



# ADVISORY & FINANCE COMMITTEE

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

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

On: Wednesday, February 25, 2015 at 7:00PM

*Items on the agenda will include but are not limited to the following.*

*Other discussion may include items that were not reasonably anticipated by the Chairman 48-hours in advance of the meeting posting.*

## AGENDA ITEMS:

- **Snow and Ice Spending Request** Dennis Westgate, Asst. DPW Director
- **ATM Article 8: Department Equipment** Lynne Barrett, Finance Director
- **ATM Article 9: Capital Equipment** "
- **ATM Article 13: Stabilization Funds** "

## 7:30PM BUDGET HEARING:

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

#123 Town Manager/Board of Selectmen	#292 Animal Control	#482 Airport Enterprise
#152 Human Resources	#295 Harbor Master	#910 Member Benefits
#161 Town Clerk	#427 Environmental Management	#945 Town Insurance

### Report of Budget Sub-Committee B: Department of Finance

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

### 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-Town & School	#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	#630 Recreation

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

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

### Report of Budget Sub-Committee F: Public Schools

#300 Plymouth Public Schools	#390 Medicaid Reimbursement	#391 Out of District Transportation
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- **ATM Article 7A-E: Operating Budgets & Enterprise Funds** Lynne Barrett, Finance Director

## Public Comment

### Old/New/Other Business

- Committee Liaison Updates

## Meeting Minutes

- January 13, 2015 (revised)
- January 21, 2015 (revised)
- January 28, 2015
- February 4, 2015
- February 11, 2015

Next Meeting: Wednesday, March 4, 2015 - Mayflower II Room - Town Hall

ANNUAL TOWN MEETING  
April 11, 2015

**ARTICLE 8:**

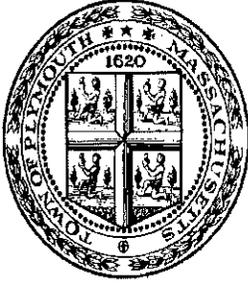
To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the repair and/or purchase and/or lease and/or replacement of departmental equipment for the various departments substantially as follows:

A	Procurement	New Telephone Equipment for Police & Building
B	Procurement	New Telephone System for Animal Control
C	Information Tech.	Clerk - MUNIS Animal Licensing Program
D	Information Tech.	Police - Backup Server/File Server (*)
E	Information Tech.	Police - Acronis Imaging Software
F	Information Tech.	Police - PC for MIRCIS and Trackstar (*)
G	Information Tech.	Police - Electronic Document Management Software
H	Information Tech.	Police - Officer Scheduling System
I	Police	Unmarked 4x4 (*)
J	Police	Marked 4x4 (*)
K	Police	Marked Utility Vehicle (*)
L	Police	Marked Sedan (*)
M	Police	Marked K-9 (*)
N	Fire	Station Maintenance for all 7 Stations (*)
O	Fire	Self Contained Breathing Apparatus Cylinder (*)
P	Fire	Portable Radio (*)
Q	Fire	Multi Gas Meter (*)
R	Fire	Calibration Station (*)
S	Fire	Cold Water Rescue/Survival Suits (*)
T	Fire	SCBA Scott Pak (*)
U	Emergency Mgmt	Infectious Disease Control Personal Protective Equip.
V	DPW-Operations	Engr - Autocad Training
W	DPW-Operations	Highway - Concrete/Sidewalk Grinder
X	DPW-Operations	Highway - Plate Compactor
Y	DPW-Operations	Highway - Skid Steer Grapple Bucket
Z	DPW-Operations	Highway - Skid Steer Brush Mower
AA	DPW-Operations	Highway - Skid Steer Power Rake
BB	DPW-Operations	Highway - Hooklift Stake Body for Existing Vehicle
CC	DPW-Operations	Highway - 9' Sander for Existing Truck
DD	DPW-Operations	Highway - Convert Existing Trucks for Power Angle Plows
EE	DPW-Operations	Highway -Walk Behind Roller

FF	DPW-Operations	Highway - 8 Ton Tilt Trailer
GG	DPW-Operations	Maint - Animal Shelter Building Repairs (*)
HH	DPW-Operations	Maint - Crematory Building Repairs (*)
II	DPW-Operations	Maint - Nelson Park Restroom Repairs (*)
JJ	DPW-Operations	Maint - Stephens Field Concession Repairs (*)
KK	Marine & Env. Affairs	HM - Acoustic Buoys
LL	Marine & Env. Affairs	HM - Small Outboard Motor
MM	Marine & Env. Affairs	HM - Re-Power Safe Boat (*)
NN	Marine & Env. Affairs	HM - Re-Power Pump-Out Boat (*)
OO	DPW-Solid Waste	8 Yd. Containers (*)
PP	DPW-Solid Waste	4 Yd. Containers
QQ	DPW-Utilities	Sewer - Rigid Inspection Camera (*)
RR	DPW-Utilities	Sewer - Monitoring System (*)
SS	DPW-Operations	Crematory - Chamber Floor in Unit 3 (*)
TT	DPW-Operations	Cemetery - 52" Hydro Mower (*)
UU	DPW-Operations	Cemetery - 50' Flag Pole at Vine Hills (*)
VV	DPW-Operations	Cemetery - Weed Wackers (*)
WW	DPW-Grounds & Rec	Parks - 36" Walk Behind Mower (*)
XX	DPW-Grounds & Rec	Parks - 72" Zero Turn Mower (*)
YY	DPW-Grounds & Rec	Parks - Split Rim Beach Tires
ZZ	DPW-Grounds & Rec	Parks - 18' Equipment Trailer (*)
AAA	DPW-Grounds & Rec	Parks - Weed Wackers (*)
BBB	DPW-Grounds & Rec	50' Flag Pole at West Rec Ball Fields
CCC	DPW-Grounds & Rec	Rec - Rescue Board (*)
DDD	DPW-Grounds & Rec	Rec - Emergency Radio (*)
EEE	1749 Court House	Window Shades

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:       JANUARY 30, 2015

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Article 8 includes all departmental equipment, furnishings, and repairs that don't fall within CIC guidelines and parameters. These requests totaled \$714,986.40 and were reviewed with Department & Division Heads during the budget process back in December.

The Town Manager is recommending \$678,693 of these requests.

I am recommending that the funding source for these be:

- \$ 14,592 from Sewer Enterprise Retained Earnings
- \$ 43,750 from Waterways fund
- \$ 14,950 from Cemetery Perpetual Care
- \$ 4,000 from grants
- \$ 601,401 from General Fund free cash.

Thank you.

FY16 ARTICLE 8 REQUESTS 2/19/2015

DEPT #	DEPARTMENT	EQUIPMENT	EACH	REQUEST	TOWN MGR RECOMMENDS	FUNDING SOURCE
138	Procurement	New Telephone Equipment for Police & Building	1	\$1,750.00	\$1,750.00	
138	Procurement	New Telephone System for Animal Control	1	\$6,000.00	\$6,000.00	
155	Information Tech.	Clerk - MUNIS Animal Licensing Program	1	\$11,900.00	\$0.00	
155	Information Tech.	Police - Backup Server/File Server (*)	1	\$5,000.00	\$5,000.00	
155	Information Tech.	Police - Acronis Imaging Software	1	\$2,000.00	\$2,000.00	
155	Information Tech.	Police - PC for MIRCIS and Trackstar (*)	1	\$1,000.00	\$1,000.00	
155	Information Tech.	Police - Electronic Document Management Software	1	\$10,000.00	\$10,000.00	
155	Information Tech.	Police - Officer Scheduling System	1	\$14,000.00	\$0.00	
210	Police	Police Vehicles (*)	9	\$265,262.40	\$250,000.00	
220	Fire	Station Maintenance for all 7 Stations (*)	7	\$7,000.00	\$49,000.00	
220	Fire	Self Contained Breathing Apparatus Cylinder (*)	20	\$748.00	\$14,960.00	
220	Fire	Portable Radio (*)	6	\$2,492.00	\$14,952.00	
220	Fire	Multi Gas Meter (*)	15	\$900.00	\$13,500.00	
220	Fire	Calibration Station (*)	2	\$2,500.00	\$5,000.00	
220	Fire	Cold Water Rescue/Survival Suits (*)	12	\$1,100.00	\$13,200.00	
220	Fire	SCBA Scott Pak (*)	4	\$7,400.00	\$29,600.00	
291	Emergency Mgmt	Infectious Disease Control Personal Protective Equip.	1	\$50,000.00	\$30,000.00	
411	DPW-Operations	Engr - Autocad Training	2	\$1,200.00	\$2,400.00	
420	DPW-Operations	Highway - Concrete/Sidewalk Grinder	1	\$7,500.00	\$7,500.00	
420	DPW-Operations	Highway - Plate Compactor	2	\$5,500.00	\$5,500.00	
420	DPW-Operations	Highway - Skid Steer Grapple Bucket	1	\$4,350.00	\$4,350.00	
420	DPW-Operations	Highway - Skid Steer Brush Mower	1	\$5,850.00	\$5,850.00	
420	DPW-Operations	Highway - Skid Steer Power Rake	1	\$8,850.00	\$8,850.00	
420	DPW-Operations	Highway - Hooklift Stake Body for Existing Vehicle	1	\$12,500.00	\$12,500.00	
420	DPW-Operations	Highway - 9' Sander for Existing Truck	1	\$10,000.00	\$10,000.00	
420	DPW-Operations	Highway - Convert Existing Trucks for Power Angle Plows	2	\$10,600.00	\$10,600.00	
420	DPW-Operations	Highway -Walk Behind Roller	1	\$2,990.00	\$2,990.00	
420	DPW-Operations	Highway - 8 Ton Tilt Trailer	1	\$9,700.00	\$9,700.00	
420	DPW-Operations	Highway - 6 Ton Tilt Trailer	1	\$6,999.00	\$6,999.00	
422	DPW-Operations	Maint - Portable Cutting Torch	1	\$850.00	\$850.00	

FY16 ARTICLE 8 REQUESTS 2/19/2015

DEPT #	DEPARTMENT	EQUIPMENT	EACH	REQUEST	TOWN MGR RECOMMENDS	FUNDING SOURCE
425	DPW-Operations	Fleet - Pressure Washer (*)	1	\$5,277.00	\$5,277.00	
425	DPW-Operations	Fleet - Tire Changer (*)	1	\$13,826.00	\$13,826.00	
425	DPW-Operations	Fleet - Tire Balancer (*)	1	\$10,905.00	\$10,905.00	
425	DPW-Operations	Fleet - Stick Welder	1	\$6,000.00	\$6,000.00	
425	DPW-Operations	Fleet - Welding Helmets	4	\$335.00	\$0.00	
427	Marine & Env. Affairs	HM - Acoustic Buoys	2	\$2,000.00	\$4,000.00	White Shark Con
427	Marine & Env. Affairs	HM - Small Outboard Motor	1	\$4,000.00	\$4,000.00	Waterways Uses
427	Marine & Env. Affairs	HM - Re-Power Safe Boat (*)	1	\$36,000.00	\$36,000.00	Waterways Uses
427	Marine & Env. Affairs	HM - Re-Power Pump-Out Boat (*)	1	\$3,750.00	\$3,750.00	Waterways Impr.
433G	DPW-Solid Waste	8 Yd. Containers (*)	6	\$1,500.00	\$9,000.00	
433G	DPW-Solid Waste	4 Yd. Containers	6	\$1,000.00	\$6,000.00	
440	DPW-Utilities	Sewer - Rigid Inspection Camera (*)	1	\$8,000.00	\$8,000.00	Sewer Enterprise
440	DPW-Utilities	Sewer - Monitoring System (*)	1	\$6,592.00	\$6,592.00	Sewer Enterprise
490	DPW-Operations	Crematory - Chamber Floor in Unit 3 (*)	1	\$8,500.00	\$8,500.00	
491	DPW-Operations	Cemetery - 52" Hydro Mower (*)	1	\$6,450.00	\$6,450.00	Perpetual Care
491	DPW-Operations	Cemetery - 50' Flag Pole at Vine Hills (*)	1	\$8,500.00	\$8,500.00	Perpetual Care
491	DPW-Operations	Cemetery - Weed Wackers (*)	4	\$400.00	\$1,600.00	
492	DPW-Grounds & Rec	Parks - 36" Walk Behind Mower (*)	1	\$5,534.00	\$5,534.00	
492	DPW-Grounds & Rec	Parks - 72" Zero Turn Mower (*)	1	\$11,791.00	\$11,791.00	
492	DPW-Grounds & Rec	Parks - Split Rim Beach Tires	4	\$600.00	\$2,400.00	
492	DPW-Grounds & Rec	Parks - 18' Equipment Trailer (*)	1	\$6,600.00	\$6,600.00	
492	DPW-Grounds & Rec	Parks - Weed Wackers (*)	3	\$400.00	\$1,200.00	
492	DPW-Grounds & Rec	50' Flag Pole at West Rec Ball Fields	1	\$8,500.00	\$8,500.00	
630	DPW-Grounds & Rec	Rec - Rescue Board (*)	2	\$1,500.00	\$3,000.00	
630	DPW-Grounds & Rec	Rec - Emergency Radio (*)	4	\$300.00	\$1,200.00	
695	1749 Court House	Window Shades	10	\$100.00	\$1,000.00	
				<b>SUB-TOTAL</b>	<b>\$792,278.40</b>	<b>\$678,693.00</b>
					-100% Perpetual Care	(\$14,950.00)
					-100% Sewer Enterprise Fund	(\$14,592.00)
					-100% Waterways Uses Acct	(\$43,750.00)
					-100% White Shark Conservancy	(\$4,000.00)
				<b>TOTAL</b>	<b>\$714,986.40</b>	<b>\$601,401.00</b>

\* indicates replacement item

FY15 Appropriation - \$629,828

ANNUAL TOWN MEETING

April 11, 2015

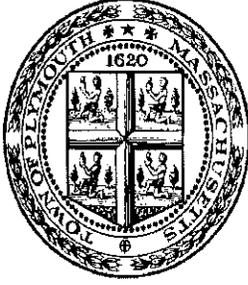
**ARTICLE 9:**

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 Number	Department or Sponsor	Project Description
A1	Information Technology	Infrastructure Replacement
A2	Police Department	Network Video Server
A3	Fire Department	Replace Structural Firefighting Gear
A4	Fire and Police Departments	Public Safety Remote Receiver
A5	Information Technology	Fire Server Replacement or Public Safety Tech
A6	Fire Department	Replace and Equip Tanker 2
A7	DPW	School Street Retaining Wall
A8	DPW	Stormwater Phase11
A9	DPW	Public Roads Pavement Preservation
A10	DPW	Town Building Repair Program
A11	School Department	School Building Repair Program
A12	DPW	Wicking Well – Manomet Ave
A13	DPW	Town Vehicle and Equipment Replacement
A14	School Department	School Vehicle and Equipment Replacement
B1	DPW	School Street Retaining Wall
C1	Marine & Environmental	Plymco Dam Removal
C2	Sewer	Sewer System Upgrade
C3	Sewer	Replace Utility Truck
C4	Water	MUNIS Utility Billing Software Module
C5	Water	Meter Replacement
C6	Water	Water Infrastructure
C7	Water	Replace 2006 Sedan
C8	Water	Steel Plates for Road Construction
C9	Airport	Runway 24 and 33 Stopways
C10	Airport	Purchase State Police Bldg
C11	Airport	Administration Bldg – Design & Construction
C12	Aiport	Signs on South Meadow Road
C13	Solid Waste	Replace 50 Yard Recycling Containers
C14	Solid Waste	Replace 50 Yard Open Top Containers

or take any other action relative thereto.

BOARD OF SELECTMEN



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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, 2015

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Capital requests totaled \$31.8 million for FY16.  
The Town Manager is recommending \$15.5 million.

Recommended funding is as follows:

Free Cash:	\$ 2,427,073
Grants:	\$ 5,333,036
Borrowing:	\$ 6,260,000
Sewer Fund:	\$ 590,000
Water Fund:	\$ 586,000
Airport Fund:	\$ 267,000
Solid Waste Fund:	\$ 74,800
	<u>\$15,537,909</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.

FY16 Capital Improvement Plan Requests Prioritized by Capital Improvements Committee with Town Manager Funding Recommendations

DEPT #	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	RANK	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	OTHER FUNDING SOURCES	DEBT
155	Infrastructure Replacement		\$ 177,423	1	\$ 177,423	\$ 177,423		
210	Network Video Server		\$ 57,862	2	\$ 57,862	\$ 57,862		
220	Replace Structural Firefighting Gear		\$ 78,400	3	\$ 78,400	\$ 78,400		
220	Public Safety Remote Receiver Site-North Radio Site		\$ 197,000	4	\$ 197,000	\$ 197,000		
155	Fire Server Replacement or Public Safety Technology		\$ 20,000	5	\$ 20,000	\$ 20,000		
220	Replace and Equip Tanker 2		\$ 382,000	6	\$ 382,000	\$ 382,000		
411	School Street Retaining Wall		\$ 1,250,000	7	\$ 1,250,000	\$ 302,000	\$ 1,604,036	\$ 1,250,000
427	Plymco Dam Removal		\$ 1,906,036	8	\$ 1,906,036	\$ 125,000		
411	StormwaterPhase II		\$ 250,000	9	\$ 250,000	\$ 250,000		
411	Public Roads Pavement Preservation		\$ 500,000	10	\$ 250,000	\$ 250,000		
422	Town Building Repair Program		\$ 1,770,407	11	\$ 250,000	\$ 250,000		
	Priority 1:							
	Fire Station 1 - HQ	\$ 24,444						
	Fire Station 5 - Manomet	\$ 36,765						
	Library - Main Branch	\$ 162,669						
	Repairs to Various Buildings	\$ 39,816						
	Structural/Moisture Studies on Various Buildings	\$ 26,340						
		\$ 290,034						
	Priority 2:							
	Vine Hills Cemetery Office	\$ 89,713						
	Library - Main Branch	\$ 201,845						
	Highway Building	\$ 126,049						
	Fire Station 6 - Cedarville	\$ 40,849						
	Town Hall	\$ 307,265						
	Manomet Youth Center	\$ 79,478						
	1749 Court House	\$ 34,732						
	Cedarville Garage	\$ 27,607						
	Memorial Hall	\$ 117,139						
	DPW Annex	\$ 236,980						
	Harbor Master Building	\$ 31,669						
	Senior Center	\$ 35,772						
	Fresh Pond Bath House	\$ 27,437						
	Fire Station 5 - Manomet	\$ 32,514						
	Fire Station 2 - W. Plymouth	\$ 18,840						
	Fire Station 1 - HQ	\$ 18,700						
	Repairs to Various Buildings	\$ 53,784						
		\$ 1,480,373						

FY16 Capital Improvement Plan Requests Prioritized by Capital Improvements Committee with Town Manager Funding Recommendations

DEPT #	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	RANK	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	OTHER FUNDING SOURCES	DEBT
421	Water Street Improvements - Phase II		\$ 2,500,000	12				
300	School Building Repair Program		\$ 2,122,131	13	\$ 200,000	\$ 200,000		
	<b>Replace Carpets with Tile in Houses</b>	<b>\$ 364,445</b>						
	Repave Asphalt Areas	\$ 175,000						
	Replace Floor Tile	\$ 125,000						
	Repave Asphalt Areas	\$ 175,000						
	Replace Gutters, Downspouts and Fascia Boards	\$ 90,598						
	Replace Gutters, Downspouts and Fascia Boards	\$ 30,000						
	Replace Windows 1 Pod Per Year	\$ 25,000						
	Digitize Blake Planetarium	\$ 230,320						
	Paint Exterior Trim	\$ 67,630						
	Replace Lockers	\$ 159,423						
	Replace Carpet	\$ 15,000						
	Replace Gym Floor	\$ 170,000						
	Resurface Gymnasium Floor	\$ 40,000						
	Resurface Gym Floor	\$ 40,000						
	Resurface Gym Floor	\$ 40,000						
	Field Renovations	\$ 69,200						
	Design and Create Additional Parking	\$ 50,000						
	Repair Brick Veneer/Flashing	\$ 102,515						
	Paint Exterior Trim	\$ 93,000						
	Add New Parking Lot	\$ 60,000						
411	Wicking Well on Manomet Ave.		\$ 180,000	14				
161	Mail Machine w/Folder Inserter		\$ 42,388	15	\$ 42,388	\$ 42,388		
138	Microfilming and Digitizing Records		\$ 50,000	16				
427	Climate Change Grant Match		\$ 65,000	17				
220	Replace Thermal Imaging Cameras		\$ 100,800	18				
491	Cemetery-Burial Hill Hearse House and Entrance Renovations		\$ 415,400	19				
300	Infrastructure Management							
	Restore 4 Elementary School Roofs		\$ 1,700,000	20				
411	Unaccepted Roads Improvement Program		\$ 500,000	21				
411	Allerton St. Improvements Including Sidewalks		\$ 500,000	22				

FY16 Capital Improvement Plan Requests Prioritized by Capital Improvements Committee with Town Manager Funding Recommendations

DEPT #	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	RANK	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	OTHER FUNDING SOURCES	DEBT
422	Town Vehicle & Equipment Replacement Program		\$ 2,181,852	23	\$ 261,400	\$ 261,400		
	<b>CE Replace Truck 71</b>	\$ 83,900						
	CE Replace Leaf Vacuum	\$ 18,000						
	FLT Fleet Fuel Efficiency Replacement Program	\$ 164,427						
	FLT Replace 2000 Service Vehicle	\$ 45,815						
	FLT Replace 1983 Forklift	\$ 42,343						
	HY Replace 2001 Dump Truck H33	\$ 240,000						
	<b>HY Replace 1996 Backhoe H318 with Mini Excavator</b>	\$ 62,000						
	HY Replace 1996 Backhoe H324	\$ 135,000						
	HY Replace 1999 6 Wheel Truck H37	\$ 216,000						
	<b>HY Replace 1997 Utility Truck H31</b>	\$ 85,000						
	HY Replace 1995 Dump Truck H342	\$ 85,000						
	HY Replace H332 1988 Holder Mower/Sidewalk Plow	\$ 185,000						
	HY Replace 1995 6 Wheel Dump Truck	\$ 216,000						
	HY Replace Asphalt Roller	\$ 40,000						
	HY Purchase New Asphalt Roller	\$ 40,000						
	HY Purchase New Compact Skid Loader	\$ 35,000						
	HY Purchase New Hook Lift Leaf Vacuum	\$ 45,000						
	MEA Replace 2007 Ford Ranger Pickup	\$ 32,500						
	<b>MEA New Vehicle</b>	\$ 30,500						
	PK Replace Truck 25	\$ 83,900						
	PK Replace 1997 Tractor	\$ 54,467						
	SW Replace 2000 Trash Packer	\$ 242,000						
300	School Vehicle & Equipment Replacement Program		\$ 374,588	24	\$ 83,600	\$ 83,600		
	<b>Replace Truck 947-Electrician's Utility</b>	\$ 41,800						
	<b>Replace Truck 901-HVAC Technician's Utility</b>	\$ 41,800						
	2 School Buses	\$ 172,153						
	Replace Food Service Box Truck	\$ 40,000						
	Replace Truck 932 Aerial Lift Bucket Truck	\$ 78,835						

FY16 Capital Improvement Plan Requests Prioritized by Capital Improvements Committee with Town Manager Funding Recommendations

DEPT #	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	OTHER FUNDING SOURCES	DEBT
411	Town Square Public Space Improvements Design		\$ 80,000	25				
421	Public Works Feasibility Study & Master Plan		\$ 150,000	26				
411	Bartlett Road Bridge Design		\$ 300,000	27				
411	Brook Road Bridge Design		\$ 300,000	28				
411	Town Center Sidewalk Rehabilitation		\$ 200,000	29				
630	Recreation-2 Lifeguard Towers for White Horse Beach		\$ 17,500	30				
210	Command Vehicle		\$ 418,000	31				
220	Replace Brush Breaker 171		\$ 419,000	32				
220	Replace and Equipment Command Vehicle C7		\$ 41,000	33				
220	Replace Emergency Generator at Station 4 (Bourne Rd.)		\$ 56,500	34				
220	Replace Fire Alarm Vehicle C14		\$ 30,950	35				
630	Recreation-Central AC for Manomet Youth Center		\$ 50,000	36				
492	Parks-Structural Inspection of Jenney & Billington Foot Bridges		\$ 18,500	37				
492	Parks-Replace Sidewalks & Reset Stairs at the Training Green		\$ 55,000	38				
491	Cemetery-Fence Replacement on Samoset Street		\$ 35,185	39				
411	Federal Furnace Elementary School Sidewalk Design & Construction		\$ 400,000	40				
411	West Plymouth Sidewalk Construction		\$ 600,000	41				
492	Parks-Design for Bike Path Extension		\$ 24,000	42				
175	GIS (Geographic Information Systems) Flyover		\$ 120,000	43				
492	Parks-Replace Elmer Raymond Park Play Structure		\$ 54,467	44				
<b>TOTAL GENERAL FUND PROJECTS</b>			<b>\$20,691,389</b>		<b>\$ 5,281,109</b>	<b>\$2,427,073</b>	<b>\$ 1,604,036</b>	<b>\$ 1,250,000</b>

FY16 Capital Improvement Plan Requests Prioritized by Capital Improvements Committee with Town Manager Funding Recommendations

DEPT #	PROJECT DESCRIPTION	PROJECT COST	RANK	TOWN MANAGER RECOMMENDED PROJECT FUNDING	SEWER FUND		OTHER FUNDING SOURCES	DEBT
SEWER	60-440 Water Street Pump Station Grit Removal Equipment Sewer System Upgrade Replace Utility Truck S51	\$ 834,000	1	\$ 500,000	\$ 500,000			
		\$ 500,000	2	\$ 90,000	\$ 90,000			
		\$ 90,000	3					
		\$ 1,424,000		\$ 590,000	\$ 590,000			
	<b>TOTAL FOR SEWER</b>							
WATER	61-450 MUNIS Utility Billing Software Module Meter Replacement Water Infrastructure Replace 2006 Sedan w/4WD PickUp Truck Steel Plates for Road Construction	\$ 41,000	1	\$ 41,000	\$ 41,000			
		\$ 4,500,000	2	\$ 500,000	\$ 500,000			
		\$ 500,000	3	\$ 30,000	\$ 30,000			
		\$ 30,000	4	\$ 15,000	\$ 15,000			
		\$ 15,000	5					
	<b>TOTAL FOR WATER</b>	\$ 5,086,000		\$ 5,086,000	\$ 586,000			\$ 4,500,000
AIRPORT	65-482 Airport Runway 24 and 33 Emergency Stopways Purchase State Police Building Airport Administration Building - Design & Construction Remove and Replace Airport Signs on South Meadow Rd.	\$ 66,000	1	\$ 66,000	\$ 66,000			
		\$ 510,000	2	\$ 3,900,000	\$ 195,000	\$ 3,705,000	\$ 510,000	
		\$ 3,900,000	3	\$ 30,000	\$ 6,000	\$ 24,000		
		\$ 30,000	4					
	<b>TOTAL FOR AIRPORT</b>	\$ 4,506,000		\$ 4,506,000	\$ 267,000	\$ 3,729,000	\$ 510,000	
SOLID WASTE	66-433E Replace 50 Yard Recycling Containers Replace 50 Yard Open Top Containers							
		\$ 50,820	1	\$ 50,820	\$ 50,820			
		\$ 23,980	2	\$ 23,980	\$ 23,980			
	<b>TOTAL FOR SOLID WASTE</b>	\$ 74,800		\$ 74,800	\$ 74,800			

**\$ 10,256,800**

**\$ 11,090,800**

**TOTAL FOR ENTERPRISE FUNDS**

**\$ 15,537,909**

**\$ 31,782,189**

**TOTAL PROJECTS FOR FY16**

ANNUAL TOWN MEETING  
April 11, 2015

**ARTICLE 13:**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the following Stabilization Funds, as authorized by the provisions of G.L. c.40, §5B as amended,

- a. General Stabilization Fund
- b. Airport Stabilization Fund
- c. Nuclear Plant Mitigation Stabilization Fund

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  
Director of Finance

RE: Article 13 – Nuclear Plant Mitigation Stabilization Fund

DATE: February 4, 2014

Similar to the last two fiscal years we are recommending funding towards the Nuclear Plant Mitigation Stabilization Fund. These funds are being set aside for future use as it relates to the Entergy Nuclear Power Plant and the effect that plant would have on the Town's budget.

Possible future effects could include the following but are not limited to:

1. Decreases in the tax payment from Entergy because of closure or discontinued operations or changes in their tax payment that were not planned or budgeted for.
2. Loss of funding from Entergy for the annual operations of the town's Emergency Management Operation or any other funding that they provide to the Town that we don't provide for ourselves.

The recommendation is to transfer \$500,000 from Free Cash to the Nuclear Plant Mitigation Stabilization Fund. The current balance in this account is \$2,335,180.

Thank you for your consideration in this matter.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee A – Administrative /Airport/ Clerk/Miscellaneous Services/ Marine and Environmental Affairs.  
 Shelagh Joyce, Chair  
 Committee Members - Cornelius Bakker, Ethan Kusmin, Kevin Lynch, John Moody, Harry Salerno  
 Date: February 25, 2015  
 Subject: Sub-Committee A - FY2016 Budget Review & Recommendations

**Budget Summary: #123 Town Manager**

Proposed FY2016 Budget	Total:	\$918,282	Personnel:	\$498,082	Other:	\$420,200
FY2015 Budget	Total:	\$896,831	Personnel:	\$476,631	Other:	\$420,200
FY2014 Actual	Total:	\$845,769	Personnel:	\$462,594	Other:	\$384,815

**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 Michael Galla met with the Sub-Committee.

Town Manager: Melissa Arrighi  
 Assistant Town Manager: Michael Galla

**Budget Observations**

Total town manager's budget shows an overall 2.4% increase or \$21,451. Two line items in personnel services account for the overall 4.5% or \$21,451. increase. One increase is the salary raise for the town manager of \$25,113. The other increase is from a one time lump sum sick and vacation payout of \$17,750. for the town manager. In FY15 the budgeted buy back provision was \$9,000. In last years budget the town manager opted not to exercise this benefit. There has been budgeted a salary decrease from FY15 to FY16 of \$7,509. for the vacant administrative position in the town manager's office.

The town manager has spending authority over the Cable Services Revolving Fund. The FY16 budget request is for \$38,000 - \$5,000. for consulting/legal services and \$33,000. for expenses related to relicensing the Verizon and Comcast con tracts. The Comcast contract expires in 2023; a 15 year contract. The Verizon contract expires in 2016. The balance of the fund on 12/31/14 is \$63,097.23.

**Initiatives & Opportunities**

Reduce the amount of the cable services revolving fund request from \$38,000. to \$33,000; \$5,000. for consulting and reduce the relicensing expense amount from \$33,000. to \$28,000. This recommendation is based on the Verizon contract expiring in calendar year 2016. The Comcast contract is expiring in 2023; eight years from now. In the last ten years the cable services revolving fund has been funded 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.

**Recommendations**

The Sub-Committee recommends the town manager's budget be approved as submitted at \$918,282 and the cable services revolving fund be approved at \$33,000; \$5,000. less than requested.

**Comments / Other** With the leaving of the special assistant and the promotion of the BOS admin assistant to this special assistant's position there will be a net decrease in salaries of \$6,854. in FY15 by doing some reconfiguring of these two positions.

**Budget Summary: #152 Human Resources**

Proposed FY2016 Budget	Total:	\$308,044	Personnel:	\$220,399	Other:	\$87,645
FY2015 Budget	Total:	\$322,993	Personnel:	\$222,348	Other:	\$100,645
FY2014 Actual	Total:	\$257,650	Personnel:	\$196,244	Other:	\$61,406

**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: Cindy DePina

**Budget Observations**

Total budget shows an overall 4.63% decrease or \$14,949. There is a 8.53% decrease in technical services or \$5,550; which is a result of no expected collective bargaining reclassifications.

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

Active employees went from 478 in 2012 to 499 in 2013 to 511 in 2014; an overall increase from 2012 to 2014 of 7%. Seasonal/temp employees remained fairly consistent – 123 in 2012 and 2013, increasing to 128 in 2014.

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.

Employees that retired/terminated/resigned was fairly consistent in each year – 29 in 2012, 33 in 2013 and 30 in 2014. This is an attrition rate of 6%.

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

In 2014 a total of 54 claims were filed for unemployment benefits; 40 were former School employees.

**Initiatives & Opportunities**

We applaud the results of the new contracted services with Health Express. In addition to the monetary advantage that the Health Express agreement offers there are additional benefits. They include Health Express providing weekend hours, providing faster turnaround on services needed by employees out on workmen's compensation and offering additional conveniences for employees e.g. X-Ray services on site. These services were previously obtained at Jordan Hospital.

**Recommendations**

The Sub-Committee recommends the human resources budget be approved as submitted at \$308,044.

**Comments / Other**

In 2014 there were a total of 1957 employees. There are 1446 school employees; 1021 FT and 425 PT. The remaining 511 are in the police, fire and town non-school divisions. Out of the 1957 employees there were 217 or 11% injured on the job/in the line of duty. The school department had 102 injured employees; there were 24 firefighters injured; the police department had 49 police officers injured and the Town non-school had 42 injured employees.

**Budget Summary: #161 Town Clerk**

Proposed FY2016 Budget	Total:	\$497,537	Personnel:	\$295,647	Other:	\$201,890
FY2015 Budget	Total:	\$498,386	Personnel:	\$297,777	Other:	\$200,609
FY2014 Actual	Total:	\$473,119	Personnel:	\$253,289	Other:	\$219,830

**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% decrease or \$849. The most significant increases are 36.67% or \$880. for book binding and a 13.64% or \$300. for dog licenses. The most significant decreases are 8.02% or \$3,599. in temporary salaries and wages; a result of one less scheduled election and 16.49% or \$521 in overtime.

**Initiatives & Opportunities**

**Recommendations**

The Sub-Committee recommends the town clerk's budget be approved as submitted at \$497,537.

**Comments / Other**

**Budget Summary: #292 Animal Control**

Proposed FY2016 Budget	Total:	\$143,202	Personnel:	\$136,402	Other:	\$6,800
FY2015 Budget	Total:	\$123,123	Personnel:	\$119,623	Other:	\$3,500
FY2014 Actual	Total:	\$117,405	Personnel:	\$112,405	Other:	\$5,000

**Department Synopsis**

The Animal Control department has three employees; two full time and one 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 departments within Marine and Environmental Affairs.

Marine & Environmental Director: David Gould

**Budget Observations**

Total budget shows a 16.3% increase or \$20,079. The most significant increase is a request for a 2<sup>nd</sup> part time position for \$17,990. There is also an increase of 71.4% or \$2500 for supplies and materials and a brand new line item of \$800 for uniform supplies. The increase in supplies would assist in providing pet food and veterinary care; utilizing the gift account is not a sustainable practice. In prior years the expenses for uniform supplies was charged to the line item of supplies and materials. We feel requesting monies specific for uniform expenses is an appropriate change. The most significant decrease is 100% or \$1125 for uniform allowances.

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 \$1340 and expenditures totaled \$4515.24. The balance in the account as of 12/31/14 was \$17,758.26. The budget request for FY16 is for \$10,000. in the animal shelter adoption fund. The fund is to be used for the care, health and wealth of the animals, equipment and supplies.

**Initiatives & Opportunities**

The request for the second part time staffer (19 hrs/week) would cover afternoons, vacations and weekends in the summer months. Requesting a 2<sup>nd</sup> part time position versus combining the two part time positions into one full time position is a less expensive scenario for the town. Part time positions do not involve additional benefit expenses vs. having a full time position does incur higher benefit costs. There was no request to decrease the \$1800. requested for overtime. As department director Gould would prefer to pay overtime versus having to utilize comp time. In Gould's opinion comp time only makes the need for additional staff more acute.

**Recommendations**

The Sub-Committee recommends the animal control budget be approved as submitted at \$143,202.

**Comments / Other**

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

**Budget Summary: #295 Harbor Master**

Proposed FY2016 Budget	Total:	\$347,053	Personnel:	\$320,653	Other:	\$26,400
FY2015 Budget	Total:	\$328,612	Personnel:	\$304,787	Other:	\$23,825
FY2014 Actual	Total:	\$323,776	Personnel:	\$299,351	Other:	\$24,425

**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 four part time employees and six seasonal employees.

Department Manager: Chad Hunter

**Budget Observations**

Total budget requests amount to an overall increase of \$18,441. or 5.61%. Personnel services are an increase of \$15,866. or 5.2%. Harbor Master expenses are an increase of \$2,575. or an increase of 10.8%. The major increase is \$10,120. or 13.4% in seasonal salaries. Other small dollar increases are \$150. (7.32%) for meetings and \$400. (8.89%) for supplies and materials.

The Harbor Master has spending authority over the State Boat Ramp revolving fund of an amount not to exceed \$60,000. 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 (\$29,408 salary plus \$10,293 benefits); two seasonal harbormaster assistants at \$7,917. each; \$2,000. for materials and maintenance and \$1,000. = \$58,535. The balance in the account as of 12/31/14 was \$59,593.94.

**Initiatives & Opportunities**

**Recommendations**

The Sub-Committee recommends the harbor master control budget be approved at \$345,053.; \$2,000. less than requested. The \$2,000. is a result of eliminating for this year the seeds for the shellfish propagation program.

**Comments / Other**

In FY15 the harbormaster division was able to secure grants and state funds totaling \$2,889,232. This is comprised of \$2,750,000. for T-Wharf reconstruction, \$124,000. for port security training and equipment, \$12,232. for harbor pump out replacement and \$3,000. for aquaculture.

The seasonal harbor assistants work a 20 week calendar; late May – early October.

The Harbor Master has requested four capital equipment items that cost a total of \$47,750. The requests include two acoustic buoys (\$4,000); a re-power safe boat (\$36,000); a re-power pump-out boat (\$3,750) and a small outboard motor (\$4,000). The pump-out system helps keep the harbor and beaches clean and the shellfish beds open.

**Budget Summary: #427 Natural Resources (formerly Environmental Management)**

Proposed FY2016 Budget	Total:	\$426,936	Personnel:	\$353,386	Other:	\$73,050
FY2015 Budget	Total:	\$402,003	Personnel:	\$327,603	Other:	\$74,400
FY2014 Actual	Total:	\$359,252	Personnel:	\$264,590	Other:	\$94,663

**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 \$20,999. or 6.2%. There are four significant increases requested. They consist of a request for an additional FT natural resource warden at a salary cost of \$49,047. As the town continues to acquire conservation land via purchasing hundreds of acres every year with CPC funds or obtaining land by non payment of taxes the Natural Resources division acreage increases exponentially. There is also a request for an operating expense of \$6,000. that would pay for a software "Park Watch" system. This watch system would allow the public to report violations via the web or from their mobile device, provide a GPS location of the suspected violation and allow data collection and reporting on the violations. The third increase shows an increase of \$3934. for a sick time buyback for the department manager . The fourth large increase is \$2,500. or 50% as a result of increased DEP compliance fees. This increase is needed due to the uptick in developers wanting to potentially build on land that may have contaminated soil in the area. The most significant decrease is \$1,900. or 55.88% from a reduction in meetings and training workshops.

The director of Marine and Environmental Affairs has spending authority over the Plymouth Beach fund . This fund is used for FT and PT salaries of seasonal staff and police detail coverage. It is also used for providing maintenance and services on Plymouth Long Beach as well as repairs to the seawall. There is also a \$15,000. line item for storm damage contingencies. The balance in the account as of 12/31/14 was \$116,710.99. The budget request for FY16 for the Plymouth Beach revolving fund is \$228,700. Revenue sources for this account are from Long Beach 4X4 stickers and daily parking fees at Plymouth Beach.

The director of Marine and Environmental Affairs also has spending authority over the CPA Conservation Land fund of \$1,000. 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 12/31/14 was \$813.68. The budget request for FY16 is for \$1,000.

**Initiatives & Opportunities**

**Recommendations**

The Sub-Committee recommends the natural resources budget to be approved as submitted at \$426,936.

**Comments / Other**

In FY15 the natural resources division was able to secure funds, some of it being state funds, totaling \$995,475. This is comprised of ten different line items ranging from \$712,738. for the Plymco Dam removal, \$54,095. for the dam off Billington St to \$8,808. for trail grant improvements.

**Budget Summary: #482 Airport Enterprise**

Proposed FY2016 Budget	Total:	\$2,772,590	Personnel:	\$490,175	Other:	\$2,282,415
FY2015 Budget	Total:	\$2,559,392	Personnel:	\$486,222	Other:	\$2,073,170
FY2014 Actual	Total:	\$2,084,843	Personnel:	\$403,083	Other:	\$1,681,760

**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, it 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 3 vacant positions – one FT and 2 PT. They will continue to not be filled due to the decreased airport volume from prior years (2008-2009) that have not sufficiently recovered.

Airport Manager: Tom Maher

**Budget Observations**

Total budget requests show a 10.1% increase or \$209,245. The most significant increases are a 19.3% increase or \$11,000 in electricity and a 10.5% increase or \$200,000 in aviation fuel. The most significant decreases are 11.7% or \$1,420 in repair and maintenance vehicles and 10.0% or \$500 in office supplies.

The amount of fuel purchased is partially dictated by the airport's storage capacity. Fuel is usually purchased every 7-8 days.

The overtime budget of \$39,000 is used primarily for snow and ice removal and for off hours coverage. YTD FY15 for overtime is \$33,150. Snow and ice removal is done by airport staff.

Insurance premiums are projected to only increase by 2.2% due to the decreased number of aircraft disasters. The airport liability coverage is \$20,000,000.

**Initiatives & Opportunities**

Many taxiway lights were converted to LED lights last year. The plan is for other lights to be converted to LEDs. 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 \$2,282,415.

**Comments / Other**

**Budget Summary: #910 Member Benefits**

Proposed FY2016 Budget	Total:	\$5,592,454	Personnel:	0	Other:	\$5,592,454
FY2015 Budget	Total:	\$5,276,116	Personnel:	0	Other:	\$5,276,116
FY2014 Actual	Total:	\$4,392,758	Personnel:	0	Other:	\$4,392,758

**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 FY16 shows an overall increase of 6.0%. The primary drivers for the increase includes 50.38% or \$67,000 in 111F claims (workmen comp claims by police or fire); 102.48% or \$70,705. for life insurance for active employees and retirees; \$108,880 or 12.4% for Managed Blue and \$100,849 or 7.13% for Medicare Part B premiums. The 111F increase has two contributing factors – an increase in claims and an increase in payroll costs due to a larger employee base. The life insurance increase is broken down into the two categories of staff - \$27,482. for active town staff and their retirees; \$43,223. for active school staff and their retirees. The budgeted Managed Blue increase of 12.4% is based on a projected 5% increase in the premium and an increase in employees participating in the benefit. Medicare Part B premiums rise every year due to the historical 6-7% increase in retirees.

Two significant decreases are \$90,023 or 33.97% for deferred compensation match and \$23,000. or 13.53% for Medicare Part B penalty. The major budgeted decrease for the deferred compensation match is due to less police personnel taking advantage of the recently instituted compensation match than anticipated. The budgeted decrease in Part B penalty funds is due to the continuing decreasing number of retirees that fall under this category.

**Initiatives & Opportunities**

The increase in 111F claims has increased significantly in recent years. This increase is due to the rise of more serious injuries incurred by police and fire personnel as well as the overall increase of police officers on the force. The committee suggests the town look into the opportunity of increasing the offerings and participation of employee in wellness like programs; this may possibly help contribute to a decrease in claim activity. The amount of 100B claims is budgeted in FY16 at \$270,000. Plymouth's 100B claims are higher than other towns. We recommend the town research the factors contributing to the high claims and suggest possible ways to improve upon the claim activity.

**Recommendations**

The Sub-Committee recommends the member benefits be approved as submitted at \$5,592,454.

**Comments / Other**

We recommend that town administrators and employees work collaboratively exploring low cost-high yield benefit offerings that would be sensitive to the needs of the Plymouth taxpayer as well as the active employee population.

**Budget Summary: #945 Town Insurance**

Proposed FY2016 Budget	Total:	\$983,510	Personnel:	0	Other:	\$983,510
FY2015 Budget	Total:	\$851,113	Personnel:	0	Other:	\$851,113
FY2014 Actual	Total:	\$794,373	Personnel:	0	Other:	\$794,373

**Department Synopsis**

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

**Budget Observations**

Total budget shows a 14.92% increase or \$127,700.

**Initiatives & Opportunities**

The town takes advantage of a 4% discount by paying the premium in early July. The town utilizes the power of the MIIA to negotiate for best pricing. Plymouth also receives other discounts via training sessions they participate in periodically. They have investigated the possibility of increasing deductibles to help lower premium costs.

**Recommendations**

The Sub-Committee recommends the town insurance budget be approved as submitted at \$983,510.

**Comments / Other**

The formulation of the town insurance budget is done in conjunction with the town manager's office. Last year the town bought a new policy; namely a harbor master policy. Money is 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 B Department of Finance  
 Harry Salerno, Chair  
 Michael Hanlon  
 Christopher Merrill  
 Marc Sirrico  
 Date: February 18, 2015  
 Subject: Sub-Committee B Budget Review & Recommendations

The sub-committee would like to thank the Finance Director Lynne Barrett and the other finance division heads for taking the time to meet with our sub-committee to review the FY '16 budget.

The Finance department and its divisions support and perform all the financial functions of the town, from revenue billing, collection, financial reporting, recording, auditing, maintaining, expense disbursements, procurement, payroll and technology. Many of the critical functions of the Finance Department are required under Massachusetts General Laws, the Department of Revenue, and Division of Local Services.

**Department of Finance: 114 Moderator**

	Total	Personnel	Other
Proposed FY16 Budget	\$2,100	\$2,000	\$100
Current FY15 Budget	\$2,100	\$2,000	\$100
Prior Year FY14 Actual	\$2000	\$2000	\$0

**Department Synopsis**

This is an annual stipend paid monthly for the Town Moderator. There was an increase in 2014 when the Moderator stopped receiving town funded health insurance. The \$2,000 recommended stipend is the result of a citizen's committee study in 2011 and subsequent approval by Town Meeting. There was a new \$100 expense in FY15 to cover the cost of the Moderators Association Conference, which in past practice had been charged to the Finance Department.

**Recommendation:** The sub-committee recommends approval of a budget of \$2,100.00 for the Town Moderator. Funding for this elected position is voted by Town Meeting annually as Article 6.

**Department of Finance: 132 FinComm Reserve Fund**

	Total	Personnel	Other
Proposed FY16 Budget	\$130,000	\$0	\$130,000
Current FY15 Budget	\$126,000	\$0	\$126,000
Prior Year FY14 Actual	\$130,000	\$0	\$130,000

**Department Synopsis**

The FinComm Reserve is budgeted for \$130,000. This item is used to fund unexpected emergency Town expenses due to unforeseen circumstances. Examples include special elections, fuel and utilities, and town wharf emergency repairs. As requests for funds are made to the Finance Committee and are approved the funds are transferred out of this reserve to the appropriate account. Thus the balance in this account is reduced by these transfers. The entire amount of the FY14 was expended. There is no expectation for special Solid Waste Reserve for FY2016 as was done for FY2014.

		FY14	FY15
Fire Department	Repair & Maint. Vehicles	\$ 25,000	
DPW	Snow & Ice Deficit	\$105,000	
Council on Aging	Repairs sewer backup		\$ 4,000
Harbor Master	Repairs boat engine		\$ 3,632
Current balance			\$122,368

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$130,000.

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**Department of Finance: 129 Salary Reserve Fund**

	Total	Personnel	Other
Proposed FY16 Budget	\$100,000	\$0	\$100,000
Current FY15 Budget	\$728,338	\$0	\$728,338
Prior Year FY14 Actual	\$241,828	\$0	\$241,828

**Department Synopsis**

The Salary Reserve Fund is budgeted to cover salary issues that have not been resolved. The reserve account for FY'16 has decreased by \$628,338.

**Budget Observations:** While the union contracts are all up for renegotiation this year, no amount has been put into this account for possible increases as the amount is not reasonably estimable at this time.

This account is intended to cover some overtime issues and the impact of the raise in the minimum wage on personnel costs, particularly seasonal employees.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectman recommended budget of \$100,000.

**Department of Finance: 133 Finance and Accounting Division**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed Budget	\$574,184	\$444,821	\$129,363
Current Budget	\$584,162	\$451,042	\$133,120
Prior Yr. FY14 Actual	\$533,924	\$410,260	\$123,664

**Department Synopsis**

The Department has a staff of 6 including the Director. The Finance and Accounting Division is responsible for maintaining the Town's financial records and budget analysis. The Town's Internal Auditor reports into this division administratively.

**Budget Observations** : Personnel Services has decreased by \$6,221 or 1.4% from 2015 budget. Salaries and Wages decreased \$4,371 (1%), Overtime decreased \$500 (11%) and Sick Leave Buyback decreased by \$1,350 (45%) taking effect in FY16.

All the department of finance salaries will be up for renegotiation this year. New union contracts will be negotiated for 2016, 2017, and 2018. Nonunion employee salaries will also need to be addressed. There is no provision in these accounts for these potential adjustments.

There is a net decrease in the Division's Other Expenses of \$3,757 (3%). The largest item to change in this area is an estimated decrease of \$14,625 in the Accounting and Auditing expenses.

The Division continues to employ and receive the benefit from the Internal Auditor. The auditor follows work programs designed by the Town's outside auditors. The position of internal auditor has not only benefitted the Finance Department but all other departments throughout the town as it will hopefully create department efficiencies and streamline departments to become more cross-functional resulting in increased productivity and lower cost for individual departments. This position was instrumental in the unraveling of the Board of Health situation. In addition, the Town was able to negotiate a flat price of \$81,000 for fiscal year 2014, 2015 and 2016 audits. The Town Manager signed that contract in May 2014. Management was able to use the Internal Auditor as a source of support for that.

**Initiatives & Opportunities:** The ongoing implementation of several modules within the MUNIS system, including Benefits Enrollment and Employment Application and On-Boarding are anticipated to keep improving the efficiency of those processes by replacing paper-based process with electronic. A minor increase in Training costs supports those initiatives.

**Recommendation:** The sub-committee recommends approval of the Board of Selectmen recommended budget of \$574,184.

**Department of Finance: 138 Procurement**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed FY16 Budget	\$479,288	\$163,525	\$315,763
Current FY15 Budget	\$449,435	\$161,176	\$288,259
Prior Year FY14 Actual	\$465,182	\$153,026	\$312,156

**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 has increased by \$29,853 or 6.6% from the 2015 budget. There are some relatively minor swings in several of the accounts. These are dwarfed by the increase in Office Supplies of \$27,000 (34.2%). This is the result of a decision to make a realistic assessment of the costs. In the past the Division has consistently overspent this account and would like the budget to reflect a more experienced based amount. categories. The next largest increase is in personnel of \$2,349 (1.5%).

As in the past, the unexpended amount in the current budget for Printing is ultimately expected to be spent. These are seasonal expenses and are expected to catch up with the budget.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$479,288.

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**Department of Finance: 141 Assessing**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed FY16 Budget	\$465,957	\$417,422	\$48,535
Current FY15 Budget	\$492,656	\$418,941	\$73,715
Prior Year FY14 Actual	\$395,551	\$379,332	\$16,220

**Department Synopsis**

This department works with the five-member appointed Board of Assessors and is responsible for valuing all real and personal property; annually submitting a tax rate recapitulation summary (recap sheet) for approval by the Massachusetts Department of Revenue and every three years recertifying the value of the town by doing field and data review of the community in an attempt to maintain equitable values. Additionally, the department is responsible for the Motor Vehicle Excise bills.

**Budget Observations:** The department has a staff of 8. The majority of the expenses for this department are personnel costs. The size of the staff and the salary levels reflect that the Department does all of the real estate assessments and the revaluations in-house.

The revaluation process was contracted out at \$40,000 last year instead of adding a full-time employee. The \$40,000 budgeted in this year is for the annual cost of cyclical inspections. In addition, last year there was an additional \$25,000 included in the budget for valuation services of electrical generation facilities that is not in this year's budget. It should be noted that the budget has thus decreased by \$26,699 or (5.4%).

As noted in last year's report, the bookbinding costs have been eliminated this year as documents are captured electronically.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$465,957.

**Department of Finance: 146 Treasury and Collection**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed FY16 Budget	\$551,230	\$528,645	\$22,585
Current FY15 Budget	\$545,055	\$523,895	\$21,160
Prior Year FY14 Actual	\$541,919	\$540,248	\$1,672

**Department Synopsis**

The department is responsible for collecting taxes quarterly, vehicle excise, beach stickers, dump stickers and most other taxes and fees the Town collects. In addition the department is responsible for the Treasury functions for the Town including cash management, debt issuance, investing Town funds etc.

**Budget Observations:** The department has a full time staff of 10 people as well as four seasonal workers. The seasonal staff will cost \$18,600 which is a reduction from 6 seasonal people in prior years. In addition, this year the seasonal staff will be staggered; with some working 7 weeks and others working 12 weeks, for an expense reduction of \$1,920. They will work during the busy late spring and early summer season to sell stickers for the transfer station and beaches and to help with the data entry. The other large expense is \$19,400 for Financial and Banking Services. Other expenses are minimal the largest being training specific to the Treasurer's office (\$1,500). There is also an expense of \$1,350 for mileage reimbursement (see below).

**Initiatives & Opportunities:** The Committee questioned the mileage reimbursement and determined that the bulk of it is for trips to the bank to make deposits. Since deposits are made quite frequently, the Committee recommends looking into an Armored Car service to pick up deposits. The amount of cash deposits can vary based on the time of year and what may be due. While such a service would not produce a cost savings, it could cost the Town upwards of \$9,000, nonetheless it may be a wise course for the Town to follow. The cost could probably be managed downwards if scheduled seasonally and not daily.

**Recommendation:** The sub-committee recommends approval of the Board of Selectmen recommended budget of \$551,230.

**Department of Finance: 155 Information Technologies Division**

	Total	Personnel	Other
Proposed FY16 Budget	\$754,913	\$332,907	\$422,006
Current FY15 Budget	\$694,524	\$332,249	\$362,275
Prior Year FY14 Actual	\$632,564	\$312,379	\$320,185

**Department Synopsis**

The goals of the division are to maintain a municipal area network connecting all town buildings; train town personnel on the use of new computer technologies; support and maintain the town's municipal area network; provide a stable infrastructure on which to build; and implement technologies allowing other departments to more efficiently accomplish their goals. Plymouth has more than 50 miles of fiber optic cables installed throughout town that connect all town and school buildings.

**Budget Observations:**

The department has a staff of 4, one of whom serves the Police Department. Personnel costs have an increase of a nominal amount (\$658 or 0.2%) mainly through a reduction in budgeted overtime of \$2500.

The increase of \$59,731 (16.5%) under "other expense" is mainly the result of a \$25,000 increase in the Tyler-Munis maintenance contract and the addition of a maintenance contract on the Zobrio Cash Management System of \$25,700. There is also an increase in budgeted consulting fees of \$4,200. Consulting Fees will allow the Department Head to bring in a specialist for a quick fix in any area where they do not have the in house expertise.

The IT department manager generates revenue (app. \$2,500 annually) for the town by selling advertisements through the Town Website and supporting the General Fund operating budget.

**Note:** The glitch in the payroll system that enjoyed some notoriety this fiscal year is expected to be fixed in the Spring release of a new version of Munis. Changes with the bank controls have also been implemented to reduce the possibility of a reoccurrence.

**Recommendation:** The sub-committee recommends approval of the Board of Selectman recommended budget of \$754,913.

**Department of Finance: 130 Fuel/Utility Fund**

	Total	Personnel	Other
Proposed FY16 Budget	\$1,894,000	\$0	\$1,894,000
Current FY15 Budget	\$1,973,904	\$0	\$1,973,904
Prior Year FY14 Actual	\$1,939,734	\$0	\$1,939,734

**Department Synopsis**

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

**Budget Observations:**

The 2015 budget reflects a net decrease of 4.0% or \$79,904. This is the result of rather substantial reduction in anticipated costs of Vehicle fuel. The combined vehicle & marine fuel reduction is \$145,100. This reduction is supplemented by an increase by Net Metering Credits as follows:

	FY2015	FY2016	
Solar Farm Electricity	\$194,888	\$232,000	
Net Metering Credits	(\$317,734)	(\$394,000)	
Net reduction in Utility Expense	(\$122,846)	(\$162,000)	(\$39,154)

The difference is made up of line item increases in heat and electricity costs.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$1,894,000.

**Department of Finance: 158 Tax Title Foreclosure**

	Total	Personnel	Other
Proposed FY15 Budget	\$365,202	\$0	\$365,202
Current FY14 Budget	\$365,202	\$0	\$365,202
Prior Year FY14 Actual	\$238,354	\$0	\$238,354

**Department Synopsis**

The '16 budget is level funded from FY14. Land court recordings and legal services are the primary costs in this budget. These costs, primarily associated with real estate tax liens and foreclosures, are usually recovered by the Town when the taxes are ultimately paid. Land Court recordings are allowed to be raised on the Recap and not included in the budget which was the practice historically. However, the Town and FinComm believe that including this expenditure in the budget provides more visibility and transparency.

**Budget Observations**

The Land Court filing fee is \$515. The budget is estimated at 275 filings which is the same as the number of filings in last year's budget. This is based on anticipated Land Court filings. This is usually ultimately recovered.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$365,202.

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**Department of Finance: Debt and Interest**

Cost Center	2012	2013	2014	2015	2016	Variance
710 Long Term Debt	6,887,182	5,806,687	7,157,299	6,636,095	7,761,947	1,125,852
750 Long Term Interest	3,346,083	3,190,501	3,982,699	3,773,137	4,468,544	695,407
752 Short Term Interest	64,022	183,834	2,812	136,630	214,000	77,370
753 Misc. Interest	5,000	55,348	2,057	5,000	5,000	0
755 Bond Issuance Costs	44,246	17,596	1,500	50,000	50,000	0
TOTAL	10,346,533	9,253,966	11,146,367	10,600,862	12,499,491	1,898,629

**Budget Observations**

Long term debt reflects principal payments due on existing debt. The two largest increases are \$400,000 and \$310,000 for South High School and Federal Furnace HVAC respectively. This budget reflects an increase of 17% in principal payments.

Long term interest is the interest on existing debt. This budget reflects an 18.4% increase.

Short term interest is on new approved projects in their early stages before a long term bond would be issued. Bonds are generally sold every two years which happened last year. There are only 2 items in this years budget, New Town Hall Complex \$200,000 and the Waterfront Promenade design \$14,000.

Miscellaneous interest is primarily interest paid on tax abatements and other such items.

Bond Issuance Costs are the costs of issuing bonds and Bond Anticipation Notes paid up front such as legal, printing, etc. that are not covered by bond premiums. Generally borrowing is done every two years and FY 2015 was a major borrowing year. However there may be some short term borrowing this year.

Total outstanding debt at 6/30/2014 is:

Long Term	\$109,967,294
Short Term	<u>\$ 18,327,800</u>
Total	\$128,295,094

**Recommendation:** The sub-committee is recommending approval of the Board of Selectmen recommended amounts for each of the debt and interest budgets.

**Department of Finance: 911 Pension Contributions**

	<b>Total</b>	<b>Town</b>	<b>School</b>
Proposed FY16 Budget	\$10,575,494	\$7,988,268	\$2,587,226
Current FY15 Budget	\$9,797,679	\$7,450,949	\$2,346,730
Prior Year FY14 Actual	\$9,086,569	\$6,701,506	\$2,385,063

**Department Synopsis**

This represents the Town's normal pension funding based on current employees and retirees using actuarial calculations plus an amount needed to amortize the unfunded prior liability. This is done using the State schedule with a long-term goal of being fully funded by 2032. The chart above reflects the town employees and non-education based school employees. The Trust is managed and invested by the Plymouth Retirement Board, a five-member board that meets on a regular basis. The actuarial reports (not reviewed by the subcommittee) indicate that the town is on track to have its pension plans fully funded by 2032. This breaks down as follows (all numbers approximate and in \$000's):

Normal Cost	\$3,700
Amortization of Unfunded Liability	\$6,900

The unfunded liability as of January 1, 2014 is \$128,877,000. Once the Pension is fully funded, the Town's obligation will revert to the then current calculation of the Normal Cost.

**Recommendation:** The sub-committee recommends Approval of the Board of Selectmen requested appropriation of \$10,575,494.

**Initiatives & Opportunities:** The A&F Committee may wish to create a sub-committee to review the Pension, its funding, management and actuarial assumptions. This sub-committee could meet and develop a package of material for review and discussion by the full Committee outside of budget season to develop a broader understanding of the issues within the community. This is a major financial issue for the Town and deserves to have a detailed and thorough review with a goal of understanding the long term plan.

**Department of Finance: 914 Member Insurance**

Proposed FY2016 Budget	Total:	\$31,541,090	Personnel:	\$0	Other:	\$31,541,090
FY2015 Budget	Total:	\$28,449,447	Personnel:	\$0	Other:	\$28,449,447
FY2014 Actual	Total:	\$26,491,562	Personnel:	\$0	Other:	\$26,491,562

**Department Synopsis**

Member Insurance represents the taxpayer-funded employer contributions to the Healthcare Trust Funds (one for Medical and one for Dental).

**Budget Observations**

Overall, the Member Insurance budget shows an increase of \$3,091,643 above the FY2015 appropriation, a 10.87% increase. That increase, while higher than the anticipated national health care trend of 6.9% for private insurance, appears appropriate given Plymouth's claims trend and the balance projections for the Health Insurance Trust Fund.

Plymouth's claims trend for the first five months of FY2015 reflects an average 8.3% month-to-month trend and a 12% increase over FY2014 costs for the same period. The proposed budget increase reflects a conservative approach to funding the Health Insurance Trust Fund by minimizing premium increases for employees and ensuring adequate funding of the Trust to pay estimated claims.

The projected balance of the Health Insurance Trust Fund is expected to fall to approximately \$2.1 million at the end of FY2015, effectively a zero balance since the \$2.1 million represents a reserve for claims incurred but not yet presented for payment, known as Incurred But Not Reported (IBNR) in the insurance industry. The Town is required to raise any negative balance, net of the IBNR, through an increase in the next year's tax rate.

The proposed budget anticipates funding the health care expenses for FY2016 while leaving a balance in the Health Insurance Trust Fund, net of the IBNR, of approximately \$1 million at the end of FY2016. The sub-committee believes that to be a reasonable reserve target to account for the fluctuations in estimated health care costs.

**Initiatives & Opportunities**

None

**Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended budget amount of \$31,541,090.

**Comments / Other**

The sub-committee acknowledges the effort of the Town Manager, Finance Director and Insurance Advisory Committee in establishing conservative funding approach for the Health Insurance Trust. We recognize the substantial challenge that projecting health care costs 18 months into the future represents and supports a conservative approach to ensuring adequate funding of the Health Insurance Trust while minimizing the unencumbered balance carried forward from year-to-year. Excessive conservatism in funding the Trust reduces capital that might be put to better use elsewhere in the Town.

### **Department of Finance: 915 OPEB Trust Funding**

Proposed FY2016 Budget	Total:	\$650,000	Personnel:	\$0	Other:	\$650,000
FY2015 Budget	Total:	\$145,000	Personnel:	\$0	Other:	\$145,000
FY2014 Actual	Total:	\$146,564	Personnel:	\$0	Other:	\$146,564

### **Department Synopsis**

The purpose of the OPEB Trust Funding Cost Center is to put aside funds for the Other Post-Employment Benefits obligations of the Town to its employees. The primary component of that liability is retiree health insurance benefits.

### **Budget Observations**

The FY2016 appropriation is \$650,000, an increase of \$505,000 over the FY2015 funding. The original department request was \$1 million, but was reduced to \$650,000 by the Board of Selectmen. The proposed appropriation is a significant increase (approximately 350%) over FY2015 funding, but remains considerably below the actuarially recommended funding amount (Annual Required Contribution, or ARC) of \$38.98 million.

Because Plymouth currently funds the OPEB liability on a Pay-As-You-Go (PAYGO) basis, a portion of the annual contribution is included in the amount Plymouth funds for Member Insurance for current retirees. The estimated value of that contribution is approximately \$16.4 million (based on the projections in the Actuarial Valuation as of January 1, 2013), leaving a net funding shortfall of \$22.6 million for the Fiscal Year.

While current accounting standards and regulations do not require a municipality to fully fund the ARC, not doing so causes the liability to continue to grow over time in much the same way that a personal credit card balance will grow if an individual makes only the minimum payment.

As of January 1, 2013, the Town's estimated unfunded Actuarial Accrued Liability (or balance due) for the Fiscal Year ending June 30, 2016 is \$537,380,378, assuming no additional contributions to the OPEB Trust for FY2014 through FY2016 (other than income earned on the existing balance). The Actuarial Accrued Liability represents the amount the Town will need to pay over the next 30 years to meet its post-employment benefit obligations to its employees.

### **Initiatives & Opportunities**

None

### **Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended budget of \$650,000.

### **Comments / Other**

The sub-committee believes it is important to note that funding OPEB liabilities is a significant challenge that Plymouth shares with virtually every other government entity in the United States. Addressing the challenge will require action by parties outside of Plymouth's borders in addition to a cooperative and concerted effort of all directly involved parties – Town Management, Town Employees, union representatives, elected officials, and the taxpayer – to satisfy the Town's current obligation and to limit the continued growth of the liability.

**Department of Finance –Fixed Costs: 913 Unemployment Compensation**

	Total	Personnel	Other
Proposed FY16 Budget	\$200,000	\$0	\$200,000
Current FY15 Budget	\$100,000	\$0	\$100,000
Prior Year FY14 Actual	\$100,000	\$0	\$100,000

**Department Synopsis**

This expenditure represents a transfer to the Unemployment Compensation Trust. This item has been moved to the normal operating budget effective fiscal 2014, having previously been handled as a separate Article.

The unemployment trust fund at June 30, 2014 had a balance of **negative \$149.80**. On July 1 an additional \$100,000 was added. The current balance is \$5500. The average annual payment has running around \$200,000 over the past several years although that included a couple of years in which there were layoffs.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$200,000.

**Department of Finance: 916 Compensated Absences**

	Total	Personnel	Other	Total Contributions	Fund Balance
Proposed FY16 Budget	\$125,000	\$0	\$125,000	\$125,000	est\$172,000
Current FY15 Budget	\$100,000	\$0	\$100,000	\$0	\$46,634
Prior Year FY14 Actual	\$0	\$0	\$0	\$0	\$0

**Department Synopsis**

This is a new account adopted at the Fall 2013 Town Meeting. It covers costs such as vacation and sick days paid to employees who leave during the fiscal year.

FY 15 Contribution	\$100,000
Less Payouts	\$ 53,432
Add Interest	\$ 66
Balance	\$ 46,634

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen budget appropriation of \$125,000.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee C, Charles Stevens (Chair), Richard Gladdys, Marc Sirrico, Kevin Hennessey, Michael Hourahan  
 Date: Feb 25, 2015  
 Subject: Sub-Committee C FY2016 Budget Review & Recommendations: Public Safety

**Budget Summary: Police**

Proposed FY2016 Budget	Total:	\$10,211,640	Personnel:	\$9,873,501	Other:	\$338,139
FY2015 Budget	Total:	\$10,139,671	Personnel:	\$9,741,569	Other:	\$398,102
FY2014 Actual	Total:	\$8,853,880	Personnel:	\$8,248,446	Other:	\$335,433

**Department Synopsis**

Chief Michael Botieri is responsible for delivering police protection to the Town of Plymouth through the leadership of his department.

**Budget Observations**

Chief Botieri is requesting a 0.7% increase in his budget versus fiscal year 2015. The increase stems from contracted pay increases across the department.

**Initiatives & Opportunities**

The committee is pleased to hear that the consolidation of the dispatchers function is finally being addressed. This consolidation should save money for the town over the long run and improve the response times of needed emergency response units. We are also pleased to see the cost containment and reduction efforts on behalf of the Department to offset the impact of the salary increases on the overall Department budget request.

**Recommendations**

The Sub-Committee recommends:

1. The Town continue its hiring of additional officers for the police department. The nine officers gained in recent years have all been absorbed by the Street Crime Unit. As discussed in last year's committee recommendations, the police department is still below recommended staffing levels for a town the size of Plymouth. Not only would the increase in size of the department put more officers on the street, it could also lower the amount of overtime wages paid by the department.
2. The committee recommends the acceptance of the Selectmen's suggested FY2017 budget.

**Comments / Other**

None

To: Advisory & Finance Committee  
 From: Budget Sub-Committee C Charles Stevens, Chair, Richard Gladdys, Marc Sirrico, Kevin Hennessey, Michael Hourahan members  
 Date: Feb 25, 2016  
 Subject: Draft Sub-Committee C FY2016 Budget Review & Recommendations: Fire Department

**Budget Summary: Fire Department**

Proposed FY2016 Budget	Total:	\$10,003,301	Personnel:	\$9,750,303	Other:	\$252,998
FY2015 Budget	Total:	\$9,833,787	Personnel:	\$9,594,589	Other:	\$239,198
FY2014 Actual	Total:	\$9,306,302	Personnel:	\$9,065,634	Other:	\$240,668

**Department Synopsis**

The Plymouth Fire Department, comprised of 123 sworn members and 5 civilian members is led by Chief Edward Bradley is charged with providing fire protection to the Town of Plymouth.

**Budget Observations**

The budget request for 2016 is a 1.7% increase over the FY 2015 budget. It is driven primarily by contracted salary increases and equipment replacement.

**Initiatives & Opportunities**

As discussed in the Police budget Initiatives and Opportunities review, the committee is pleased to see the dispatcher consolidation project underway. When completed, four professionally trained firefighters will be returned to the duties they were originally hired for.

**Recommendations**

The Sub-Committee recommends:

1. Chief Bradley pointed out to the committee a request for an increase in the maintenance line item for 62 self-contained breathing apparatus. These units were purchased in 2008. Chief Bradley forecasts that the maintenance costs for these units will accelerate as they age. The units must be replaced en masse due to safety concerns for the firefighters. The committee recommends a detailed, written cost analysis be performed by the department prior to the start of the 2017 budget cycle.
2. A solution to the ongoing situation at the North Plymouth Fire Station needs to be presented by the Town Manager and the Fire Department. The station is outdated and its maintenance costs are increasing, taking valuable maintenance funds away from other town structures. This situation was mentioned in FY 2015 committee recommendations, but no visible progress towards a solution to this problem is evident.
3. The committee recommends the adoption of the Fire Department budget as presented.

**Comments / Other**

See recommendations above

To: Advisory & Finance Committee  
 From: Budget Sub-Committee C, Charles Stevens, Chair, Richard Gladdys, Marc Sirrico, Kevin Hennessey, Michael Hourahan  
 Date: Feb 25, 2015  
 Subject: Sub-Committee C FY2016 Budget Review & Recommendations: Office of Emergency Management

**Budget Summary: Office of Emergency Management**

Proposed FY2016 Budget	Total:	\$69,900	Personnel:	\$	Other:	\$69,900
FY2015 Budget	Total:	\$19,900	Personnel:	\$	Other:	\$19,900
FY2014 Actual	Total:	\$19,020	Personnel:	\$	Other:	\$19,020

**Department Synopsis**

The Office of Emergency Management is a division of the Plymouth Fire Department staffed by Aaron Wallace, Emergency Management Director and Nancy Eriksson, Administrative Assistant. The responsibilities of the Office include the activation of the Emergency Operations Center, acting as liaison with local, state and federal public safety and emergency management officials, and coordinating emergency planning, response and recovery operations.

**Budget Observations**

The Office of Emergency Management's 2016 Budget Request has increased by 251.3 % versus FY2015. This increase stems from a proposed Debris Management budget expenditure project line item. The proposed increase is based on accumulated costs experienced by Emergency Management for debris management over consecutive disaster declarations. The proposed Debris Management project line item is to be used to fund a pre-qualified debris management contract for use during a Declaration of Local Emergency. The bulk of the operating funds for the Office are provided through grants from Entergy, Inc. and FEMA.

**Initiatives & Opportunities**

No recommendations

**Recommendations**

The Sub-Committee recommends:

1. The Town Manager and Treasurer be made aware of a significant budget increase request from OEM for FY 2017 for replacement of the Emergency Operations Center's Uninterruptible Power Supply (UPS) System batteries used to support utility outage protections to the EOC and the Town's back-up Information Technology server. The initial quote for this replacement is \$9500.00 to be funded through the Equipment line item in the budget
2. The committee recommends the approval of the OEM budget as presented to the Selectmen

To: Advisory & Finance Committee  
 From: Budget Sub-Committee C Charles Stevens, Chair, Richard Gladdys, Marc Sirrico, Kevin Hennesey, Michael Hourahan  
 [Members]  
 Date: Feb 25, 2015  
 Subject: Sub-Committee C FY2016 Budget Review & Recommendations Parking Enforcement

**Budget Summary: Parking Enforcement**

Proposed FY2016 Budget	Total:	\$33,361	Personnel:	\$33,361	Other:	\$0
FY2015 Budget	Total:	\$33,227	Personnel:	\$33,227	Other:	\$0
FY2014 Actual	Total:	\$31,204	Personnel:	\$31,204	Other:	\$0

**Department Synopsis**

The Parking Enforcement Department is tasked with the enforcement of parking regulations throughout the town of Plymouth

**Budget Observations**

The budget recommendation for FY 2017 is up 0.4% over the FY 2016 funding level due to increased salary expense for the department

**Initiatives & Opportunities**

None

**Recommendations**

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

To: Advisory & Finance Committee  
 From: Sub-Committee D – Department of Public Works  
 Michael Hanlon (Chair), Richard Gladdys, Harry Helm, Kevin Lynch, Charles Stevens  
 Date: February 19, 2015  
 Subject: Sub-Committee D - FY 2016 Budget Review & Recommendations

**DEPARTMENT OF PUBLIC WORKS (Total Department not including enterprise funds and snow & ice budget):**

Proposed Budget - FY16	Total:	\$6,157,971	Personnel:	\$4,925,596	Other:	\$1,232,375
Current Budget - FY15	Total:	\$5,976,544	Personnel:	\$4,829,413	Other:	\$1,147,131
Prior Year Actual - FY14	Total:	\$5,137,298	Personnel:	\$4,212,900	Other:	\$924,398

**Department Synopsis**

The Department of Public Works (DPW) maintains the Town’s physical and environmental infrastructure for the residents, businesses, and visitors of the town making it a desirable place to live, work, and visit. The department’s services include the maintenance of streets, urban forests, sidewalks, pathways, waterways, oceanfront, water mains, sanitary sewers, storm drains, buildings, vehicles, streetlights, and traffic signals. In addition, the department manages community programs, beautification, and clean-up projects, solid waste and recycling, and graffiti abatement.

**Budget Observations**

The proposed Public Works Department budget for Fiscal Year 2016 has increased by \$181,427 (3.0 percent) from the prior fiscal year. This increase is due in part to the addition of 2.25 new positions in the Highway, Fleet Maintenance, and Crematory Divisions. In addition, the Pavement Marking budget was increased by \$20,000, and the Project Details budget was increased by \$50,000. Other Expenses have been mostly level funded. The cost of solid waste disposal for town and school buildings has been included in a separate budget for FY 2016 so that this cost is not supported by customers in the solid waste enterprise fund.

**Recommendations**

The Sub-committee recommends the approval of the DPW budget in the amount of \$6,157,971 for FY 2016. Additionally, the Sub-committee has reviewed the proposed departmental equipment budget in Article 8 and the proposed capital facilities budget in Article 9, and concurs with the Town Manager’s recommendations.

The following is a summary of the FY 2016 Department of Public Works (DPW) budget by division:

**Public Works Department: Engineering Division (411)**

Proposed Budget - FY16	Total:	\$537,861	Personnel:	\$470,132	Other:	\$67,729
Current Budget - FY15	Total:	\$516,040	Personnel:	\$468,302	Other:	\$47,738
Prior Year Actual - FY14	Total:	\$572,148	Personnel:	\$507,801	Other:	\$64,347

**Division Synopsis**

The Engineering Division manager is Mr. Sid Kashi, Town Engineer. The Division currently has a staff of six (6) full-time employees, and is responsible for providing engineering, field surveying services, and technical support related to all town-owned land, rights-of-way, and infrastructure. One full-time employee’s salary was transferred to the Water and Sewer Divisions in FY 2015.

**Budget Observations**

The Engineering Division budget for FY 2016 has increased by \$21,821 (4.2 percent) from FY 2015. After discussion with Mr. Kashi the Sub-committee recommendations increasing the “Pavement Marking” expense line item by an additional \$20,000 to provide a greater level of safety for the driving public. All other expense line items have been essentially level funded.

**Recommendation**

The Sub-committee recommends approval of the Engineering Division budget of \$537,861 for FY 2016.

**Public Works Department: Highway Division (420)**

Proposed Budget - FY16	Total:	\$1,878,333	Personnel:	\$1,653,763	Other:	\$224,570
Current Budget - FY15	Total:	\$1,891,097	Personnel:	\$1,671,527	Other:	\$219,570
Prior Year Actual - FY14	Total:	\$1,551,419	Personnel:	\$1,379,441	Other:	\$171,978

**Division Synopsis**

The division manager is Mr. Dennis Wood, who replaced Edward Buckley last year. The Highway Division provides repair, maintenance, and construction services for approximately 430 miles of public and private roadways in Plymouth. There are currently thirty-four (34) full-time positions in the Highway Division. One new position will be added in FY 2016. Four (4) positions are currently vacant, but have been posted to be filled. According to accepted standards of APWA and the UMass Bay State Roads Program, the Highway Division should have 10 employees for every 100 miles of roadway, which would bring the staff up to 43. At 34 employees they are still under-staffed.

**Budget Observation**

The Highway Division budget for FY 2016 has decreased by \$12,764 (0.7 percent) from FY 2015. This decrease is due primarily to a decrease in the overtime budget. Under Other Expenses a line item has been added for "Traffic Signal Maintenance" for \$25,000, which will be out-sourced to a private vendor. This cost will be partially off-set by a \$20,000 decrease in the "Signage and Paint Supplies" budget. Other expense line items have been level funded.

**Initiatives & Opportunities**

As previously mentioned the Highway Division has four vacancies, and is seeking to fill the positions. It is our understanding that the Division has had difficulty filling vacant positions in the past due to collective bargaining requirements that employees possess certain licenses and certifications that may not be necessary. We recommend that management review these requirements at the next opportunity.

**Recommendation**

The Sub-committee recommends approval of the Highway Division budget of \$1,878,333 for FY 2016.

**Public Works Department: DPW Administration (421)**

Proposed Budget - FY16	Total:	\$486,113	Personnel:	\$470,232	Other:	\$15,881
Current Budget - FY15	Total:	\$426,677	Personnel:	\$419,796	Other:	\$6,881
Prior Year Actual - FY14	Total:	\$459,038	Personnel:	\$454,100	Other:	\$4,938

**Division Synopsis**

The division manager is Mr. Jonathan Beder, Director of Public Works. The DPW Administration Division provides leadership and management of a full-service public works department, and includes three (3) full-time employees including the Director, Assistant Director, and an Administrative Assistant.

**Budget Observations**

The DPW Administration budget for FY 2016 increased by \$59,436 (13.9 percent), which is the result of an increase of \$50,000 for Project Police Details in order to provide a greater level of safety for work crews, and \$9,000 in the "License Renewals" expense line item for state-mandated continuing education for license renewals. Other expenses have been level funded.

**Initiatives & Opportunities**

The DPW budget includes \$243,600 for "Police Details" for traffic control. Several years ago the Governor signed legislation that allowed the use of "flagmen" for traffic control on state highways in an effort to reduce costs and save money. This issue should be reviewed by town management with the goal of reducing the cost of traffic control details in Plymouth while ensuring the safety of both the travelling public and construction workers. The DPW has tried to reduce this cost by being more selective in the use of traffic control details.

**Recommendation**

The Sub-committee recommends approval the DPW Administration budget of \$486,113 for FY2016.

**Public Works Department: Building Maintenance Division (422)**

Proposed Budget - FY16	Total:	\$579,261	Personnel:	\$369,261	Other:	\$210,000
Current Budget - FY15	Total:	\$581,693	Personnel:	\$371,693	Other:	\$210,000
Prior Year Actual - FY14	Total:	\$489,670	Personnel:	\$283,012	Other:	\$206,658

**Division Synopsis**

The division manager is Mr. Dennis Westgate, Assistant Director of Public Works. The Building Maintenance Division is responsible for the maintenance of 36 town-owned buildings, and currently has eight (8) full-time employees and one (1) half-time administrative assistant. One full-time employee is shared with the Solid Waste Division. Many of the specialty services provided by the division, including fire extinguishers, sprinklers systems, fire-alarms, HVAC, plumbing, electrical, elevators, and back-up generators, are out-sourced to private contractors. This budget does not include buildings owned and managed by the School Department.

**Budget Observation**

The Building Maintenance Division budget for FY 2016 has decreased by \$2,432 (0.4 percent), all of which was in "Personnel Services". Other Expenses have been level funded.

**Initiatives & Opportunities**

The Building Maintenance Division commissioned an asset management study of all town-owned buildings under their jurisdiction. The recommendations of that study, if fully implemented, will significantly add to the division's operating budget in the next fiscal year, and will also include significant capital expenditure under Article 9 to provide sufficient funds for the very large backlog of maintenance and repairs that are recommended.

**Recommendation**

**The Sub-committee recommends approval the Building Maintenance Division budget of \$579,261 for FY 2016.**

**Public Works Department: Fleet Maintenance Division (425)**

Proposed Budget - FY16	Total:	\$667,042	Personnel:	\$332,722	Other:	\$344,320
Current Budget - FY15	Total:	\$611,998	Personnel:	\$292,678	Other:	\$319,320
Prior Year Actual - FY14	Total:	\$513,439	Personnel:	\$268,095	Other:	\$245,344

**Division Synopsis**

The division manager is Dennis Westgate, Assistant Director of Public works. The Fleet Maintenance Division is responsible for maintaining town-owned vehicles belonging to the Public Works and the Police departments (approximately 178 vehicles), and currently has five (5) full-time employees. Fire Department and School Department vehicles are not maintained by this division.

**Budget Observation**

The Fleet Maintenance Division budget for FY 2016 has increased by \$55,044 (9.0 percent). Personnel Services increased by \$30,044 to cover the cost of one new mechanic. Other Expenses increased by \$25,000 in the Vehicle Maintenance Supplies line item in order to cover the anticipated costs for maintaining an aging fleet of vehicles. All other expenses were level funded.

**Recommendation**

**The Sub-committee recommends approval of the Fleet Maintenance Division budget of \$667,042 for FY 2016.**

**Public Works Department: Crematory Division (490)**

Proposed Budget - FY16	Total:	\$167,668	Personnel:	\$131,568	Other:	\$36,100
Current Budget - FY15	Total:	\$156,305	Personnel:	\$121,205	Other:	\$35,100
Prior Year Actual - FY14	Total:	\$146,177	Personnel:	\$112,630	Other:	\$33,547

**Division Synopsis**

The division is managed by Mr. Theodore Bubbins. The Crematory Division is responsible for the operation and maintenance of the Vine Street Crematorium, and has one (1) full-time and two (2) part-time employees. The Administrative Assistant is a full-time employee shared 50/50 with the Cemetery Division.

**Budget Observation**

The Crematory Division budget has increased by \$11,363 (7.3 percent) in FY 2016, which includes a small increase in "Personnel Services" to cover the cost of a part-time clerical position. After discussion with Mr. Bubbins the Sub-committee recommends the addition of \$1,000 under "Other Charges & Expenditures" to cover the cost of advertising in order to increase revenues from operations. All other expenses have been level funded. This division generated almost \$350,000 in net revenues in FY 2014, which was returned to the general fund, and is used to pay down the debt and interest.

**Recommendation**

The Sub-committee recommends approval of the Crematory Division budget of \$167,668 for FY 2016.

**Public Works Department: Cemetery Division (491)**

Proposed Budget - FY16	Total:	\$297,111	Personnel:	\$279,880	Other:	\$17,231
Current Budget - FY15	Total:	\$292,149	Personnel:	\$274,912	Other:	\$17,237
Prior Year Actual - FY14	Total:	\$246,150	Personnel:	\$230,385	Other:	\$15,765

**Division Synopsis**

The division manager is Mr. Theodore Bubbins. The Cemetery Division is responsible for maintenance and management of 6 active and 26 inactive cemeteries owned by the Town, and has five (5) full-time employees, one (1) part-time administrative assistant, and four (4) seasonal employees. The Administrative Assistant is a full-time employee shared with the Crematory Division.

**Budget Observation**

The Cemetery Division budget has increased by \$4,962 (1.7 percent) for FY 2016 due to some minor salary & wage adjustments. Other Expenses have been essentially level funded. The Cemetery Division manages one revolving fund called the "Cemetery Repair & Beautification Fund" with an annual spending limit of \$10,000. The fund has a sizeable balance of approximately \$94,000, which is available for use on other cemetery projects.

REVOLVING FUND	SPENDING LIMIT	PERSONNEL	EXPENSES	TOTAL	REVENUE	NET REVENUE
Cemetery	\$13,000	\$0	\$13,000	\$13,000	\$18,000	\$5,000

**Recommendation**

The Sub-committee recommends approval of the Cemetery Division budget of \$297,111 for FY 2016.

**Public Works Department: Parks & Forestry Division (492)**

Proposed Budget - FY16	Total:	\$1,006,187	Personnel:	\$828,085	Other:	\$178,102
Current Budget - FY15	Total:	\$989,287	Personnel:	\$816,768	Other:	\$172,519
Prior Year Actual - FY14	Total:	\$829,808	Personnel:	\$664,157	Other:	\$165,651

**Division Synopsis**

The division is managed by Mr. Theodore Bubbins. The Parks & Forestry Division is responsible for the maintenance and management of seventy individual recreation areas totaling over 950 acres throughout the Town, and has sixteen (16) full-time employees, and six (6) seasonal employees.

**Budget Observation**

The Parks & Forestry budget has increased by \$16,900 (1.7 percent) for FY 2016. Most of this money is in the salary & wages (\$11,137) and "Landscape supplies" (\$4,987) expense line item. Other expense line items have been essentially level funded.

**Recommendations**

The Sub-committee recommends approval of the Parks & Forestry Division budget of \$1,006,187 for FY 2016.

**Public Works Department: Recreation Division (630)**

Proposed Budget - FY16	Total:	\$370,152	Personnel:	\$353,832	Other:	\$16,320
Current Budget - FY15	Total:	\$362,455	Personnel:	\$46,160	Other:	\$16,295
Prior Year Actual - FY14	Total:	\$329,449	Personnel:	\$313,279	Other:	\$16,170

**Division Synopsis**

The division is managed by Mr. Barry DeBlasio, Recreation Director. The Recreation Division provides recreational opportunities for the residents of Plymouth as well as scheduling 28 recreational fields, supervising staff at four town beaches, managing Memorial Hall, and overseeing the operation of the Manomet Youth Center and the Hedges Pond Recreation area. This division has three (3) full-time employees, and approximately one hundred (100) seasonal employees.

**Budget Observation**

The Recreation Division budget has increased by \$7,897 (2.1 percent) for FY 2016. This amount is entirely due to an increase in the salary & wages line item. All other expenses have been level funded except for a minor increase in "Dues & Memberships".

**Initiatives & Opportunities**

In our discussion with the division staff it was suggested that our recreation fee structure is significantly lower than other similar communities in the area, and that the Town should seriously consider raising the fees for using the town's recreational facilities.

This division has three significant revolving accounts for recreation programs, Memorial Hall, and Hedges Pond. These revolving fund budgets for FY 2016, which are summarized below, more than double the Recreation Division's annual operating budget. Last year the Sub-committee asked for, and received, more detailed budgets for all DPW revolving fund accounts, which included starting and ending balances, and detailed revenue and expense projections. We believe this methodology has enhanced transparency and accountability.

REVOLVING FUND	SPENDING LIMIT	PERSONNEL	EXPENSES	TOTAL	REVENUE	NET REVENUE
Recreation	\$430,000	\$207,500	\$211,000	\$430,000	\$476,000	\$46,000
Memorial Hall	\$100,000	\$73,811	\$14,500	\$88,311	\$157,000	\$68,689
Hedges Pond	\$40,000	\$17,500	\$2,200	\$19,700	\$43,800	\$24,100
TOTAL - 2015	\$570,000	\$298,811	\$227,700	\$538,011	\$676,800	\$138,789

**Recommendations**

The Sub-committee recommends approval of the Recreation Division budget of \$370,152 for FY 2016.

**Public Works Department: Solid Waste – Town & Schools (433)**

Proposed Budget - FY16	Total:	\$168,243	Personnel:	\$46,121	Other:	\$122,122
Current Budget - FY15	Total:	\$148,843	Personnel:	\$46,372	Other:	\$102,471
Prior Year Actual - FY14	Total:	\$0	Personnel:	\$0	Other:	\$0

**Budget Observation**

This budget has increased by \$19,400 (13.0 percent) for FY 2016. This amount is almost entirely due to the increase in the contract tipping fee at SEMass. This was a new budget in FY 2015 that includes all solid waste disposal costs for all Town and some School Department owned buildings. Related personnel services and expenses have been removed from the Solid Waste Enterprise Fund so that these costs are not supported by customers in the solid waste enterprise fund. Other Expenses includes \$50,000 for landfill monitoring of the Cedarville and Manomet landfills.

**Recommendation**

The Sub-committee recommends the approval of the Solid Waste – Town & School budget of \$168,243 for FY 2016.

**ENTERPRISE FUND BUDGETS:**

**Public Works Department: Sewer Enterprise Account (440)**

SEWER ENTERPRISE FUND	FY 2016 BUDGET	FY 2015 BUDGET	FY 2014 ACTUAL
Personnel Services	\$282,147	\$283,894	\$264,272
Other Expenses	\$2,025,633	\$1,970,707	\$2,037,852
Indirect Costs	\$214,251	\$323,048	\$306,467
Long-term Debt	\$1,853,049	\$1,740,857	\$1,897,621
Long-term Interest	\$318,995	\$298,330	\$338,921
Short-term Interest	\$14,400	\$20,798	\$0
Bond Issuance Costs	\$5,000	\$5,000	\$0
TOTAL	\$4,713,475	\$4,642,634	\$4,845,133

**Division Synopsis**

The division manager is Mr. Gary Frizzell. The Sewer Division is responsible for the operation and maintenance of the wastewater collection and treatment systems, and has two (2) full-time employees, and two (2) part-time employees. The system is operated and maintained by Veolia Water under a long-term contract with the Town. The Town is reimbursed by Veolia for all of their salary and benefit costs. One of the leased employees has retired, and will be replaced by Veolia Water.

**Budget Observation**

The Sewer Enterprise Fund budget has increased by \$70,841 (1.5 percent) for FY 2016. This increase is primarily due to increases in the Veolia contract, long-term debt and interest, and additional heat and electricity for the new Samoset Street pump station. There was a significant drop in indirect expenses.

**Recommendations**

The Sub-committee recommends approval of the Sewer Enterprise Fund budget of \$4,713,475 for FY 2016, which includes the operating budget, indirect costs, and long-term and short-term debt and interest.

**Public Works Department: Water Enterprise Account (450)**

WATER ENTERPRISE FUND	FY 2016 BUDGET	FY 2015 BUDGET	FY 2014 ACTUAL
Personnel Services	\$1,068,529	\$1,070,186	\$921,371
Other Expenses	\$1,231,610	\$1,221,881	\$886,241
Indirect Costs	\$1,240,540	\$1,182,317	\$1,152,634
Long-term Debt	\$814,002	\$609,778	\$605,513
Long-term Interest	\$362,890	\$251,540	\$269,806
Short-term Interest	\$0	\$24,350	\$0
Bond Issuance Costs	\$10,000	\$10,000	\$0
<b>TOTAL</b>	<b>\$4,727,571</b>	<b>\$4,370,052</b>	<b>\$3,835,565</b>

**Division Synopsis**

The division manager is Mr. Richard Tierney. The Water Division is responsible for the operation and maintenance of the water treatment, transmission, and distribution systems including six (6) separate pressure zones, and has eighteen (18) full-time employees, and one (1) full-time water & sewer engineer shared with the Sewer Division.

**Budget Observation**

The Water Enterprise Fund budget has increased by \$357,519 (8.2 percent) for FY 2016. This increase is primarily due to the increases in long-term debt and interest to fund the jacketed water main replacement, and the Samoset water tank restoration projects. The Water Enterprise Fund is fully funded by rate payers.

**Recommendations**

The Sub-committee recommends approval of the Water Enterprise Fund budget of \$4,727,571 for FY 2016, which includes the operating budget, indirect costs, and long-term and short-term debt and interest.

**Public Works Department: Solid Waste Enterprise Account (433)**

SOLID WASTE ENTERPRISE	FY 2016 BUDGET	FY 2015 BUDGET	FY 2014 ACTUAL
Personnel Serv.–Trans. Sta.	\$305,330	\$321,970	\$296,241
Other Expenses–Trans. Sta.	\$563,891	\$331,967	\$642,808
Personnel Serv.-Curbside	\$10,359	\$14,878	\$0
Other Expenses-Curbside	\$1,397,663	\$1,160,050	\$503,643
Indirect Costs – Trans. Sta.	\$215,383	\$216,660	\$188,975
Indirect Costs - Curbside	\$52,814	\$54,101	\$117,528
Long-term Debt	\$0	\$0	\$49,583
Long-term Interest	\$0	\$0	\$1,488
Short-term Interest	\$0	\$0	\$0
Bond Issuance Costs	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$2,545,440</b>	<b>\$2,099,026</b>	<b>\$1,800,266</b>

**Division Synopsis**

The division manager is Mr. Dennis Westgate, Assistant Director of Public Works. The Solid Waste Division is responsible for the management of the curb-side collection program, and operation and maintenance of the Manomet transfer stations with recycling, materials transport, administration of sticker sales, and violation processing. The division has six (6) full-time employees, including a new Solid Waste Manager/Recycling Coordinator hired this year, and one (1) part-time employee shared with the Building Maintenance Division.

**Budget Observation**

The Solid Waste Enterprise Fund budget has increased by \$446,414 (21.3 percent) for FY 2016. This increase is due primarily to the increase in the contract fee for curbside collection, and the contract tipping fee at SEMass. All operating costs contained in the Solid Waste Enterprise Fund are fully funded by user fees.

**Recommendations**

The Sub-committee recommends approval of the Solid Waste Enterprise Fund budget of \$2,545,440 for FY 2016, which includes the operating budget, indirect costs, and long-term and short-term debt and interest.

**SNOW & ICE BUDGET:**

**Public Works Department: DPW Snow & Ice (423)**

Proposed Budget - FY16	Total:	\$510,000	Personnel:	\$115,000	Other:	\$395,000
Current Budget - FY15	Total:	\$485,000	Personnel:	\$115,000	Other:	\$370,000
Prior Year Actual - FY14	Total:	\$1,505,433	Personnel:	\$272,891	Other:	\$1,232,542
Prior Year Actual - FY13	Total:	\$1,142,315	Personnel:	\$258,421	Other:	\$883,894

**Budget Observation**

The Snow & Ice budget has increased by \$25,000 (5.2 percent) for FY 2016. This increase is due entirely to increases in various expense line items all of which are necessary to keep the snow plowing equipment in good working order. In the past we have supported an annual increase because the base budget is too low based on prior year's expenditures. The Sub-committee believes this is an improvement over the FY 2015 budget.

**Recommendations**

**The Sub-committee recommends the approval of the DPW Snow & Ice budget of \$510,000 for FY 2016.**

To: Advisory & Finance Committee  
 From: Budget Sub-Committee E  
 Ethan Kusmin (Chair), Kevin Canty, Harry Helm, Mike Hourahan, John Moody  
 Date: February 18, 2015  
 Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Planning & Development

**Budget Summary: Planning & Development (175)**

Proposed FY2016 Budget	Total:	\$757,298	Personnel:	\$447,787	Other:	\$309,511
FY2015 Budget	Total:	\$688,583	Personnel:	\$447,122	Other:	\$239,461
FY2014 Actual	Total:	\$534,563	Personnel:	\$420,612	Other:	\$113,951

**Department Synopsis**

Planning & Development provides planning, conservation, zoning and other development services to the community. It provides substantial technical and administrative services for the Planning Board. The Department Head is Lee Hartmann, Director of Planning & Development.

The department operates with a staff seven in addition to the Department Head. Positions include Town Planner, Conservation Planner, Planning Technician/Energy Officer, and four administrative assistants (one part-time).

Planning & Development also includes the Office of Community Development, headed by Bruce Arons, which employs three people including Mr. Arons. The Office of Community Development is funded entirely from federal and state funds, including Community Development Block Grants, Title V Septic Loan Program, Microenterprise Small Business Loan Program, Commercial Façade Improvement Loan Program, and the Plymouth Municipal Affordable Housing Trust.

**Budget Observations**

Overall, the FY2016 budget shows a \$70,715 (10.3%) increase over the FY2015 appropriation. The increase is chiefly the result of the addition of \$70,000 to Administrative Services by the Board of Selectmen to increase the Town's support for 2020 activities (total funding now at \$150,000). Modest increases to Dues & Memberships (\$50), Sick Leave Buyback (\$10), and Salaries for step adjustments (\$655) comprise the balance of the increase.

One position within the budget (Conservation Planner) is partially funded with \$30,000 from Conservation Receipts (approximately 51% of total salary).

**Initiatives & Opportunities**

The Director discussed the impact of not having an Economic Development Director (expected to be filled by close of the first quarter). He indicated the chief impact is the loss of jobs and reduced ability to attract new business (and jobs) to Town. The Economic Development Director works for the Economic Development Foundation, which the Town partially funds with an appropriation of \$125,000 (increased from \$89,309 in FY2015 when the Chamber of Commerce withdrew from the foundation). The Economic Development Director had been instrumental in attracting new business to Town, and supporting expansion of existing businesses, through Tax Increment Financing (TIF) agreements. Mr. Hartmann observed that we do not currently have the expertise in-house to develop and negotiate such agreements.

**Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended budget of \$757,298.

**Comments / Other**

The appropriation to the Economic Development Foundation is a long-standing budget item. The Foundation partners with other agencies to provide workshops on business and financial planning for small businesses, supports businesses expressing an interest in relocating to Plymouth, and assists the Town with infrastructure improvement efforts through Tax Increment Financing (TIF) arrangements and other consultation.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee E  
 Ethan Kusmin (Chair), Kevin Canty, Harry Helm, Mike Hourahan, John Moody  
 Date: February 18, 2015  
 Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Redevelopment Authority

**Budget Summary: Redevelopment Authority (189)**

Proposed FY2016 Budget	Total:	\$21,340	Personnel:	\$0	Other:	\$21,340
FY2015 Budget	Total:	\$41,340	Personnel:	\$0	Other:	\$41,340
FY2014 Actual	Total:	\$37,331	Personnel:	\$0	Other:	\$37,331

**Department Synopsis**

The Redevelopment Authority is independent of the Town and the budget provides partial funding for the PRA's staff and activities. In addition, the Town supports the operation of the Redevelopment Authority through provision of office space and use of Town equipment such as computers, printers, fax and copiers. The budget is managed by Laura Schaefer, Executive Director of the PRA.

Services provided by the Redevelopment Authority include counseling programs for residents on subjects such as HUD, reverse mortgages, first-time homebuyer, and foreclosure. The Authority also participates in active programs such as the Massachusetts Housing Rehabilitation Agency's Get the Lead Out program and the Plymouth Community Housing Inc.'s affordable housing projects.

**Budget Observations**

Overall, the FY2016 budget for the Redevelopment Authority shows a reduction of \$20,000 (-48.4%) from the FY2015 appropriation. The decrease is the result of the elimination of appropriations for maintenance (\$5,000) and insurance (\$15,000) for the 1820 Courthouse, which is now maintained and insured directly by the Town as it moves forward with the Town Hall project. The remainder of the budget is level-funded at FY2015 levels.

The budget chiefly consists of Technical Services (\$10,400), which provides partial funding of compensation for the Executive Director, who performs grant and program management services, and Administrative Services (\$10,840), which provides funds to compensate a part-time administrative assistant.

The Plymouth Redevelopment Authority requested an increase of the Technical Services appropriation to \$13,000 to further offset the total compensation of the Executive Director. The Town Manager did not support the request and the sub-committee concurs.

In addition to the Town's budget appropriations, the Plymouth Redevelopment Authority receives funds from a variety of State and Federal programs, including a HUD grant, and from consulting fees.

**Initiatives & Opportunities**

None

**Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended budget of \$21,340.

**Comments / Other**

The Plymouth Redevelopment Authority is an independent agency comprised of a five-member board with four of the positions elected by Town residents and one appointed by the State.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee E  
 Kevin Canty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
 Date: February 19, 2015  
 Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Building Dept

**Budget Summary: – Building and Zoning**

Proposed FY2016 Budget	Total:	\$653,472.00	Personnel:	\$648,072.00	Other:	\$5,400.00
FY2015 Budget	Total:	\$599,846.00	Personnel:	\$594,446.00	Other:	\$5,400.00
FY2014 Budget	Total:	\$564,650.00	Personnel:	\$560,174.00	Other:	\$4,477.00

**Department Synopsis**

Building & Zoning is headed by Director of Inspectional Services Paul McAuliffe. In this role Mr. McAuliffe also oversees the Health Department. The Building Department is in charge of building code enforcement in the town, both commercial and residential. This includes inspections of all phases of construction, both renovations and new construction. On average, a new home built in Plymouth requires a minimum of ten field inspections by the department.

**Budget Observations**

The department is requesting a budget of \$653,472 which is an increase of \$53,626 over 2015. Much of this increase is their request to add a full time inspector at a cost of \$52,516. The need for a new inspector is driven by continued growth in town along with several large scale projects expected to start in FY 2016 which are noted below. They are removing one part time employee, while at the same time adding to the Temporary Salary and Wages line item. This allows flexibility to call in help when needed at an hourly rate for various inspectors rather than keep a part time employee on the books throughout the year.

This department continues to be one of the top revenue producing departments in the town. In CY 2014 the department collected \$1,727,367 in fees and issued roughly 7,700 permits (FY 2015). This is more than double the requested budget for FY 2016. Revenues from the Building Department go into the General Fund.

**Initiatives & Opportunities**

The department expects to exceed revenues of fiscal 2015, driven by several large projects currently underway or expected to begin in FY 2016. These projects include:

1. Ongoing construction at the Pinehills
2. Construction of the new Plymouth South High School
3. Red Brook, the Makepeace project in south Plymouth, has begun and will result in more than 1500 new homes, along with a new YMCA and other community buildings
4. Construction of the new Town Hall Project

**Recommendations**

The sub-committee recommends approval of the budget, as the Building Department continues to provide a valuable source of income to the town. With major new projects expected to start in Fiscal Year 2015 (see above), we confirm the need for a new full time inspector as well as the anticipated need for part time help on an as needed basis.

**Comments / Other**

Discussions regarding putting the application/permitting process into an online format were discussed as an opportunity to streamline the permitting process and thus reduce departmental costs. Mr. McAuliffe is in support of these initiatives, but due to constraints regarding the current town wide use of the Munis System, the opportunity is not yet available. He intends to continue working towards a process that would allow applications and permits to be submitted and processed online.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee E  
 Ethan Kusmin (Chair), Kevin Canty, Harry Helm, Mike Hourahan, John Moody  
 Date: February 15, 2015  
 Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Board of Health

**Budget Summary: Board of Health (510)**

Proposed FY2016 Budget	Total:	\$259,708	Personnel:	\$216,402	Other:	\$43,306
FY2015 Budget	Total:	\$267,590	Personnel:	\$213,190	Other:	\$54,400
FY2014 Actual	Total:	\$255,440	Personnel:	\$201,562	Other:	\$53,878

**Department Synopsis**

The Board of Health provides medical and inspection services throughout Town. Inspection services include Title V inspections and PERC tests as well as food safety inspections of the food service facilities and markets in Town. Medical services focus on communicable disease follow-ups, a change from prior years when the Board of Health provided flu vaccinations, blood pressure clinics and other health awareness programs. The Board of Health is managed by Michelle Roberts, under Inspectional Services Director Paul McAuliffe

The Department employs 4 people, including the department head, and one part-time Animal Inspector.

**Budget Observations**

Overall, the Board of Health budget reflects a reduction of \$7,882, or 2.9%. The reduction is primarily the result of \$13,694 reduction in Nursing Services (from \$19,000 to \$5,306) driven by the shift in service focus for medical services to focus on communicable disease follow-up.

Personnel Expenses show a \$3,212 increase in salaries (1.5%), representing salary steps for personnel. There is no provision for overtime costs.

Other Expenses show a reduction of \$11,094 (20.4%), representing the previously noted reduction in Nursing Services offset by \$2,600 in increases to expense categories. The largest of those increases is a \$1,000 increase to Title V Inspections, reflecting an anticipated increase in the need for those services; the department has already used more than 60% of its FY2015 budget. Other increases include \$200 for Meetings, Education & Training, \$300 for Health Inspection Supplies, \$500 for Mileage Reimbursement, and \$600 for Dues & Membership.

Mileage Reimbursement is paid only to the part-time Animal Inspector, who, as a 1099 position, uses a personal vehicle.

**Initiatives & Opportunities**

None

**Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/ Board of Selectmen recommended budget of \$259,708.

**Comments / Other**

Fee and fine revenue has increased approximately \$30,000 to \$471,491, making the Board of Health a revenue center that generates approximately \$1.75 in revenue for every budget dollar appropriated.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee E  
 Kevin Canty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
 Date: February 10, 2014  
 Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Council on Aging

**Budget Summary: #541– Council on Aging**

Proposed FY2016 Budget	Total:	\$387,988.00	Personnel:	\$309,256.00	Other:	\$75,732.00
FY2015 Budget	Total:	\$377,388.00	Personnel:	\$302,206.00	Other:	\$72,182.00
FY2014 Budget	Total:	\$297,526.00	Personnel:	\$277,387.00	Other:	\$20,139.00

**Department Synopsis**

The Council on Aging provides a variety of services to Plymouth's older residents in order to "provide our community with a safe, trusted, physical and virtual environment where information and access to programs and services foster a healthy and vital lifestyle throughout the aging process." The department has 9 employees including Constance DiLego, Direct of Elder Affairs, an administrative assistant, a volunteer coordinator, an activities coordinator, a coordinator of support services, a meal distribution coordinator, two social workers, and a receptionist.

**Budget Observations**

The Department is seeking to increase the salary of one social worker position by \$2,000 and change the nature of that position to an Assistant Director because the current director spends a significant amount of time dealing with issues that would be best handled by a social worker. The total increase in personnel salaries is \$7,050, which includes this \$2,000 and in total is only a 2.3% increase from 2015's Budget.

The Department is also seeking to increase its postage expenses from \$5,000 in 2015 to \$7,500, which it says is based upon the reality that the mailings are increasing in size while postage rates are also increasing. This seems like a fairly significant increase, but understandable given the realities of the Postal Service and older citizens' general preference for physical mediums over digital distribution. Other increases in Other Expenses are in Meetings/Education/Training (\$550) and Dues and Memberships (\$500). In total, Other Expenses is increasing by 4.9%.

The increases in these two areas account for a total increase of the Budget of \$10,600, amounting to 2.8%

**Initiatives & Opportunities**

The Department's Budget increases are based upon consideration and furtherance of their directives and seem reasonable.

However, the Department seems to be spending a significant amount of money (\$10,000) every year on Repair and Maintenance of the Grounds. The figure was the same in 2015 as is requested in 2016. This seems like a lot of money for what appears to be a small and relatively new area. Ms. DiLego acknowledges the high cost in her presentation, but indicates that the design and lay-out of the grounds are the drivers for the high cost. The committee believes the maintenance cost is high and, as indicated in last year's report, encourages exploring and pursuing opportunities to reduce the cost.

**Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended budget of \$387,988.
- Exploration of opportunities to control/reduce the annual cost of grounds maintenance and repair.

**Comments / Other**

None

To: Advisory & Finance Committee  
 From: Budget Sub-Committee E  
 Kevin Canty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
 Date: February 10, 2014  
 Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Veterans' Services

**Budget Summary: #543 – Veterans' Services**

Proposed FY2016 Budget	Total:	\$969,227.00	Personnel:	\$109,102.00	Other:	\$860,125.00
FY2015 Budget	Total:	\$966,260.00	Personnel:	\$106,490.00	Other:	\$859,770.00
FY2014 Budget	Total:	\$928,271.00	Personnel:	\$100,814.00	Other:	\$827,457.00

**Department Synopsis**

Veterans Services are provided in Massachusetts communities in accordance with MGL Chapter 115, which specifies a program of services to its resident, eligible, veteran population. Massachusetts is the only state in the country that provides additional Veteran support services in this manner. Large communities, such as Plymouth, have a Veterans Agent that coordinates and operates the programming. Roxanne Whitbeck, the Director of Veterans' Services in Plymouth, is also Plymouth's Veterans' Agent. Her primary responsibilities and duties are to advise and assist resident veterans and their dependents about Federal and/or State benefits they are eligible for and in disbursing and administrating the State benefits they are eligible for (including financial and medical benefits). The Department has two employees, Ms. Whitbeck and an administrative assistant.

**Budget Observations**

The Personnel section of the Department's Budget asks for an increase of \$2,612, which represents a 2.5% increase.

The Other Expenses section asks for an increase of only \$355, which amounts to a less than 1% increase. The Other Expenses section of the Budget makes up the vast majority of the Department's Budget, and this modest increase is commendable. Our veterans often require a myriad of programs and services in many different areas, some of which are lifelong, and the Department's ability to provide this level of service at such a consistent rate is impressive.

The largest budget item is Veterans Benefits, which has been level-funded at \$850,000 since FY2014. Veterans Benefits provides veterans with direct financial assistance in paying medical premiums, reimbursement of healthcare costs, and other eligible benefits. Veterans Benefits provided by the Town are partially reimbursed (75%) by the State since the services represent administration of a State program for veterans.

The Department's total increase over 2015 is \$2,967, which comes to a 0.3% increase.

**Initiatives & Opportunities**

The Department is controlling its costs very well and the Sub-Committee hopes it continues to carry on its great work in that regard.

**Recommendations**

The Sub-Committee recommends:

- Approval of the Town Maanager/Board of Selectmen recommended budget of \$969,227.

**Comments / Other**

The services of this Department are very important to members of our community. Plymouth residents that have served in our nation's military often require a wide array of programs of services from within many different areas and from many different disciplines and coordinating all of that must be a challenge. The Department's ability to do all of this while keeping costs down is admirable.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee E  
 Kevin Canty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
 Date: February 10, 2014  
 Subject: Sub-Committee E FY2016 Budget Review & Recommendations: Disabilities Commission

**Budget Summary: #549 – Disabilities Commission**

Proposed FY2016 Budget	Total:	\$250.00	Personnel:	\$0.00	Other:	\$250.00
FY2015 Budget	Total:	\$200.00	Personnel:	\$0.00	Other:	\$200.00
FY2014 Budget	Total:	N/A	Personnel:	N/A	Other:	N/A

**Department Synopsis**

The Department serves as a resource to the Plymouth community to address accessibility, equal rights, and other issues of concern to people with disabilities. Keven Joyce is the Chair of the Commission, though there are no paid employees.

**Budget Observations**

In 2015, the Department spent its entire Budget of \$200 on Meetings/Education/Training. However, it now seeks to spend only \$75 in that field. It also seeks to spend \$100 on Office Supplies and \$75 on Subscriptions and Publications, areas it has apparently never spent money on in the past.

**Initiatives & Opportunities**

The Department is operated by volunteers, which saves the Town considerable money on salaries. Its other expenses are very reasonable in their size and scope.

**Recommendations**

The Sub-Committee recommends:

That the Department's Budget be approved as presented for the amount of \$250.

**Comments / Other**

The work of these volunteers in providing services that further and improve the lives of some of our community's most vulnerable residents should be commended.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee E  
 Kevin Canty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
 Date: February 18, 2015  
 Subject: Sub-Committee E FY2016 Budget Review & Recommendations; Library Division

**Budget Summary: Library (610)**

Proposed FY2016 Budget	Total:	\$1,711,452	Personnel:	\$1,234,494	Other:	\$476,958
FY2015 Budget	Total:	\$1,656,373	Personnel:	\$1,213,294	Other:	\$443,079
FY2014 Actual	Total:	\$1,535,487	Personnel:	\$1,133,233	Other:	\$432,255

**Department Synopsis**

Under the direction of Dinah O'Brien, the Library Division is responsible for the operation and maintenance of the Main Library and the Manomet Branch, providing a significant contribution to the education and quality of life in our community. The division has 23 full-time and 5 part-time employees.

**Budget Observation**

The Library Division budget has increased by \$55,079 (3.3%) in FY 2016, which includes a small increase in "Personnel Services" which will help retain 2 staff members who have recently completed their Master of Library Science degrees. The increase in "Other Expenses" is largely attributable to an additional \$30,000 needed for books and periodicals which will help to continue our libraries' vibrancy and relevance to the residents of Plymouth.

While not affecting the FY2016 budget, management has successfully included Sunday as a standard workday in Library staff contracts. Currently, staff are paid at an overtime rate for Sundays; new hires at the Library will be subject to the new contractual language, which should serve to reduce, or at least control, overtime cost increases in the future.

Management expects an uptick in staff turnover in FY2016 as some staff become eligible for retirement.

**Recommendations**

The Sub-Committee recommends the approval of the Library Division budget in the amount of \$1,711,452 for FY2016.

**Comments / Other:**

Library card holders continues to grow – now at 38,000-plus; more than 240,000 visits, including non-residents, to the Library are logged annually.

De-certification of the Wareham Library has resulted in some problems for Library staff when they have to refuse material check-out to Wareham residents since its Library is no longer part of the network; a Library is de-certified when it fails to meet minimum state standards.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee E  
 Kevin Canty, Ethan Kusmin, Harry Helm, John Moody, Michael Hourahan  
 Date: February 18, 2015  
 Subject: Sub-Committee E FY2016 Budget Review & Recommendations:: 1749 Court House

**Budget Summary: 1749 Court House (695)**

Proposed FY2016 Budget	Total:	\$14,984	Personnel:	\$8,159	Other:	\$6,825
FY2015 Budget	Total:	\$13,744	Personnel:	\$7,744	Other:	\$6,000
FY2014 Actual	Total:	\$6,927	Personnel:	\$6,643	Other:	\$284

**Department Synopsis**

The 1749 Court House, a free museum in town center, provides residents and tourists a unique opportunity to learn the entirety of Plymouth's history through interesting displays of historic artifacts. It also is the oldest free-standing wooden building and the longest-used municipal building in America. The museum is open from June to September and has 2 part-time employees.

The 1749 Court House hosts 12,000 to 15,000 visitors annually during its limited season that runs from April through October.

**Budget Observation**

The 1749 Court House budget has increased by \$ 1,240 (9.02%) in FY 2016, which includes a \$415 increase in salaries and Wages for Miscellaneous D (1099) services and an \$825 increase in Building Supplies

**Initiatives & Opportunities**

Currently, the 1749 Court House is open for a relatively limited season. Expanding the season, which would require additional funding for Salaries and Wages, would make the 1749 Court House resources available to a larger number of visitors, including school visits. This would increase not only its usage but also public awareness of this great attribute of visiting or residing in our community.

**Recommendations**

The Sub-Committee recommends the addition of \$5,000 to the Personnel Services line of the FY2016 1749 Court House budget, bringing the total budget to \$19,984 for FY2016.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee Members: Christopher Merrill; Chair, Cornelius Bakker, Shelagh Joyce, Kevin Cauty, Kevin Hennessey  
 Date: February 25<sup>th</sup>, 2015  
 Subject: Sub-Committee FY2016 Budget Review & Recommendations: Plymouth Public Schools

**Budget Summary: Schools**

Proposed FY2016 Budget	Total:	\$84,153,830	Personnel:	\$64,832,931	Other:	\$19,333,970
FY2015 Budget	Total:	\$82,432,692	Personnel:	\$64,270,402	Other:	\$18,153,290
FY2014 Actual	Total:	\$79,263,075	Personnel:	\$60,549,829	Other:	\$18,713,247

**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.

**Budget Observations**

In opening, the sub-committee would like to thank Dr. Maestas, Mr. Costin and the School Committee for taking time out of their schedules to meet with us during the FY16 budget process. The sub-committee applauds the Superintendents and his Administrative office staff in providing site-based budget approach. The site-based budget approach has become an effective tool for the Plymouth Public Schools as it provides school leaders and staff a voice in determining how resources are spent.

The Town of Plymouth including the School department is continuing to experience budget tightness for FY16. The process for the budget for the Plymouth Schools has become a great challenge due to significant reduction to State and Local aid hampering the key services to educate our children from grades K-12. Although the National and State economies are recovering year over year since the economic decline in 2008, the Plymouth Public Schools have increased the budget to help keep educational services in place due to the past Federal Stimulus funding the Schools received in past years.

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. As evidenced the Plymouth Public Schools have seen a steady level in Chapter 70 funding from a low of \$21.7 million in 2012 to \$23.6 million in 2015, 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 districts 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 re-established to address the noted issues (Adjustment for health insurance assumption, adjust assumed in district special education students, increase allowance for special education students tuition out of district to programs required by their educational plans, increase allowance for low-income students to qualify for Free Lunch, move salary allowances closer to average actual teaching professional salary, and to continue to use inflation factors in calculating the foundation budget).

In an era of aggressive public education reform, it is important to ask not only whether these new initiatives are effective in raising student achievement; but also how they can best maximize current investments in teaching and learning.

The School Committee and Board of Selectmen have recommended a budget increase for the schools of 2.1% or \$1,743,209 million. The Plymouth Public Schools FY16 budget includes salaries of \$64,832,931 or 77% and non-salaries or \$19,333,970 or 23%. It should be important to note if health insurance was factored into the school budget for FY16 it would be \$104,345,526. The cost of health insurance was added 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 increase is comprised of the following elements:

**Salary: Total \$64,832,931**

- Certified Salaries increased by \$492,211 or (1%)
- Clerical Salaries increase by \$11,942 or (Under 1%)
- Other Salaries increased by \$58,376 or (Under 1%)

**Non-Salary: Total \$19,333,970**

- Contracted Services increased by \$770,875 or (5%)
- Supplies & Materials increased by \$397,076 or (17%)
- Other Expenses increased by \$12,729 or (2%)

**Other Decrease/Increases:**

- School energy cost increased marginally by \$87,915 in FY16. The increases were seen in electricity (up \$44,893), propane/natural gas (up \$38,194), and oil (up \$4,828). Although electrical rates have increased over the past year it should be noted that the schools saw a net benefit in electrical cost of \$833,844 which has been deducted from the total electrical expense for FY16 utility budget. Total electrical cost without the solar generation benefit would have totaled \$1,786,081. The benefits of the solar generation plants across the State of Massachusetts have greatly benefited the Plymouth Public Schools significantly year over year.
- Increase in substitute teachers daily pay rate (\$65 to \$80 for Certified and from \$65 to \$70 for non-certified which is an overall increase to the budget of \$100,000 for FY16.
- Probable retirements at the end of the School year. This is a particular cost savings for the School department because they can now hire entry-level teachers at a lower salary than a tenured teacher in the Plymouth Public Schools.

The FY16 budget for the Plymouth Public Schools has been a continuing challenge 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 look for programs, supplies, or even positions to add into the budget. Spending reductions at state and local government of approximately 2+% have been incurred, necessitated by reduced property and sales tax revenues. Reduced local revenues from real estate taxes are due to home prices that continue to be below their 2006 levels in many areas for the State of Massachusetts.

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 student's 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 before 2018. The tax payers in the Town have already incurred the cost associated with the new Plymouth North High School that has been operating for three fiscal years.

The School Districts Vocational Educational programs are at a disadvantage compared to some 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 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 support the programs.

The enrollment for FY15 is 7,784 students for K-12(as of 10.1.14). This is a marginal increase from prior year's total student population of 7,870. However over the last five years the student population has been continuing to decrease as parents have other opportunities to send their children to local area charter schools or private schools in the South Shore. Continuing a three-year trend, High School enrollment is expected to fall by 34 students. Given the continuing health of the economy and increasing private school tuition rates, there remains the possibility that the trend toward private school during the high school years could see a reversal, causing flat or increased High School enrollment for the Town of Plymouth.

Parental concerns about safety and overcrowding at the High School level may have been contributing factors in the private school trend, but the addition of school safety officers in both high schools and recent construction of Plymouth North High and the beginning phase to build the new Plymouth South High School may help alleviate those concerns over the next 3-4 years.

The sub-committee is recommending to the Advisory and Finance Committee that the School Committee and School Administration to consider the following proposals to alleviate the fiscal burdens the schools are facing for FY16. 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:

◆ 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 services as it may be cost effective.

◆ Implementation of employee wellness programs to reduce health benefit costs

◆ Reduction of the Band Uniforms, it is recommended by the sub-committee for a reduction from **\$94,000 to \$64,000**, a decrease of \$30,000. It is recommended that the Schools pay for certain articles of the band uniforms while the band members can raise or pay out of pocket the other half of their uniform (Example pants)

◆ Recommend a strategic planning committee for the Plymouth Public Schools with the following representation (Representative from Board of Selectmen; Advisory & Finance Chairman; Chair of School Committee; Superintendent of Schools, School Teachers Union Official; and one citizen/town resident at large).

◆ Recommend the \$250,000 in technology request as it will help restore the technology budget back to level funding. The upgrade in technology will be used to improve the existing infrastructure to the network which will increase the Schools wireless capabilities and speed. Updating the Schools aging main data switches alone will cost up to \$179,000. The district is also looking to increase their bandwidth from 340 Mb to 500 Mb and to add wireless access points. With these technology upgrades it will allow for future additions of instructional devices for students and staff such as Chrome books and one-to-one computing for students. Technology will be a common theme for future budgets for the Plymouth Public Schools due to the environment of today's world. The students deserve the best possible tools to enable them to live and to work in an environment that is technology dependent. By approving this recommendation to the Schools budget request it will help embark both students and staff to stay ahead of the curve!

**◆ The Sub-Committee recommends a revised budget total of \$84,123,830 compared to the School Committee Approved budget request of \$84,153,830. The \$30,000 reduction is from the decrease from the Band Uniforms & Instruments. It is recommended that the Band members raise the appropriate monies for certain articles of their band uniforms.**

#### Comments / Other:

In closing to the FY 16 School Budget/Recommendations it has become essential to prepare the current & graduating (12<sup>th</sup> grade) students in the Plymouth Public school system for college and career ready vocations. It has become ever more critical to protecting and securing the Town of Plymouth's economic future for the students of the Plymouth School system.

ANNUAL TOWN MEETING

April 11, 2015

**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, including debt and interest, for the ensuing twelve month period beginning July 1, 2015, 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, 2015, 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, 2015, 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, 2015, 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, 2015, or take any other action relative thereto.

BOARD OF SELECTMEN

ATM ARTICLES 7A – 7E

**ARTICLE 7A:**

...vote to raise and appropriate \$186,308,014 for a total General Fund Operating Budget (Item #'s 1-51), to provide for a reserve fund and to defray the expenses of the Town ...and to meet said appropriation transfer the sum of \$162,831 from the Title V Betterment Program, and transfer the sum of \$10,293 from State Boat Ramp Revolving Fund, and transfer the sum of \$44,121 from the Recreation Revolving Fund, and transfer the sum of \$8,203 from Memorial Hall Revolving Fund, and transfer the sum of \$9,446 from the Plymouth Beach Revolving Fund, and transfer the sum of \$7,761 from Fire Safety & Prevention Revolving Fund, and transfer the sum of \$9,391 from Fire Alarm Maintenance Revolving Fund, and transfer the sum of \$35,314 from Cemetery Perpetual Care, and transfer the sum of \$133,644 from Municipal Waterways, and transfer the sum of \$208,681 from Premium from Debt Exclusion and transfer the sum of \$500,000 from Free Cash for the OPEB Fund and raise \$185,178,329 from the 2016 Tax Levy.

<b>Summary of Vote for 7A</b>		
Total General Fund Operating Budget	(Item #1-51)	\$ 186,308,014
Title V - Betterment Program		\$ 162,831
State Boat Ramp Revolving Fund		\$ 10,293
Recreation Revolving Fund		\$ 44,121
Memorial Hall Revolving Fund		\$ 8,203
Plymouth Beach Revolving Fund		\$ 9,446
Fire Safety & Prevention Revolving Fund		\$ 7,761
Fire Alarm Maintenance Revolving Fund		\$ 9,391
Cemetery Perpetual Care		\$ 35,314
Municipal Waterways		\$ 133,644
Premium for Debt Exclusion		\$ 208,681
Free Cash for OPEB Fund		\$ 500,000
	Less Total Transfers	1,129,685
<b>To be raised by the 2016 Tax Levy</b>		<b>\$ 185,178,329</b>
(General Fund revenues & other sources)		

### ARTICLE 7B: WATER ENTERPRISE FUND

...vote to appropriate \$3,487,031 from Water Enterprise Receipts to defray Water direct costs and that \$1,240,540 as appropriated under Article 7A, be used for Water indirect costs, all to fund the total costs of operations of the Water Enterprise as follows:

Personal Services	(Item #59)	\$	1,068,529
All Other Expenses	(Item #60)	\$	1,231,610
Debt Service	(Item #61)	\$	1,186,892
Appropriated for Direct Costs		\$	3,487,031
Indirect Costs - Charged to Enterprise Fund from General Fund	(Item #62)	\$	1,240,540
<b>Total Cost – Water</b>		<b>\$</b>	<b>4,727,571</b>

### ARTICLE 7C: SEWER ENTERPRISE FUND

... vote to appropriate \$4,499,224 from Sewer Enterprise Receipts to defray Sewer direct costs, and that \$288,161 appropriated under Article 7A, be used for Sewer indirect costs, all to fund the total costs of operations of the Sewer Enterprise as follows:

Personal Services	(Item #55)	\$	282,147
All Other Expenses	(Item #56)	\$	2,025,633
Debt Service	(Item #57)	\$	2,191,444
Appropriated for Direct Costs		\$	4,499,224
Indirect Costs - Charged to Enterprise Fund from General Fund	(Item #58)	\$	288,161
<b>Total Cost – Sewer</b>		<b>\$</b>	<b>4,787,385</b>

### ARTICLE 7D: SOLID WASTE ENTERPRISE FUND

... vote to appropriate \$2,277,243 from Solid Waste Enterprise Receipts to defray Solid Waste direct costs, and that \$268,198 appropriated under Article 7A, be used for Solid Waste indirect costs, all to fund the total costs of operations of the Solid Waste Enterprise as follows:

Personal Services	(Item #63)	\$	315,689
All Other Expenses	(Item #64)	\$	1,961,554
Appropriated for Direct Costs		\$	2,277,243
Indirect Costs - Charged to Enterprise Fund from General Fund	(Item #67)	\$	268,198
<b>Total Cost – Solid Waste</b>		<b>\$</b>	<b>2,545,441</b>

### ARTICLE 7E: AIRPORT ENTERPRISE FUND

...vote to appropriate \$2,772,590 from Airport Enterprise Receipts to defray Airport direct costs, and that \$194,979, as appropriated under Article 7A be used for Airport indirect costs, all to fund the total costs of operations of the Airport Enterprise as follows:

Personal Services	(Item #52)	\$	490,175
All Other Expenses	(Item #53)	\$	2,282,415
Debt Service		\$	0
Appropriated for Direct Costs		\$	2,772,590
Indirect Costs - Charged to Enterprise Fund from General Fund	(Item #54)	\$	194,979
<b>Total Cost – Airport</b>		<b>\$</b>	<b>2,967,569</b>



**TOWN OF PLYMOUTH  
BOARD OF SELECTMEN RECOMMENDED**

**TOWN FUNDS**

**ACCOUNT INFORMATION**

	2015 Original Budget	2015 Revised Budget	2016 Department Request	2016 Town Manager Recommended	2016 Board of Selectmen Recommended	\$\$\$ Over/Under 2016 to 2015 Revised	%% Over/Under 2016 to 2015 Revised
Information Technology Salary & Wages	\$ 324,446	\$ 332,249	\$ 333,387	\$ 332,907	\$ 332,907	\$ 658	0.20 %
Information Technology Other Expenditures	\$ 352,275	\$ 362,275	\$ 422,006	\$ 422,006	\$ 422,006	\$ 59,731	16.49 %
<b>Information Technology - Total Budget Request</b>	<b>\$ 676,721</b>	<b>\$ 694,524</b>	<b>\$ 755,393</b>	<b>\$ 754,913</b>	<b>\$ 754,913</b>	<b>\$ 60,389</b>	<b>8.70 %</b>
<b>Finance Department Total</b>	<b>\$ 2,713,968</b>	<b>\$ 2,767,932</b>	<b>\$ 2,967,256</b>	<b>\$ 2,880,172</b>	<b>\$ 2,827,672</b>	<b>\$ 59,740</b>	<b>2.16 %</b>
<b>COMMUNITY RESOURCES</b>							
Council On Aging Salary & Wages	\$ 294,480	\$ 305,206	\$ 312,256	\$ 312,256	\$ 312,256	\$ 7,050	2.31 %
Council On Aging Other Expenditures	\$ 68,182	\$ 72,182	\$ 75,732	\$ 75,732	\$ 75,732	\$ 3,550	4.92 %
<b>Council On Aging - Total Budget Request</b>	<b>\$ 362,662</b>	<b>\$ 377,388</b>	<b>\$ 387,988</b>	<b>\$ 387,988</b>	<b>\$ 387,988</b>	<b>\$ 10,600</b>	<b>2.81 %</b>
Veterans Services Salary & Wages	\$ 103,892	\$ 106,490	\$ 109,102	\$ 109,102	\$ 109,102	\$ 2,612	2.45 %
Veterans Services Other Expenditures	\$ 859,770	\$ 859,770	\$ 860,125	\$ 860,125	\$ 860,125	\$ 355	0.04 %
<b>Veterans Services - Total Budget Request</b>	<b>\$ 963,662</b>	<b>\$ 966,260</b>	<b>\$ 969,227</b>	<b>\$ 969,227</b>	<b>\$ 969,227</b>	<b>\$ 2,967</b>	<b>0.31 %</b>
Disabilities Other Expenditures	\$ 200	\$ 200	\$ 250	\$ 250	\$ 250	\$ 50	25.00 %
<b>Disabilities - Total Budget Request</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 50</b>	<b>25.00 %</b>
Library Salary & Wages	\$ 1,150,840	\$ 1,213,294	\$ 1,239,670	\$ 1,234,494	\$ 1,234,494	\$ 21,200	1.75 %
Library Other Expenditures	\$ 443,079	\$ 443,079	\$ 476,958	\$ 476,958	\$ 476,958	\$ 33,879	7.65 %
<b>Library - Total Budget Request</b>	<b>\$ 1,593,919</b>	<b>\$ 1,656,373</b>	<b>\$ 1,716,628</b>	<b>\$ 1,711,452</b>	<b>\$ 1,711,452</b>	<b>\$ 55,079</b>	<b>3.33 %</b>
1749 Court House Salary & Wages	\$ 7,744	\$ 7,744	\$ 22,265	\$ 8,159	\$ 8,159	\$ 415	5.36 %
1749 Court House Other Expenditures	\$ 6,000	\$ 6,000	\$ 6,825	\$ 6,825	\$ 6,825	\$ 825	13.75 %
<b>1749 Court House - Total Budget Request</b>	<b>\$ 13,744</b>	<b>\$ 13,744</b>	<b>\$ 29,090</b>	<b>\$ 14,984</b>	<b>\$ 14,984</b>	<b>\$ 1,240</b>	<b>9.02 %</b>
<b>Community Resources Department Total</b>	<b>\$ 2,934,187</b>	<b>\$ 3,013,965</b>	<b>\$ 3,103,183</b>	<b>\$ 3,083,901</b>	<b>\$ 3,083,901</b>	<b>\$ 69,936</b>	<b>2.32 %</b>
<b>INSPECTIONAL SERVICES</b>							
Building And Zoning Salary & Wages	\$ 568,862	\$ 594,446	\$ 672,877	\$ 648,072	\$ 648,072	\$ 53,626	9.02 %
Building And Zoning Other Expenditures	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ -	- %
<b>Building And Zoning - Total Budget Request</b>	<b>\$ 574,262</b>	<b>\$ 599,846</b>	<b>\$ 678,277</b>	<b>\$ 653,472</b>	<b>\$ 653,472</b>	<b>\$ 53,626</b>	<b>8.94 %</b>
Board Of Health Salary & Wages	\$ 208,102	\$ 213,190	\$ 219,314	\$ 216,402	\$ 216,402	\$ 3,212	1.51 %
Board Of Health Other Expenditures	\$ 54,400	\$ 54,400	\$ 43,306	\$ 43,306	\$ 43,306	\$ (11,094)	(20.39)%
<b>Board Of Health - Total Budget Request</b>	<b>\$ 262,502</b>	<b>\$ 267,590</b>	<b>\$ 262,620</b>	<b>\$ 259,708</b>	<b>\$ 259,708</b>	<b>\$ (7,882)</b>	<b>(2.95)%</b>
<b>Inspectional Services Department Total</b>	<b>\$ 836,764</b>	<b>\$ 867,436</b>	<b>\$ 940,897</b>	<b>\$ 913,181</b>	<b>\$ 913,181</b>	<b>\$ 45,745</b>	<b>5.27 %</b>

**TOWN OF PLYMOUTH  
BOARD OF SELECTMEN RECOMMENDED**

**TOWN FUNDS**

**ACCOUNT INFORMATION**

	2015 Original Budget	2015 Revised Budget	2016 Department Request	2016 Town Manager Recommended	2016 Board of Selectmen Recommended	\$\$\$ Over/Under 2016 to 2015 Revised	%% Over/Under 2016 to 2015 Revised
<b>PLANNING &amp; DEVELOPMENT</b>							
Planning & Development Salary & Wages	\$ 435,782	\$ 447,122	\$ 447,787	\$ 447,787	\$ 447,787	\$ 665	0.15 %
Planning & Development Other Expenditures	\$ 239,461	\$ 239,461	\$ 239,511	\$ 239,511	\$ 309,511	\$ 70,050	29.25 %
<b>Planning &amp; Development - Total Budget Request</b>	<b>\$ 675,243</b>	<b>\$ 686,583</b>	<b>\$ 687,298</b>	<b>\$ 687,298</b>	<b>\$ 757,298</b>	<b>\$ 70,715</b>	<b>10.30 %</b>
Redevelopment Authority Other Expenditures	\$ 41,340	\$ 41,340	\$ 23,940	\$ 21,340	\$ 21,340	\$ (20,000)	(48.38%)
<b>Redevelopment Authority - Total Budget Request</b>	<b>\$ 41,340</b>	<b>\$ 41,340</b>	<b>\$ 23,940</b>	<b>\$ 21,340</b>	<b>\$ 21,340</b>	<b>\$ (20,000)</b>	<b>(48.38%)</b>
<b>Planning &amp; Development Department Total</b>	<b>\$ 716,583</b>	<b>\$ 727,923</b>	<b>\$ 711,238</b>	<b>\$ 708,638</b>	<b>\$ 778,638</b>	<b>\$ 50,715</b>	<b>6.97 %</b>
<b>PUBLIC SAFETY</b>							
Police Salary & Wages	\$ 8,657,407	\$ 9,741,569	\$ 9,890,550	\$ 9,873,501	\$ 9,873,501	\$ 131,932	1.35 %
Police Other Expenditures	\$ 323,945	\$ 398,102	\$ 338,139	\$ 338,139	\$ 338,139	\$ (59,963)	(15.06%)
<b>Police - Total Budget Request</b>	<b>\$ 8,981,352</b>	<b>\$ 10,139,671</b>	<b>\$ 10,228,689</b>	<b>\$ 10,211,640</b>	<b>\$ 10,211,640</b>	<b>\$ 71,969</b>	<b>0.71 %</b>
Fire Salary & Wages	\$ 9,519,424	\$ 9,594,589	\$ 9,750,303	\$ 9,750,303	\$ 9,750,303	\$ 155,714	1.62 %
Fire Other Expenditures	\$ 239,198	\$ 239,198	\$ 252,998	\$ 252,998	\$ 252,998	\$ 13,800	5.77 %
<b>Fire - Total Budget Request</b>	<b>\$ 9,758,622</b>	<b>\$ 9,833,787</b>	<b>\$ 10,003,301</b>	<b>\$ 10,003,301</b>	<b>\$ 10,003,301</b>	<b>\$ 169,514</b>	<b>1.72 %</b>
Emergency Management Other Expenditures	\$ 19,900	\$ 19,900	\$ 19,900	\$ 69,900	\$ 69,900	\$ 50,000	251.26 %
<b>Emergency Management - Total Budget Request</b>	<b>\$ 19,900</b>	<b>\$ 19,900</b>	<b>\$ 19,900</b>	<b>\$ 69,900</b>	<b>\$ 69,900</b>	<b>\$ 50,000</b>	<b>251.26 %</b>
Parking Enforcement Salary & Wages	\$ 31,204	\$ 33,227	\$ 33,361	\$ 33,361	\$ 33,361	\$ 134	0.40 %
<b>Parking Enforcement - Total Budget Request</b>	<b>\$ 31,204</b>	<b>\$ 33,227</b>	<b>\$ 33,361</b>	<b>\$ 33,361</b>	<b>\$ 33,361</b>	<b>\$ 134</b>	<b>0.40 %</b>
<b>Public Safety Department Total</b>	<b>\$ 18,791,078</b>	<b>\$ 20,026,585</b>	<b>\$ 20,285,251</b>	<b>\$ 20,318,202</b>	<b>\$ 20,318,202</b>	<b>\$ 291,617</b>	<b>1.46 %</b>
<b>MARINE &amp; ENVIRONMENTAL AFFAIRS</b>							
Animal Control Salary & Wages	\$ 116,827	\$ 119,623	\$ 136,402	\$ 136,402	\$ 136,402	\$ 16,779	14.03 %
Animal Control Other Expenditures	\$ 3,500	\$ 3,500	\$ 6,800	\$ 6,800	\$ 6,800	\$ 3,300	94.29 %
<b>Animal Control - Total Budget Request</b>	<b>\$ 120,327</b>	<b>\$ 123,123</b>	<b>\$ 143,202</b>	<b>\$ 143,202</b>	<b>\$ 143,202</b>	<b>\$ 20,079</b>	<b>16.31 %</b>
Harbor Master Salary & Wages	\$ 298,737	\$ 304,787	\$ 350,062	\$ 320,653	\$ 320,653	\$ 15,866	5.21 %
Harbor Master Other Expenditures	\$ 23,825	\$ 27,457	\$ 26,400	\$ 26,400	\$ 26,400	\$ (1,057)	(3.85%)
<b>Harbor Master - Total Budget Request</b>	<b>\$ 322,562</b>	<b>\$ 332,244</b>	<b>\$ 376,462</b>	<b>\$ 347,053</b>	<b>\$ 347,053</b>	<b>\$ 14,809</b>	<b>4.46 %</b>
Natural Resources Salary & Wages	\$ 288,039	\$ 327,603	\$ 349,952	\$ 349,952	\$ 353,886	\$ 26,283	8.02 %
Natural Resources Other Expenditures	\$ 61,850	\$ 74,400	\$ 73,050	\$ 73,050	\$ 73,050	\$ (1,350)	(1.81%)
<b>Natural Resources - Total Budget Request</b>	<b>\$ 349,889</b>	<b>\$ 402,003</b>	<b>\$ 423,002</b>	<b>\$ 423,002</b>	<b>\$ 426,936</b>	<b>\$ 24,933</b>	<b>6.20 %</b>
<b>Marine &amp; Environmental Affairs Department Total</b>	<b>\$ 792,778</b>	<b>\$ 857,370</b>	<b>\$ 942,666</b>	<b>\$ 913,257</b>	<b>\$ 917,191</b>	<b>\$ 59,821</b>	<b>6.98 %</b>

**TOWN OF PLYMOUTH  
BOARD OF SELECTMEN RECOMMENDED**

2/19/2015  
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TOWN FUNDS	2015 Original Budget	2015 Revised Budget	2016 Department Request	2016 Town Manager Recommended	2016 Board of Selectmen Recommended	Over/Under 2016 to 2015 Revised	Over/Under 2016 to 2015 Revised %
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**ACCOUNT INFORMATION**

<b>PUBLIC WORKS</b>							
Dpw Engineering Salary & Wages	\$ 455,051	\$ 468,302	\$ 473,569	\$ 470,132	\$ 470,132	\$ 1,830	0.39 %
Dpw Engineering Other Expenditures	\$ 47,738	\$ 47,738	\$ 47,729	\$ 47,729	\$ 47,729	\$ (9)	(0.02%)
<b>Dpw Engineering - Total Budget Request</b>	<b>\$ 502,789</b>	<b>\$ 516,040</b>	<b>\$ 521,298</b>	<b>\$ 517,861</b>	<b>\$ 517,861</b>	<b>\$ 1,821</b>	<b>0.35 %</b>
Dpw Highway Salary & Wages	\$ 1,581,533	\$ 1,671,527	\$ 1,761,407	\$ 1,653,763	\$ 1,653,763	\$ (17,764)	(1.06%)
Dpw Highway Other Expenditures	\$ 219,570	\$ 219,570	\$ 224,570	\$ 224,570	\$ 224,570	\$ 5,000	2.28 %
<b>Dpw Highway - Total Budget Request</b>	<b>\$ 1,801,103</b>	<b>\$ 1,891,097</b>	<b>\$ 1,985,977</b>	<b>\$ 1,878,333</b>	<b>\$ 1,878,333</b>	<b>\$ (12,764)</b>	<b>(0.67%)</b>
Dpw Administration Salary & Wages	\$ 413,469	\$ 419,796	\$ 470,232	\$ 470,232	\$ 470,232	\$ 50,436	12.01 %
Dpw Administration Other Expenditures	\$ 6,881	\$ 6,881	\$ 15,881	\$ 15,881	\$ 15,881	\$ 9,000	130.79 %
<b>Dpw Administration - Total Budget Request</b>	<b>\$ 420,350</b>	<b>\$ 426,677</b>	<b>\$ 486,113</b>	<b>\$ 486,113</b>	<b>\$ 486,113</b>	<b>\$ 59,436</b>	<b>13.93 %</b>
Building Maintenance Salary & Wages	\$ 351,325	\$ 371,693	\$ 391,453	\$ 369,261	\$ 369,261	\$ (2,432)	(0.65%)
Building Maintenance Other Expenditures	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ -	- %
<b>Building Maintenance - Total Budget Request</b>	<b>\$ 561,325</b>	<b>\$ 581,693</b>	<b>\$ 601,453</b>	<b>\$ 579,261</b>	<b>\$ 579,261</b>	<b>\$ (2,432)</b>	<b>(0.42%)</b>
Fleet Maintenance Salary & Wages	\$ 271,824	\$ 292,678	\$ 322,722	\$ 322,722	\$ 322,722	\$ 30,044	10.27 %
Fleet Maintenance Other Expenditures	\$ 319,320	\$ 319,320	\$ 369,320	\$ 344,320	\$ 344,320	\$ 25,000	7.83 %
<b>Fleet Maintenance - Total Budget Request</b>	<b>\$ 591,144</b>	<b>\$ 611,998</b>	<b>\$ 692,042</b>	<b>\$ 667,042</b>	<b>\$ 667,042</b>	<b>\$ 55,044</b>	<b>8.99 %</b>
Solid Waste Salary & Wages	\$ 44,412	\$ 46,372	\$ 46,121	\$ 46,121	\$ 46,121	\$ (251)	(0.54%)
Solid Waste Other Expenditures	\$ 102,471	\$ 102,471	\$ 122,122	\$ 122,122	\$ 122,122	\$ 19,651	19.18 %
<b>Solid Waste - Total Budget Request</b>	<b>\$ 146,883</b>	<b>\$ 148,843</b>	<b>\$ 168,243</b>	<b>\$ 168,243</b>	<b>\$ 168,243</b>	<b>\$ 19,400</b>	<b>13.03 %</b>
Crematory Salary & Wages	\$ 119,059	\$ 121,205	\$ 141,085	\$ 131,568	\$ 131,568	\$ 10,363	8.55 %
Crematory Other Expenditures	\$ 35,100	\$ 35,100	\$ 35,100	\$ 35,100	\$ 35,100	\$ -	- %
<b>Crematory - Total Budget Request</b>	<b>\$ 154,159</b>	<b>\$ 156,305</b>	<b>\$ 176,185</b>	<b>\$ 166,668</b>	<b>\$ 166,668</b>	<b>\$ 10,363</b>	<b>6.63 %</b>
Cemetery Salary & Wages	\$ 261,378	\$ 274,912	\$ 279,880	\$ 279,880	\$ 279,880	\$ 4,968	1.81 %
Cemetery Other Expenditures	\$ 17,237	\$ 17,237	\$ 17,231	\$ 17,231	\$ 17,231	\$ (6)	(0.03%)
<b>Cemetery - Total Budget Request</b>	<b>\$ 278,615</b>	<b>\$ 292,149</b>	<b>\$ 297,111</b>	<b>\$ 297,111</b>	<b>\$ 297,111</b>	<b>\$ 4,962</b>	<b>1.70 %</b>
Parks And Forestry Salary & Wages	\$ 772,996	\$ 816,768	\$ 890,443	\$ 828,085	\$ 828,085	\$ 11,317	1.39 %
Parks And Forestry Other Expenditures	\$ 172,519	\$ 172,519	\$ 428,102	\$ 178,102	\$ 178,102	\$ 5,583	3.24 %
<b>Parks And Forestry - Total Budget Request</b>	<b>\$ 945,515</b>	<b>\$ 989,287</b>	<b>\$ 1,318,545</b>	<b>\$ 1,006,187</b>	<b>\$ 1,006,187</b>	<b>\$ 16,900</b>	<b>1.71 %</b>
Recreation Salary & Wages	\$ 339,034	\$ 346,160	\$ 353,832	\$ 353,832	\$ 353,832	\$ 7,672	2.22 %
Recreation Other Expenditures	\$ 16,295	\$ 16,295	\$ 16,320	\$ 16,320	\$ 16,320	\$ 25	0.15 %
<b>Recreation - Total Budget Request</b>	<b>\$ 355,329</b>	<b>\$ 362,455</b>	<b>\$ 370,152</b>	<b>\$ 370,152</b>	<b>\$ 370,152</b>	<b>\$ 7,697</b>	<b>2.12 %</b>
<b>Public Works Department Total</b>	<b>\$ 5,757,212</b>	<b>\$ 5,976,544</b>	<b>\$ 6,617,118</b>	<b>\$ 6,136,970</b>	<b>\$ 6,136,970</b>	<b>\$ 160,426</b>	<b>2.68 %</b>
<b>TOTAL BUDGET SCHOOL &amp; TOWN</b>	<b>\$ 115,133,341</b>	<b>\$ 118,379,657</b>	<b>\$ 121,118,258</b>	<b>\$ 120,845,086</b>	<b>\$ 120,866,520</b>	<b>\$ 2,486,863</b>	<b>2.10 %</b>



**TOWN OF PLYMOUTH  
BOARD OF SELECTMEN RECOMMENDED**

2015 Original Budget  
2015 Revised Budget  
2016 Department Request  
2016 Town Manager Recommended  
2016 Board of Selectmen Recommended  
2016 Over/Under 2016 to 2015 Revised  
2016 Over/Under 2016 to 2015 Revised

**ENTERPRISE FUNDS**  
ACCOUNT INFORMATION

	2015 Original Budget	2015 Revised Budget	2016 Department Request	2016 Town Manager Recommended	2016 Board of Selectmen Recommended	2016 Over/Under 2016 to 2015 Revised	2016 Over/Under 2016 to 2015 Revised
<b>ENTERPRISE FUNDS</b>							
Airport Operating Salary & Wages	\$ 465,739	\$ 486,222	\$ 490,175	\$ 490,175	\$ 490,175	\$ 3,953	0.81 %
Airport Operating Other Expenditures	\$ 2,073,170	\$ 2,073,170	\$ 2,282,415	\$ 2,282,415	\$ 2,282,415	\$ 209,245	10.09 %
<b>TOTAL AIRPORT OPERATING &amp; DEBT</b>	<b>\$ 2,538,909</b>	<b>\$ 2,559,392</b>	<b>\$ 2,772,590</b>	<b>\$ 2,772,590</b>	<b>\$ 2,772,590</b>	<b>\$ 213,198</b>	<b>8.33 %</b>
<b>Total Airport Budget</b>	<b>\$ 2,538,909</b>	<b>\$ 2,559,392</b>	<b>\$ 2,772,590</b>	<b>\$ 2,772,590</b>	<b>\$ 2,772,590</b>	<b>\$ 213,198</b>	<b>8.33 %</b>
Sewer Operating Salary & Wages	\$ 322,780	\$ 283,894	\$ 282,147	\$ 282,147	\$ 282,147	\$ (1,747)	(0.62%)
Sewer Operating Other Expenditures	\$ 1,970,707	\$ 1,970,707	\$ 2,025,633	\$ 2,025,633	\$ 2,025,633	\$ 54,926	2.79 %
Sewer Operating Debt	\$ 2,156,677	\$ 2,064,985	\$ 2,191,444	\$ 2,191,444	\$ 2,191,444	\$ 126,459	6.12 %
<b>TOTAL SEWER OPERATING &amp; DEBT</b>	<b>\$ 4,450,164</b>	<b>\$ 4,319,586</b>	<b>\$ 4,499,224</b>	<b>\$ 4,499,224</b>	<b>\$ 4,499,224</b>	<b>\$ 179,638</b>	<b>4.16 %</b>
<b>Total Sewer Budget</b>	<b>\$ 4,450,164</b>	<b>\$ 4,319,586</b>	<b>\$ 4,499,224</b>	<b>\$ 4,499,224</b>	<b>\$ 4,499,224</b>	<b>\$ 179,638</b>	<b>4.16 %</b>
Water Operating Salary & Wages	\$ 1,013,672	\$ 1,070,186	\$ 1,117,629	\$ 1,068,529	\$ 1,068,529	\$ (1,657)	(0.15%)
Water Operating Other Expenditures	\$ 1,221,881	\$ 1,221,881	\$ 1,231,610	\$ 1,231,610	\$ 1,231,610	\$ 9,729	0.80 %
Water Operating Debt	\$ 1,008,818	\$ 895,668	\$ 1,186,892	\$ 1,186,892	\$ 1,186,892	\$ 291,224	32.51 %
<b>TOTAL WATER OPERATING &amp; DEBT</b>	<b>\$ 3,244,371</b>	<b>\$ 3,187,735</b>	<b>\$ 3,536,131</b>	<b>\$ 3,487,031</b>	<b>\$ 3,487,031</b>	<b>\$ 299,296</b>	<b>9.39 %</b>
<b>Total Water Budget</b>	<b>\$ 3,244,371</b>	<b>\$ 3,187,735</b>	<b>\$ 3,536,131</b>	<b>\$ 3,487,031</b>	<b>\$ 3,487,031</b>	<b>\$ 299,296</b>	<b>9.39 %</b>
Solid Waste Operating Salary & Wages	\$ 320,935	\$ 336,848	\$ 336,074	\$ 315,689	\$ 315,689	\$ (21,159)	(6.28%)
Solid Waste Operating Other Expenditures	\$ 1,882,419	\$ 1,492,017	\$ 1,961,554	\$ 1,961,554	\$ 1,961,554	\$ 469,537	31.47 %
<b>TOTAL SOLID WASTE OPERATING &amp; DEBT</b>	<b>\$ 2,203,354</b>	<b>\$ 1,828,865</b>	<b>\$ 2,297,628</b>	<b>\$ 2,277,243</b>	<b>\$ 2,277,243</b>	<b>\$ 448,378</b>	<b>24.52 %</b>
<b>Total Solid Budget</b>	<b>\$ 2,203,354</b>	<b>\$ 1,828,865</b>	<b>\$ 2,297,628</b>	<b>\$ 2,277,243</b>	<b>\$ 2,277,243</b>	<b>\$ 448,378</b>	<b>24.52 %</b>
<b>ENTERPRISE FUNDS</b>	<b>\$ 12,436,798</b>	<b>\$ 11,895,578</b>	<b>\$ 13,105,573</b>	<b>\$ 13,036,088</b>	<b>\$ 13,036,088</b>	<b>\$ 1,140,510</b>	<b>9.59 %</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 12,436,798</b>	<b>\$ 11,895,578</b>	<b>\$ 13,105,573</b>	<b>\$ 13,036,088</b>	<b>\$ 13,036,088</b>	<b>\$ 1,140,510</b>	<b>9.59 %</b>
<b>TOTAL FY2016 BUDGET</b>	<b>\$ 186,285,779</b>	<b>\$ 190,557,012</b>	<b>\$ 200,175,346</b>	<b>\$ 198,822,668</b>	<b>\$ 199,344,102</b>	<b>\$ 8,787,090</b>	<b>4.61 %</b>

TOWN OF PLYMOUTH  
BOARD OF SELECTMEN RECOMMENDED

ACCOUNT INFORMATION

	2015 Original Budget	2015 Revised Budget	2016 Department Request	2016 Town Manager Recommended	2016 Board of Selectmen Recommended	\$\$\$ Over/Under 2016 to 2015 Revised	%% Over/Under 2016 to 2015 Revised
<b>INDIRECT COSTS</b>							
Airport Indirect Cost	\$ 194,979	\$ 194,979	\$ -	\$ -	\$ 194,979	\$ -	- %
Sewer Indirect Cost	\$ 352,692	\$ 323,048	\$ -	\$ -	\$ 288,161	\$ (34,887)	(10.80%)
Water Indirect Cost	\$ 1,182,317	\$ 1,182,317	\$ -	\$ -	\$ 1,240,540	\$ 58,223	4.92 %
Solid Waste Indirect Cost	\$ 303,491	\$ 270,761	\$ -	\$ -	\$ 268,198	\$ (2,563)	(0.95%)
<b>TOTAL FY2016 INDIRECT COSTS</b>	<b>\$ 2,033,479</b>	<b>\$ 1,971,105</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,991,878</b>	<b>\$ 20,773</b>	<b>1.05 %</b>

**ADVISORY AND FINANCE COMMITTEE  
MEETING MINUTES  
January 13, 2015 (Revised)**

While a majority of Advisory & Finance Committee members attended the Board of Selectmen meeting on Tuesday, January 13, 2015 to hear the Budget Presentation of the Town Manager and Finance Director, a joint session with the Board of Selectmen was not opened as anticipated and posted. Members of the committee did not engage in questioning or discussion with the Selectmen on the budget at the request of Chairman of the Board of Selectmen, who indicated the Advisory & Finance Committee would begin its deliberations of the Board of Selectmen recommended budget on January 14, 2015.

**ADVISORY AND FINANCE COMMITTEE  
MEETING MINUTES**

**January 21, 2015 (Revised)**

A meeting of the Advisory & Finance Committee was held on Wednesday, January 21, 2015. The meeting was called to order by Chairman John Moody at 7:00PM and was conducted in the Mayflower II Meeting Room at the Plymouth Town Hall, 11 Lincoln Street, Plymouth, Massachusetts.

**PRESENT**      **Fourteen members of the committee were present:**  
Kevin Canty, Richard Gladdys, Michael Hanlon, Harry Helm, Kevin Hennessey,  
Michael Hourahan, Shelagh Joyce, Ethan Kusmin, Kevin Lynch, Christopher Merrill,  
John Moody, Harry Salerno, Marc Sirrico, Charles Stevens

**ABSENT**      **One member of the committee was absent:**  
Cornelius Bakker

**AGENDA ITEMS**

**ANNUAL TOWN MEETING ARTICLE PRESENTATION**

**Article 20: New Bylaw – Regulations: Swearing in Appointees**

To see if the Town will vote to amend the General Bylaws by adopting a bylaw establishing regulations to swear in all appointees as, a copy of which is on file in the Town Clerk's office; or take any other action relative thereto. BOARD OF SELECTMEN

Town Clerk, Laurence Pizer, presented Article 20. Chapter 41 §107, of the Massachusetts General Laws states, "Every other elected member and every appointed member of every board or commission of a town, and every other elected officer and every appointed officer of a town, shall also, before entering upon his official duties, be sworn to the faithful performance thereof." Thus, it mandates that appointees take their oath before serving. Failure to do so exposes the Town to liability if a complainant took exception to the action of a committee with members serving without legal authority. Although there has been an improvement in convincing appointees to take the required oath before performing committee responsibilities, Plymouth has not come close to universal success.

Article 20 proposes to add Chapter 123, "Oath of Office" to the General Bylaws and to include the language as Section 1. "All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their appointment or reappointment except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his appointment shall terminate and the appointing authority shall be so notified by the Town Clerk."

In summary, appointed officials have 30 days to take the oath of office and if they do not take the oath within that time their appointment would be vacated. This has been reviewed and approved by Plymouth's legal counsel. Similar bylaws or ordinances are in effect in the Town of Blackstone and the City of Woburn.

**Questions:**

- This does not include elected officials? (M Hanlon) Correct, only appointed officials.
- Town Meeting members are not included in this because they are elected? (S Joyce) Correct.
- Can appointees attend meetings before they are sworn in? (K Hennessey) Not legally. They must be sworn in before participating in a meeting. They shouldn't but some do. By having this added to the bylaws there will be wider understanding and enforcement.

**Christopher Merrill made a motion to recommend Article 20. Harry Helm, second. The motion carries unanimously (13-0-0).**

## RETIREE HEALTH CARE

Carolyn Ryan from the Massachusetts Taxpayers Foundation was scheduled to make a presentation but she was not able to attend the meeting. Months ago, Harry Salerno volunteered to "sink his teeth" into OPEB (Other Post Employment Benefits), so he presented the following statements, comments and numbers:

He said that this was a challenging analysis because there is no single source for data and the more he dug, the more layers he uncovered. While OPEB is made up of two components medical insurance for retirees and life insurance, he focused on the medical insurance portion because the life insurance portion was so small. He said we must approach the issue with an open mind, in consultation with leadership, and deal with it in a straight forward manner. The State is on track to not keep its promises. Promises made in Plymouth should be kept.

Plymouth uses a hybrid system to pay for retiree health insurance, paying for current retirees as incurred while saving a very small amount for future obligations. The last actuarial report was as of 1/1/2013 and the next report will be done 1/1/2015.

The report has several goals including:

- 1- Compute Actuarially Accrued Liability – the present liability for that promise to substantially pay for retirees medical insurance
- 2- Compute Annual Required Contribution – the amount needed to pay each year to have enough saved up to keep the promise to substantially pay for retirees medical insurance

The Actuarially Accrued Liability at 1/1/2013 was \$492,791,598.

The amount funded as of 12/31/14 is \$968,803 which funds less than 2%.

In FY15 \$145,000 was budgeted, in FY16 \$650,000 is budgeted (a big increase but still inadequate).

The Annual Required Contribution for FY14 was \$35,863,702 (w/4% interest, 30 year amortization)

<u>OPEB Liability</u>	<u>1/1/13</u>	<u>1/1/15</u>	<u>1/1/16</u>
Accrued Liability	\$492,791,598	\$515,150,615	\$538,192,426
Fund	\$ 612,214	\$ 780,815	\$ 812,048
Unfunded Amount	\$492,179,384	\$514,369,800	\$537,380,378

To help illustrate these numbers, he divided the unfunded liability by the residential valuation to calculate what would be the impact per average home in Plymouth (approx. \$300,000):

<u>Annual Required Contribution</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
Report projections	\$35,863,702	\$37,391,228	\$38,977,349
Town pay as you go	\$14,645,365	\$15,687,476	\$16,375,080
OPEB contribution	\$ 146,564	\$ 145,000	\$ 150,000
Projected Paid	\$14,791,929	\$15,832,476	\$16,525,080
Projected Unpaid	\$21,071,773	\$21,558,752	\$22,452,269
Per Avg Home	\$ 735	\$ 751	\$ 776

He said that we are transferring the equity in our homes to the employees of the town and it is not reasonable to continue to do that. Don't panic, don't blame employees, promises were made so we need to plan to keep those promises. We need to figure out a solution together and stop pushing it to future generations. It is going to take leadership, employees, unions, legislature, local and state levels, to work together. Most other towns in the state and even in the country are dealing with the same issue. Some towns in Massachusetts, like Wellesley, are doing a good job figuring it out. Maybe Plymouth should form a committee to start the process.

Questions/Comments:

- Any towns have a handle on this? (E Kusmin) A few do, like Wellesley. Maybe we can look at the other towns that seem to have a handle on it to see what techniques they use that we might be able to use. (H Salerno)
- Maybe use meals tax after the Court House project is paid. (E Kusmin)
- Why is Quincy in better shape than Plymouth? (K Hennessey) Not sure. State statute covers what towns can do to mitigate, like what medical plan is offered and how it is funded. (H Salerno) Maybe Quincy has a young active employee base, there are lots of factors that radically change actuarial valuations. (J Moody)
- Do other towns self-insure? (S Joyce) This report did not look at that. (H Salerno) Most towns do self-insure. (J Moody)
- Is pension liability of the same magnitude as OPEB? (C Stevens) Pension is on track to be funded by state law. (H Salerno)
- Need to look at pension liability and eventual closing of Entergy too. (C Stevens)
- How do we make the tough decisions and put more aside to take care of this liability? (K Lynch) That is not the job of the Advisory & Finance Committee. Maybe town leadership will form a committee to start looking at the options. The majority of people do not understand these unfunded liabilities. (H Salerno)
- Will we hit a wall eventually? (H Helm) In 7 years we will hit the \$1 billion figure. (J Moody) Detroit crashed. (H Salerno) Springfield is bankrupt. (M Hanlon) This translates to Enron in the private sector (R Gladdys). More like Polaroid. (S Joyce)
- Can we look back in history and see when this started and who may be responsible? (K Lynch) This goes back many decades when it was cheap to make a promise, now we are finding it more expensive to keep the promise. It was not a mistake, we just stayed on the same path. (J Moody)
- Not saying there is no answer but it will take time and hard work and is complicated. (H Salerno)
- Only way issue will be addressed is to talk about it so this is a great step. (J Moody)

Lynne Barrett, Director of Finance, said that Harry Salerno did an excellent job summarizing the OPEB liability but the town has taken many steps to minimize the liability that were not discussed. Some examples of steps the town has taken include:

- Adopting Section 18 and requiring retirees to go on Medicare
- Utilizing legislative changes to work with employees to make changes to the health plan through the PEC process
- Adopting legislation to address OPEB and created the OPEB Trust Fund 4 years ago
- Looking at Wellesley and Cambridge and funding policies and options like capital exclusions.
- Looking at Municipal Healthcare Reform again through collective bargaining but it is a process and takes time.

She wanted to assure the public that the town is not going to be increasing taxes by the amounts illustrated in the presentation. Plymouth is a very well run town and is always rated very well and was even upgraded in its ratings with Standard & Poor's and Moody's. She serves on the Retirement Board and it is fascinating, Massachusetts does so much more than other states. The town is looking at this issue and is working together and is trying to do the right thing.

Dale Webber, an employee, President of COBRA Union, and member of the Insurance Advisory Committee, says that the Insurance Advisory Committee has been working on these issues for decades. It is a gradual process. He is glad the town started the Trust Fund four years ago. Some towns like Brookline, Arlington and Wellesley put aside large sums of money to fund this liability and some are at full funding already. It is important to balance their strategy with sticker shock and take small steps towards the goal of addressing OPEB as incurred and not deferred.

**Harry Salerno made a motion for the Advisory & Finance Committee to adopt a rule, effective May 2015, requiring those that present an Article to provide an estimate of the impact of their article on any long term liability and include the source and method. Charles Stevens, second.**

Questions/Discussion:

- What type of article? (K Lynch) All articles of any type. (H Salerno)
- Understand intention but how will that be done, is there a standard format or formula? (K Hennessey) Not sure. It will most likely fall to the Director of Finance to calculate for each article. (H Salerno)
- Are we going to vote on this motion or take time to figure out the details first? (M Sirrico) Maybe the Advisory & Finance Rules Committee can figure out the details. (H Salerno)

**Harry Salerno made a subsidiary motion to refer the motion on the table to the Rules Committee and for them to report back at the monthly meeting in May. Charles Stevens, second.**

Questions/Discussion:

- Is May a good time? (H Halm) Yes it is between Spring and Fall Town Meetings, no articles are heard then. (J Moody)
- Supports motion and gets point across that this is a serious issue. (S Joyce)
- Would like to see May happen but if needed can defer and it to a future date. (C Stevens)

**The motion carries (12-1-0). Kevin Canty, opposed.**

#### **OLD/NEW/OTHER BUSINESS**

- The School Budget Sub-Committee is meeting Thursday, January 22 at 6:30PM at the School Administration Building. (C Merrill)
- In the 1970s the nuclear power plant was Plymouth's golden goose. Concerned about what effects might be on Plymouth of having a nuclear waste dump in future. (R Gladdys)
- Springfield was a gateway city and their industry left. Brockton is similar. Plymouth had Cordage Park close but tourism kept it afloat. Entergy is a problem. Need to do something to offset that \$9 million once they leave. Nuclear waste dump and tourism clearly do not go together. OPEB may not be the largest of our worries. (K Canty)
- All the gateway cities are competing. Plymouth has to be innovative as to what industries it attracts to town. (C Merrill)

Ken Tavares, Chairman of the Board of Selectmen, reported that the Board of Selectmen have been working quietly and steadily with the congressional delegation and the NRC addressing issues with the nuclear plant and what the future might hold. The federal government is regulating how waste storage may be taxed. It is time exhausting work. Once the power plant closes there will definitely be decreased revenue but there will still be taxes paid on that site. When Cordage closed, 100 business people stepped up and formed the Industrial Corporation. The Board of Selectmen are concerned with what the new industry to Plymouth might be. Biomed was mentioned tonight but there is also the NIMBY mindset in Plymouth, Not In My Back Yard. These are all issues we are dealing with. We are currently hiring a new Economic Development Director and they will be charged with helping to fill that gap. Tourism is a clean industry for this town. Looking forward to 2020 and Boston's 400<sup>th</sup> and perhaps the 2024 Olympics in Boston, there are great possibilities for Plymouth. Plymouth has dealt with challenges over time. The community will take on these challenges and will get there. Plymouth is the most exciting place in Massachusetts to live and work.

**ADJOURNMENT**

**Charles Stevens moved for adjournment. Kevin Lynch, second.**

**The motion for adjournment carries unanimously (13-0-0).**

The meeting adjourned at 8:50PM.

Respectfully submitted,

Kere Gillette

**ADVISORY AND FINANCE COMMITTEE  
MEETING MINUTES**

**January 28, 2015**

The Advisory & Finance Committee did not meet on  
Wednesday, January 28, 2015 as posted  
due to a snow storm.

**ADVISORY AND FINANCE COMMITTEE  
MEETING MINUTES  
February 4, 2015**

A meeting of the Advisory & Finance Committee was held on Wednesday, February 4, 2015. The meeting was called to order by Chairman John Moody at 7:00PM and was conducted in the Mayflower II Meeting Room at the Plymouth Town Hall, 11 Lincoln Street, Plymouth, Massachusetts.

**PRESENT**      **Eleven members of the committee were present:**  
Cornelius Bakker, Michael Hanlon, Harry Helm, Kevin Hennessey, Shelagh Joyce, Ethan Kusmin, Kevin Lynch, Christopher Merrill, John Moody, Marc Sirrico, Charles Stevens

**ABSENT**      **Four members of the committee were absent:**  
Kevin Canty, Richard Gladdys, Michael Hourahan, Harry Salerno

**AGENDA ITEMS**

**ANNUAL TOWN MEETING ARTICLE PRESENTATIONS**

**Article 14: Transfer Parcel to Conservation – Peter Road**

To see if the Town will vote to transfer the following parcels from the Town Treasurer to the Conservation Commission for the purpose of maintaining protected open space:

<u>Parcel ID</u>	<u>Road</u>	<u>Legal Reference</u>	<u>Tax Title</u>
108-000-010-023	Peter Road	Certificate: 56486	#5932
108-000-010-075		Document: 367535	
108-000-010-092		(Final Judgment)	

Or take any other action relative thereto.

OPEN SPACE COMMITTEE

Betsy Hall from the Open Space Committee presented. She said these parcels offer a great opportunity to preserve open space, protect wetlands, protect the headwaters of the Wewiantic River, provide passive recreation, reduce traffic and septic impacts, and help the long term goal of extending the bike path. The town already owns these parcels through tax title foreclosure and they would like to transfer them from the Treasurer to the Conservation Commission. These are located within the "David Estates" subdivision off Peter Road in West Plymouth. These parcels were in the subdivision plan as opens space or common area.

Questions: (Patrick Farah, Planning Technician, helped Betsy Hall answer some of the questions)

- Who will monitor the property? (S Joyce) Conservation Commission and Natural Resource Officers from the Marine & Environmental Department will check on and maintain the property.
- Are other town owned properties connected to these 3? (H Helm) Not yet, but the town is looking at various opportunities.
- What are the tax assessments of these parcels? (C Stevens) The town has owned them since 1994. The homeowners association was never created so the taxes on the properties were never paid.
- Was the builder held liable? (K Lynch) The Planning Board requires a developer to record association documents but the town can not require the developer to form a homeowners association.
- We need to look at promises made by builders and find out where the ball is being dropped? (K Lynch) It is the responsibility of the homeowners to form a homeowners association, not the developers.
- These lots are not buildable? (M Sirrico) Correct.
- Can we sell one of the 3 lots as buildable to bring income to the town? (E Kusmin) The town has a policy that tax title property sold can not be built upon.

**Kevin Hennessey made a motion to recommend Article 14. Christopher Merrill, second.**

Discussion:

- The ball is being dropped somewhere. It benefits the homeowners not to form associations and have the town pay to maintain their open property and common areas. (K Lynch)
- Agree this is a recurring problem. Can we not allow common areas? (K Hennessey)
- This discussion is beyond the scope of this committee. It is recommended that those who feel strongly about this topic, send letters to the Chair of the Planning Board explaining your stance. (J Moody)

**The article carries (9-1-0). Kevin Lynch, opposed.**

### **Article 12: Chapter 90 – State Funding**

To see if the Town will vote to appropriate a sum of money from available funds as the State's share of the cost of work under G.L. c.90, §34 (2)(a) of the Massachusetts General Laws, or take any other action relative thereto.

BOARD OF SELECTMEN

Sid Kashi, Town Engineer, presented Article 12. This is an annual item involving accepting Chapter 90 funds which the state contributes to each municipality each year.

Questions:

- Why wouldn't we accept it? (E Kusmin) It is just a formality that the town must vote to accept it.
- Where will the money be spent? (M Hanlon) There is a five year plan available for viewing in the Engineering Office. The plan lists \$10 million in projects. It shows the condition and cost of improvements for each road. The plan is an ongoing work in progress.
- Can the five year plan and pavement management report be put on the website? (J Moody) We are looking at doing that maybe in a couple more months.

**Kevin Hennessey made a motion to recommend Article 12. Christopher Merrill, second. The motion carries unanimously (10-0-0).**

### **Article 15: Private Roads**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise fund \$500,000 in improvements to Private Roads including all costs necessary and related thereto, consistent with the provisions of Chapter 112 of the Acts of 2012 as signed by the Governor on June 13, 2012, or take any other action relative thereto.

ROADS ADVISORY COMMITTEE

Sid Kashi, Town Engineer, presented Article 15. He said that Article 15, a request to fund \$500,000 in improvements to private roads, has been approved the last few years at Town Meeting. He provided a list of projects that have been completed with these funds:

- Crack Seal: Bruce Rd, Ashbury ST, Cox Lane, Donna Drive
- Overlay: Bruce Road
- Full Depth Re-Construction: Little Sand Pond Rd, George St (Spring 2015), Queen Dr (Spring 2015)
- Pavement Management Program: Inventory & development of long term maintenance program
- Spreading & Grading Recycled Asphalt (material) for improving gravel roads
- Field Survey & Design: George St, Queen Dr, Birch St.

Plymouth has 500 miles of roads, 150 miles of which are unaccepted roads (57% paved, 43% unpaved).

Questions:

- What is the difference between “unaccepted” and “private” roads? (K Hennessey) Unaccepted roads are subdivision roads, roads in the public domain. Private roads have their own infrastructure of support like those in Colony Place or the Pinehills, roads in the private domain.
- What is the cost to borrow for roads? (C Stevens) Approximately 4% for 5 year loan
- Do we anticipate borrowing for this article? (J Moody) Normally we raise and appropriate for roads.
- Is there a plan regarding which unaccepted roads receive improvement? (H Helm) The Pavement Management Report includes unaccepted roads. The Roads Advisory Committee studies the report, makes recommendations, the recommendations then go to the Board of Selectmen for approval.
- Do we plow unaccepted roads? Yes the town plows public roads and unaccepted roads. It does not plow private roads.
- Is anyone from the Roads Advisory Committee in attendance tonight? (J Moody) No.
- Why are we deferring maintenance on some unaccepted roads? Does that mean they are in such great shape they do not need work? Yes they are in very good shape right now.
- Why not accept them immediately so we receive Chapter 90 funding for them? There is a process involved with accepting roads and Town Counsel advises us. All property owners must sign a form, and then it has to go through the Registry of deeds. It is complicated and takes time. For example, there are more than 240 owners on Lunn’s Way and that is a process we are going through right now.
- I have questions for the Roads Advisory Committee about what their strategy is for accepting roads. I would like to invite a member of the Roads Advisory Committee to attend a meeting to answer questions if they would be up for that? (J Moody) He will pass along the request.

**Charles Stevens made a motion to postpone Article 15 until the February 11, 2015 meeting so that questions may be answered. Kevin Hennessey, second.**

Charles Stevens said that he is frustrated that the same questions have been asked for 5 years without an answer. He hopes that someone from the Roads Advisory Committee will be able to attend the February 11<sup>th</sup> meeting to provide some answers.

**The motion to postpone Article 15 to February 11, 2015 carries (8-2-1). Cornelius Bakker and Ethan Kusmin, opposed. Kevin Canty, abstained.**

**Article 27: Accept Public Way – Lunn’s Way**

To see if the Town will vote to authorize the Board of Selectmen to accept and allow as a public way the following street or portions thereof as laid out by the Board of Selectmen and reported to the Town, and as shown on plans on file with the Town Clerk; to authorize the Board of Selectmen to acquire by gift, or eminent domain an easement or easements to use said ways for all purposes for which public ways are used in the Town of Plymouth, and all associated easements; and further, accept gifts for this purpose and any expenses related thereto; and authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisition(s), or take any other action relative thereto..

\* Lunn’s Way

DEPARTMENT OF PUBLIC WORKS

Sid Kashi, Town Engineer, presented Article 27. This Article involves accepting Lunn’s Way as a public way at the recommendation of the Roads Advisory Committee. Lunn’s Way is a major East – West corridor connecting Long Pond Road to Bourne Road. Documents have been sent to the 240 plus homeowners/abutters to sign.

Questions:

- The town is not acquiring title to the road? (M Hanlon) Homeowners own to the center of the road. The town is looking for an easement on the road itself.
- Will that constitute "acceptance"? (M Hanlon) Yes.
- How many of the 240 signatures do you have now? Aren't you jumping the gun? (M Hanlon) We just started the process. All of the signatures are not needed by Town Meeting, it is just needed to give the Board of Selectmen authority to accept the easement after Town Meeting. We need Town Meeting to vote otherwise we can't do anything.
- What is driving the process now all of a sudden? (M Hanlon) This was petitioned by the residents. The Roads Advisory Committee sees it as a major East – West corridor where lots of residents of Plymouth benefit from this road.
- Will the town's liability increase by accepting this road? (K Hennessey) The town will have the same responsibilities as with any other public road.
- How many roads are there in the Ponds and how many are accepted? (S Joyce) There are 12 miles of roads in the Ponds, none are accepted.
- Does anyone on the Roads Advisory Committee live in the Ponds? (S Joyce) I don't think so, not positive.
- I live on Lunn's Way and heard the developers owned the road. Tonight I learned that homeowners own to the center of the road. Where is the taking exactly, where is the line? (C Bakker) The easement would be for the existing roadway itself and the exact road plans are on file at the Registry of Deeds. This is for the existing roadway itself, not an inch more of anyone's property, nothing more and nothing less.
- What is the exact taking? What is the width of the road? (C Bakker) The town wants to have an easement for the road as it is now, they are not going to widen it. Intentions are good. If anyone has questions, please refer them to Sid Kashi, Town Engineer, he is happy to answer questions.
- If we do acquire the road, what will the cost be to bring it up to specs? (K Lynch) The Pavement Management Report indicates \$1.2 million.

Public Comment:

Jim Macomber, Lunn's Way resident, said he has not received notice in the mail. He would be happy to sign it. It is a win-win situation. Some do not understand why the town needs to receive the approved form from 100% of the residents. Sid Kashi explained that is the opinion of Town Counsel based on statutory law. Kevin Canty explained that if the town is required to obtain 100% of the signatures otherwise it may proceed as a taking under the 5<sup>th</sup> amendment and Mass Declaration, which requires compensation. Kevin Canty also pointed out that another benefit of becoming a public way is that moving violations, like OUIs and speeding, can only be enforced on public ways.

**Ethan Kusmin made a motion to recommend Article 27. Charles Stevens, second.**

Comments:

- Curious if the public will be able to know which residents do not sign in favor. (K Hennessey)
- \$1.2 million is expensive. Homeowners knew the road was not public. (S Joyce)
- If we accept this road it will kick in to Chapter 90 funding. (C Stevens)
- This process is archaic and cumbersome. (M Hanlon)
- Accepting Lunn's Way needs to happen as it is a major connector, a lot of people use it, and it is the right thing to do. (M Hanlon)

**The motion carries (8-2-1). Kevin Lynch and Shelagh Joyce, opposed. Cornelius Bakker, abstained.**

### Article 28: Accept Easement – Russell Street

To see if the Town will vote to authorize the Board of Selectmen to accept perpetual easement for public way purposes over the property located on Russell Street, Plymouth, MA and shown as Plymouth Assessor's Parcels No. 017-000-065-000 on file with the Town Clerk; to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain an easement to use said way for all purposes for which public ways are used in the Town of Plymouth; and further, to raise and appropriate, transfer from available funds, accept gifts or borrow a sum of money for this purpose and any expenses related thereto; and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, or take any other action relative thereto. DEPARTMENT OF PUBLIC WORKS

Sid Kashi, Town Engineer, presented Article 28. This is basically a housekeeping article that needs Town Meeting action to accept a sidewalk easement. This is a result of the Zoning Board of Appeals, when approving a condominium complex, as a condition that the complex provide a sidewalk easement to the town.

Question: This has property had been the Registry of Deeds since 1904 why was there no easement before? (M Hanlon) It was county property before so it was public.

**Christopher Merrill made a motion to recommend Article 28. Michael Hanlon, second. The motion carries unanimously (10-0-1). Harry Helm, abstained.**

### Article 10: Increase Demand Fee

To see if the Town will vote to authorize the charge for each written demand issued by the collector a fee of \$30.00 to be added to and collected as part of the tax, as authorized by Massachusetts General Laws Chapter 60, Section 15, effective as of July 1, 2015. BOARD OF SELECTMEN

Pamela Borgatti, Treasurer/Collector, presented Article 10. The demand fee for delinquent taxes is currently \$5 and has been from the start. She is requesting that the demand fee increase to \$30 which is the maximum allowed by State statute. She explained that with staff time, printing and mailing costs, the town is not even breaking even with the demand fee being charged currently.

Questions:

- By increasing the fee you will potentially be adding \$500,000 to revenues? (M Hanlon) Yes. Revenue from the demand fee could potentially be \$658,000.
- Do these revenues go to the General Fund (C Merrill) Yes.
- Is it \$30 per delinquency? (E Kusmin) Excise tax is handled differently since Real Estate taxes are paid quarterly. This would be a \$30 demand fee charged once per delinquent property at the end of the fiscal year plus interest, not quarterly.
- Do we charge the maximum interest allowed? Yes, we charge the maximum 14% for real estate tax and 6% for excise tax

**Michael Hanlon made a motion to recommend Article 10. Cornelius Bakker, second.**

Christopher Merrill applauded Pamela Borgatti's efforts and said this is a great idea to increase revenue. **The motion carries unanimously (11-0-0).**

### Article 3: Revolving Funds

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

Lynne Barrett, Finance Director, presented Article 3. This is an annual article reauthorizing revolving funds. There are no new accounts requested this year. All revolving funds meet parameters of the state statute:

- The aggregate limit of all revolving funds may not exceed 10% of the tax levy
- No one department may spend more than 1% of the tax levy

She said that the Advisory & Finance subcommittees have been asking division heads about their revolving accounts and that they have hopefully gathered all the information they need.

**Cornelius Bakker made a motion to recommend Article 3. Kevin Hennessey, second. The motion carries unanimously (10-0-1). Kevin Lynch, abstained.**

### **Article 8: Departmental Equipment**

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 – *see warrant for list of items* or take any other action relative thereto. BOARD OF SELECTMEN

Lynne Barrett, Finance Director, presented Article 8. Article 8 is made up of the equipment requests from the various departments that are not required annually and cost less than \$15,000. The list is reviewed by the Finance Director and Town Manager with each department. This year requests totaled \$715,000. The Town Manager is recommending \$678,693 of the requests. The funding source recommendations are:

- \$14,592 from Sewer Enterprise Retained Earnings
- \$43,750 from Waterways Fund
- \$14,950 from Cemetery Perpetual Care
- \$4,000 from Grants
- \$601,401 from General Fund free cash

#### Questions:

- DPW has 10-15 items on the list. These are all new, never been done before? (S Joyce) Correct, they have added staff to Fleet Maintenance so a lot of the items are needed for that department.
- Is the infectious disease equipment request in response to the recent Ebola scare? (S Joyce) Yes, to meet a larger scale threat, both the Fire Chief and Emergency Management Director agree that the town needs additional equipment.
- Does that price include training as well or just the equipment? Not sure.
- How old are the current cold water rescue survival suits that the Fire Department has? Not sure.
- Work needed at fire stations is on both the Article 8 and the Article 9 lists? (M Hanlon) Yes, the 8s are requests of the Fire Chief, the 9s are a result of the study done of all town buildings
- Regarding Police vehicles, we purchase and not lease? Purchase only. These will replace last remaining gas guzzlers in fleet
- The Town Manager is not recommending the police officer scheduling system. How is it done now? (S Joyce) Manually. We ran out of time to do the research so it may be addressed in a future Town Meeting.
- Would the police scheduling system be a MUNIS module or integrate with MUNIS? (K Hennessey) Looking for one tailored to Public Safety that will integrate with MUNIS
- The Harbor Master is looking for \$36,000 to repower a boat, how old is the boat or engine now? (S Joyce) Not sure.
- \$8,500 for a flag pole seems expensive, where did that price come from? (S Joyce) Not sure.

- Where are we in the \$100,000 building survey process? (C Stevens) Survey is complete, rollout of software happened in September, training in it now.
- Funding from White Shark Conservancy? (M Hanlon) Yes, Marine & Environmental is working closely with them regarding the acoustic buoys.
- Do the acoustic buoys detect shark presence? (H Helm) They detect tagged sharks only.

**Christopher Merrill made a motion to recommend Article 8. Charles Stevens, second.**

**Shelagh Joyce made a motion to postpone to February 25, 2015 so that questions can be answered. Harry Helm, second.**

Questions/Comments/Discussion:

- Will department heads be in attendance at the February 25<sup>th</sup> meeting? (K Hennessey) Yes.
- Is the article voted on as a whole or can specific line items be removed? (E Kusmin) A motion can be made to fund all or to remove certain items.

**Motion to postpone to February 25, 2015 carries (10-1-0). Ethan Kusmin, opposed.**

#### **Article 9: Capital**

Presentation and discussion of Article 9 has been deferred to the February 25, 2015 meeting since material was not received in time to properly be reviewed.

**PUBLIC COMMENT:** None

#### **OLD/NEW/OTHER BUSINESS**

- Shelagh Joyce reported that Sub-Committee A met yesterday and it went well and she appreciates all who attended.
- Michael Hanlon reported that Subcommittee D is meeting Friday at 8AM in the Plantation Room.
- John Moody reported that the Revenue Ideas Taskforce is still working on its 5 recommendations and will meet at 6PM Monday in the lower level of Town Hall.
- Christopher Merrill reported that Sub-Committee E met 2 weeks ago and that all showed up and thanked members for their attendance.
- Kevin Lynch reported that Harry Salerno's OPEB presentation confirmed his concerns. The January 2015 actuary report is not complete yet but he would like to see it once it is complete.
- Charles Stevens asked who the Chair is for the Rules Committee. John Moody is the Chair.

#### **MINUTES**

**Christopher Merrill made a motion to approve minutes of the January 14, 2015 meeting. Kevin Canty, second. The motion carries unanimously (10-0-1). Harry Helm, abstained.**

#### **ADJOURNMENT**

**Ethan Kusmin moved for adjournment. Christopher Merrill, second. The motion for adjournment carries unanimously (11-0-0). The meeting adjourned at 9:05PM.**

Respectfully submitted,

Kere Gillette

**ADVISORY AND FINANCE COMMITTEE  
MEETING MINUTES  
February 11, 2015**

A meeting of the Advisory & Finance Committee was held on Wednesday, February 11, 2015. The meeting was called to order by Chairman John Moody at 7:00PM and was conducted in the Mayflower II Meeting Room at the Plymouth Town Hall, 11 Lincoln Street, Plymouth, Massachusetts.

**PRESENT**      **Eleven members of the committee were present:**  
Cornelius Bakker, Kevin Canty, Michael Hanlon, Shelagh Joyce, Ethan Kusmin, Kevin Lynch, Christopher Merrill, John Moody, Harry Salerno, Marc Sirrico, Charles Stevens

**ABSENT**      **Four members of the committee were absent:**  
Richard Gladdys, Harry Helm, Kevin Hennessey, Michael Hourahan

**ADMINISTRATIVE COMMENTS:**

Chairman John Moody made the following administrative comments:

- He reminded the committee to take action before the meeting if they feel an item on the agenda is a conflict of interest. He will send out guidance material for review.
- He asked committee members to review the list of Article 8 and Article 9 questions, see if they wanted to add any to the list, and if they did to email their questions to Kere Gillette ASAP.
- Budget Sub-Committee Reports are due next week so they can be distributed and then heard at the February 25<sup>th</sup> committee meeting.

**AGENDA ITEMS**

**ANNUAL TOWN MEETING ARTICLE PRESENTATION**

**Article 22: Bylaw – Fingerprint Criminal History Check**

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 6, Section 172 B ½, to adopt a new General By-law enabling the Police Department to conduct State and Federal Fingerprint Based Criminal History checks for individuals applying for the following licenses: Hawking and Peddling or other Door-to-Door Salespeople, Manager of Alcoholic Beverage License, Owner or Operator of Public Conveyance, Dealer of Second-hand Articles, Pawn Dealers, Hackney Drivers and Ice Cream Truck Vendors and to adopt appropriate policies and procedures to effectuate the purposes of this bylaw, a copy of which is on file in the Town Clerk's office, or take any other action relative thereto.      BOARD OF SELECTMEN

Captain Rogers presented Article 22. This Article was heard in the Fall and then withdrawn right before Town Meeting because the town had not yet received FBI approval. Currently those applying for specific licenses listed in the Article language above, are CORI checked but that is limited to local infractions. This new bylaw would allow the town to obtain a full background record which includes any infractions out of state. The fingerprinting would be done at the Plymouth Police Station then sent to State Police then to the FBI to obtain the full record. The fee would be \$100, \$30 of which would go to the state and \$70 would stay in Plymouth to help maintain the database and equipment.

Questions:

- If there is a hit on the record, will the applicant of an opportunity to explain the situation? (K Canty) Yes, absolutely. They will be allowed to explain and that will be part of the evaluation.
- Will the fingerprinting be solely used for acquisition of records and not used for open cases? (K Canty) In Plymouth it will solely be used for licensing but can not speak for the other organizations involved (State Police or FBI).
- Will the information be retained? (K Canty) Yes, it will be retained in a database.

- Is the \$100 fee comparable to what other towns are charging? (C Merrill) Yes and the MA Secretary of Public Safety can update the fees parameters.
- Bylaw Section 72-1-F has curious wording that the Police Department “may not communicate any Massachusetts fingerprint-based criminal history record check results”. Why does it say that? (M Hanlon) Not sure, the FBI report is all inclusive and will include Massachusetts offenses as well. I will have to look into it and provide you an answer later.
- Individuals are giving up so much of their privacy rights. Is there a reason that we need this? (C Bakker) In the past we had a door to door magazine salesman sexually assault an individual with intellectual disabilities. We need to protect our community and not put people in a position to victimize others. We need this new bylaw in place.
- In section 72-1-E, the last line regarding not denying an applicant a license based on information in the record “until the applicant has been afforded reasonable time to correct or complete the information”. How long is that? (J Moody) A reasonable time frame which may vary based on the request of the applicant.
- Since they Board of Selectmen will administer this bylaw, maybe they will specify the time allowed? (J Moody) Yes, they will be able to set up that protocol.

Public Comment:

Randy Parker commented that school bus drivers are already fingerprinted, and he does not want the town to overdo it. Captain Rogers replied that school bus drivers are fingerprinted through the bus vendor so they are not included in these bylaws.

**Christopher Merrill made a motion to recommend Article 22. Michael Hanlon, second. The motion carries unanimously (10-0-0).**

**Article 29: Elmer Raymond Play Area**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of \$60,000 (Sixty Thousand Dollars) for the construction and/or purchase, and the installation and maintenance of a play area structure(s) for Elmer Raymond Play Area, or take any other action relative thereto.  
 BY PETITION: Anthony R. Schena, et al

Anthony Schena, petitioner, presented Article 29. He said he was shocked when he brought his children to the playground this summer to find it gone. He said in 2008 Parks Director, Ted Bubbins, identified that the playground would need to be replaced soon and placed it on the capital request list. It was on the list each year since, was ranked low by the Capital Improvements Committee (CIC) , and never received funding. In 2013 the equipment became a hazard and was removed. He has been working closely with Ted Bubbins and has his full support. The Cedarville Steering Committee is in full support of this article. The Board of Selectmen voted unanimously in support of this article. There are a lot of children that live in that area and a lot of families that come to that park for soccer games and baseball games, the playground is needed. The playground is basically a chained off litter box at this point. There was some talk that the town wanted the community to raise money to help defray the cost but there is no process in place for that and it is unfair to ask them to do so. They are willing to raise funds to help maintain the playground but do not want to delay the replacement by running fundraisers. If Town Meeting does not act on this article, there will be no playground for the summers of 2015 and 2016.

Questions:

- If \$31,000 is given towards the equipment, can volunteers assemble the playground? (K Lynch) The community would be happy to do that if the town would allow it, but there are probably liability issues and union issues so the town may not allow it.

- If an item is ranked low by the CIC then one can place a an article on the warrant separately to seek funding. Won't that set a concerning precedent? (K Canty) There is a low chance of that happening, this is an unusual situation. 8 years is a long time for a community to wait for a new playground.
- What is unique about this project that it should be set above the others? (K Canty) Time, it is unfair to go two years without a playground at all. This process is exactly what our Charter wants. If an item is important and has large reach and community support, then it can move through the process.
- Are there any items on the CIC list that you would re-prioritize to come up with the funding for this project? (H Salerno) That is the job of the Town Manager and Board of Selectmen, to shuffle the list as they see fit.
- The quote provided is from October 2013, anything more recent? (S Joyce) That quote was for \$52,000 so they added \$8,000 to make the request \$60,000 in case the price has increased and to cover the cost of mulch.
- Did any subdivisions in Cedarville sign a petition to show their support? (S Joyce) No, but through facebook and local sports organizations there was a lot of community support.

**Christopher Merrill made a motion to recommend Article 29. Ethan Kusmin, second.**

Discussion: Ethan Kusmin sat on the CIC and it is a tough process. Safety items tend to rank high on the list, new flashy items next and other items get pushed down in the ranking. This is the type of item that will never get ranked high through the CIC process. He will support this article and let Town Meeting decide.

**Kevin Lynch made a motion to amend to alter the amount from \$60,000 to \$30,000.**

Michael Hanlon asked Kevin Lynch to change the \$30,000 to \$33,000 to cover the cost of the equipment.

**Kevin Lynch amended his motion to amend to alter the amount from \$60,000 to \$33,000. Michael Hanlon, second.**

Discussion:

- Charles Stevens said he does not believe anyone other than an authorized installer can install the playground. He can not support this article and does not like the precedent it would create.
- Christopher Merrill said that the quote says the construction must be professionally inspected. He also said he does not understand why this committee highly scrutinizes the articles with lower financial implications and votes through the ones with much higher financial implications without much question.
- Michael Hanlon said that a town he lived in previously fundraised \$60,000 to build a playground. He thinks that if we can buy the equipment for \$33,000 and find volunteer labor to construct it, the amendment has validity.
- Marc Serrico agrees with Christopher Merrill. He said last week this committee recommended the revolving fund article for \$35 million without batting an eyelash. He said the reason the Recreation Department created its revolving fund is so the town could not defund programs for children through budget cuts. He absolutely is in favor of this article and thinks it is a shame these children have gone two years without a playground.
- Kevin Canty believes that as a petitioned article, it should be funded as presented or not funded as presented.
- Harry Salerno agrees that it is not fair to fund half the article so he is against the amended motion. While he believes it is dangerous to allow items to come off the CIC list and into a petitioned article on the warrant, it is legitimate. He will vote in favor of the article and allow Town Meeting to decide if they want to spend the money.

- Ethan Kusmin said that even with the amended motion, there will still be a cost for installation because there will be site work needed and machinery will be needed. He is in support of the full article.

**Kevin Lynch withdrew his Motion to amend. Michael Hanlon withdrew his second.**

**Returning to the main motion to recommend Article 29, the motion carries (8-1-1). Charles Stevens, opposed. Shelagh Joyce, abstained.**

### **Article 15: Private Roads**

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise fund \$500,000 in improvements to Private Roads including all costs necessary and related thereto, consistent with the provisions of Chapter 112 of the Acts of 2012 as signed by the Governor on June 13, 2012, or take any other action relative thereto. ROADS ADVISORY COMMITTEE

Article 15 was presented at the February 4, 2015 meeting but was postponed to this meeting so that members of the Roads Advisory Committee could attend and answer some questions. Committee members in attendance included: Chairman Steve Dyer, Board of Selectmen Designee Anthony Provenzano, and Planning Board Designee Tim Grandy. John Moody thanked them for attending. He said that this is the third year in a row that \$500,000 was being requested to maintain and improve unaccepted roads and the committee is interested in hearing about the process of how they decide where to spend those funds. Anthony Provenzano stated that Plymouth has 497.1 miles of roadway, 152.2 miles of which are unaccepted. Two years ago a consulting engineer did a survey of all the roads and provided the length and condition of each road on an evaluation scale of 1-100. Also, the road projects are looked at by the Capital Improvements Committee and ranked by priority. Steve Dyer said that the first time they received the appropriation, they did not spend the funds immediately, they waited for the study and the ratings. Now with two years history they have a list of completed projects, a list of projects planned for the spring, and a list of future plans. Tim Grandy added that Beta Engineering also looked at other factors when rating the roads such as public safety, school bus and first responder access, etc.

#### Questions:

- Why not accept the 13.6 miles of roads in great condition immediately? (J Moody) The intention of the Roads Advisory Committee is to accept it if it is appropriate for that particular road. Some would never be accepted like cul-de-sac or dead end roads.
- Wouldn't it be wise to accept them to the Chapter 90 funding? (J Moody) Not always because there are other costs involved with town resources like engineering. Maybe we could look at capturing some roads as accepted in the planning process. Sid Kashi, Town Engineer, added that accepting roads takes a lot of time. His department has spent two months full time on that project alone. Some roads have waivers through the Planning Department to remain private so they can never become accepted. The road rating study needs to be cross referenced with the Planning Department list to see which of those roads have waivers.
- Is your intent to develop a clearly identified strategy for accepting roads moving forward and in what timeframe? (J Moody) Yes, our goal is to increase all to 68-70% to safe passage levels particularly for emergency response. We will receive our final report in March and need to time to sort and manipulate the data.
- So the report and not peer pressure will drive the strategy and prioritization? (S Joyce) Yes, the committee has seen everything from people trying to join the committee just to get their road accepted, the Beta report is needed and will be used. The report will not be the final word, we will have to revisit the other criteria but the report will provide the basis from where to start.
- Can the report be put on the town website? (S Joyce) That would be great, the public needs to see it.

- What is the difference between accepted and unaccepted? (K Lynch) Subdivision roads that have petitioned to be a public way through the town can become accepted. Roads that never get to that process because of legal issues, waivers, etc. remain unaccepted but still publicly used and maintained.
- What is RSR? (K Lynch) It is the ratings of the roadway conditions from 1 to 100, roads rated 90 or higher are deferred.
- The Advisory & Finance Committee has been consistent in its request for specifics about where the money will be spent. How will the \$500,000 from this article be spent? (M Hanlon) We can't identify all the projects right now. We need to get the final report and manipulate the data. Some locations have already been prioritized and we know they will be on the list like the George Intersection.
- It would be valuable to communicate to the public where construction is taking place and what is on the list for the near future otherwise we are going to ask the same questions year after year. (J Moody) I agree. We hope to get it on the website so the public is aware. Braintree does this well. We will work to get that information out as soon as possible.

**Charles Stevens made a motion to recommend Article 15. Cornelius Bakker, second. The motion carries unanimously (10-0-0).**

### **Article 32: Zoning - Commerce Way**

To see if the Town will vote to amend the Zoning Bylaw, Official Zoning Map of the Town of Plymouth, by changing the zoning designation of land on Commerce Way shown as Lots 44, 14K-39C and 14K-40B on Plymouth Assessors Map 103 from Light Industrial (LI) to Mixed Commerce (MC), as well as to amend associated sections, provisions, definitions, tables, charts and procedures pertaining thereto, or to take any other action relative thereto.

BY PETITION: Robert C. Betters, et al

Petitioner, Attorney Bob Betters, presented Article 32 on behalf of his client, Don Smith of Saxon Partners, owners of Colony Place. This article pertains to the 6.6 acre lot on Commerce Way that has been the Park and Ride lot. Saxon Partners was the winning bidder when MassDOT auctioned the property in November 2014. Saxon Partners would like to change the zoning from Light Industrial to Mixed Commerce. The adjacent lots on Commerce Way are both zoned Mixed Commerce as is Colony Place across the street. They would like to convert the lot to something complementary to Colony Place. The rationale for changing the zoning is that it would remove the potential for unattractive uses like industrial and manufacturing and allow retail. An industrial building like a concrete plant or salvage yard on that lot would be inappropriate for Commerce Way. Allowing Mixed Commerce would create a more attractive entrance to the Commerce Way retail and office area. By allowing road front retail, the assessment would be higher, creating more tax revenue for Plymouth.

The Selectmen supported this article unanimously, as did the West Plymouth and North Plymouth Steering Committees. The Planning Board voted unanimously against this article. They wanted to allow the possibility of light industrial and also wanted it as an option for remote parking for 2020.

#### Questions/Comments:

- Since the Planning Board does not support this article I would like to hear Mr. Hartmann's view on this Article. (J Moody) Lee Hartmann, Director of Planning and Development, said that the Planning staff has no objection. The biggest concern of the Planning Board was parking for 2020. Since then, the staff has had a discussion with Saxon Partners about the possibility of parking for 2020 at their properties and they are supportive and are sure they can work something out with the town. In light of this, the Chair of the Planning Board has put Article 32 back on the agenda, and Mr. Hartmann is optimistic there will be a positive vote.
- Does Saxon own the property now? (E Kusmin) They have not purchased it yet. They had the winning bid and are doing their due diligence.

- The site plan shows two curb cuts, are those the two in existence already? (M Hanlon) Yes.
- Has a traffic analysis been done? (C Merrill) The site plan shown is hypothetical, a possibility. Whatever they do will cause special permitting, and a traffic study will be part of that process.
- Has the Planning Board talked with Saxon Partners about the potential for 2020 parking? (K Lynch) That has been done at the staff level only.

**Michael Hanlon made a motion to recommend Article 32. Christopher Merrill, second.**

Comments/Questions:

- This is a great idea, is business friendly and will help the tax rate, all positive. Can you share the amount of the winning bid? (S Joyce) \$1.8 million
- It will be great to see that lot used for something. (S Joyce)
- We need to do more to attract businesses to Plymouth. This is a step in the right direction. (K Canty)

**The motion carries unanimously (10-0-0).**

### **Article 30: Solar PILOT - Herring Pond Road**

To see if the Town will vote, pursuant to the provisions of G.L. c.59, §38H, to authorize the Board of Selectmen and Board of Assessors to negotiate and enter into a payment in lieu of tax agreement with the lessee/operator of the solar photovoltaic energy generating facility to be developed on Lot 47B, Herring Pond Road, as shown on Plan No. '11-496 in Plan Book 56, Page 1084 at Plymouth Deeds, upon such terms and conditions as the Board of Selectmen and Assessors shall deem to be in the best interest of the Town, or take any other action relating thereto.  
BY PETITION: Richard Serkey, et al

Petitioner, Attorney Richard Serkey, presented Article 30 on behalf of his client, Tom Melehan of Renewable Energy Development Partners (REDP). REDP has obtained permits from the town for the installation and operation of a 600kW solar facility on a 9.4 acre plot of land, 136R Herring Pond Road. The property is a spent gravel pit. REDP has received permission to interconnect the facility to the NSTAR grid. REDP is seeking to negotiate a 20-year PILOT agreement with the town. The hope is that on Town Meeting floor a motion can be made to accept the specifics of the agreement provided that is worked out in time. There were similar PILOT agreements approved at Town Meeting in the Fall 2013 as well as Fall 2014.

Question: Why are you proposing a 20 year and not a 25 year agreement? (E Kusmin) Thinks maybe a 25 year agreement will be negotiated.

**Ethan Kusmin made a motion to recommend Article 30. Harry Salerno, second. The motion carries unanimously (9-0-1). Michael Hanlon, abstained.**

### **Article 31: Land Swap - Herring Pond/Long Pond**

To see if the Town will vote to authorize the Board of Selectmen to sell and convey a portion of the parcel of land located off the easterly side of Herring Pond Road shown as Lot 59A on Assessors Map 56 and, in exchange therefor, to purchase and acquire a parcel of land located off the southwesterly side of Long Pond Road shown as Lot 25 on Assessors Map 113, upon such terms and conditions as the Board of Selectmen shall deem to be in the best interest of the Town, or take any other action relating thereto.  
BY PETITION: Richard Serkey, et al

Petitioner, Attorney Richard Serkey, presented Article 31 on behalf of his client, John McLaughlin Trustee of the Testamentary Trust (created by the will of Joseph G Callahan). They would like to swap an 8.25 acre parcel of land (appraised at \$150,000) owned by Callahan located on the southwesterly side of Long Pond Road (Assessors Map 113, Lot 25) for a 6 acre portion (appraised at \$105,000) of a 17.6 acre parcel owned by the Town of Plymouth off the easterly side of Herring Pond Road (Assessors Map 56, Lot 59A). They would like to

make the swap to obtain land contiguous to other land they own where they have permits to build a solar facility, and perhaps expand the facility in the future. The 6 acre portion was selected so that there is a 200 foot treed buffer of land to be retained by the Town, which will provide a significant buffer from any proposed future use to abutters (on Janebar Cir) or to Route 3. The Town owns this parcel off Herring Pond Road as a result of a tax title foreclosure and the lot is inaccessible. The land that the Town would get in the swap off Long Pond Road is located in the middle of a large undeveloped area and is adjacent to other lands owned by the Town or other conservation entities.

The Conservation Commission is in support of Article 31. The positive consensus of the Commission was unanimous. The land proposed to be swapped was of relatively high value from a conservation perspective. The 8 acre parcel has frontage on a small pond (Black Pond) and is located in proximity of a substantial parcel managed by Wildlands Trust, it is close to Natural Heritage and Endangered Species mapped habitat. If this Article is successful at Town Meeting, the Conservation Commission would accept the parcel under its care and custody once formally requested.

Questions:

- Who owns the other parcels near the Long Pond Road parcel? (K Lynch) The ones not labeled as town owned or conservation entity owned are private owned.
- Why are you only conveying that middle portion of the 17.6 acre parcel? (K Canty) Only the interior portion so there is a guaranteed buffer.
- Is there any road access to the 17.6 acre parcel? (C Merrill) It is land locked with no road access.
- Has there been any conversation with the abutters of the Long Pond Road parcel regarding it being conveyed to the town? (J Moody) Only had discussion with the abutter to the north who is supportive.

**Ethan Kusmin made a motion to recommend Article 31. Harry Salerno, second. The motion carries unanimously (9-0-1). Michael Hanlon, abstained.**

**Christopher Merrill made a motion for a five minute recess. Harry Salerno, second. The motion carries unanimously (10-0-0).**

The meeting was called back to order at 9:15PM by Chairman Moody.

#### **Article 16A: Amend Vote of STM 2014 - Reduce Borrowing**

To see if the Town will vote to amend the vote taken under Article 16A of the 2014 Spring Annual Town Meeting by reducing the \$4,500,000 borrowing authorization approved there under for the restoration for 1820 Court House by the sum of \$500,000 and further to transfer \$500,000 for fiscal 2016 Community Preservation Act revenues for purposes of future restoration of said 1820 Court House, including construction, demolition, renovation, operation, and related costs, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

Community Preservation Committee Chair, Bill Keohan, presented Article 16A. The Community Preservation Committee recommends the reduction of the original borrowing appropriation, under Article 16A from Spring Town Meeting 2014, for the 1820 Court House. The Committee intends to move available funds into an account to be utilized for the renovation, preservation and rehabilitation of the 1820 Court House. At Fall TM 2015 the CPC made a similar recommendation to reduce the \$500,000. The plan was to reduce the borrowing from \$5 million to \$4.5 Million. This Article will reduce the borrowing further to \$4 million. The borrowing reduction strategy is a policy of the CPC. The plan is to build up a reserve fund to avoiding borrowing. This strategy will allow the CPC to avoid interest by paying for construction activities on the 1820 Court House with cash on hand. The Community Preservation Committee voted unanimously in favor of Article 16A.

He also showed photos of historical items that have been removed from the Courthouse and Commissioner's Building, cataloged and stored that will be incorporated into the design.

Questions:

- Who are the major proponents of this project? (K Lynch) Since the county decided to no longer utilize this site 12 years ago there have been many proponents. Individuals, boards, committees, community wide discussions and Town Meeting all played a role.
- Assuming all of the CPC articles pass at Town Meeting, what will the balance be in the account? (M Sirrico) Approximately \$500,000.
- Great presentation of the historical assets saved. Is it correct that the \$5 million commitment from CPC for this project is to go towards the historical aspects? (J Moody) That is correct.

**Charles Stevens made a motion to recommend Article 16A. Cornelius Bakker, second. The motion carries unanimously (10-0-0).**

### **Article 16B: Stephens Field**

To see if the Town will vote to appropriate \$2,000,000.00 for the creation and/or restoration and rehabilitation of land for recreational use pursuant to the Community Preservation Act, which land is commonly known as Stephens Field, and is shown as Assessors Map 23, Lot 16b, 16c, 17c, 23, 24 and 26, and specifically for the creation and rebuilding Stephens Field as described in the Final Schematic Plan design by Ray Dunetz Landscape Architecture Dated August 2014 as voted and adopted by the Stephens Field Planning & Design Committee ("SFPDC") on October 8, 2014; and revisions to the Final Schematic Plan shall be presented to the Community Preservation Committee (CPC) for review and if the CPC determines that the revision is significant, the SFPDC will be requested to approve the revision and as funding therefor to appropriate said sum from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow pursuant to G.L. c.44B or any other enabling authority and to authorize the Treasurer, with the approval of the Board of Selectmen to borrow said sum and issue notes and bonds therefor; and, in connection therewith, to authorize the Board of Selectmen to grant to a nonprofit or charitable corporation a restriction in said land meeting the requirements of G.L. c.184, §§31-33; provided however, that prior to expenditure of the funds appropriated hereunder, shall execute a mutually acceptable Grant Agreement between the Community Preservation Committee and the Town of Plymouth; or take any other action related thereto. COMMUNITY PRESERVATION COMMITTEE

Community Preservation Committee Chair, Bill Keohan, presented Article 16B. The intent of the CPC is to appropriate \$2 million from the Community Preservation Fund to rebuild Stephens Field in accordance with the Final Schematic Plan design by Ray Dunetz Landscape Architecture dated August 2014 as voted and adopted by the Stephens Field Planning & Design Committee. Any revisions to the Final Schematic Plan shall be presented to the Community Preservation Committee (CPC) for review and if the CPC determines that the revision is significant, the SFPDC will be requested to approve the revision. The Community Preservation Committee voted unanimously in favor of Article 16B.

This was truly a community wide effort. This is a community and neighborhood park with connection to the water with a long history of community events. They held a series of public meetings and had a very active committee working on this project. The total estimated cost is \$4 million. They hope to go to construction in two years. In the meantime the CPC will seek \$500,000 grants. The Town has committed to taking on demolition, soil upgrades, and seawall revetment over the next couple of years.

Questions:

- \$2 million from CPC, \$1.5 million from town plus \$500,000 grant equals \$4 million. If we receive additional grants will that reduce the amount coming from CPC? (E Kusmin) Yes, that money could then be used for future projects?

- Will the town be bringing in soil? (M Hanlon) Yes. This site is a former dump and after testing there were some areas that needed mitigation. David Gould, Director of Marine & Environmental Affairs, recommends capping this area so there are no issues in the future.
- Will the park be locked at night? (S Joyce) No but it will be a dawn to dusk park. There will not be a cut through road anymore. It is and will be regularly patrolled.
- Are there enough parking spaces in the design? (S Joyce) Yes, they tried to maximize parking for both the park and as additional parking for events downtown.
- Are there plans for concessions? (S Joyce) The plan is to keep the building that is there now. They want to provide clean and safe bathrooms. Concessions can provide an economic benefit and the town can look at that possibility later.

**Harry Salerno made a motion to recommend Article 16B. Kevin Canty, second. The motion carries unanimously (10-0-0).**

**Article 16C: Acquire 161 Taylor Ave**

To see if the Town will vote to appropriate the sum of \$200,000 for the acquisition, and to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, for the acquisition of open space and to create, restore and/or rehabilitate land for recreational purposes pursuant to the Community Preservation Program, and to accept the deed to the Town of Plymouth, of a fee simple interest or less to 0.07 acres of land, more or less, in the Town of Plymouth located at 161 Taylor Avenue, Plymouth, shown on Assessor's Map 45B as Lot 14-24, and further that said land shall be held under the care, custody, and control of the Conservation Commission, and to authorize appropriate Town officials enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; further to appropriate the sum of \$30,000 for the removal of infrastructure, restoration and rehabilitation of land for recreational use, shown as Assessors Map 45B Lot 14-24, including all costs incidental and related thereto; and as funding therefor to appropriate the total sum of \$230,000 from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum for such purposes pursuant to G.L. c.44B or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen to borrow said sum and issue notes and bonds therefor; and further to authorize the Board of Selectmen to grant a conservation restriction in said property pursuant to G.L. c.44B, §12 and G.L. c.184, §§31-33; and shall execute a mutually acceptable Grant Agreement with the Community Preservation Committee and the Town of Plymouth; or take any other action related thereto. COMMUNITY PRESERVATION COMMITTEE

Community Preservation Committee Chair, Bill Keohan, presented Article 16C. The CPC believes that the acquisition of this property will allow the removal of failed septic systems and other infrastructure, which are harmful to Bartlett Brook and White Horse Beach. By controlling the property at Bartlett Brook Bridge, the Town can maximize future road and safety improvements at this location and protect adjacent properties from future damage. Town Meeting is asked to appropriate \$230,000 from the Community Preservation Fund for the acquisition of 161 Taylor for open space recreational purposes under the Community Preservation Act, \$200,000 for the acquisition of 161 Taylor Avenue and \$30,000 for removal of the improvements and the septic system located on 161 Taylor Ave. The Community Preservation Committee voted unanimously in favor of Article 16C.

The two buildings on the property will be demolished. The site will be secured and gated. This will allow better emergency access to the beach as well as clear access to the brook for environmental protection. Also in the neighborhood now they are allowing 35 foot tall structures to be built which is detrimental to the neighborhood. This lot will not have any structures.

John Moody spoke about an email that was received from Christine Bostek, Founder & President Sands of White Horse Beach Association, on behalf of all the homeowners associations at White Horse Beach. Her email included the following points:

- There is also no added benefit to the town for vehicular or machine access to the beach before, during or after a storm event.
- There are 161 homes included in this specific Land Court property which have deeded rights that we feel will be trampled by the town purchase of 161 Taylor Avenue.
- We don't feel as though the town has considered the abutters or land court restrictions.
- In addition, there are no boundary markers present as to the exact location of the property.
- We would like to request that this matter be held until further information is gathered by the town and give the opportunity to the land court property abutters to discuss this further to eliminate any future discrepancies that would have an effect on all of Taylor Avenue.

John Moody said that the Advisory & Finance Committee needs to decide whether or not to refer this article to Town Meeting. The town can not acquire anything it does not have clear title to in advance of the acquisition. CPC will have the property properly surveyed and assessed and will have the property lines staked and conduct the title research.

Ethan Kusmin asked Randy Parker to comment on how his thoughts about the email in regards to Land Court. Mr. Parker said that he is a Precinct 7 Town Meeting Member from that area. He was originally hired by the seller to address conveyance of this property. There are two cesspools on the property which fail Title V automatically. One of the lots is a Land Court lot. He knows what the seller wanted for the property and knows the CPC is getting a great deal. It would be fantastic to easily access that brook to get sand out and put in filtration vents. Also to not have a 35 foot tall building on 4 foot piles at that location and have just sand instead is a huge plus. For emergency access to the beach purposes it is also great. This is a critical piece of land for the Town to obtain. He said he has no concern about conveyance issues. The corner of one of the buildings is on town land. Also, the seller thinks the town should own this property.

Questions:

- Is there a chance this site will be utilized for bathrooms or storage? (M Hanlon) No, not at all. 54 Taylor Ave is the site being used for bathrooms and beach storage.
- Will there be parking at this site? (S Joyce) No parking. The parcel will be fenced off and have a gate for emergency access. The Department of Marine & Environmental Affairs is putting together a master plan for White Horse Beach and this site will be part of that plan.

**Kevin Lynch made a motion to recommend Article 16C. Michael Hanlon, second.**

**Charles Stevens made a motion to postpone Article 16C to March 4<sup>th</sup>, to hear other points of view from the other 160 lot owners. Kevin Lynch, second.**

Discussion:

- This is a great opportunity for everyone that lives in that area. No building, no parking, just open space and a staging area to prevent properties from flooding. This is a win-win. (E Kusmin)
- The meeting was posted a long time ago and property owners had a chance to come tonight to voice their opinions. Where are they? (S Joyce)
- I believe the property owners have a right to be heard. (K Lynch)

- This email was sent at 4PM today which is very late. The statements made in the email are broad and vague. It does not provide a strong case to postpone. (K Canty)

**Voting on the motion to postpone, the motion fails (2-8-0). Charles Stevens and Kevin Lynch, in favor.**

**Voting on the main motion to recommend Article 16C, the motion carries (9-1-0). Charles Stevens, opposed.**

Bill Keohan announced that the Manomet Steering Committee will be discussing this article ,as well as plans for 54 Taylor Ave, at their meeting on February 26<sup>th</sup> at 7PM at the John Alden Club.

**Article 16D: Acquire 161 Taylor Ave**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2016 Community Preservation Budget and to appropriate from the Community Preservation Fund a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2016, future appropriation amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation, and preservation of land for open space, and including restoration and rehabilitation of land for recreational use, a sum of money for acquisition, preservation, restoration and rehabilitation of historic resources, and a sum of money for the acquisition, creation, preservation and support of community housing, or take any other action relative thereto. COMMUNITY PRESERVATION COMMITTEE

Community Preservation Committee Chair, Bill Keohan, presented Article 16D. This is an administrative article which sets up the CPC finances for the year. The Community Preservation Committee recommends that 10% of the Fiscal Year 2016 estimated annual Community Preservation Fund revenues be set aside for each of the following purposes: a) community housing, b) historic resources and c) open space, including land for recreational use; and further, that 4% of the annual revenues in the Community Preservation Act Fund be appropriated for the purpose of funding the administrative and operating expenses of the Community Preservation Committee in Fiscal Year 2016 including legal and appraisal work, as well as signage for and improvement of safe access to, approved CPA projects. It should be noted that any unused portion of funds appropriated for the administrative purposes of the Committee reverts to the CPA unallocated balance at the end of each fiscal year. The Community Preservation Committee voted unanimously in favor of Art 16D.

**Cornelius Bakker made a motion to recommend Article 16D. Harry Salerno, second. The motion carries unanimously (10-0-0)**

**SPECIAL TOWN MEETING: Article 12: Acquire Land off Old Sandwich Road - Hio Hill**

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land located off Old Sandwich Road in the Town of Plymouth comprised of 88 acres, more or less, shown on Assessors' Map 51 as Lot 5 and 6, said land to be held under the care, custody and control of the Conservation Commission, to appropriate \$705,000 for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum which shall be reduced by the amount of any grants received by the Town pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L.c.44B, section 12 meeting the requirements of G.L. c. 184, sections 31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto. COMMUNITY PRESERVATION

*Note: Originally thought to be STM Article 16A, this is actually STM Article 12.*

Community Preservation Committee Chair, Bill Keohan, presented STM Article 12. The Community Preservation Committee is recommending the purchase of the Hio Hill property for the purposes of passive recreational use and the protection of priority habitats of rare species. This property has an elevation of 270 feet and has a great view looking out to Cape Cod Bay. Acquisition of this property will enhance the conservation corridor along Old Sandwich Road from Ellisville Harbor to Myles Standish State Park. The property abuts four hundred acres of existing conservation land purchased with CPA funds. The land is near the Savery Pond Town Well, Zones 1 and 2. This purchase is in accord with the Town's 1998 ENSER plan, which calls for acquiring conservation land between the State Forest and Ellisville State Park on Cape Cod Bay. The Community Preservation Committee voted unanimously in favor of Article 12.

**Michael Hanlon made a motion to approve ATM Article 12. Harry Salerno, second. The motion carries unanimously (9-0-1). Kevin Lynch, abstained.**

#### **PUBLIC COMMENT**

Randy Parker commented that Hio Hill is truly a remarkable property with phenomenal views and the town would be lucky to own it.

#### **OLD/NEW/OTHER BUSINESS**

Charles Stevens reported from his budget sub-committee meeting that DPW is in the process of getting the town property inventory software done, it is still a work in process.

#### **MINUTES**

**Harry Salerno made a motion to postpone the vote to approve the January 21, 2015 meeting minutes until the February 25, 2015 meeting. Kevin Canty, second. The motion carries unanimously (10-0-0).**

#### **ADJOURNMENT**

**Kevin Canty moved for adjournment. Harry Salerno, second.  
The motion for adjournment carries unanimously (10-0-0).  
The meeting adjourned at 10:24PM.**

Respectfully submitted,

Kere Gillette