finance Committee
 From: Budget Sub-Committee Members: Christopher Merrill; Chair, Shelagh Joyce,
 Kevin Canty, Harry Helm, Patricia MacPherson
 Date: February 24th, 2016
 Subject: Sub-Committee FY2017 Budget Review & Recommendations: Plymouth Public Schools

Budget Summary: [Cost Center Name]

Proposed FY2017 Budget	Total:	\$90,257,918	Personnel:	\$70,442,734	Other:	\$19,815,184
FY2016 Budget	Total:	\$85,199,071	Personnel:	\$66,181,273	Other:	\$19,017,798
FY2015 Actual	Total:	\$82,423,451	Personnel:	\$63,203,565	Other:	\$19,219,886

Department Synopsis

The school budget requires using information about school staff, students, and facilities to meet student learning needs and goals. The current staffing levels for the Plymouth Public Schools is at 1,126 members of which instructional staff make up the most in the staffing levels at 632 while Service, Operations and Maintenance make up 121 staffing members. The student population enrolled in FY15 was 7,874 in the Plymouth School District. The Plymouth Public Schools population trends have been in decline such as in FY06 had 8,762; a decline of 10%/888 students over the past 9 years and enrollment is projected to continue to decrease for the next five fiscal years.

Budget Observations

The sub-committee applauds the Superintendent and his Administrative office staff in utilizing a site-based budget approach. This provides school leaders and staff the opportunity to give direct input in determining how resources are spent and priorities are determined. Although enrollment is decreasing, the increased unfunded mandates are straining budgets. The budgeting for the Plymouth Schools continues to be a challenge due to continuing variations in State and Local aid

The FY2017 budget for the Plymouth Public Schools incorporates a Full-Day Kindergarten program which is budgeted for \$1,444,563 of the total \$5.0 million increase to the overall school budget. It has become imperative to offer a Full-Day Kindergarten program as early childhood education has been a major initiative for all School Districts in the Commonwealth of Massachusetts. It is a proven statistic that providing a full-day program at the Kindergarten level enhances abilities to read and perform math and establishes a foundation for progress throughout elementary years and beyond. It is anticipated that the Full Day Kindergarten budget in FY18 will be up to \$801,357 after incorporating State aid (Chapter 70).

The Education Reform Act of 1993 dramatically overhauled the formula for providing state education aid to the State of Massachusetts K-12 school districts, in large part by creating the State's foundation budget (Chapter 70 Aid), a calculation of adequate baseline spending amounts for every district individually. The foundation budget has been in place for almost two decades now and has yet to be comprehensively re-examined. The Plymouth Public Schools have seen a steady level in Chapter 70 funding from a low of \$21.7 million in 2012 to \$23.8 million in 2016, an increase of 8%. However, compared year over year the increases have been marginal to say the least. This creates major gaps between what the foundation budget says a district's needs are for certain cost categories. Inflation adjustments have not been fully implemented, causing foundation to lag behind true costs.

As of October 2014, a Foundation Review Commission was established to address various issues that have been observed in the foundation budget process (including adjustments for health insurance assumptions, adjustments to district special education assumptions, increasing allowances for special education students tuition out of district to programs required by educational plans, increasing allowances for low-income students to qualify for Free Lunch, moving salary allowances closer to average actual teaching professional salary, and to continue to use inflation factors in calculating the foundation budget). Chapter 70 aid needs a greater increase to ensure that all schools receive adequate funding. It is recommended that Town officials and the Town's elected delegation strongly support the recommendations of the Foundation Budget Review Commission. Increasing minimum aid and fixing the inadequacies in the foundation formula are essential.

The School Committee and Board of Selectmen have recommended a budget increase for the schools of 5.94% or \$5,058,847 million. The Plymouth Public Schools FY17 budget includes salaries of \$70,442,734 or 6.44% and non-salaries or \$19,815,184 or 4.19%. It should be important to note if health insurance was factored into the school budget for FY17 it would be \$112,913,434 an increase of \$8,567,908 or 8.21%. The cost of health insurance was moved onto the Town's budget a few years ago as it was more cost effective to add all School staff to the Town side for health insurance.

The benefits of the solar generation plants across the State of Massachusetts have greatly benefited the Plymouth Public Schools significantly year over year. The Plymouth Public Schools have saved well over \$1 million in cost savings by their implementation of energy conservation measures.

The increase is comprised of the following elements:

Salary: Total \$70,442,734

- Certified Salaries increased by \$3,585,220 or (6.65%)
- Clerical Salaries increase by \$61,729 or (2.50%)
- Other Salaries increased by \$614,512 or (6.26%)

Non-Salary: Total \$19,815,184

- Contracted Services increased by \$852,437 or (5.53%)
- Supplies & Materials decreased by \$65,740 or (2.36%)
- Other Expenses increased by \$10,689 or (1.30%)

Other Decrease/Increases:

- Potential retirements during the school year are difficult to incorporate into the budget planning process as there is no requirement to give any significant lead time for an employee's retirement date. We would suggest an analysis be done of the staff's retirement activity for the past few years and incorporate that data into request for salary expenses; similar to modeling that H/R budgets often do for vacancy rates in an organization..

The FY17 budget for the Plymouth Public Schools is a significant work effort for this sub-committee by reviewing each line item and to find other areas to cut that are not critical to school operations. It has been this sub-committee's prerogative in the past to recommend adjustments to programs, supplies, or even positions within the budget.

The School Committee and this sub-committee have been challenged by the need to reduce the bottom-line budget without adversely affecting the overall levels of service deemed critical to the development of students within the Plymouth Public Schools. The Town of Plymouth and the Plymouth Public Schools use their best practices in a new level of discipline of maintaining the existing level of public services while making every effort to hold down taxes even though two new high schools will be adding further increases to the Plymouth tax base over the next few years after Plymouth South High School is completed. The Town's taxpayers have already incurred the cost associated with the new Plymouth North High School that has been operating for three fiscal years.

The School District's Vocational Educational programs are at a disadvantage compared to other vocational programs around the state because state reimbursement is lower for programs that combine academics with vocational education in a traditional school setting versus those that are dedicated to solely to vocational education. Plymouth receives approximately 50% less per student than do the vocational schools. Most of Plymouth's Vocational Education programs do provide services to the general public by allowing students to learn by doing. The programs generally charge fees for these services that are deposited to revolving funds, which help support the programs.

The sub-committee is recommending to the Advisory and Finance Committee that the School Committee and School Administration consider the following proposals to alleviate the fiscal burdens the schools are facing for FY17. The sub-committee recommends:

Initiatives & Opportunities

The Plymouth Public Schools continue to save the Town in utility savings year over year due to the implementation of the solar generation plants across the State. The schools have been able to access the net benefit from these solar fields which is 100% for FY16.

Recommendations

The Sub-Committee recommends:

◆ The Sub-Committee recommends a revised budget total of \$90,007,918 compared to the School Committee Approved budget request of \$90,257,918. The \$250,000 reduction is to be decided by the School Administration as they deem fit on what line item(s) to decrease.

◆ The Sub-Committee requested a \$250,000 budget reduction at its sub-committee meeting on January 19th. The Advisory and Finance Committee Chairman followed up with Superintendent Maestas on January 21, 2016 to discuss the request during which Dr. Maestas indicated that staff was working on identifying opportunities, but that confirmation would not be forthcoming until after February 6, 2016, after the Board was able to discuss the reductions. Dr. Maestas appeared to be relatively upbeat about the possibilities. The Sub-Committee remains hopeful that the requested budget reduction will be forthcoming; the School Board is scheduled to meet February 22 at which time, we have been advised, the School Board will further consider the budget reduction.

◆ Contracted Services (Custodial Services, Building & Maintenance) by having an outside vendor perform these duties for the multiple facilities that the School has under its jurisdiction. It would be beneficial to look for firms that can perform this type of contracted service as it may be more cost effective.

◆ If there are no such contracted service providers to be contracted it is recommended that a joint evaluation by the School Department and the Town (DPW). By establishing a shared services program for janitorial, vehicle and building maintenance. The potential for overall savings through reduction of baseline and overtime costs may be significant on both the School and Town side of the budget.

◆ Recommend the Schools look into sharing Information Technology personnel with the town wide services.

◆ Implementation of employee wellness programs to reduce health benefit costs

◆ Recommend that the School Administration and School Committee reach out to large industry sector leaders for student learn/work programs and to partner with these large industry sector companies for grant monies to fund Science, Technology, Engineering & Math (STEM) and Vocational programs.

Comments / Other:

To: Advisory & Finance Committee
 From: Budget Sub-Committee Marc Sirrico, Chair, Kevin Canty, Betty Cavacco, and Patrick O'Brien.
 Date: Feb 24, 2016
 Subject: Sub-Committee C FY2017 Budget Review & Recommendations Public Safety

Budget Summary: Police Department.

Proposed FY2017 Budget	Total:	\$10,581,013	Personnel:	\$10,151,821	Other:	\$429,192
FY2016 Budget	Total:	\$10,221,203	Personnel:	\$9,883,064	Other:	\$338,139
FY2015 Actual	Total:	\$9,699,070	Personnel:	\$9,292,914	Other:	\$406,156

Department Synopsis

Chief Michael Botieri leads the Police Department which is charged with providing police protection for the Town of Plymouth.

Budget Observations

The above budget recommendation of the Board of Selectman represents the addition of four (4) patrolmen for FY 2017. The increase in total costs is \$359,810 (3.5%), personnel costs of \$268,757 (2.7%), and other costs of \$91,053 (26.9%) over FY 2016. The increase in other costs is primarily represented by the new initiative costs of \$35,762 for uniforms and equipment for the four (4) new patrolmen, an increase of \$23,737 in repair and maintenance due to contractual increases and the new town wide camera system, and an increase in professional services of \$22,762 associated with the crossing guards.

Initiatives & Opportunities

Chief Botieri's new initiative request included a total of ten (10) officers and funding for promotional increases representing an additional Sergeant and an additional Captain. The Town Manager recommended eight (8) officers and the promotional increase for the Sergeant. The Board of Selectmen approved four (4) officers and no promotional funding. The objective of Chief Botieri's request is to pursue recommended department staffing of 128 total uniformed officers for a town the size of Plymouth over the next two years. Training lead time for a police officer is approximately one year.

Recommendations

The Sub-Committee recommends a total Budget of \$10,683,374 for the Police Department, a \$102,361 increase over the Board of Selectmen's recommended budget. The increase is comprised of the following:

1. Add four (4) police officers, with funding for promotional increases representing an additional Sergeant and associated personnel (holiday pay, night differential, uniform allowance, etc.) and equipment (initial department issued uniform and equipment) expenses; personnel expense totals \$176,317 and other expense totals \$35,764.
2. Subtract \$30,000 from Projected Incentive Pay; Chief Botieri consented to the reduction as a contribution toward the budget reductions needed to pay for additional firefighters and officers without increasing the overall budget. This reduction should be restored if the additional officers are not approved.
3. Subtract Systems Administrator salary of \$79,720, which is being transferred to the Information Technology budget. Chief Botieri and Joe Young, IT Director, have agreed to the transfer.

Comments / Other

The police department is currently understaffed based on recommendations for a town the size of Plymouth. The Sub-Committee believes that the above recommendations will allow for safer staffing levels and allow the department to move toward being fully staffed in advance of the Town's 400th Anniversary.

The transfer of the Systems Administrator is intended to provide foundational staffing to meet the growing Informational Technology needs of the Town.

With respect to the staff additions, the Sub-Committee has coordinated with other Sub-Committees to identify budget reductions in other areas that pay the departmental costs of the additional police officers as well as the benefit costs (approximately \$19,000 per employee) and estimated OPEB liability (\$19,400 per employee) associated with them, resulting in no increase to the overall 2017 budget.

To: Advisory & Finance Committee
 From: Budget Sub-Committee Marc Sirrico, Chair, Kevin Canty, Betty Cavacco, and Patrick O'Brien.
 Date: Feb 24, 2016
 Subject: Sub-Committee C FY2017 Budget Review & Recommendations Public Safety.

Budget Summary: Fire Department.

Proposed FY2017 Budget	Total:	\$10,837,941	Personnel:	\$10,569,143	Other:	\$268,798
FY2016 Budget	Total:	\$10,014,825	Personnel:	\$9,761,827	Other:	\$252,998
FY2015 Actual	Total:	\$9,869,210	Personnel:	\$9,553,008	Other:	\$316,202

Department Synopsis

Chief Edward Bradley leads the Fire Department which is charged with providing fire protection for the Town of Plymouth.

Budget Observations

The above budget recommendation of the Board of Selectman represents the addition of 1 mechanic and 1 systems administrator for FY 2017, part of the new initiative requests of Chief Bradley. The increase in total costs is \$823,116 (8.2%) with personnel costs increasing by \$807,316 (8.3%), which includes the COLA increase for all personnel and the two additional positions; other costs increased by \$15,800 (6.2%) over FY 2016. The increase in other costs is primarily represented by an increase in vehicle maintenance costs of \$8,800 and an increase for the purchase of air packs of \$7,000.

The Sub-Committee noted an \$18,597 error in the New Initiative total approved by the Board of Selectmen during its review; the Proposed FY2017 Budget figures above have been corrected to account for that error. The error amount represented the salary of a part-time Administrative Assistant requested, but not approved by the Town Manager or the Board of Selectmen. The correct BOS recommended amount for the New Initiative is \$79,839.

Initiatives & Opportunities

Chief Bradley requested three (3) additional firefighters as part of his new initiative request. According to the Chief, the additional firefighters would allow the department to provide the expected and appropriate services required by the town. As the number of calls continues to rise, staffing levels remain dangerously low, adding increased stress and risk of injury due to the extended work hours required to staff each shift.

Recommendations

The Sub-Committee recommends approval of the Fire Department budget at \$10,951,418, a \$132,074 increase over the Board of Selectmen recommended budget. The increase is comprised of the following:

1. Add three (3) firefighters and associated personnel costs (holiday pay, night differential, uniform allowance, etc.) at a total cost of \$164,547.
2. Subtract Systems Administrator salary of \$32,473, which is being transferred to the Information Technology budget. Chief Bradley and Joe Young, IT Director, have agreed to the transfer.

The Sub-Committee believes the addition of the three firefighters requested by the Fire Chief is an essential step to staffing the Fire Department in a manner that best serves the community and minimizes health and safety risks to firefighting personnel.

Comments / Other

The Sub-Committee believes that the above recommendations will permit safer staffing levels and possibly decrease the number of on the job injuries and the added costs associated with them.

The transfer of the Systems Administrator is intended to provide foundational staffing to meet the growing Informational Technology needs of the Town.

With respect to the staff additions, the Sub-Committee has coordinated with other Sub-Committees to identify budget reductions in other areas that pay the departmental costs of the additional firefighters as well as the benefit costs (approximately \$19,000 per employee) and estimated OPEB liability (\$19,4000 per employee) associated with them, resulting in no increase to the overall 2017 budget.

To: Advisory & Finance Committee.

From: Budget Sub-Committee Marc Sirrico, Chair, Kevin Canty, Betty Cavacco, and Patrick O'Brien.

Date: Feb 24, 2016.

Subject: Sub-Committee C FY2017 Budget Review & Recommendations Public Safety.

Budget Summary: Emergency Management

Proposed FY2017 Budget	Total:	\$69,900	Personnel:	\$0	Other:	\$69,900
FY2016 Budget	Total:	\$69,900	Personnel:	\$0	Other:	\$69,900
FY2015 Actual	Total:	\$19,325	Personnel:	\$0	Other:	\$19,325

Department Synopsis

The Office of Emergency Management (OEM) is a division of the Plymouth Fire Department which coordinates incident management related to local emergencies and disasters. OEM is responsible for alerting and notifying emergency service agencies and the general public when disasters strike; coordinating local agency response; ensuring resources are available or mobilized in times of need, and developing plans and procedures for response to and recovery from emergency incidents. The Office of Emergency Management is located at the Plymouth Emergency Operations Center (EOC), and is staffed by Aaron Wallace, Emergency Management Director and Nancy Eriksson, Administrative Assistant. The EOC is a central facility which provides coordination for local departments and agencies during an emergency response.

Budget Observations

The budget is currently level funded for FY 2017. However, due to anticipated changes in funding from Entergy, the projected funding request for FY 2018 is expected to be \$235,713, an increase of more than \$165,000.

Initiatives & Opportunities

No recommendations.

Recommendations

The Sub-Committee recommends:

The committee recommends the approval of the Office of Emergency Management budget as presented by the Board of Selectmen at \$69,900.

Comments / Other

The Office of Emergency Management (OEM) is currently managing numerous projects and contracts related to federal disaster public assistance grants and funding received to support federal emergency preparedness performance projects including those required for the Pilgrim Nuclear Power Station Emergency Planning Zone. As of FY 2016, OEM has administered the completion of the Town's Hazard Mitigation Plan, Comprehensive Emergency Operation Plan, and Contingency Infectious Disease Control protective equipment project.

To: Advisory & Finance Committee

From: Budget Sub-Committee Marc Sirrico, Chair, Kevin Canty, Betty Cavacco, and Patrick O'Brien.

Date: Feb 24, 2016

Subject: Sub-Committee C FY2017 Budget Review & Recommendations Public Safety

Budget Summary: Parking Enforcement.

Proposed FY2017 Budget	Total:	\$33,361	Personnel:	\$33,361	Other:	\$
FY2016 Budget	Total:	\$33,361	Personnel:	\$33,361	Other:	\$
FY2015 Actual	Total:	\$33,227	Personnel:	\$33,227	Other:	\$

Department Synopsis

The Parking Enforcement Department is tasked with the enforcement of parking regulations throughout the Town of Plymouth. There is currently 1 remaining employee in the department. The PGDC is currently responsible for the parking program in Plymouth with afterhours assistance from the Plymouth Police Department.

Budget Observations

The budget recommendation for FY 2017 is level funded.

Initiatives & Opportunities

None.

Recommendations

The Sub-Committee recommends the adoption of the Selectmen's budget recommendation for the Parking Enforcement Department.

2016 Annual Town Meeting
April 2, 2016

ARTICLE 7A:

To see what action the Town will take to provide a reserve fund and to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town, debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 7B:

To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the water enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 7C:

To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the sewer enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 7D:

To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the solid waste enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

ARTICLE 7E:

To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the airport enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

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

Spending Authority	Revolving Fund	Revenue Source The departmental receipts credited to this fund shall be:	Use of Fund	Spending Limit
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.	\$33,000
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	\$315,000
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.	\$248,300
DPW Director	Cemetery Repair & Beautification Fund	Those arising from foundation revenue.	This fund shall be used for beautifying, restoring, researching, and repairing town cemeteries.	\$12,000
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.	\$45,000
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.	\$30,000
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.	\$125,000
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.	\$85,000

Spending Authority	Revolving Fund	Revenue Source The departmental receipts credited to this fund shall be:	Use of Fund	Spending Limit
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.	\$60,000
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.	\$12,000
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.	\$110,000
DPW	Solid Waste Enterprise	Those identified as relating to the sale of compost bins.	This fund shall be for purchasing compost bins.	\$5,160
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.	\$40,000
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.	\$750
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.	\$100,000
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.	\$1

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
Manomet Village Parking:								
FY2015: 07/01/14-06/30/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cedarville Village Parking:								
FY2015: 07/01/14-06/30/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
W. Plymouth Village Parking:								
FY2015: 07/01/14-06/30/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N. Plymouth Village Parking:								
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	\$ -	\$ -	\$ -
Plymouth Center Village Parking:								
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	\$ -	\$ -	\$ -
Animal Adoption:								
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)
State Boat Ramp:								
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
Recreation:								
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
Cable Services:								
FY2015: 07/01/14-06/30/15:	\$ 64,357.13	\$ 10,934.50	\$ -	\$ 1,313.90	\$ 73,977.73	\$ -	\$ 38,000.00	\$ (5,000.00)
FY2016 1st Half: 07/01/15-12/31/15:	\$ 73,977.73	\$ -	\$ -	\$ -	\$ 73,977.73	\$ -	\$ -	\$ -

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
Vocational/Technical Services:								
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)
Plymouth Beach:								
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
Cemetery Repair & Beautification:								
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)
Council on Aging Programs:								
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	\$ -
Council on Aging Meals on Wheels:								
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	\$ -
Fire Safety & Prevention:								
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	\$ -
Fire Alarm Services:								
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
Fire Local Hazardous Waste:								
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	\$ -
Fire Cedarville Community Room:								
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
Memorial Hall:								
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	\$ -
Compost Bins:								
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	\$ -
Hedges Pond Recreation:								
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	\$ -
CPA Conservation Land Revolving								
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)
School Custodial Services								
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			
1820 Court House								
FY2015: 07/01/14-06/30/15:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 1.00	\$ -
FY2016 1st Half: 07/01/15-12/31/15:	\$ -	\$ -	\$ -	\$ -	\$ -			
						Authorizations Requested	\$ 1,841,809	
						Authorizations Recommended by Advisory & Finance		
						Estimated FY2016 Tax Levy	148,423,560	
						10% Limit	\$ 14,842,356	
						1% Limit	\$ 1,484,236	

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

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 4th, 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)

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

03-Feb-16

Dept 630 - Org 2604

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

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

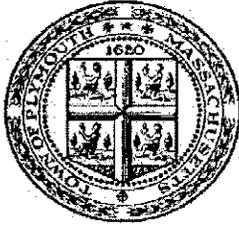
NET:	\$39,166
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Projected Fund Balance June 30th 2017 (estimated)	\$687,166
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SPENDING CAP:	\$440,000
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NOTES:

*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

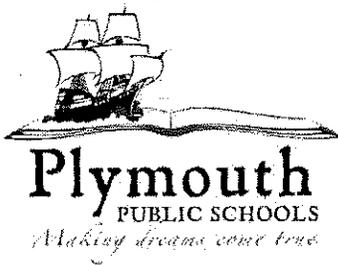
TO: LYNNE BARRETT, DIRECTOR OF FINANCE
MELISSA ARRIGHI, TOWN MANAGER
KERE GILLETTE, BUDGET ANALYST

FROM: DEREK S. BRINDISI, ASSISTANT TOWN MANAGER

SUBJECT: FY17 CABLE REVOLVING FUND

DATE: DECEMBER 23RD 2015

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

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:

Full Time Salaries		\$44,783.00
Environmental Manager (20%)	\$21,552.00	
Environmental Tech I (33%)	\$23,231.00	
Benefits		\$10,116.00
Police Patrols		\$18,500.00
Seasonal Salaries		\$135,538.42
Natural Resources Assistants	\$82,546.35	
Natural Resources Officers	\$22,808.00	
Natural Resources Technicians	\$30,184.07	
Equipment/Materials		\$24,300.00
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	
Storm Damage Contingencies		\$15,000.00
Total Funding Request		\$248,300.00



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.

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

Revenue			
Inspection Fees/Plan Reviews	26242200	434000	\$78,100
Personal Services			
Salaries & Wages	26252205	511001	22,090
Overtime	26252205	513000	5,200
Fringe Benefits	26252205	515000	7,731
Expenses			
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

Revenue			
Master Box Fees/ Reimbursement Fee	2625220	434000	\$66,800
Personal Services			
Salaries & Wages	26252205	511001	28,159
Overtime	26252205	513000	4,600
Fringe Benefits	26252205	515000	9,856
Expenses			
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

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

Revenue			
Rental Income	2621220	436000	\$1,200
Expenses			
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)

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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REVENUES:	FY17 BUDGET
Rental Income	\$90,930
Custodial Reimbursement	\$40,000
Alcohol sales split	\$19,000
TOTAL REVENUE:	\$149,930

EXPENSES:	
Manager Salary (50%)	\$28,807
Custodial Payroll	\$39,000
Purchase of Service	\$6,000
General Fund Transfer (benefits)	\$10,083
TOTAL EXPENSES:	\$83,890

NET:	\$66,040
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Projected Fund Balance June 30th 2017 (estimated)	\$436,799
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SPENDING CAP:	\$110,000
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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)

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>
TOTAL REVENUE:	\$43,800

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

NET:	<u><u>\$23,500</u></u>
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Projected Fund Balance June 30th 2017 (estimated)	\$141,500
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SPENDING CAP:	\$40,000
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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

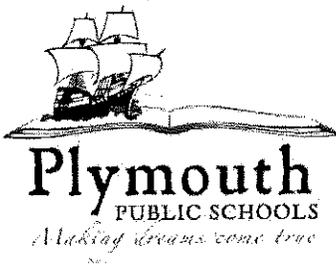
Re: Conservation Land Revolving Fund

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

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

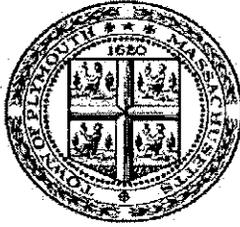
TO: Melissa Arrighi, Town Manager
FROM: Gary L. Costin, School Business Administrator
RE: ATM Warrant Article 3 for FY17
DATE: January 31, 2016

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:** 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 23RD, 2015

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.

2016 Annual Town Meeting
April 2, 2016

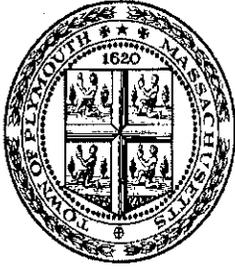
ARTICLE 8:

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the repair and/or purchase and/or lease and/or replacement of departmental equipment for the various departments substantially as follows:

	DEPARTMENT	EQUIPMENT
A	Procurement	Shredder for Town Hall 2nd Floor (*)
B	Information Tech.	Payroll Printer (*)
C	Information Tech.	PCs (*)
D	Information Tech.	Clerk - MUNIS Animal Licensing Program
C	Police	Marked Utility Vehicle (*)
E	Police	Marked Sedan (*)
F	Police	File Storage System
G	Fire	Station Maintenance for 6 Stations (*)
H	Fire	Firefighting Gear (*)
I	Fire	Portable Radio (*)
J	Fire	Upgrades to Dispatch Systems at 7 Stations (*)
K	DPW-Operations	Engr-Magnetic Manhole Cover Lifter
L	DPW-Operations	Hwy-Plate Compactor
M	DPW-Operations	Hwy-9' Sander for Existing Truck
N	DPW-Operations	Hwy-8 Ton Tilt Trailer
O	Marine & Env. Affairs	Dam Inspections
P	Marine & Env. Affairs	Animal Shelter Kennels
Q	Marine & Env. Affairs	Safe Boat Bottom Paint (*)
R	Marine & Env. Affairs	Navigation Electronics 24' ARC (*)
S	DPW-Utilities	Sewer - Portable Area Velocity Flow Meter
T	DPW-Operations	Cemetery - Leaf Vacuum (*)
U	DPW-Operations	Cemetery - Truck Leaf Box
V	DPW-Operations	Cemetery - Mud Tracks
W	DPW-Grounds&Rec	Parks-Morton Park Utility Vehicle
X	DPW-Grounds&Rec	Parks-Morton Park Steel Storage Container
Y	DPW-Grounds&Rec	Parks-Morton Park Infrastructure Improvements
Z	DPW-Grounds&Rec	Parks-Wood Fiber Playground Surfacing (*)
AA	DPW-Grounds&Rec	Rec-MYC Floor Resurfacing (*)
BB	DPW-Grounds&Rec	Rec-Rescue Board (*)
CC	1749 Court House	Fireproof Storage Cabinet
DD	1749 Court House	Museum Vacuum

or take any other action relative thereto.

BOARD OF SELECTMEN



TOWN OF PLYMOUTH
ACCOUNTING & FINANCE DEPARTMENT
11 LINCOLN STREET, PLYMOUTH, MA 02360
PHONE (508) 747-1620 EXTENSIONS 177
FAX (508) 830-4133

TO: ADVISORY & FINANCE COMMITTEE
 BOARD OF SELECTMEN

FROM: LYNNE A. BARRETT
 DEPARTMENT OF FINANCE

SUBJECT: ATM ARTICLE 8 – DEPARTMENT EQUIPMENT

DATE: FEBRUARY 4, 2016

Article 8 includes all departmental equipment, furnishings, and repairs that don't fall within CIC guidelines and parameters. These requests totaled \$776,823 and were reviewed with Department & Division Heads during the budget process back in December.

The Town Manager is recommending \$487,826 of these requests.

I am recommending that the funding source for these be:

- \$ 8,580 from Sewer Enterprise Retained Earnings
- \$ 9,000 from Waterways fund
- \$ 11,877 from Cemetery Perpetual Care
- \$ 458,369 from Raise and Appropriate and Other Available Funds.

Thank you.

FY17 ARTICLE 8 REQUESTS

DEPARTMENT	EQUIPMENT	QTY	EACH	REQUEST	TOWN MGR RECOMMEND	FUNDING SOURCE
138 Procurement	Shredder for Town Hall 2nd Floor (*)	1	1,200	1,200	1,200	
155 Information Tech.	Payroll Printer (*)	2	2,977	5,954	5,954	
155 Information Tech.	PCs (*)	30	750	22,500	22,500	
155 Information Tech.	Clerk - MUNIS Animal Licensing Program	1	11,900	11,900	11,900	
155 Information Tech.	Engr - Laser Jet Office Printer	1	1,000	1,000	0	
161 Town Clerk	Upgrade of Laserfiche (*)	1	3,800	3,800	0	
210 Police	Marked Utility Vehicle (*)	4	43,848	175,392		
210 Police	Marked Sedan (*)	1	39,139	39,139	220,000	
210 Police	Marked K-9 (*)	1	46,982	46,982		
210 Police	Marked 4x4 (*)	1	45,764	45,764		
210 Police	File Storage System	1	10,135	10,135	10,135	
210 Police	PCs (*)	14	1,000	14,000	0	
210 Police	Dual Band APX Radios	2	7,000	14,000	0	
210 Police	Mobile Technology	1	12,000	12,000	0	
210 Police	Laptops (*)	2	4,000	8,000	0	
220 Fire	Station Maintenance for 6 Stations (*)	6	7,000	42,000	25,000	
220 Fire	Firefighting Gear (*)	10	2,140	21,400	21,400	
220 Fire	Portable Radio (*)	12	2,499	29,988	29,988	
220 Fire	Thermal Imaging Camera (*)	1	14,400	14,400	0	
220 Fire	Upgrades to Dispatch Systems at 7 Stations (*)	7	3,700	25,900	25,900	
411 DPW-Operations	Engr-Magnetic Manhole Cover Lifter	1	2,000	2,000	2,000	
420 DPW-Operations	Hwy-Plate Compactor	1	5,500	5,500	5,500	
420 DPW-Operations	Hwy-9' Sander for Existing Truck	1	10,000	10,000	10,000	
420 DPW-Operations	Hwy-8 Ton Tilt Trailer	1	9,700	9,700	9,700	
420 DPW-Operations	Hwy-Repair Fence-Various Retention Areas(*)	1	15,000	15,000	0	
420 DPW-Operations	Hwy-Confined Spaces Equipment	1	6,500	6,500	0	
420 DPW-Operations	Hwy-Cut Off Saw	1	1,300	1,300	0	
420 DPW-Operations	Hwy-Magnetic Manhole Cover Lifter	1	1,245	1,245	0	
420 DPW-Operations	Hwy-Snowblower for Skid Steere	1	8,880	8,880	0	
427 Marine & Env.	Dam Inspections	3	3,634	10,902	10,902	
427 Marine & Env.	Animal Shelter Kennels	10	1,200	12,000	12,000	
427 Marine & Env.	Safe Boat Bottom Paint (*)	1	5,000	5,000	5,000	Waterways Fund
427 Marine & Env.	Navigation Electronics 24' ARC (*)	1	4,000	4,000	4,000	Waterways Fund
427 Marine & Env.	Hearing Protection/Communication	2	4,000	8,000	0	Waterways Fund
427 Marine & Env.	Town Pier Ladder Repair/Replacement (*)	1	10,000	10,000	0	Waterways Fund
427 Marine & Env.	OHV Quad	1	8,873	8,873	0	
427 Marine & Env.	Animal Shelter Generator	1	14,850	14,850	0	
427 Marine & Env.	Watershed Study	1	20,000	20,000	0	H.Pond Watershed
440 DPW-Utilities	Sewer - Portable Area Velocity Flow Meter	1	8,580	8,580	8,580	Sewer Enterprise
491 DPW-Operations	Cemetery - Leaf Vacuum (*)	1	7,027	7,027	7,027	Perpetual Care
491 DPW-Operations	Cemetery - Truck Leaf Box	1	2,000	2,000	2,000	Perpetual Care
491 DPW-Operations	Cemetery - Mud Tracks	1	2,850	2,850	2,850	
492 DPW-Grounds&R	Parks-Morton Park Utility Vehicle	1	10,600	10,600	10,600	
492 DPW-Grounds&R	Parks-Morton Park Steel Storage Container	2	5,145	10,290	10,290	
492 DPW-Grounds&R	Parks-Morton Park Infrastructure Improvemen	100	28	2,800	2,800	
492 DPW-Grounds&R	Parks-Landscape Trailer (*)	1	3,872	3,872	0	
492 DPW-Grounds&R	Parks-Wood Fiber Playground Surfacing (*)	200	50	10,000	5,000	
492 DPW-Grounds&R	Parks-Irrigation Well Pump (*)	1	3,000	3,000	0	
492 DPW-Grounds&R	Parks-Back Pack Blower (*)	3	500	1,500	0	
492 DPW-Grounds&R	Parks-Heftee Lift (*)	1	9,500	9,500	0	
630 DPW-Grounds&R	Rec-MYC Floor Resurfacing (*)	1	3,600	3,600	3,600	
630 DPW-Grounds&R	Rec-Rescue Board (*)	1	1,200	1,200	1,200	
695 1749 Court House	Fireproof Storage Cabinet	1	300	300	300	
695 1749 Court House	Museum Vacuum	1	500	500	500	
SUB-TOTAL				776,823	487,826	
				-100% Perpetual Care	(9,027)	(9,027)
				-100% Sewer Enterprise Fund	(8,580)	(8,580)
				-100% Waterways Uses Acct	(27,000)	(9,000)
				-100% Herring Pond Watershed	(20,000)	0
TOTAL				712,216	461,219	(250,997)

* indicates replacement item

FY16 Appropriation - \$641,835

2016 ANNUAL TOWN MEETING
Saturday April 2, 2016

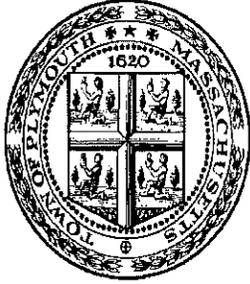
ARTICLE 9:

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the construction and/or repair and/or purchase and/or lease and/or replacement of departmental buildings and/or equipment and/or capital facilities for various departments of the Town and/or for feasibility and other types of studies as follows:

PROJECT	DEPARTMENT OR SPONSOR	
A1	Fire/Police/MEA Departments	Public Safety Radio System Repeaters
A2	Town Clerk	Voting Machine Replacement
A3	DPW Operation-Engineering	Taylor Ave. Roadway Improvements
A4	DPW Operation-Engineering	Water St. Stormwater Remediation Grant Match
A5	DPW Operations-Maintenance	Replace 2000 Pickup Truck C71
A6	DPW Operations-Maintenance	Replace 2000 Trash Packer
A7	DPW Operations-Maintenance	Fleet Fuel Efficiency Replacement Program
A8	DPW Operations-Maintenance	Replace 1996 Backhoe
A9	DPW Operations-Maintenance	Replace 2003 Pickup ME6
A10	DPW Operations-Maintenance	Replace 2005 SUV ME1
A11	DPW Operations-Maintenance	Replace 1996 Truck P61
A12	DPW Operations-Maintenance	Purchase New Pickup Truck
A13	Marine & Environmental	Harbor Master Facility Designer
A14	School Repairs Hedge	Replace Gutters, Downspouts and Fascia Boards
A15	School Repairs Manomet	Replace Gutters, Downspouts and Repaint Fascia Boards
A16	School Repairs Nathaniel Morton	Paint Exterior Trim exterior trim
A17	School Repairs PCIS	Digitize Blake Planetarium
A18	DPW Operations-Maintenance	Replace Floor Drains & Oil/Water Separator at 159 Camelot Dr
A19	DPW Operations-Maintenance	Brick Re-Pointing at Memorial Hall
A20	DPW Operations-Maintenance	Repair Brick Veneer at Memorial Hall
A21	DPW Operations-Maintenance	Masonry Sealing at Memorial Hall
A22	DPW Operations-Maintenance	Replace HVAC Controls at Memorial Hall
A23	DPW Operations-Maintenance	Replace ADA Ramp at Manomet Youth Center
A24	DPW Operations-Maintenance	1749 Court House (repair per facilities assessment report)
A25	DPW Operations-Maintenance	Animal Shelter (repair per facilities assessment report)
A26	DPW Operations-Maintenance	Fresh Pond Bath House (repair per facilities assessment report)
A27	DPW Operations-Maintenance	Morton Park Bath House (repair per facilities assessment report)
A28	DPW Operations-Maintenance	Plymouth Beach Restrooms (repair per facilities assessment report)
A29	Fire Department	Replace and Equipment Command Vehicles C7, C14, and C1
A30	DPW Operation-Engineering	Robotic Surveying Instrument
A31	School Department	Replace 2004 Trash Compacting Truck
A32	School Department	Replace 1999 Dump Truck 946
A33	DPW Grounds & Rec-Parks	Brewster Garden Stair Replacement
A34	DPW Grounds & Rec-Parks	Restroom Trailer
A35	Fire Department	Fire Station Alerting System
A36	Police Department	CAD RMS System
A37	Police Department	Locker Replacement
A38	DPW Utilities (Sewer)	Capacity, Management, Operation & Maintenance (CMOM) Plan
A39	DPW Utilities (Sewer)	Sewer System Upgrades
A40	DPW Utilities (Water)	Water Infrastructure
A41	DPW Utilities (Water)	New Mini Excavator
A42	DPW Utilities (Water)	Replace 2007 Utility Truck W44
B1	DPW Admin	Water Street Promenade - South Phase
B2	DPW Operation-Engineering	Newfield St. Bridge Construction
B3	DPW Operation-Engineering	Town Center Sidewalk Rehabilitation (3 phases)
B4	DPW Utilities (Sewer)	Water Street Pump Station Upgrades
B5	DPW Utilities (Water)	Replace Water Mains - Stafford and Town Streets

or take any other action relative thereto.

BOARD OF SELECTMEN



TOWN OF PLYMOUTH
ACCOUNTING & FINANCE DEPARTMENT
11 LINCOLN STREET, PLYMOUTH, MA 02360
PHONE (508) 747-1620 EXTENSIONS 177
FAX (508) 830-4133

TO: ADVISORY & FINANCE COMMITTEE
BOARD OF SELECTMEN

FROM: LYNNE A. BARRETT
DEPARTMENT OF FINANCE

SUBJECT: ATM ARTICLE 9 – CAPITAL REQUESTS & RECOMMENDED PROJECTS

DATE: FEBRUARY 4, 2016

Capital requests totaled \$37.1 million for FY17.
The Town Manager is recommending \$19.7 million.

Recommended funding is as follows:

Free Cash:	\$ 3,408,158.34
Other Available Funds:	\$ 389,432.66
Borrowing:	
General Fund	\$ 7,690,000
Sewer	\$ 6,000,000
Water	\$ 820,000
Sewer Retained Earnings & Available Funds:	\$ 750,000
Water Retained Earnings & Available Funds:	\$ 650,000
	<u>\$19,707,591</u>

The following spreadsheet lists the project descriptions, costs, rankings by the Capital Improvements Committee, and funding sources.

Thank you for your support of Article 9.

EV17 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY CAPITAL IMPROVEMENTS COMMITTEE 1/14/16

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TOWN MANAGER
RECOMMENDED
PROJECT
FUNDING

DEPT	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	FREE CASH	TRANSFER BALANCES	SEWER FUND	WATER FUND	DEBT
	South	Resurface Gym Floor	\$ 36,000						
A18	Indian Brook	Resurface Gym Floor	\$ 36,000						
A19	Federal Furnace	Resurface Gym Floor	\$ 36,000						
A20	West	Design and Create Additional Parking	\$ 50,000						
A21	Federal Furnace	Replace Exterior Windows in Classrooms & Cafeteria	\$ 231,106						
A22	PSMS	Repave Asphalt Areas	\$ 67,800						
A23	PSMS	Carpet Replacement in Specified Areas	\$ 37,672						
A24	PCIS	Add Additional Card Readers to Exterior Doors	\$ 22,891						
A25	Nathaniel Morton	Refurbish and Refinish Wood Floors	\$ 84,800						
A26	PCIS	Replace IMC Carpet with Vinyl Tile	\$ 59,825						
A27	PCIS	Replace Classroom Curtains with Vertical Blinds	\$ 15,042						
A28	PCIS	Field Renovations	\$ 50,125						
	422 DPW-Maintenance	Town Building Repair Program:		\$ 2,698,351	\$ 534,631.34	\$ 118,649.66			
		Replace Floor Drains & Oil/Water Separator at 159 Camelot Dr	\$ 264,550						
		Brick Re-Pointing at Memorial Hall	\$ 28,407						
		Repair Brick Veneer at Memorial Hall	\$ 17,910						
		Masonry Sealing at Memorial Hall	\$ 39,714						
		Replace HVAC Controls at Memorial Hall	\$ 32,550						
		Replace ADA Ramp at Manomet Youth Center	\$ 70,180						
		Repairs to the Following Buildings per Facilities Assessment Report:							
		1749 Court House	\$ 118,000						
		Animal Shelter	\$ 21,000						
		Camp Denen (Hedges Pond Main Building)	\$ 34,000						
		Cedarville Garage	\$ 43,308						
		DPW Annex	\$ 276,559						
		Fire Station 1 - HQ	\$ 26,927						
		Fire Station 2 - W. Plymouth	\$ 31,127						
		Fire Station 3 - Pine Hills	\$ 2,948						
		Fire Station 4 - Bourne Rd	\$ 11,451						
		Fire Station 5 - Manomet	\$ 48,363						
		Fire Station 6 - Cedarville	\$ 1,716						
		Fresh Pond Bath House	\$ 33,007						
		Harbor Master Building	\$ 52,242						
		Highway Building	\$ 108,105						
		Library - Main Branch	\$ 626,503						
		Library - Manomet Branch	\$ 23,959						
		Little Red Schoolhouse	\$ 7,497						
		Manomet Youth Center	\$ 64,508						
		Memorial Hall	\$ 58,284						
		Morton Park Bath House	\$ 10,364						
		Plymouth Beach Restrooms	\$ 17,589						
		Police Station	\$ 102,300						
		Senior Center	\$ 34,054						

FP17 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY CAPITAL IMPROVEMENTS COMMITTEE 1/14/16

DEPT	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	TOWN MANAGER RECOMMENDED							
					FREE CASH	TRANSFER BALANCES	SEWER FUND	WATER FUND	DEBT			
411	DPW-Engineering	FFES Sidewalk Design & Construction (5 phases)	\$ 3,000,000	43								
411	DPW-Engineering	West Plymouth Sidewalk Construction (5 phases)	\$ 3,000,000	44								
421	DPW Admin	Materials Management Plan	\$ 175,000	45								
TOTAL GENERAL FUND PROJECTS					\$ 28,698,315	\$ 11,487,591	\$ 3,408,158.34	\$ 389,432.66	\$ -	\$ -	\$ 7,690,000	
B4	60-440 DPW Util (Sewer)	Water Street Pump Station Upgrades	\$ 6,000,000	1	\$ 6,000,000							\$ 6,000,000
A38	DPW Util (Sewer)	Capacity, Management, Operation & Maintenance (CMOM) Plan	\$ 500,000	2	\$ 500,000						\$ 500,000	
A39	DPW Util (Sewer)	Sewer System Upgrades	\$ 250,000	3	\$ 250,000					\$ 228,016	\$ 21,984	
	DPW Util (Sewer)	Replace 1997 Dump Truck S58	\$ 216,126	4								
TOTAL FOR SEWER					\$ 6,966,126	\$ 6,750,000	\$ -	\$ 228,016	\$ 521,984	\$ -	\$ -	\$ 6,000,000
A40	61-450 DPW Util (Water)	Water Infrastructure	\$ 500,000	1	\$ 500,000							\$ 500,000
A41	DPW Util (Water)	New Mini Excavator	\$ 100,000	2	\$ 100,000							\$ 100,000
A42	DPW Util (Water)	Replace 2007 Utility Truck W44	\$ 50,000	3	\$ 50,000							\$ 50,000
B5	DPW Util (Water)	Replace Water Mains - Stafford and Town Streets	\$ 820,000	4	\$ 820,000							\$ 820,000
TOTAL FOR WATER					\$ 1,470,000	\$ 1,470,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ 820,000
TOTAL FOR ENTERPRISE FUNDS					\$ 8,436,126	\$ 8,220,000	\$ -	\$ 228,016	\$ 521,984	\$ 650,000	\$ 6820,000	
TOTAL PROJECTS FOR FY17					\$ 37,134,441	\$ 19,707,591	\$ 3,408,158.34	\$ 617,448.66	\$ 521,984.00	\$ 650,000	\$ 14,510,000	