

ADVISORY & FINANCE COMMITTEE

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

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

On: Wednesday, February 4, 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:

TOWN MEETING ARTICLE PRESENTATIONS

- ATM Article 14: Transfer Parcel to Conservation-Peter Rd Betsy Hall, Conservation Commission
Patrick Farah, Planning Technician
- ATM Article 12: Chapter 90 - State Funding Sid Kashi, Town Engineer
- ATM Article 15: Private Roads “
- ATM Article 27: Accept Public Way - Lunn’s Way “
- ATM Article 28: Accept Easement - Russell Street “
- ATM Article 10: Increase Demand Fee Pamela Borgatti, Treasurer/Collector
- ATM Article 3: Revolving Funds Lynne Barrett, Director of Finance
- ATM Article 8: Departmental Equipment “
- ATM Article 9: Capital “

Public Comment

Old/New/Other Business

- Committee Liaison Updates
- Budget Sub-Committee Updates

Meeting Minutes

- January 13, 2015
- January 14, 2015

Next Meeting: Wednesday, February 11, 2015 - Mayflower II Room - Town Hall

2015 ANNUAL TOWN MEETING
April 11, 2015

ARTICLE 14:

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:

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

Or take any other action relative thereto.
OPEN SPACE COMMITTEE

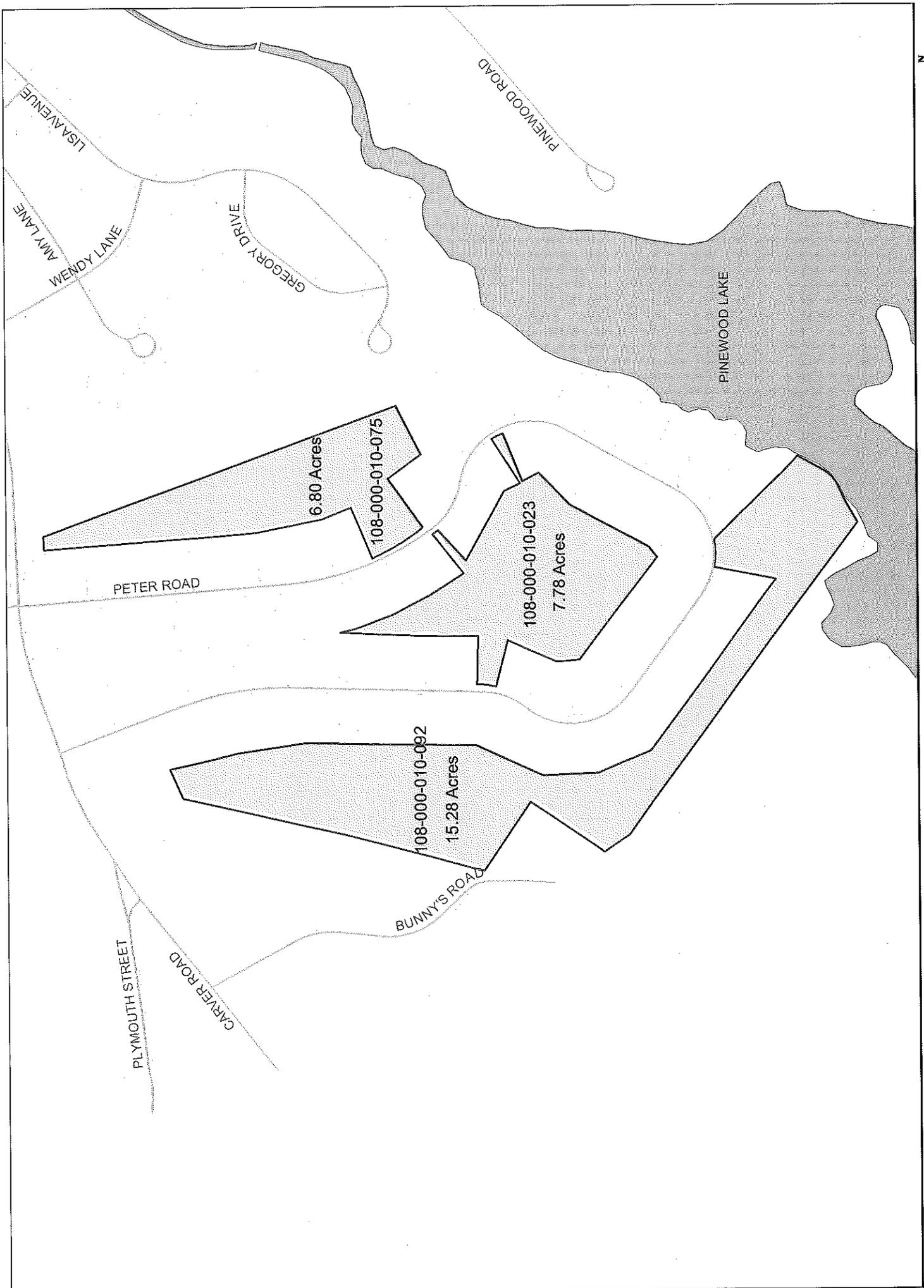
Memo

To: Advisory and Finance Committee
From: Betsy Hall, Open Space Committee Chair
Date: January 21, 2015
Re: 2015 Spring Town Meeting

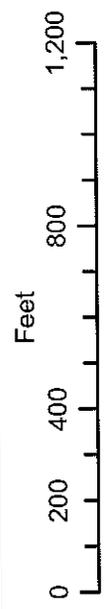
- The Open Space Committee, through the Town's Planning/Conservation Departments, is seeking to convey three parcels of land located within the "David Estates" Subdivision. These three lots were part of the original Planning Board Vote, to keep as "Open Space" within this subdivision, located off Peter Road in West Plymouth. Due to failure to pay taxes, the properties were foreclosed through a Final Judgment, dated and recorded March 11, 1994.
- 1) 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:

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

Or take any other action relative thereto.



2015 Spring Town Meeting, Plymouth Tax Title Land
 Proposed Conveyance to Conservation Commission



ANNUAL TOWN MEETING
April 11, 2015

ARTICLE 12:

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



TOWN OF PLYMOUTH

Department of Public Works
11 Lincoln Street
Plymouth, Massachusetts 02360

TO: ADVISORY AND FINANCE COMMITTEE

FROM: SID KASHI, P. E. VSK
TOWN ENGINEER

Through: Jonathan Beder, Director of Public Works

CC: Melissa Arrighi, Town Manager

DATE: January 15, 2015

**Subject: 2015 SPRING ANNUAL TOWN MEETING – ARTICLE EXPLANATION
ARTICLE 12 – ACCEPTING CHAPTER 90 (STATE) FUNDS**

This Annual Article authorizes the Town to accept the funding provided by the State under G.L., Chapter 90 for the maintenance of public roads. In the last round of yearly appropriations, the Town received **\$1,499,142.00**. The estimated amount for Fiscal Year 2016 is unknown at this time.

The Town can expect a similar amount in Fiscal Year 2016, unless there is a change in policy and/or the State's financial health.

There is not any need for funding this Article.

The D.P.W. recommends that the Advisory and Finance Committee vote to approve and support Article 12 as presented.

ANNUAL TOWN MEETING
April 11, 2015

ARTICLE 15:

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



TOWN OF PLYMOUTH

Department of Public Works
Engineering Division
11 Lincoln Street
Plymouth, Massachusetts 02360

TO: FINANCE AND ADVISORY COMMITTEE

FROM: SID KASHI, P. E. ✓ S.K.
TOWN ENGINEER

Through: Jonathan Beder, Director of Public Works

CC: Melissa Arrighi, Town Manager
Road Advisory Committee

DATE: January 15, 2015

**SUBJECT: 2015 SPRING ANNUAL TOWN MEETING – ARTICLE EXPLANATION –
ARTICLE 15 - \$500,000. FUNDING FOR UNACCEPTED ROADS
IMPROVEMENT PROGRAM**

Over half of the roads in Plymouth are unaccepted AS PUBLIC WAY. There are approximately 150 miles of unaccepted roads, and 43% (65miles) of these roads are unpaved. A large percentage of requests to the DPW for road repairs involve unaccepted roads, and many of them being used as Town-Wide connectors, which are located in areas with significant build-out potential.

Many residents living on unaccepted roads expect that the Town should be doing more to maintain or improve unaccepted roads in the Town.

There are not any funding sources available to support adequate levels of Town maintenance on unaccepted roads. The DPW and the Road Advisory Committee (RAC) have been exploring various options to create a program to help fund desired improvements to unaccepted roads. To accomplish this goal the Unaccepted and Gravel Roads Committee recommended to the Board of Selectmen (BOS) to place an article in the Town Meeting Warrant requesting that the Board of Selectmen petition the Legislation to file for a Special Act authorizing the Town of Plymouth to make improvements on unaccepted roads with public funds. An Article was placed on Town Meeting Warrant. The Special Act was passed by State Legislators and signed by the Governor on June 13, 2012 (see enclosure).

Several years ago at a Special Town Meeting on November 1, 1994, the Town Meeting members voted to "appropriate the sum of \$170,000.00 from free cash for the maintenance of private roads". The funding continued through the 1998 construction season.

Funding to repair/maintain unaccepted roads has been authorized in the past two (2) years by Town Meeting for \$500,000.00 each year.

The last two (2) years the Town Meeting appropriated \$1,000,000.00 for improving and maintaining of unaccepted paved and gravel roads.

The following is a list of projects which were either completed or on-going utilizing the last 2 (two) year's funds:

1. Crack Seal

- Burce Road (South Meadow Road to Montgomery Drive) - **Completed**
- Ashbury Street (Montgomery Drive to Pimental Drive) - **Completed**
- Cox Lane (Montgomery Drive to Knoll Road) - **Completed**
- Donna Drive (State Road to Andrews Way) - **Completed**

2. Overlay

- Bruce Road (South Meadow Road to Montgomery Drive) – 1800 feet - **Completed**

3. Full Depth Re-Construction

- Little Sandy Pond Road (portion of) – approximately 1,000 feet – **Completed**
- George St – Scheduled for Spring 2015 construction
- Queen Drive – Scheduled for Spring 2015 construction

4. Pavement Management Program – Assist with inventory and development of a long term maintenance program for unaccepted gravel and paved roads - **Completed**

5. Spreading and grading Recycled Asphalt (material) for improving gravel roads- **Completed**

6. Field Survey and Design – Conducted field survey and office work for George Street, Queen Drive and Birch Street watershed areas in order to design drainage system for improving the existing roadways.

Please see enclosure for a report prepared by “BETA” (a pavement management firm) on unaccepted roads.

This article asks that the Town Meeting to fund \$500,000.00 to improve unaccepted roads. The funding will allow the Public Works Department to improve the condition and safety of these unaccepted roads. Improvements needed to keep these roads maintained and safe.

The \$500,000.00 funding will be utilized in the following areas by generating a list of roads from pavement management program:

- Surface Treatment \$200,000.00
- Gravel Road Upgrade \$50,000.00
- Full Depth Reconstruction \$225,000.00 for Birch St
- Crack Seal \$25,000.00

Representatives of the Engineering Division and the Road Advisory Committee will be available on January 28th to present the materials and answer any questions that you may have.

The D.P.W. recommends that the Finance and Advisory Committee Members vote to approve and support Article 15 as presented.

Encl: Special Act passed by Legislators and signed by Governor
Report - Pavement management program on unaccepted roads

THE COMMONWEALTH OF MASSACHUSETTS

In the Year Two Thousand and Twelve

AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO MAKE IMPROVEMENTS ON UNACCEPTED ROADS.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding section 6N of chapter 40, any other general or special law or charter provision to the contrary, the town of Plymouth may transfer money from available funds or borrow money to implement a road improvement program to prepare road layout or make improvements to unaccepted roads and to conduct studies associated with such layouts or improvements.

SECTION 2. This act shall take effect upon its passage.

House of Representatives, June 5, 2012.

Passed to be enacted,

Pat J. Faherty, Speaker.

In Senate, June 6, 2012.

Passed to be enacted,

Walter D. Kelly, President.

13 June, 2012.

Approved,

at

1 o'clock and 10 minutes, P. M.

[Signature]
Governor.



Town of Plymouth Department of Public Works

PAVEMENT MANAGEMENT PROGRAM UNACCEPTED ROADWAYS



JANUARY 31, 2015

Roadway Inventory and GIS

Plymouth Roadway Profile



Classification	Miles
Town - Accepted	218.9
Town - Unaccepted	152.5
Town - Private/Exclusion	125.7
Total	497.1



Roadway Inventory and GIS

Plymouth Unaccepted Roadway Profile



Road Type	Miles
Unaccepted – Asphalt	87.5
Unaccepted – Gravel	65.0
Total	152.5



Pavement Management



Maintenance

- Crack Seal
- Pothole/Utility Patching

Surface Treatment

- Microsurfacing
- Rubber Chip Seal
- Double Chip Seal

Structural Repair

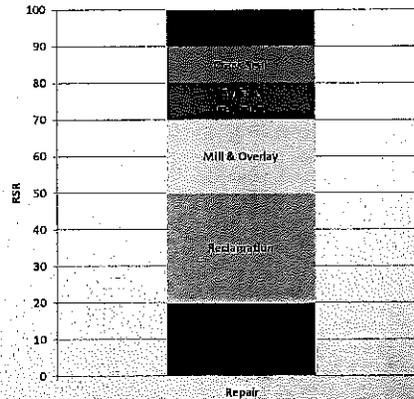
- Mill and Overlay
- Reclamation
- Reconstruction



Maintenance & Repair Methods

Paved Roadways

- Defer Maintenance - \$0.00 SY
- Crack Seal- \$1.00 SY
- Surface Treatment - \$14.00 SY
 - Micro Seal
 - Rubber Chip Seal
 - Double Chip Seal
- Mill & Overlay - \$20.00 SY
- Reclamation - \$90.00 SY
- Reconstruction - \$135.00 SY



Maintenance & Repair Methods

Gravel Roadways

- Gravel Road Annual Re-grading Maint.- \$2.00 SY
- Gravel Road Dense Grade - \$13.00 SY
- Gravel Paved Roadway – \$135.00 SY



Existing Conditions Summary

General Rating by Mile – Unaccepted Roads



Approx. 87.5
Road Miles
RSR = 63.61
Paved Roadways



Existing Conditions Summary

Breakdown by Repair Method*

Repair Method	Length (Miles)	Est. Cost	% By Repair
Reconstruction	3.7	\$5,156,726	4.3%
Reclamation	24.5	\$29,353,354	28.0%
Mill and Overlay	25.1	\$7,152,040	28.6%
Surface Treatment	10.9	\$1,960,430	12.5%
Crack Seal	9.7	\$114,501	11.1%
Defer Maintenance	13.6	\$0	15.5%
TOTAL:	87.5	\$43,737,048	100.0%

Backlog* = Approx. \$43.7 Million

*Excludes Gravel Roads



Construction History - Unaccepted



2013 Construction

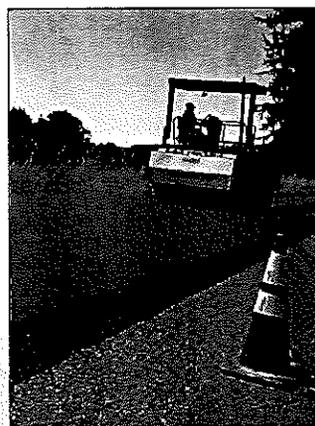
- Bruce Road – Overlay/Crack Seal
- Ashbury Street - Overlay/Crack Seal
- Cox Lane – Overlay/Crack Seal
- Donna Drive – Crack Seal
- Little Sandy Pond Road – 1,000ft
 - Full Depth Reconstruction



Anticipated Construction

2015 Unaccepted Roads

- George Street
 - \$510K (Money Allocated)
- Queen Drive
 - \$165K (Money Allocated)
- Birch Street
 - \$225K (Money Not Allocated)



*Asking for \$500K at Town Meeting FY2016



ANNUAL TOWN MEETING

April 11, 2015

ARTICLE 27:

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



TOWN OF PLYMOUTH

Department of Public Works
Engineering Division
11 Lincoln Street
Plymouth, Massachusetts 02360

TO: FINANCE AND ADVISORY COMMITTEE

FROM: SID KASHI, P. E. *(S.K.)*
TOWN ENGINEER

Through: Jonathan Beder, Director of Public Works

CC: Road Advisory Committee

DATE: January 15, 2015

SUBJECT: STREET LAYOUT HEARING
2015 SPRING ANNUAL TOWN MEETING – ARTICLE 27

This year there is one (1) street being proposed for acceptance, namely Lunn's Way in the Ponds of Plymouth subdivision located in South Plymouth.

Lunn's Way, which is presently unaccepted, has been approved by the Road Advisory Committee for acceptance.

This package contains a brief synopsis of the location being considered, the public notice and a locus map of the area.

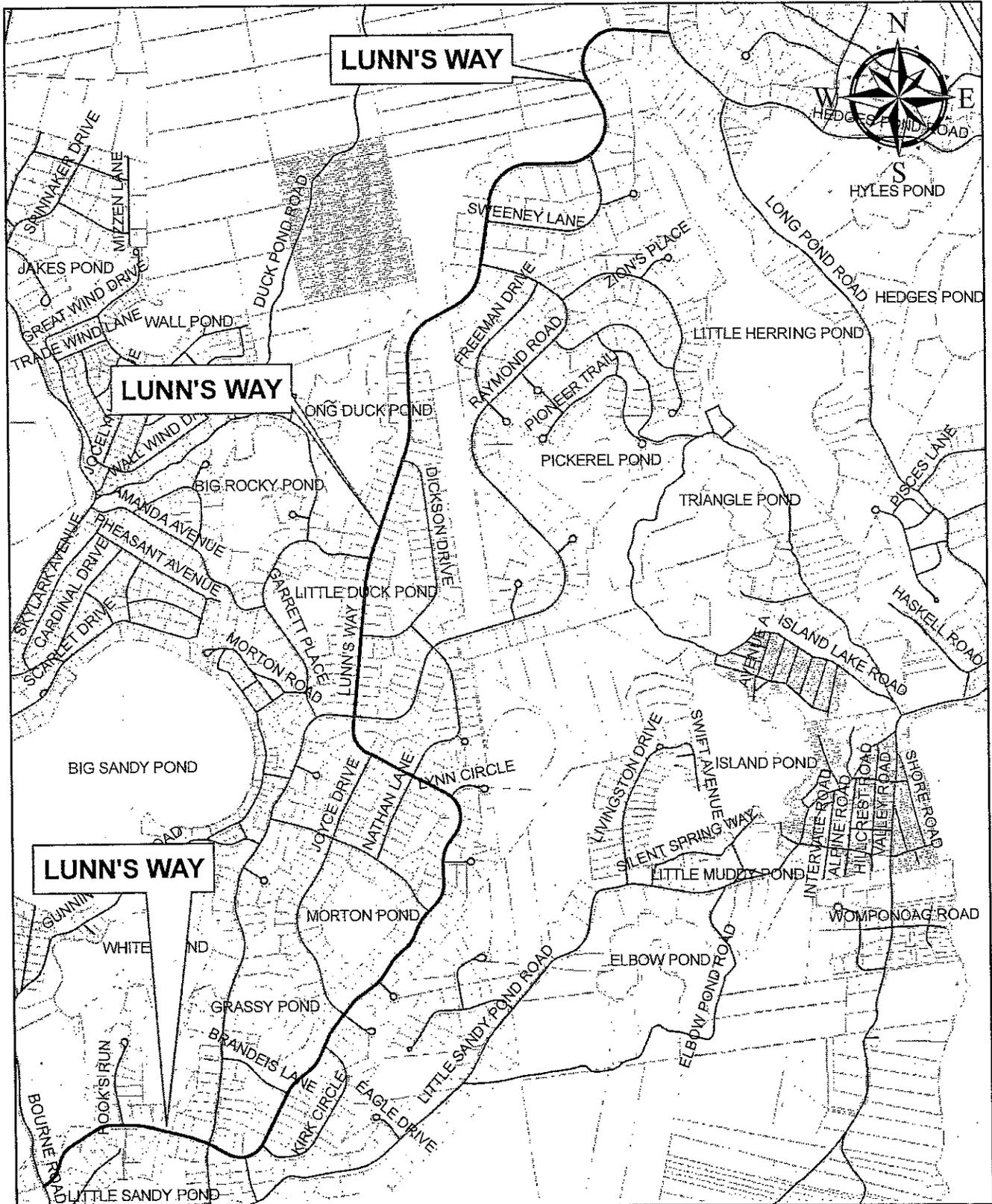
Representatives of the Engineering Division and the Road Advisory Committee will be available on January 28th to present the materials and answer any questions that you may have.

The D.P.W. recommends that Finance and Advisory Committee vote to support Article 27 as presented.

2015 ANNUAL TOWN MEETING LOCUS MAP

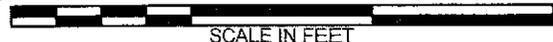
ARTICLE 27:
DPW ENGINEERING - LUNN'S WAY

PLAT 113, 122, 123 & 124



PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

1,600 0 1,600 3,200



**STREET LAYOUT HEARING
JANUARY 27, 2015, 7:30 P.M.
ATM Article**

ARTICLE: 27

LUNN'S WAY - is located in the South Plymouth section of Town and comprises a portion of the "Ponds of Plymouth, *fka Heritage Hills*" subdivision. Built in phases between 1973 thru 2007, Lunn's Way runs from south to north, connecting Bourne Road and Long Pond Road. The laying out of Lunn's Way is made possible by requiring all abutters to the way submit a "Waiver of Appraisal and Damages", which will be prepared and distributed by the Town. Lunn's Way is the beginning of the layout process for this development.



The following notice was published in the Old Colony Memorial on Saturday, January 17th, and Wednesday, January 21st, 2015, and has been posted in each precinct for the last two weeks and has been sent to all abutters by mail. **The public-notice reads as follows:**

Dear Property Owner:

You are hereby notified of the intention of the Selectmen of Plymouth, to layout as a Town Way, **LUNN'S WAY**

Notice is hereby given to all persons interested that the Selectmen will meet in the Mayflower Meeting Room – 1st Floor at the Plymouth Town Hall, 11 Lincoln Street on Tuesday, January 27, 2015 at 7:30 P.M., at which time and place the said Selectmen will proceed to view the above route, to see all persons and corporations interested therein who may then and there desire to be heard thereon, and then to layout, locate and establish said way over the route above-described, and to assess all such damages as any person or corporation may sustain by the location and construction of the way aforesaid, and to do whatever else may legally be done on the premises.

BY ORDER OF THE BOARD OF SELECTMEN

DEPARTMENT OF PUBLIC WORKS
Town Engineer
Sid S. Kashi, P.E.

ANNUAL TOWN MEETING

April 11, 2015

ARTICLE 28:

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



TOWN OF PLYMOUTH

Department of Public Works
Engineering Division
11 Lincoln Street
Plymouth, Massachusetts 02360

TO: FINANCE AND ADVISORY COMMITTEE

FROM: SID KASHI, P. E. ✓ S.K.
TOWN ENGINEER

Through: Jonathan Beder, Director of Public Works

CC: Melissa Arrighi, Town Manager

DATE: January 20, 2015

**SUBJECT: EASEMENT PLAN
2015 SPRING ANNUAL TOWN MEETING – ARTICLE 28**

The property owner of the former Registry of Deeds building went before the Zoning Board of Appeals (ZBA) to convert the existing site into a 3-story condominium complex which is located at 7 Russell St.

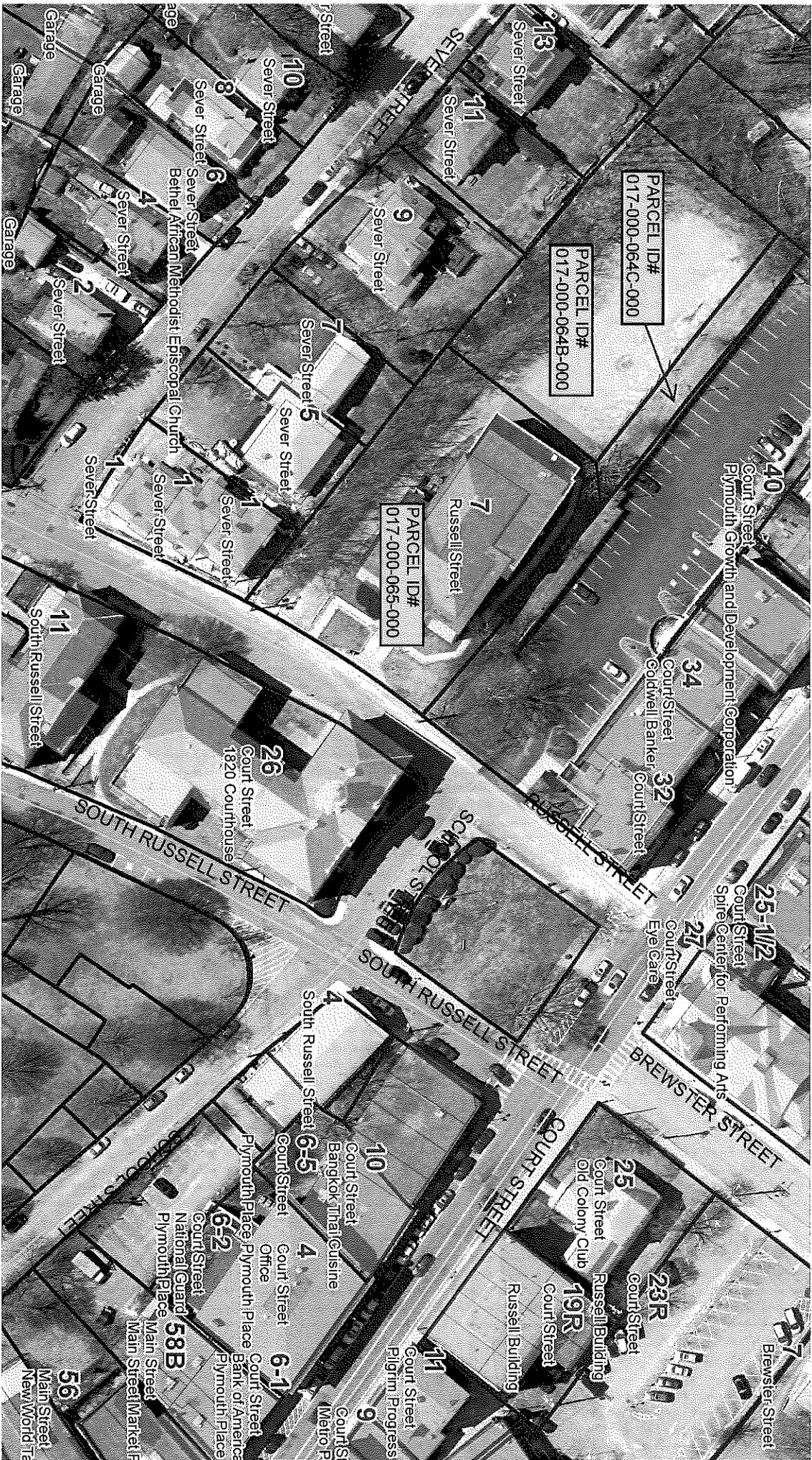
There is an existing portion of concrete sidewalk in front of the building that forms a crescent shape, which is currently outside of the roadway layout for Russell Street. The Town has requested an access and maintenance easement for this area of sidewalk. The ZBA's condition (see enclosure – ZBA decision page 6, 4N and 8C) is requiring the applicant to grant an easement for access and maintenance. The applicant is responsible for conveying and recording the proposed easement, which will be granted to the Town.

The granting of this easement requires town meeting action for authorizing the Board of Selectmen to accept the easement.

Representative of the Engineering Division will be available on January 28th to present the materials and answer any questions that you may have.

The D.P.W. recommends that Finance and Advisory Committee vote to support Article 28 as presented.

- Enclosures:**
1. Location of Property with Assessors Map ID Number
 2. Site Plan showing Proposed Access and Utility Easement
 3. Easement Plan
 4. ZBA Decision Case No 3741 relative to the subject property



PARCEL ID#
017-000-064C-000

PARCEL ID#
017-000-064B-000

PARCEL ID#
017-000-065-000

Court Street
Plymouth Growth and Development Corporation

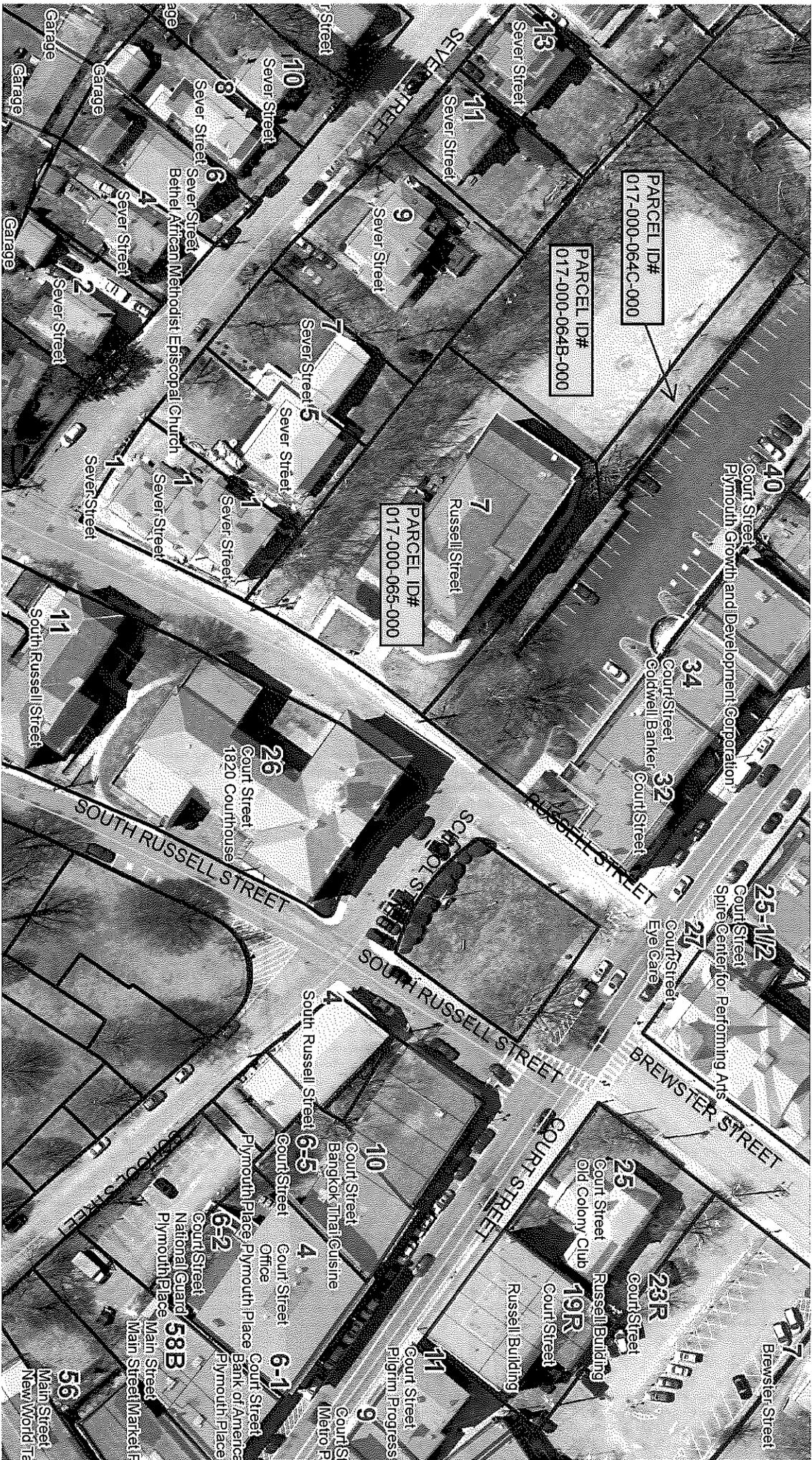
Court Street
Goldwell Banker

Court Street
Spire Center for Performing Arts

Court Street
Russell Building

Court Street
National Guard

Main Street
New World



PARCEL ID#
017-000-064C-000

PARCEL ID#
017-000-064B-000

PARCEL ID#
017-000-065-000

Court Street
Plymouth Growth and Development Corporation

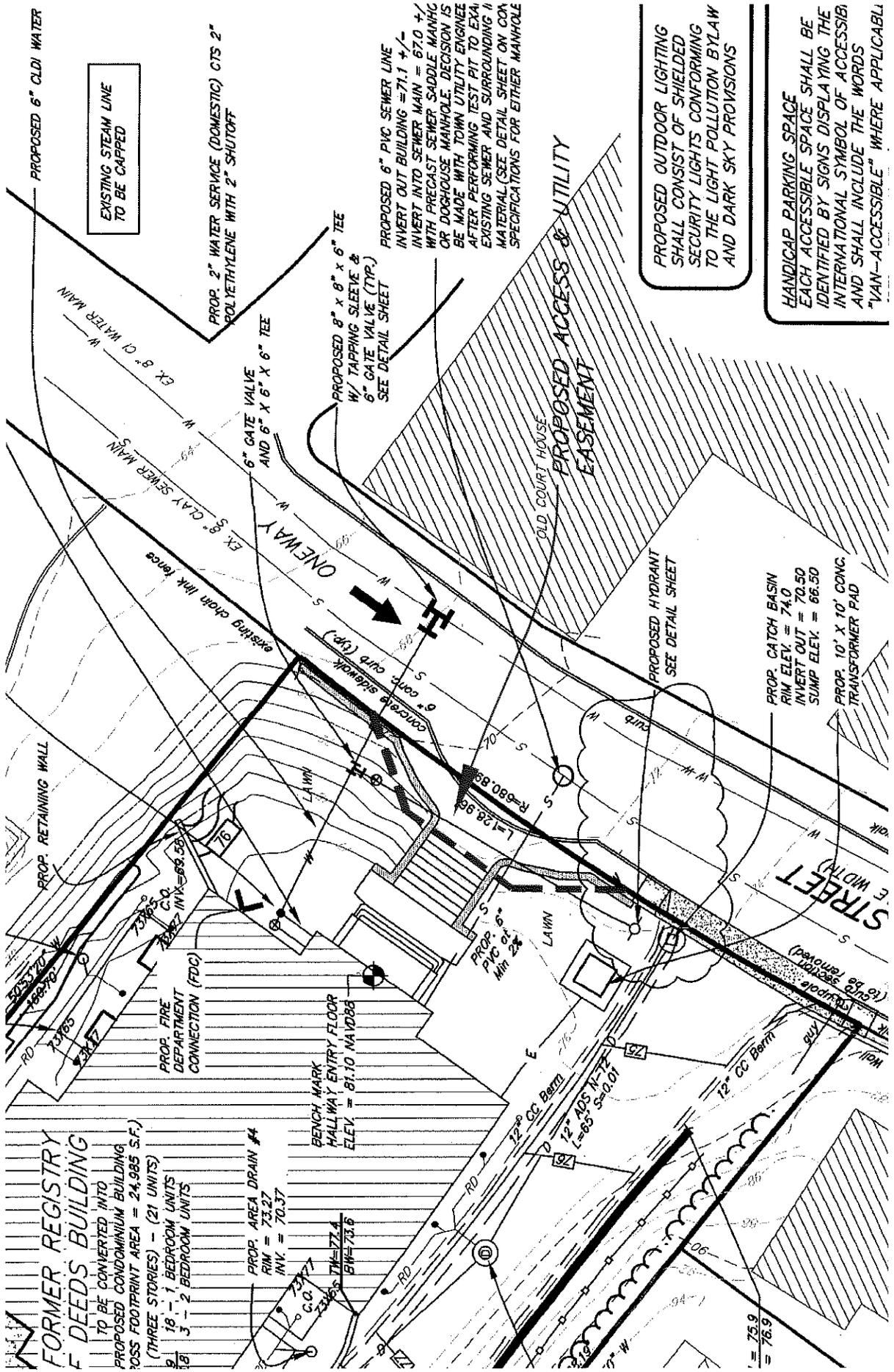
Court Street
Goldwell Banker

Court Street
Spire Center for Performing Arts

Court Street
Russell Building

Court Street
National Guard

Main Street
New World



FORMER REGISTRY BUILDING TO BE CONVERTED INTO PROPOSED CONDOMINIUM BUILDING
 PROPOSED FOOTPRINT AREA = 24,985 S.F.
 (THREE STORIES) - (21 UNITS)
 18 - 1 BEDROOM UNITS
 3 - 2 BEDROOM UNITS

PROPOSED AREA DRAIN #4
 RIM = 73.27
 INV. = 70.37

BENCH MARK
 HALLWAY ENTRY FLOOR
 ELEV. = 81.10 NAVD83

PROPOSED OUTDOOR LIGHTING SHALL CONSIST OF SHIELDED SECURITY LIGHTS CONFORMING TO THE LIGHT POLLUTION BYLAW AND DARK SKY PROVISIONS

HANDICAP PARKING SPACE EACH ACCESSIBLE SPACE SHALL BE IDENTIFIED BY SIGNS DISPLAYING THE INTERNATIONAL SYMBOL OF ACCESSIBILITY AND SHALL INCLUDE THE WORDS "VAN-ACCESSIBLE" WHERE APPLICABLE

PROPOSED 6" PVC SEWER LINE INVERT INTO BUILDING = 71.1 +/- INVERT INTO SEWER MAIN = 67.0 +/- WITH PRECAST SEWER SADDLE MANHOLE OR DOWNGRADE MANHOLE. DECISION IS TO BE MADE WITH TOWN UTILITY ENGINEER AFTER PERFORMING TEST FIT TO EXISTING SEWER AND SURROUNDING MATERIAL (SEE DETAIL SHEET ON CON SPECIFICATIONS FOR EITHER MANHOLE

PROPOSED 8" x 8" x 6" TEE W/ TAPPING SLEEVE & 6" GATE VALVE (TTP.) SEE DETAIL SHEET

PROP. 2" WATER SERVICE (DOMESTIC) CTS 2" POLYETHYLENE WITH 2" SHUTOFF

EXISTING STEAM LINE TO BE CAPPED

PROPOSED 6" OLD WATER

PROPOSED ACCESS & UTILITY EASEMENT

PROPOSED HYDRANT SEE DETAIL SHEET

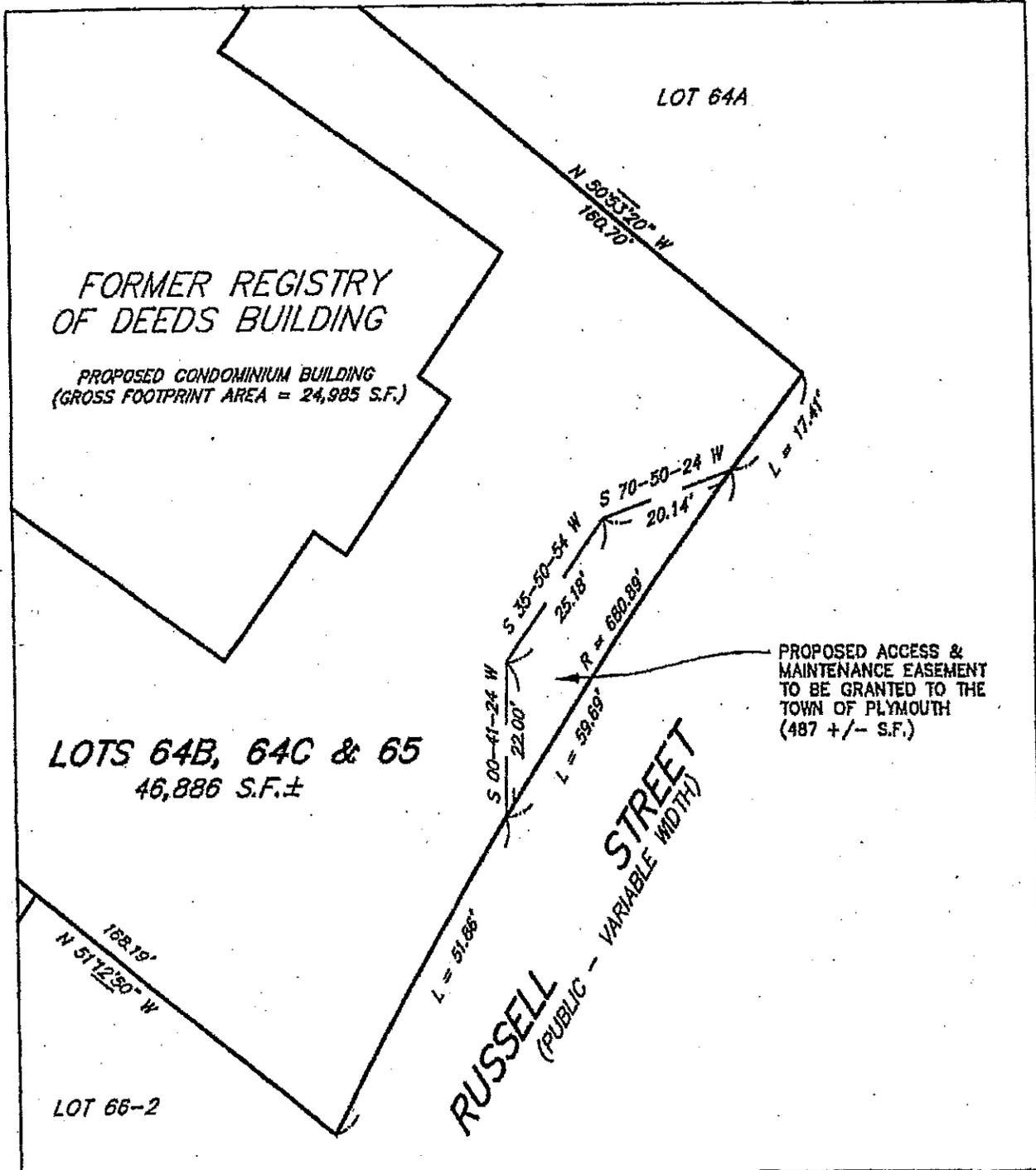
PROP. CATCH BASIN
 RIM ELEV. = 74.0
 INVERT OUT = 70.50
 SUMP ELEV. = 66.50

PROP. 10' X 10' CONC. TRANSFORMER PAD

STREET (E. WIDTH)

L = 75.9
 = 76.9

EXHIBIT A



FLAHERTY & STEFANI, INC.
67 SAMOSET STREET
PLYMOUTH, MA. 02360
(508)747-2425
DATE: MAY 7, 2014
SCALE: 1" = 20'
JOB NO.: 2700
DWG NAME: 2700SP2.dwg

- NOTES:
- 1.) ZONE: D/H DOWNTOWN/HARBOR
 - 2.) DEED REFERENCE: BOOK 36647 PAGE 315
 - 3.) APPLICANT: MEGRYCO, INC.
4 COLLINS AVENUE
PLYMOUTH, MA 02360
 - 4.) LOCUS: MAP 17 LOT 64 B, 64 C, & 65

EASEMENT PLAN
IN
PLYMOUTH, MASS.
PREPARED FOR
MEGRYCO, INC.
#7 RUSSELL STREET
PARCEL ID# 017-000-065-000



TOWN OF PLYMOUTH

11 Lincoln Street
Plymouth, Massachusetts 02360

RECEIVED
TOWN CLERK'S OFFICE
PLYMOUTH, MA

(508) 747-1620
FAX: (508) 830-4062

ZON4 APR 31 PM 10:53

Board of Appeals

Decision

Case No. 3741

LANDOWNER: 7 RUSSELL STREET, LLC

PETITIONER: MEGRYCO, INC. or its nominee

SUBJECT PROPERTY: 7 Russell Street, Plymouth, Massachusetts

PARCEL ID NO: 017-000-064B-000, 017-000-064C-000, and 017-000-065-000

TITLE REFERENCE: Plymouth County Registry in Deeds in BK 36647, PG 315

DATE OF PUBLIC HEARING: April 16, 2014

In exercise of its discretionary powers, the Plymouth Zoning Board of Appeals (Members: David Peck, William Keohan, Michael Main, Edward Conroy, and Michael Leary) voted unanimously (5-0) to **GRANT** the petition of **MEGRYCO, INC. or its nominee** requesting a Special Permit per Section 205-54, Paragraph C5, of the Plymouth Zoning Bylaw (the "Bylaw") for greater than an eight (8) unit multi-family dwelling; Special Permit per Section 205-71, Paragraph 8D, of the Bylaw for inclusionary housing; if required, Special Permit to waive off street parking per Section 205-23, Paragraph A3, of the Bylaw; and a Special Permit to waive setback requirements of Section 205-54 and Table 5 of the Bylaw in order to convert the former Registry of Deeds Building into a 3-story, twenty-one (21) Condominium Unit Building on the property of **7 RUSSELL STREET, LLC** located at **7 RUSSELL STREET** and shown as Lots 64B, 64C, and 65 on Plat 17 of the Assessors Maps dated January 1, 2013 in a DH Zone.

SUBMITTED DOCUMENTATION:

1. Abutters List, Map, and Labels
2. Abutters Notification
3. March 7, 2014 Flaherty & Stefani case cover letter
4. Residential Zoning Permit Application
5. Dept. of Inspectional Services Denial dated March 6, 2014
6. ZBA Petition Application
7. Deed recorded with Plymouth County Registry of Deeds in BK 36647, PG 315-317
8. Unofficial Property Record Card
9. Site Plan:
 - a. Sheet 1 – Existing Conditions
 - b. Sheet 2 – Site Plan
 - c. Sheet 3 – Grading & Utilities Plan
 - d. Sheet 4 – Erosion & Sedimentation Control Plan
 - e. Sheet 5 - Pre & Post Construction Watershed Plan
 - f. Sheet 6 – Detail Sheet
 - g. Sheet 7 – Detail Sheet
10. Historic District – Form B
11. Hydrant Flow Test dated May 16, 2013 and prepared by Amory Engineers, P.C.
12. Storm Water Analysis & Drainage Report dated March 3, 2014

13. A1 – Main Floor/Roof Plan dated March 3, 2014 prepared by Jeffrey M. Metcalfe (Revised on March 12, 2014)
14. A2 – West Elevation dated March 3, 2014 prepared by Jeffrey M. Metcalfe (Revised on March 12, 2014)
15. A2a – West Elevation dated March 3, 2014 prepared by Jeffrey M. Metcalfe
16. Planting Plan – Sheet 1 – dated March 13, 2014
17. Planting Notes List & Details – Sheet 2 – dated March 13, 2014
18. March 20, 2014 Fire Dept. Comments
19. March 21, 2014 ENG Dept. Comments
20. March 19, 2014 MOU between Plymouth Office of Community Development and MEGRYCO, Inc.
21. ZBA Required Signage
22. Site Photos (Figure 1, Figure 2, Figure 3, and Figure 4)
23. March 25, 2014 Planning Board comments
24. April 2, 2014 Application for Certificate issued by Historic District Commission
25. Exhibit A – Covenant and Restriction
26. Proposed Condition
27. Picture of stone wall from the Armory
28. Fire Truck turning radius

RECEIVED
 TOWN CLERK'S OFFICE
 PLYMOUTH, MA
 2014 APR 31 PM 10:58

THE PLYMOUTH ZONING BOARD OF APPEALS (THE "BOARD") FINDS THE FOLLOWING FACTS:

1. The Petitioner proposes the conversion of the existing vacant former Plymouth County Registry of Deeds building at 7 Russell Street into twenty one (21) residential units.
2. The property in question is located on the north side of Russell Street (west of, and uphill from, Court Street) facing the vacant 1820 Courthouse and Green in the Plymouth Center Village Service area. The building was originally built in 1904 according to Town records, using brick with the intention to be "fire-proofed." The records kept in the building while it was in use dated back to 1620, and the building represents a significant historic structure, highly visible from Court Street.
3. Plymouth County constructed and opened a new Registry of Deeds facility on Obery Street in Plymouth in September of 2005. The Russell Street building has remained vacant since that time.
4. The property in question is located in the Downtown/Harbor ("DH") District and within the Plymouth Historic District. A special permit is required for the creation of more than eight (8) residential units. The intent of the DH District is:
 - (a) To encourage a mix of commercial and residential uses on individual lots and throughout the district that complements the Town's rich historical background.
 - (b) To create a pedestrian-oriented environment by creating links between existing and proposed areas of activity to better serve residents and tourists.
 - (c) To preserve and protect the distinctive characteristics of buildings and places significant in the history of Plymouth or their architecture, through the maintenance and improvement of settings for such buildings and places and the encouragement of designs compatible therewith.
5. The Petitioner proposes creating twenty one (21) residential units: eighteen (18) one-bedroom, and three (3) two-bedroom¹. Multi-family uses of greater than eight (8) units on the same lot are allowed by Special Permit in the DH District, subject to the unit size provisions of §205-54 B (1) that each unit

¹ Although twenty-one (21) units are proposed, the Petitioner requested flexibility in reconfiguration and final design of the interior layout of the building and the units. The Board agreed with this request, provided that the total number of bedrooms in the project does not exceed twenty-four (24) and the total number of units does not exceed twenty-one (21), as set forth in Condition 12 below.

must contain a minimum floor area of 600 SF for one-bedroom units, 720 SF for two-bedroom units, and $(720 + 100X)$ SF for $(two + X)$ bedroom units. Each unit will meet or exceed these dimensional requirements.

TOWN CLERK'S OFFICE
PLYMOUTH, MA
2024 APR 3 PM 4:53

6. The total gross floor space of the building is 24,985 square feet. The Petitioner is proposing minor changes to the exterior of the building. The removal of an existing exterior stairwell and ground-level AC units, the addition of a new 8' x 10' elevator structure at the rear of the building, proposed 8' x 28' patios below and 3' x 6' and 3' x 12' balconies on the second and third floor units above. Also proposed is a roof deck with egress stairs. These changes represent improvements to the existing structure. The main building will be cleaned and repaired in keeping with the historic structure.
7. The Petitioner proposes to add a 24' x 154' detached covered carport structure with storage space for seventeen (17) spaces. The structure is located along the north property line. The existing rear parking area is in poor repair. The pavement is cracking and breaking up due to overgrowth and wear and tear in some areas. Existing subsurface drainage works located to the northern end of the parking lot are filled and no longer functioning, and the wooden retaining wall on the western side is failing due to rot and overgrowth. Vegetation surrounding the lot is overgrown and in poor condition.
8. The Petitioner proposes to provide new underground stormwater capacity with pre-treatment for improved water quality. A new retaining wall will be constructed along the western entrance and side of the property, replacing the failing wooden retaining wall, to retain the side slope and widening of the access drive. The wall will be made of precast structural concrete blocks with stamped faces, suitable to the stone and brickwork of the historic building, and will vary from approximately four (4') feet to fourteen (14') feet in height. A decorative fence will be installed along the top of the wall. Existing overgrown vegetation will be removed or trimmed, and a landscaped bed will extend along the eastern building face and wrap around the parking area to the retaining wall. Ornamental trees, shrubs and lawn are proposed, and will maintain the view from the parking lot of the area below.
9. The entry drive, also currently in disrepair, will be widened to eighteen (18') feet, suitable for emergency vehicle access. The Petitioner intends to comply with the request to show the turning radius fits the emergency vehicles used by the Town, and that the design used the Town's templates in configuring the new entry drive. Residential fire suppression sprinklers will be installed.
10. The Petitioner is proposing to remove the existing handicap ramp at the front of the building, and provide ADA access at the rear of the building, utilizing the proposed elevator.
11. Twenty-nine (29) parking spaces are required under the zoning bylaw. The Plan calls for forty-three (43) spaces, two (2) of which are the required ADA parking stalls. Wider lanes than required between the stalls are also shown. The Petitioner is seeking a waiver from the parking space width under Section 205-23G(2) of the Bylaw from ten feet (10') to nine (9') feet to provide a maximum number of off street parking spaces, and the Board finds that such a waiver is warranted under the circumstances, and is therefore granted. This site is in a well-developed downtown area and parking is essential to the viability of the buildings and uses in that area.
12. Section 205-23, Paragraph A(3), requires a minimum of a twenty-two (22)-foot wide entry drive for a multifamily building with more than five (5) units. The existing drive is being improved and widened to eighteen (18') feet, which is suitable for emergency vehicle access and which will maintain the appropriate scale at this historic site, is appropriate by reason of the proposed use and will not result in or worsen parking or traffic problems in the district. There is adequate visibility and width for this improved drive, which has safely served the general public for 100 years. Russell Street is one-way at this location, and approaching traffic can clearly be viewed across the entry lawn for exiting vehicles. A waiver of the twenty-two (22') foot wide drive required by Section 205-23D(2) of the Bylaw is also warranted under the circumstances, and is therefore granted. The current drive which served the former Registry of Deeds use for decades is twelve (12') feet in width, so the drive is being increased

by 50%. There are slope constraints along the southwesterly boundary line, and the drive is not overly long, running approximately 170 feet from Russell Street to the rear corner of the building. The Fire Department has no problem with the drive being eighteen (18') feet in width and fire suppression sprinklers will be installed in the building.

13. Section 205-54 and Table 5 of the Bylaw require a five (5') foot side setback and the proposed balconies and carport on the northeasterly side of the property will be approximately four (4') feet from that sideline, and consequently a special permit to modify the side setback is required to accommodate those features. The Board finds that this reduction is appropriate and consequently grants the reduction in setback. As noted, this is a well-developed downtown area and a reduction of approximately one (1') foot in side setback is reasonable, particularly given the design of the features and the proposed landscaping.
14. The filing is also subject to Section 205-71 Inclusionary Housing. There is a net increase of twenty one (21) residential units, requiring that ten percent (10%), or two (2) of the proposed units be affordable units under the Bylaw, one (1) of which will be a two-bedroom unit and one (1) of which is a one-bedroom unit.
15. The Petitioner and the Office of Community Development have prepared a Memorandum of Understanding ("MOU") to address the required affordable units.
16. With respect to utilities, the requirements of the Department of Public Works Engineering Division for water and sewer connections must be satisfied, including detail on the construction-level plans. An additional hydrant may be required by the Fire Department.
17. A Hydrant Flow Test was performed at 7 Russell Street by Amory Engineering, at Court Street at Brewster, Russell and S. Russell Streets in Plymouth Center, on May 10, 2013. The field test indicates there is sufficient available flow.
18. Stormwater runoff from the site is collected and routed through a drainage system. The site drainage system was designed in consideration of the standards and techniques of the Best Management Practices outlined in the Mass DEP Stormwater Management Guidelines. The proposed groundwater recharge quantities meet or exceed the required minimum recharges. The site activity will result in an 88% (80% min required) of the Total Suspended Solids (TSS) in the flow discharge and thus reducing potential for sedimentation effects downstream.
19. The Department of Public Works Engineering Division has requested an access and maintenance agreement for the existing public sidewalk on Russell Street on the Petitioner's land.

THE GRANTING OF THIS SPECIAL PERMIT IS BASED ON THE FOLLOWING REASONS:

1. The proposed use is appropriate in the zone and this specific site. Multifamily housing over eight (8) units is allowed by Special Permit and is consistent with the intent of the DH District, which is "to encourage a mix of commercial and residential uses on individual lots and throughout the district that creates a pedestrian-oriented environment that creates links between existing and proposed areas of activity." The proposed project will also contribute towards the creation of affordable housing in Plymouth. The building has been vacant for many years, the proposed use will allow for the reuse of the building while creating higher densities of year-round residents in the village center. This block, to the north and west, consists primarily of residential uses.
2. Adequate and appropriate facilities are, or will be, in place for proper operation of the proposed use as conditioned herein. The building is served by Town sewer and water.

3. There will be no hazard to pedestrians or vehicles. There are public sidewalks on Russell and Court Streets, which promotes a pedestrian-friendly linkage between the nearby neighborhood businesses and waterfront. The new elevator will enhance access to the building from the parking lot.
4. The Planning Board recommends that, based on the findings above, the Board of Appeals determine per Section 205-23, Paragraph A(3), that it is impractical to meet the standards for a twenty-two (22)-foot wide entry drive, and that the improved width to eighteen (18') feet, which is suitable for emergency vehicle access and which will maintain the appropriate scale at this historic site, is appropriate by reason of the proposed use and will not result in or worsen parking or traffic problems in the district.
5. The reduction of parking width from ten (10') feet to nine (9') feet and the reduction in side setback from five (5') feet to approximately four (4') feet are both warranted given the location of the site, the existing building and the proposed development.
6. There will be no nuisance or adverse effect upon the neighborhood. The intent of the DH District is to create a pedestrian oriented mix of residential and commercial uses that preserves and protects Plymouth's history. The proposed project will create a pedestrian-friendly residential use that preserves an existing historic building in Plymouth's Historic District.

THE GRANTING OF THIS SPECIAL PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. Prior to the issuance of a Zoning Permit, the Petitioner shall satisfy the requirements of Section 205-71 with respect to Inclusionary Housing by submitting a document agreeing to construct two (2) affordable units on site as part of the Project, per the MOU with the Office of Community Development of the Town of Plymouth, which shall be approved by the Board of Appeals and which shall be presented to the Building Commissioner.
2. The Petitioner shall file a complete (as deemed by the state) LIP application with the Massachusetts Department of Housing and Community Development (DHCD). By filing a completed LIP application, the Petitioner shall satisfy Section 205-71.
3. Prior to issuance of a Building Permit:
 - (a) A Zoning Permit must be issued;
 - (b) Evidence of payment of any back taxes owed to the Town, if any, in the form of a Municipal Lien Certificate, shall be provided to the Building Commissioner;
 - (c) Evidence of recording of this Special Permit at the Plymouth County Registry of Deeds shall be presented to the Zoning Board of Appeals and the Department of Inspectional Services;
 - (d) Construction plans must be submitted to the Plymouth DPW for final review and approval of proposed connections to public water. Construction plans must show adequate detail on the size and material of the proposed water mains and fire service lines, including valves, fittings, hydrants, post indicator valves and other related appurtenances. Locations of existing mains and services must be shown on the plans;
 - (e) Construction plans shall include a submittal of wastewater flow calculations to the Plymouth DPW for review and approval, and construction plans must be submitted to the Plymouth DPW for final review and approval of the proposed public sewer connection. Construction plans must show adequate detail on the size and material of the proposed sewers, including service laterals, cleanouts and manholes. Locations of existing mains and services must be shown on the plans;

- RECEIVED
TOWN CLERK'S OFFICE
PLYMOUTH, MA
- (f) The plans shall demonstrate adequate clearance for an emergency vehicle throughout the main access drives (fourteen (14') feet of tree clearance, adequate room for equipment overhang), using the Town's emergency vehicle overlay templates as the standard;
- (g) A Street Opening Permit from DPW is required for all projects involving a street opening, whether or not Town utilities are involved in the reason for the street opening;
- (h) Adequate static pressure and fire flow testing results for the project (as performed through the DPW Water Division or its designee), or a written confirmation that the test is not needed from the Water Division, shall be submitted to the Building Commissioner;
- (i) The location of a fire hydrant, if required, and other requirements of the Fire Chief must be satisfied;
- (j) The location and height of light poles, if any, shall be indicated on the final plans;
- (k) The plans will show that the trash receptacle shall be appropriately screened from public ways;
- (l) The plans will show wheel stops, bollards, or other measure of preventing vehicles from driving into the storage units of the carport structure.
- (m) The Petitioner shall submit documentation demonstrating conformance with Section 205-65 of the Bylaw, Prevention of Light Pollution, shall be submitted to the satisfaction of the Building Inspector;
- (n) Evidence of recording an easement for access and maintenance, or an agreement for the same in a format acceptable to the Department of Public Works, for the existing public sidewalk on Russell Street on the Petitioner's land shall be presented to the satisfaction of the Building Commissioner.
5. Minor modifications to the design and location of buildings, parking, landscaping, and other site elements may be allowed by the Building Commissioner (aka Director of Inspectional Services) to accommodate reasonable and/or necessary field conditions which modifications do not amount to a substantial modification of the plans. For example, such changes as substituting a particular plant material or number of shrubs or trees where it is impractical to do something, or moving a feature or structure in a manner which does not materially change the project, or slightly reconfigure a drainage area or parking space may be allowed.
6. Prior to issuance of a Final Occupancy Permit:
- (a) A Registered Landscape Architect or other qualified licensed professional must certify to the Building Commissioner that the required landscaping has been installed substantially in accordance with the approved site plan and Zoning Bylaw;
- (b) A report must be submitted to the Building Commissioner by a Registered Professional Engineer, certifying that the drainage system, drive ways, curbing, and parking areas according to accepted practices and in compliance with the Zoning Bylaw and approved site plan;
- (c) Satisfactory completion of any curb cut improvements constructed by the Petitioner, including repair of any damaged monuments or benchmarks as noted on the plans if located in the vicinity of the proposed work, shall be performed by the Petitioner.
- (d) Off-site drainage or roadway improvements, if any, as shown on the approved plans, shall be installed to the satisfaction of the Department of Public Works and the Building Commissioner;
- (e) All requirements of the Town Water Department with respect to water connections shall be satisfied; and
- (f) All requirements of the Town Sewer Department with respect to sewer connections shall be satisfied.

- (g) The Petitioner shall provide to the Department of Inspectional Services and the Zoning Board of Appeals an executed and recorded copy of the Covenant and Restriction regarding the landscaping to be installed and maintained on the slope along the southwesterly boundary of the property.
7. If after a period of two (2) growing seasons any of the installed landscaping has failed to thrive, the Petitioner shall replace said failing landscaping materials to the satisfaction of the Building Commissioner.
 8. The Petitioner shall return to the Zoning Board of Appeals for an informal hearing to present a final Site Plan showing the following additions:
 - a. Fire hydrant location;
 - b. Demonstrate 2' slope from the handicap spaces to the entrance at the rear of the building;
 - c. Easement for the benefit of The Town of Plymouth;
 - d. Revised driveway entrance;
 - e. Retaining wall details, including but not limited to internal drainage system;
 - f. On-site pedestrian walkway;
 - g. Entrance gate;
 - h. Wheel stops, bollards, or other measure of preventing vehicles from driving into the storage units of the carport structure;
 - i. Corrected parking calculation;
 - j. Catalog cuts of lighting;
 - k. Turning radius for Fire Department equipment.
 9. The Petitioner shall return to the Zoning Board of Appeals for an informal hearing to present a final Landscaping Plan, including but not limited to location of black chain-link or other fence at the top of the retaining wall acceptable to the Board.
 10. The Petitioner shall return to the Zoning Board of Appeals for an informal hearing to present the proposed Covenant and Restriction for installation and maintenance of the landscaping within the slope along the southwesterly side of the property.
 11. The Petitioner shall only install a sliding door trash receptacle on the premises as opposed to a top loading trash receptacle.
 12. The Petitioner may reconfigure the units for its final design of the interior layout of the building; however, the bedroom count shall not exceed twenty-four (24) and the unit count shall not exceed twenty-one (21). Should modifications be made, the Petitioner shall provide the Department of Inspectional Services and the Zoning Board of Appeals with a revised floor plan.

RECEIVED
 TOWN CLERK'S OFFICE
 PLYMOUTH, MA
 APR 21 PM 10:53

If substantial use or construction permitted by this Special Permit has not commenced within two years from the date on which a copy of this decision is filed with the Town Clerk, excluding the amount of time required for an appeal period to expire and the amount of time required to pursue and await the determination of any such appeal, then this Special Permit shall expire, insofar as the foregoing statement is modified by Chapter 195 of the Acts of 1984.

Any relief not expressly granted hereunder is hereby denied.

We hereby certify that copies of this decision were filed with the Town Clerk, Building Inspector, and the Planning Board on: APRIL 30, 2014

ZONING BOARD OF APPEALS

NOT SEATED ON THIS CASE

Peter Conner, Chairman

David Peck
David Peck, Vice-Chairman

William Keohane
William Keohane, Clerk

Michael Leary
Michael Leary, Alternate

Michael Main
Michael Main, Member

Edward Conroy, Member

NOT SEATED ON THIS CASE

James Simpson, Alternate

2014 APR 30 PM 10:53

RECEIVED
TOWN CLERK'S OFFICE
PLYMOUTH, MA

This decision shall not take effect until (a) a copy of this decision certified by the Town Clerk to the effect that twenty (20) days have elapsed since the decision was filed in the Office of the Town Clerk without any appeal having been filed or that any appeal filed has been dismissed or denied has been recorded in the Plymouth County Registry of Deeds or with the Assistant Register of the Land Court for Plymouth County, and (b) a certified copy indicating such Registry recording has been filed with the Board.

Any person aggrieved by a decision of the Board of Appeals has the right to appeal such decision to the Superior Court, the Land Court, or the District Court of the Commonwealth of Massachusetts pursuant to Massachusetts General Laws, Chapter 40A, Section 17, by filing such appeal within twenty (20) days after the date on which the decision was filed with the Town Clerk.

Copy to Applicant via Certified Mail on:

APRIL 30, 2014

Notice of Decision to interested parties on:

APRIL 30, 2014

2015 ANNUAL TOWN MEETING
April 11, 2015

ARTICLE 10:

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



TOWN OF PLYMOUTH
Office of the Treasurer/Collector
11 Lincoln Street
Plymouth, MA 02360
508-747-1620

Dt: January 6, 2015
To: Board of Selectmen
Advisory & Finance Committee
Fr: Pamela Borgatti, Treasurer/Collector *AB*
Re: 2015 Annual Town Meeting Article 10- Demand Fee Increase

In accordance with G.L. c. 60, § 15, and in an effort to assist in increased cash flow and revenue collections to the town, I am requesting an increase in the demand fee for delinquent taxes. These demand charges are fixed amounts that are added to the outstanding tax, and a demand, by law is "not more than \$30." Currently, Plymouth's demand fee is \$5.00; I am requesting the fee be increased to the \$30.00 maximum allowed under the statute.

After conducting a survey of demand fees, of thirty one communities only seven of those surveyed remain at a \$5.00 demand fee. Two of those seven communities are proposing an article to increase the demand fee at their next town meeting. Also, in speaking with some of my colleagues regarding the demand fee, some communities noted an increase in on time collections with the increase in the demand fee. This would assist with cash flow and help to keep costs down with respect to processing, printing and mailing of demand billing.

No taxpayer would be required to pay any demand fee providing the payment is made timely. Many people wouldn't worry about another \$5.00 being added to their bill and may choose to pay another bill where a much higher late fees or other charge would be assessed. An increase in the demand fee would be more likely to get their attention.

Demands issued in FY2014:

Real Estate:	2735
Personal Property:	1029
Auto Excise:	12,958
Boat Excise:	282
Utility (Water/Sewer):	4950 (FY13 Demands)

I respectfully request your support on this article.

cc: Melissa Arrighi, Town Manager
Lynne Barrett, Finance Director

2015 ANNUAL TOWN MEETING
April 11, 2015

ARTICLE 3:

To see what action the Town will take under the provisions of G.L. c.44, §53E 1/2 regarding the establishment, annual re-authorization or renewal as the case may be of revolving funds, or take any other action relative thereto.

BOARD OF SELECTMEN

Town of Plymouth
Finance Department

TO: Board of Selectmen
Advisory & Finance Committee
FROM: Lynne A. Barrett, Finance Director
RE: **53E ½ Revolving Funds**
DATE: January 30, 2015

Attached is a listing of all revolving funds recommended for town meeting totaling \$1,827,459 for thirteen different departments/divisions. Chapter 44, Section 53 E ½ allows a Town to annually authorize one or more revolving funds by one or more departments which shall be accounted for separately from all other monies in such town and to which shall be credited only the departmental receipts received in connection with the programs supported by such revolving fund. Expenditures may be made from such funds without appropriation subject to the following provisions:

1. Expenditures shall not be made or liabilities incurred in excess of the amount authorized by town meeting, except for during the fiscal year with the approval of both the Board of Selectmen and the Finance Committee.
2. Expenditures shall not be made in excess of the balance in such fund.
3. Interest earned on all revolving funds remains in the general fund.
4. No such revolving fund may be established if the aggregate limit of all revolving funds exceeds 10% of the amount raised by taxation of the most recent fiscal year.

Fiscal 2015 Estimated Tax Levy	\$138,443,888
10% Limit	\$ 13,844,389
5. No revolving fund shall be for the purpose of full time salaries unless the appropriate fringe benefits are charged.
6. No one department is authorized to spend more than 1% of the amount raised by taxation of the most recent fiscal year in all of their revolving funds.

1% Limit	\$ 1,384,439
----------	--------------

In my review, all revolving funds recommended for Fiscal 2016 in Article 3, of the April Annual Town Meeting, meet the statute requirements.

Attached, as required by the statute is a report of all revolving fund activity. This report displays the total amount of receipts, expenditures, and balances for each revolving fund for the prior fiscal year and the current fiscal year through December 31, 2014. Each department is required by statute to report to the Annual Town Meeting this information; therefore, this report will be included in the warrant booklet given to town meeting.

Thank you for your consideration in reviewing this article.

TOWN OF PLYMOUTH, MASSACHUSETTS

Revolving Funds Chapter 44, Section 53E ½

Fiscal Year 2016 Revolving Fund Requests

Spending Authority	Revolving Fund	Revenue Source The departmental receipts credited to this fund shall be:	Use of Fund	Spending Limit
Planning Board	Manomet Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$ 0
Planning Board	Cedarville Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$ 0
Planning Board	West Plymouth Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$ 0
Planning Board	No. Plymouth Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$ 0
Planning Board	Plymouth Center Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	\$14,597.86
Director of Marine and Environmental Affairs	Animal Shelter Adoption	Those identified as those arising from deposits/spaying & neutering.	In accordance with G.L c.140 §139A, all animals placed for adoption must be spayed or neutered. This fund provides for other expenditures as authorized by §139A as well as a refund of a \$30 deposit, when proof of spaying or neutering procedure is provided. To be used for the care, health & welfare of the animals, equipment & supplies	\$ 10,000
Director of Marine and Environmental Affairs	State Boat Ramp	Those identified as relating to State Boat Ramp parking sticker receipts.	This fund shall be used salaries and benefits of full-time staff and part-time staff and other expenses for the purposes of managing, controlling and providing a higher level of public safety at the boat ramp.	\$ 60,000
Recreation Director	Recreation Fund	Those identified as relating to recreational programs.	This fund shall be used for salaries and benefits of full-time staff, part-time and seasonal staff, for recreational programs, salary, and benefits of the program coordinator as well as facility expenses and other expenses related to recreation programs.	\$ 430,000

Spending Authority	Revolving Fund	Revenue Source The departmental receipts credited to this fund shall be:	Use of Fund	Spending Limit
Town Manager	Cable Services Fund	Those identified as arising from cable-related franchise fees.	This fund shall be for cable-related programs and purposes such as legal/consulting services associated with enforcement of the contracts and compliance issues and any repairs or upgrades.	\$38,000
School	Vocational Technical Services Fund	Those identified as arising from the Vocational/Educational Studies Programs enumerated above	This fund shall be for the salaries, benefits & expenditures of the following programs: a) Automotive b) CAD/CAM c) Carpentry d) Child Care e) Computer Science f) Marine Technology g) Culinary Arts h) Distributive Education i) Design & Visual Communication j) Electronics k) Graphic Arts l) Metals/Welding m) Plumbing n) Cosmetology o) Electrical p)	\$325,000
Director of Marine and Environmental Affairs	Plymouth Beach Fund	Those identified as all non-resident parking receipts at Plymouth Beach, in addition to one-hundred percent (100%) of Plymouth Long Beach 4x4 sticker fees.	This fund shall be used for salaries and benefits of full time staff, part-time salaries of seasonal NRO's, police details and for the purposes of providing maintenance and public safety of Plymouth Long Beach and repairs to the seawall.	\$ 228,700
DPW Director	Cemetery Repair & Beautification Fund	Those arising from foundation revenue.	This fund shall be used for beautifying, restoring, researching, and repairing town cemeteries.	\$ 18,000
Community Services Director	Council On Aging Programs Fund	Those identified as relating to Council on Aging programs.	This fund shall be for contractual services and other expenses related to programs for senior citizens.	\$ 45,000
Community Services Director	Council On Aging Meals on Wheels	Those identified as relating to donations for the Council on Aging Meals on Wheels program.	This fund shall be for payment to Old Colony Elder Services for meals.	\$ 30,000
Fire Chief	Fire Safety and Prevention	Those identified as relating to permits issued and inspections performed by the Plymouth Fire Department, Fire Prevention Division.	This fund shall be for salaries and benefits and to support the operational cost of services provided within the Fire Prevention Division.	\$125,000
Fire Chief	Fire Alarm Master Box Services	Those identified as relating to fire alarm services performed by the Plymouth Fire Department, Fire Alarm Division.	This fund shall be for salaries, benefits, public safety equipment and materials used in accordance with Fire Alarm Services.	\$75,000

Spending Authority	Revolving Fund	Revenue Source The departmental receipts credited to this fund shall be:	Use of Fund	Spending Limit
Fire Chief	Local Hazardous Materials Program	Those identified as relating to fees collected by the Fire Department as a result of responding and mitigating hazardous materials incidents either in Plymouth or by mutual aid responses.	This fund shall be to replace, repair and/or purchase equipment and supplies used during hazardous materials incidents and to support the operational cost of services provided within the Fire Department Local Hazardous Materials Program.	\$60,000
Fire Chief	Cedarville Community Center	Those identified as fees collected from the hourly rental fees for the use of the Cedarville Community Center.	The funds will be used to pay for regular cleaning of the facility as well as to replace, repair, or purchase supplies used for the cleaning and up-keep of the Community Room.	\$ 12,000
DPW Director	Memorial Hall	Those identified as relating to rental fees associated with Memorial Hall	This fund shall be for salaries and benefits of full-time staff and part-time staff maintenance and operation of Memorial Hall.	\$110,000
DPW	Solid Waste Enterprise	Those identified as relating to the sale of compost bins.	This fund shall be for purchasing compost bins.	\$5,160
Recreation Director and Park Superintendent	Hedges Pond	Those identified as program fees from Recreation Dept. Day Program, daily-parking fees, special event & rental fees.	The funds will be used to cover Recreation Dept. seasonal salaries and operational expenses for the facility. Excess funds will be used for future capital improvements.	\$40,000
Director of Marine & Environmental Affairs	CPA Conservation Land	Those identified as fees from the harvest and/or lease of the Center Hill Cranberry Bog.	The funds will be used to for the care, maintenance, and necessary signage and other improvement of the land acquired with CPA funds.	\$1,000
School	School Custodial Details	Those received from fees from rental of school facilities.	This fund shall be for payment of Custodial overtime Salaries for building use.	\$100,000
Town Manager in consultation with the Community Preservation Committee	1820 Court House Maintenance Revolving Fund	Those received from fees and other revenues, including lease proceeds, collected with respect to use of the 1820 Court House and Court House Green	The fund shall be for the maintenance of the 1820 Court House, façade, roof, cupola, courtroom and Vermont Marble Staircase.	\$ 1

Revolving Fund Report to Annual Town Meeting
 In accordance to Massachusetts General Laws Chapter 44 Section 53E 1/2, receipts and expenditures of the previous fiscal year and of the current year through December 31,
 2014 of all Revolving Funds are as follows:

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
Manomet Village Parking:								
7/1/13-6/30/14:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7/1/14-12/31/14:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cedarville Village Parking:								
7/1/13-6/30/14:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7/1/14-12/31/14:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
W. Plymouth Village Parking:								
7/1/13-6/30/14:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7/1/14-12/31/14:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
N. Plymouth Village Parking:								
7/1/13-6/30/14:	\$ 2,160.00	\$ -	\$ -	\$ -	\$ 2,160.00	\$ -	\$ -	
7/1/14-12/31/14:	\$ 2,160.00	\$ -	\$ -	\$ -	\$ 2,160.00	\$ -	\$ -	
Plymouth Center Village Parking:								
7/1/13-6/30/14:	\$ 190,890.37	\$ -	\$ -	\$ 15,402.14	\$ 175,488.23	\$ -	\$ -	
7/1/14-12/31/14:	\$ 175,488.23	\$ 800.00	\$ -	\$ -	\$ 176,288.23	\$ 114,597.86	\$ 130,001.00	\$ (15,403.14)
Animal Adoption:								
7/1/13-6/30/14:	\$ 20,933.50	\$ 1,090.00	\$ -	\$ 1,647.53	\$ 20,375.97	\$ -	\$ -	
7/1/14-12/31/14:	\$ 20,375.97	\$ 250.00	\$ -	\$ 2,867.71	\$ 17,758.26	\$ 10,000.00	\$ 10,000.00	\$ -
State Boat Ramp:								
7/1/13-6/30/14:	\$ 81,167.59	\$ 33,426.35	\$ 41,890.80	\$ 13,109.20	\$ 59,593.94	\$ -	\$ -	
7/1/14-12/31/14:	\$ 59,593.94	\$ 19,345.75	\$ 20,476.43	\$ 11,871.38	\$ 46,591.88	\$ 60,000.00	\$ 63,000.00	\$ (3,000.00)
Recreation:								
7/1/13-6/30/14:	\$ 567,861.32	\$ 454,750.78	\$ 198,805.05	\$ 221,660.66	\$ 602,146.39	\$ -	\$ -	
7/1/14-12/31/14:	\$ 602,146.39	\$ 167,871.50	\$ 111,280.68	\$ 130,748.44	\$ 527,988.77	\$ 430,000.00	\$ 420,000.00	\$ 10,000.00
Cable Services:								
7/1/13-6/30/14:	\$ 53,586.13	\$ 10,771.00	\$ -	\$ -	\$ 64,357.13	\$ -	\$ -	
7/1/14-12/31/14:	\$ 64,357.13	\$ -	\$ -	\$ 1,259.90	\$ 63,097.23	\$ 38,000.00	\$ 38,000.00	\$ -

Revolving Fund Report to Annual Town Meeting
in accordance to Massachusetts General Laws Chapter 44 Section 53E 1/2, receipts and expenditures of the previous fiscal year and of the current year through December 31,
2014 of all Revolving Funds are as follows:

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
Vocational/Technical Services:								
7/1/13-6/30/14:	\$ 52,335.05	\$ 272,367.22	\$ 14,644.11	\$ 271,250.53	\$ 38,807.63			
7/1/14-12/31/14:	\$ 38,807.63	\$ 125,354.17	-	\$ 52,009.52	\$ 112,152.28	\$ 325,000.00	\$ 650,000.00	\$ (325,000.00)
Plymouth Beach:								
7/1/13-6/30/14:	\$ 100,848.30	\$ 205,459.50	\$ 170,833.53	\$ 44,833.64	\$ 90,640.63			
7/1/14-12/31/14:	\$ 90,640.63	\$ 126,920.00	\$ 86,103.90	\$ 14,745.74	\$ 116,710.99	\$ 228,700.00	\$ 239,300.00	\$ (10,600.00)
Cemetery Repair & Beautification:								
7/1/13-6/30/14:	\$ 148,808.96	\$ 17,275.00	-	\$ 69,080.76	\$ 97,003.20			
7/1/14-12/31/14:	\$ 97,003.20	\$ 12,400.00	-	\$ 3,045.49	\$ 106,357.71	\$ 18,000.00	\$ 12,000.00	\$ 6,000.00
Council on Aging Programs:								
7/1/13-6/30/14:	\$ 769.49	\$ 18,832.20	-	\$ 18,702.20	\$ 899.49			
7/1/14-12/31/14:	\$ 899.49	\$ 7,673.30	-	\$ 8,376.30	\$ 196.49	\$ 45,000.00	\$ 45,000.00	\$ -
Council on Aging Meals on Wheels:								
7/1/13-6/30/14:	\$ 2,101.72	\$ 14,774.54	-	\$ 14,794.54	\$ 2,081.72			
7/1/14-12/31/14:	\$ 2,081.72	\$ 5,278.78	-	\$ 5,816.28	\$ 1,544.22	\$ 30,000.00	\$ 30,000.00	\$ -
Fire Safety & Prevention:								
7/1/13-6/30/14:	\$ 111,103.00	\$ 101,568.05	\$ 23,803.76	\$ 97,765.62	\$ 91,101.67			
7/1/14-12/31/14:	\$ 91,101.67	\$ 41,757.10	\$ 14,883.39	\$ 40,561.20	\$ 77,414.18	\$ 125,000.00	\$ 125,000.00	\$ -
Fire Alarm Services:								
7/1/13-6/30/14:	\$ 71,026.69	\$ 66,650.00	\$ 28,742.18	\$ 31,678.96	\$ 77,255.55			
7/1/14-12/31/14:	\$ 77,255.55	\$ 25,320.58	\$ 15,312.27	\$ 27,547.76	\$ 59,716.10	\$ 75,000.00	\$ 65,000.00	\$ 10,000.00
Fire Local Hazardous Waste:								
7/1/13-6/30/14:	\$ -	\$ 5,067.76	-	\$ 734.00	\$ 4,333.76			
7/1/14-12/31/14:	\$ 4,333.76	-	-	\$ 1,501.00	\$ 2,832.76	\$ 60,000.00	\$ 60,000.00	\$ -
Fire Cedarville Community Room:								
7/1/13-6/30/14:	\$ 2,507.74	\$ 1,195.00	-	\$ -	\$ 3,702.74			
7/1/14-12/31/14:	\$ 3,702.74	\$ 640.00	-	\$ -	\$ 4,342.74	\$ 12,000.00	\$ 12,000.00	\$ -

Revolving Fund Report to Annual Town Meeting
 in accordance to Massachusetts General Laws Chapter 44 section 53E 1/2, receipts and expenditures of the previous fiscal year and of the current year through December 31,
 2014 of all Revolving Funds are as follows:

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
Memorial Hall:								
7/1/13-6/30/14:	\$ 216,392.17	\$ 143,470.15	\$ 97,150.52	\$ 24,469.21	\$ 238,242.59			
7/1/14-12/31/14:	\$ 238,242.59	\$ 71,840.14	\$ 36,945.43	\$ 9,204.88	\$ 263,932.42	\$ 110,000.00	\$ 110,000.00	\$
Compost Bins:								
7/1/13-6/30/14:	\$ 1,520.85	\$ 3,777.00	\$ -	\$ 1,720.00	\$ 3,577.85			
7/1/14-12/31/14:	\$ 3,577.85	\$ 1,075.00	\$ -	\$ -	\$ 4,652.85	\$ 5,160.00	\$ 5,160.00	\$
Hedges Pond Recreation:								
7/1/13-6/30/14:	\$ 53,812.71	\$ 45,430.00	\$ 18,780.81	\$ 7,264.38	\$ 73,197.52			
7/1/14-12/31/14:	\$ 73,197.52	\$ 2,730.00	\$ 19,015.08	\$ 1,213.40	\$ 55,699.04	\$ 40,000.00	\$ 35,000.00	\$ 5,000.00
CPA Conservation Land Revolving								
7/1/13-6/30/14:	\$ -	\$ 1,128.62	\$ -	\$ 465.70	\$ 662.92			
7/1/14-12/31/14:	\$ 662.92	\$ 204.03	\$ -	\$ 53.27	\$ 813.68	\$ 1,000.00	\$ 2,500.00	\$ (1,500.00)
School Custodial Services								
7/1/14-12/31/14:	\$ -	\$ 20,472.59	\$ 24,270.21	\$ -	\$ (3,797.62)	\$ 100,000.00	\$ 100,000.00	\$
1820 Court House								
7/1/14-12/31/14:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ 20,000.00	\$ (19,999.00)
			Authorizations Requested			\$ 1,827,459		
			Estimated FY2015 Tax Levy			\$ 138,443,888		
			10% Limit			13,844,389		
			1% Limit			1,384,439		

Memo

To: Lynne A. Barrett, Finance Director
Director of Finance

From: Lee Hartmann
Director of Planning and Development

Date: January 6, 2015

Re: Revolving Funds – Annual Town Meeting

There are five (5) Off-Street Parking Funds established as Revolving Funds by Town Meeting. As provided by Section 205-23 of the Zoning Bylaw, these funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications. Payments made to the Town in lieu of on-site parking are deposited in this account.

It is recommended that each of these funds be re-established for the coming year.

The Town has previously authorized the expenditure of \$130,000 from the Plymouth Center Parking Fund for engineering and design work associated with the parking garage at Memorial Hall. Of this appropriation, \$114,597.86 has not yet been expended. Therefore, re-authorization to expend the remaining funds previously authorized (\$114,597.86) is requested. The current account balance (which includes the \$114,597.86 authorized) is \$176,288.23.

Thank you.



Town of Plymouth, Massachusetts
Department of Marine and Environmental Affairs

11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



MEMO

To: Lynne Barrett, Director of Finance

From: David Gould, Marine and Environmental Affairs Director

Re: Chapter 53E ½ Revolving Fund – Animal Shelter Adoption Fund

Date: December 11, 2014

This fund has been established to facilitate the adoption policy of the Plymouth Animal Control Facility. According to M.G.L C140 Sec.139, all animals placed for adoption must be spayed or neutered within sixty days of adoption or the animal becoming six months of age. Our adoption policy requires a thirty dollar deposit, to be returned when proof of the procedure is provided. These deposits are placed in the revolving fund and refunds are made from this fund when proof of the procedure is received. Oversight responsibility of this fund lies with the Department of Marine and Environmental Affairs.

I would request the FY 2016 fund be renewed at the current \$10,000.00 cap on expenditures and will be used towards the care, health and welfare of the animals. As this fund is entirely funded by deposits from adopting parties no initial funding is needed. All expenditures will be refunds of monies deposited previously by adopting parties or as authorized by Sec.139. If you have any further questions, please do not hesitate to contact me at 508-747-1620 x 134.

C: Kere Gillette, Budget Analyst



Town of Plymouth, Massachusetts
Department of Marine and Environmental Affairs
11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



Memo

To: Lynne Barrett, Director of Finance
From: Chad Hunter, Plymouth Harbormaster
Re: Reauthorization of Revolving Funds (State Boat Ramp)
Date: December 11, 2014

I would like to request the re-authorization of the revolving fund in place for the State Boat Ramp for FY 2016.

- This fund shall be for the purposes of managing, controlling and providing a higher level of public safety at the boat ramp.
- The departmental receipts credited to this fund shall be any and all revenue relevant to the State Boat Ramp program.
- The Harbormaster shall be empowered with the authorization to make expenditures from this fund.
- The limit for expenditure authorized for FY 2016 shall not exceed \$60,000
- This revolving fund will be used to provide partial-funding (56%) for one full time Assistant Harbormaster (Boat Ramp Manager) with benefits and full-funding for two seasonal Harbormaster Assistants earning \$12.37 an hour without benefits.

FY2016 Boat Ramp Revolving Account Budget

Assistant Harbormaster (56% salary)	\$29,408
Assistant Harbormaster (56% benefits)	\$10,293
Seasonal Harbormaster Assistants	
	\$7,917 each x 2 = \$15834
Maintenance and Materials	\$2,000
Uniforms	\$1,000
	Total: \$58,535

C: David Gould, Director of Marine & Environmental Affairs

Memo

To: Kere Gillette
From: Barry DeBlasio, Recreation Director
Date: 1/12/15
Re: CH 44, Sec. 53E ½ Revolving Accounts (Recreation)

Recreation Department Revolving Fund

The Recreation Department Revolving fund is used primarily to pay for 100% of the part-time/seasonal staff salaries for Recreation Instructors. These positions include all of our recreation program staff, (swimming, art, tennis, basketball, baseball, kayaking, dance, golf, gymnastics, archery, etc.). It also covers the salaries of the referees that are used for different sport events. It also pays the salaries of the part-time employees at the Manomet Youth Center. In addition, the funds are used to pay the full salary and benefits for the Recreation Program Coordinator and the Recreation Assistant and a portion of the Recreation Directors salary & benefits.

The revolving account also pays certain facility expenses for Forges Field and Manomet Youth Center, such as electricity bills, security personnel and certain repair items. All expenses associated with special events are paid for out of this account.

Income that is deposited into the account comes primarily from fees charged for Recreation classes and clinics. Other income includes field rental fees and donations/sponsorships.

It is important to realize that the vast majority of income is collected each year during April, May and June. The vast amount of expenses paid in June, July, August and September of each year.

We are requesting that the fund be re-authorized and the spending cap be set at \$430,000 for FY16 and that any balance at the end of FY16 be carried forward to FY17.

The Recreation Director is authorized to spend out of this fund.

REVOLVING - RECREATION

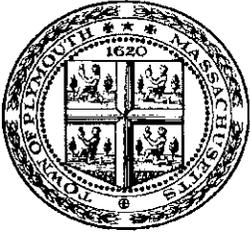
FY16

	Starting balance July 1, 2015 (Projected)	\$665,060
REVENUES:		
	Program Revenue (Class Fees)	\$430,000
	Field Rentals	\$46,000
	TOTAL:	\$476,000
EXPENSES:		
	Full Time Payroll*	\$127,500
	Recreation Program Supervisor	
	Recreation Program Assistant	
	Recreation Director (25%)	
	Part Time/Seasonal Payroll	\$80,000
	Manomet youth center staff	
	Camp staff	
	Referees	
	Swimming instructors	
	Birthday party staff	
	Instructional Services	\$115,000
	All contract employee services	
	Supplies & Materials	\$18,000
	Camp supplies, Field trip , special events, Gymnastics Equip.	
	Printing	\$16,500
	Program Guides	
	Electricity	\$15,000
	Lights at Forges Field (triple E)	
	General Fund	\$41,000
	Full Time Employee Benefits	
	Other	\$17,000
	Credit card processing fees, field maintenace	
	TOTAL:	\$430,000
	Net +/-	\$46,000
	Projected Fund Balance June 30, 2016	\$711,060

SPENDING CAP: \$430,000

NOTES:

*The full time salaries and benefits for the Recreation Program Supervisor & Recreation Assitant are paid out of this account, as well as 25% of the Recreation Directors salary



TOWN OF PLYMOUTH

BOARD OF SELECTMEN / TOWN MANAGER
11 LINCOLN STREET, PLYMOUTH, MA 02360
PHONE (508) 747-1620 EXTENSIONS 106 AND 100
FAX (508) 830-4140

MEMORANDUM

TO: LYNNE BARRETT, DIRECTOR OF FINANCE
MELISSA ARRIGHI, TOWN MANAGER
PAM BORGATTI, BUDGET ANALYST

FROM: MICHAEL GALLA, ASSISTANT TOWN MANAGER

SUBJECT: FY16 CABLE REVOLVING FUNDS (ARTICLE 3); FUND 2602

DATE: JANUARY 20, 2015

Please be advised that the Town Manager's Office is requesting that the Cable Revolving Fund be continued through FY16 and that the Town Manager be authorized to expend up to \$38,000 from this fund (\$5,000 for consulting funds and \$33,000 for relicensing).

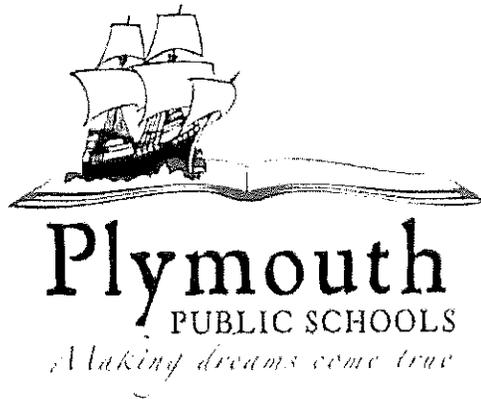
Revolving funds are made up of fees that are collected; however, we need your permission to spend those funds. As at previous town meetings, we will again be asking for \$5,000 to be authorized for appropriation out of the cable revolving account to fund legal/consulting services associated with our cable contract. This represents a standard appropriation amount that has historically represented the amount needed to assist the Town in enforcing compliance issues of the Comcast and Verizon contracts. In addition to that amount, we are requesting \$33,000 for expenses related to relicensing contracts as FY16 will involve contract renewal negotiations.

GARY E. MAESTAS Ed. D.
SUPERINTENDENT OF SCHOOLS

CHRISTOPHER S. CAMPBELL
ASSISTANT SUPERINTENDENT
ADMINISTRATION AND INSTRUCTION

PAMELA A. GOULD Ed. D.
ASSISTANT SUPERINTENDENT
HUMAN RESOURCES

GARY L. COSTIN R.S.B.A.
SCHOOL BUSINESS ADMINISTRATOR



ADMINISTRATION BUILDING
253 SOUTH MEADOW ROAD
PLYMOUTH, MA 02360

TEL. (508) 830-4300
FAX (508) 746-1873

www.plymouth.k12.ma.us

TO: Melissa Arrighi, Town Manager
FROM: Gary L. Costin, School Business Administrator
RE: ATM Warrant Article 3 for FY16
DATE: January 12, 2015

A handwritten signature in black ink, appearing to be "G. Costin", is written over the "FROM:" line of the memo.

Please include the following request in Article 3 on the Fiscal Year 2016 Spring Annual Town Meeting Warrant.

- **Article 3, Chapter 44, Section 53 E 1/2 Revolving Accounts:** Reauthorization for \$ 325,000. SCHOOL COMMITTEE. Explanation: This routine article authorizes a technical studies (culinary, auto, carpentry, child care, cosmetology, etc.) revolving account under Chapter 44, Section 53 1/2. Infrequent wages will be charged to this account (which are paid to staff and students) for additional services related to vocational activities. This provision requires an annual reauthorization by the town meeting. The school district reauthorization request for FY 16 is \$325,000 in total annual expenditures.

ORG	OBJECT	DESCRIPTION	
24020171	500001	TECH REVL PROF/CERT SALARIES	23,000
24020171	500004	TECH REVL CONTR SERV - STUDENT SALARIES	2000
24020171	500006	TECH REVL OTHER EXPENSES - DECA, SKILLSUSA, OSHA	24,000
24020174	500004	TECH REVL CONTRACTED SERVICES - INSTRUCTIONAL	2000
24021700	500005	TECH VOCATIONAL ADMIN - Supplies	75,000
24021710	500005	TECH VOCATIONAL AUTO - Supplies	12,000
24021720	500005	TECH VOCATIONAL CAD - Supplies	2400
24021730	500005	TECH VOCATIONAL CARPENTRY - Supplies	15,600
24021740	500005	TECH VOCATIONAL CHILD CARE - Supplies	7,000
24021750	500005	TECH VOCATIONAL COMP SCIENCE	6,000
24021760	500005	TECH VOCATIONAL COSMETOLOGY - Supplies	12,800
24021770	500005	TECH VOCATIONAL CULINARY - Supplies	90,000
24021780	500005	TECH VOCATIONAL ELECTRICITY - Supplies	7,000
24021800	500005	TECH VOCATIONAL GRAPHIC ARTS - Supplies	18,000
24021810	500005	TECH VOCATIONAL MARINE - Supplies	3,000
24021820	500005	TECH VOCATIONAL MARKETING - Supplies	9,000
24021830	500005	TECH VOCATIONAL METAL FAB - Supplies	2,400
24021840	500005	TECH VOCATIONAL PLUMBING - Supplies	3,000
24021850	500005	TECH VOCATIONAL HEALTH - Supplies	1500
2402ROB6	500006	TECH VOCATIONAL ENGINEERING - Other Expenses Robotics Supplies	9,300
24022020	500007	TECH REVOLVING REVENUE	305,000
2402ROB7	500007	REVENUE - ROBOTICS	20,000
TOTAL REVENUES			325,000
TOTAL EXPENSES			325,000



Town of Plymouth, Massachusetts
Department of Marine and Environmental Affairs

11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



MEMO

To: Lynne Barrett, Director of Finance
From: Kerin McCall, Environmental Technician
Re: Reauthorization of the Plymouth Long Beach Revolving Fund
Date: December 11, 2015

The Plymouth Long Beach Revolving Fund is used for salaries of full-time and seasonal staff, police details, maintenance of Plymouth Long Beach, and implementation of the Plymouth Long Beach Management Plan.

Please see the attached spreadsheets for details of the estimated costs for FY16, including employee salaries and benefits. The estimated costs for seasonal salaries include an increase in the hourly rates to comply with an increase of the minimum wage to \$10.00 per hour in January 2016. For budgeting purposes, the hourly rate for the Natural Resources Officers and the rate steps for the Natural Resources Assistants/Technicians have been increased for May and June of 2016. The percentages between the steps and between the two positions have been maintained. The increased rates will be submitted to Fall 2015 Town Meeting for approval prior to implementation in January 2016.

The revenue sources for this account are the fees for Long Beach 4x4 Stickers and the daily parking fees at Plymouth Beach.

I would like to request that the Plymouth Beach Revolving Fund be reauthorized for FY16, and that the maximum spending cap be set at \$228,700 to provide for beach management and maintenance. The Director of Marine and Environmental Affairs will be authorized to expend these funds.

cc: David Gould, Director of Marine & Environmental Affairs

FY16 Plymouth Long Beach Revolving Fund:

Full Time Salaries		\$42,920.00
Environmental Manager (20%)	\$20,615.00	
Environmental Tech I (33%)	\$22,305.00	
Benefits		\$10,811.00
Police Patrols		\$18,000.00
Seasonal Salaries		\$120,097.78
Natural Resources Assistants	\$79,736.66	
Natural Resources Officers	\$20,240.00	
Natural Resources Technicians	\$20,121.12	
Equipment/Materials		\$21,800.00
Educational Materials	\$5,000.00	
Uniforms	\$1,000.00	
Optical (Binoculars)	\$300.00	
Fencing/Posts	\$3,000.00	
Supplies (twine, tools, signs, etc)	\$4,500.00	
Fill	\$8,000.00	
Storm Damage Contingencies		\$15,000.00
Total Funding Request		\$228,700.00

FY16 Plymouth Long Beach Revolving Fund -- Salaries and Benefits for Full Time Staff

Title	Total Salary	Beach Revolving Fund %	Beach Revolving Fund Salary	Benefits %	Beach Revolving Fund Benefits	Beach Revolving Fund Total
MEA Director	\$103,072.04	20%	\$20,615.00	35%	\$7,215.00	\$27,830.00
Environmental Technician I	\$67,591.28	33%	\$22,305.00	15%	\$3,346.00	\$25,651.00
Uniform Allowance					\$250.00	
Total			\$42,920.00		\$10,811.00	\$53,481.00

FY16 Plymouth Long Beach Revolving Fund-- Estimated Costs for Seasonal Staff

Position	FY16 Jul-Dec 2015	Hourly	Weekly	No. of Weeks	Jul-Dec Total	FY16 Jan-Jun 2016	Hourly	Weekly	No. of Weeks	Jan-Jun Total	FY16 Total	FY15 Budget	Difference FY15 to FY16
Natural Resources Officers													
NRO	na	\$15.30	\$612.00	10	\$6,120.00	na	\$16.67	\$666.67	6	\$4,000.00	\$10,120.00	\$9,792.00	\$328.00
NRO	na	\$15.30	\$612.00	10	\$6,120.00	na	\$16.67	\$666.67	6	\$4,000.00	\$10,120.00	\$9,792.00	\$328.00
												\$20,240.00	
Natural Resources Technicians													
Tech	3	\$10.11	\$404.33	10	\$4,043.28	4	\$11.64	\$465.78	6	\$2,794.67	\$6,837.95	\$6,228.53	\$609.42
Tech	3	\$10.11	\$404.33	10	\$4,043.28	4	\$11.64	\$465.78	6	\$2,794.67	\$6,837.95	\$6,228.53	\$609.42
Tech	2	\$9.51	\$380.26	10	\$3,802.56	3	\$11.01	\$440.44	6	\$2,642.67	\$6,445.23	\$5,953.54	\$491.69
												\$20,121.12	
Natural Resources Assistants													
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
Asst	3	\$10.11	\$404.33	11	\$4,447.61	4	\$11.64	\$465.78	5	\$2,328.89	\$6,776.50	\$6,228.53	\$547.97
Asst	4	\$10.69	\$427.58	11	\$4,703.42	4	\$11.64	\$465.78	5	\$2,328.89	\$7,032.31	\$6,608.78	\$423.53
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
Asst	4	\$10.69	\$427.58	11	\$4,703.42	4	\$11.64	\$465.78	5	\$2,328.89	\$7,032.31	\$6,608.78	\$423.53
Asst	4	\$10.69	\$427.58	11	\$4,703.42	4	\$11.64	\$465.78	5	\$2,328.89	\$7,032.31	\$6,608.78	\$423.53
Asst	3	\$10.11	\$404.33	11	\$4,447.61	4	\$11.64	\$465.78	5	\$2,328.89	\$6,776.50	\$6,228.53	\$547.97
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
Asst	3	\$10.11	\$404.33	11	\$4,447.61	4	\$11.64	\$465.78	5	\$2,328.89	\$6,776.50	\$6,228.53	\$547.97
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
Asst	2	\$9.51	\$380.26	11	\$4,182.82	3	\$11.01	\$440.44	5	\$2,202.22	\$6,385.04	\$5,953.54	\$431.50
												\$79,736.66	
Total NR Seasonal Payroll											\$112,227.74	\$74,233.15	\$5,503.51

CY 2015 Wage Rates

Position	Step	Rate
Natural Resources Techs & Assistants	1	9.1800
	2	9.5064
	3	10.1082
	4	10.6896
Natural Resources Officers	na	15.3000

CY 2016 Min. Wage Increased to \$10

Position	Step	Rate
Natural Resources Techs & Assistants	1	10.0000
	2	10.3556
	3	11.0111
	4	11.6444
Natural Resources Officers	na	16.6667

TOWN OF PLYMOUTH

Department of Public Works
11 Lincoln Street
Plymouth, Massachusetts 02360

MEMO

To: Lynne Barrett, Director of Finance

From: Ted Bubbins, Cemetery Superintendent

Ref: FY 2016 Cemetery Revolving Fund Reauthorization

Date: December 30, 2014

The cemetery revolving fund named Cemetery Repairs and Beautifications has a current balance of \$106,357. I am requesting the reauthorization of the spending cap to be set at \$13,000 for fiscal year 2016. The funds requested for reauthorization are used for cemetery needs. These needs may include specialized equipment such as a crane for tree removal or purchase of materials for needed road, fence, lot, headstone or water repairs. Funds accredited to this account come from the sale of cemetery foundations and the cemetery superintendent has the authority to expend these funds for cemetery needs. Salaries are not paid from this account.

Anticipated receipts to this account for fiscal year 2016 are \$18,000

Appropriations and expenditures:

Fiscal Year	Receipts	Expenditures	Authorized Spending
2012	\$12,500	\$6,860	\$7,000
2013	\$14,500	\$7,120	\$8,000
2014	\$17,275	\$9,154	\$10,000
2015 7/2014-12-2014	\$14,650	\$3045	\$12,000

To: Kere Gillette, Finance Dept
From: Conni DiLego, Director of Elder Affairs-COA
CC: Lynne Barrett, Finance Director
Date: 01/07/2015
Re: Revolving Funds

The following revolving accounts are for the use in the Council on Aging Department.

2622-541 – Council on Aging Programs Fund

1. Identified as relating to the Council on Aging programs for contractual services related to senior programs and activities for senior citizens. Payments are made to each instructor for such programs and activities.
2. The departmental receipts credited to this fund shall be those identified as relating to the Council on Aging programs and activities.
3. Authorized to expend from such fund: Dinah O'Brien, Director of Community Services; Conni DiLego, Director of Elder Affairs; Donna Souza, COA Admin Assist.
4. The total amount that may be expended from this account - \$45,000.
5. There are no salaries or benefits paid from this fund.

2626-541- Meals on Wheels and congregate meal program –

1. Title III Nutrition Program for seniors; all payments to Old Colony Elder Services for meals.
2. The departmental receipts credited to this fund shall be those identified as relating donations for the Council on Aging Meals on Wheels and congregate meal program
3. Authorized to expend from such fund: Dinah O'Brien, Director of Community Services; Conni DiLego, Director of Elder Affairs; Donna Souza, COA Admin Assist.
4. The total amount that may be expended from such fund - \$30,000.
5. There are no salaries or benefits paid from this fund.



Town of Plymouth
Fire Department
114 Sandwich Street
Plymouth, Massachusetts 02360
508-830-4213
Fax 508-830-4174

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 23, 2014

RE: Reauthorization of Fire Safety and Prevention Revolving Account FY 2016

In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of the Fire Safety and Prevention account.

The revenues from this account are to cover the costs to;

- support public fire and life safety education through the S.A.F.E. Program (Student Awareness of Fire Education),
- Identify and provide counseling and education of youths who light fires through the Juvenile Fire Setters Intervention Program
- Continue funding ½ the year's salary and benefits of a clerical position (Administrative Assistant C5) which supports the Fire Prevention Division.
- Supplies, materials and equipment used by Fire Prevention personnel.
- Purchase department safety and rescue equipment

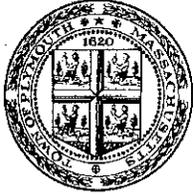
The receipts that are deposited into this account are from fees of new permits and inspections, fees for plan reviews, 21E searches and other similar fire prevention requests.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$125,000.00.

Plymouth Fire Department
Anticipated Revolving Account Appropriations

Fire Safety and Prevention	Org	Obj	Amount
Revenue	26242200	434000	70,175
Inspection fees/plan reviews			
 Personal Services			
Salaries & Wages	26242205	511001	22,175
Overtime	26242205	513000	4,100
Fringe Benefits	26242205	515000	7,395
 Expenses			
Purchase & Services	26242206	520000	
Meetings & Education & Training	26242206	530101	3,100
Legal Services	26242206	530500	
Telephone	26242206	534000	
Supplies & Materials	26242206	540000	32,905
Dues & Memberships	26242206	573000	500
Trs to General Funds	26242206	596000	



Town of Plymouth
Fire Department
114 Sandwich Street
Plymouth, Massachusetts 02360
508-830-4213
Fax 508-830-4174

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 23, 2014

RE: Reauthorization of Fire Alarm Master Box Revolving Account FY 2016

In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of the Fire Alarm Master Box Fees and Licensing account.

The revenues from this account are to cover the costs of maintaining the current fire alarm master-box system and the costs of the radio communication system which extends throughout the town.

The revenues will also allow for the expansion and updating of these systems as needs arrive.

The revenues from this account are to cover the costs to;

- Overtime costs incurred in the use of fire and police personnel to assist with road details
- Equipment and supplies to maintain the radio boxes and hardwired systems
- Repairs from motor vehicle accidents and other maintenance issues and repairing and replacement of equipment
- Funding 40% the year's salary and benefits Fire Alarm Superintendent, PS-6.
- Supplies, materials and equipment used to maintain the Department's radio systems.

The receipts that are deposited into this account are from licensing Alarm Technicians, fees due to nuisance false alarms, and yearly fees for Master Box connections.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund is \$75,000.00.

Plymouth Fire Department
 Anticipated Revolving Account Appropriations

Fire Alarm Services	Org	Obj	Amount
Revenue			
Fees - master boxes /short arm	2625220	434000	68,100
Reimbursement Fees		484002	
 Personal Services			
Salaries & Wages	26252205	511001	40,556
Overtime	26252205	513000	3,200
Fringe Benefits	26252205	515000	9,197
 Expenses			
<i>Purchase & Services</i>	26252206	520000	
<i>Meetings & Education & Training</i>	26252206	530101	
<i>Supplies & Materials</i>	26252206	540000	15,147
<i>Trs to General Funds</i>	26252206	596000	



Town of Plymouth
Fire Department
114 Sandwich Street
Plymouth, Massachusetts 02360
508-830-4213
Fax 508-830-4174

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 23, 2014

RE: Authorization of Local Haz Mat Revolving Account FY 2016

In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of a revolving account called Local Haz Mat Program.

The revenues from this account are to cover costs to replace, repair or purchase equipment and supplies used during the mitigation of hazardous materials incidents.

The receipts that will be deposited into this account will be fees collected from responsible parties when the Fire Department responds to and mitigates hazardous materials incidents in Plymouth and when responding to mutual aid calls in other municipalities.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$60,000.00.

Plymouth Fire Department
Anticipated Revolving Account Appropriations

Local Hazmat Program	Org	Obj	Amount
Revenue	2228220	484002	1,350
Expenses			
<i>Repair & Maintenance Equip</i>	22282207	5244000	800
<i>Hazmat Supplies – speedy dry & other absorbents materials</i>	22282207	5530007	550



Town of Plymouth
Fire Department
114 Sandwich Street
Plymouth, Massachusetts 02360
508-830-4213
Fax 508-830-4174

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 23, 2014

RE: Revolving Account for the Cedarville Community Center FY 2016

In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of The Cedarville Community Center Maintenance Revolving Account.

The revenue into this account is the fees collected from the hourly rental fees for the use of the Cedarville Community Center. The Town currently collects an hourly rate for the use of the room, town committees and boards are exempt from the rental fees.

The funds will be used to pay for regular cleaning of the facility as well as to replace, repair or purchase supplies used for the cleaning and up-keep of the Community Room.

The EOC project included complete renovations to the Community Room, this was completed July 2011. This fund will ensure we are able to keep the room in great condition.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$12,000.00.

Plymouth Fire Department
Anticipated Revolving Account Appropriations

Cedarville Community Room	Org	Obj	Amount
Revenue			
Rental Income	2621220	436000	1200
Expenses			
Purchases of Services	26212207	520000	585
Supplies & Materials	26212207	540000	615

Memo

To: Kere Gillette
From: Barry DeBlasio, Recreation Director
Date: 1/12/15
Re: CH 44, Sec. 53E ½ Revolving Accounts (Memorial Hall)

Memorial Hall Revolving Fund

The Memorial Hall Revolving fund is used primarily to pay for custodial overtime and minor hall improvements. In addition, 50% of the salary for the Memorial Hall Manager and respective benefits will be charged to the account. Income that is deposited into the account comes primarily from rental fees & custodial reimbursements from scheduled events.

We are requesting the re-authorization of this account.

We are requesting that the spending cap be set at \$110,000 for FY16 and that any balance at the end of FY16 be carried forward to FY17. The individuals authorized to spend out of this account are the Recreation Director, DPW Director & Assistant Director.

Department of Public Works
REVOLVING - MEMORIAL HALL
Dept 630 - Org 2623

FY16

Starting balance July 1, 2015 (Projected)	\$290,431
--	------------------

REVENUES:

Rental Income	\$100,000
Custodial Reimbursement	\$42,000
Alcohol sales split	\$15,000
TOTAL:	\$157,000

EXPENSES:

Manager Salary (50%)	\$32,811
Custodial Payroll	\$41,000
Purchase of Service	\$6,000
General Fund Transfer (benefits)	\$8,500

TOTAL:	\$88,311
---------------	-----------------

NET: \$68,689

Projected Fund Balance June 30, 2016	\$359,120
---	------------------

SPENDING CAP: \$110,000



TOWN OF PLYMOUTH

DEPARTMENT OF PUBLIC WORKS

159 Camelot Drive
Plymouth, Massachusetts 02360

FAX: (508) 830-4165

MEMO

To: Lynne Barrett, Director of Finance
From: Dennis Westgate, Asst. DPW Director 
Re: Reauthorization of the Compost Bin Revolving Fund
Date: January 6, 2015

The Compost Bin Revolving Fund was established to maintain the Solid Waste Division's Compost Bin Program. The program was set up through a grant of start up funds from the MA Department of Environmental Protection. The initial grant, and any future grants that may be received, requires that the Bin Program operate through an independent account, and that funds received be used to purchase additional compost bins. Monies credited to this account come from payments collected from residents for the purchase of compost bins.

I would like to request that the Compost Bin Revolving Fund be reauthorized for FY 2016 and that the spending cap be set at \$5,160 so that compost bins can be reordered as needed to maintain the program. This amount will allow for the purchase of 120 compost bins. When these bins are sold, \$5,160 will be collected. This revolving funds falls under the authority of the Director of Public Works.

cc: Jonathan Beder, Public Works Director
Kere Gillette, Budget Analyst



Memo

To: Kere Gillette
From: Barry DeBlasio, Recreation Director
Date: 1/12/15
Re: CH 44, Sec. 53E ½ Revolving Accounts (Hedges Pond)

Hedges Pond Revolving Fund

The Hedges Pond Revolving fund is used primarily to pay for seasonal operational expenses for the facility. Excess funds will be used for future capital improvements. Income that is deposited into the account comes primarily from program fees and day camp program. Other income will include daily parking fees, special event & rental fees.

We are requesting that the spending cap be set at \$40,000 for FY16 and that any balance at the end of FY16 be carried forward to FY17. The individuals authorized to spend out of this account are the Recreation Director.

Department of Public Works
REVOLVING - HEDGES POND
 Dept 630 - Org 2617

	FY16
Starting balance July 1, 2015 (Projected)	\$102,618
REVENUES:	
Parking Fees	\$3,800
Program Income	\$40,000
<hr/>	
TOTAL:	\$43,800
EXPENSES:	
Seasonal Staff	\$17,500
Half Day Program supplies	\$1,000
Other	\$1,200
<i>Well monitoring expense</i>	
<hr/>	
TOTAL:	\$19,700
NET:	\$24,100
Projected Fund Balance June 30, 2016	\$126,718
SPENDING CAP:	\$40,000

NOTES:

The parking fees consist of vehicles that pay the daily rate to use the facility. 80% of users are Plymouth Residents and purchase seasonal beach sticker.



Town of Plymouth, Massachusetts
Department of Marine and Environmental Affairs

11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



MEMO

To: Lynne Barrett, Director of Finance

From: David Gould, Marine and Environmental Affairs Director

Re: Conservation Land Revolving Fund

Date: December 11, 2014

The Department of Marine and Environmental Affairs respectfully requests re-authorization of the Conservation Land Revolving Fund. This fund was established by the approval of Article 16B of the 2013 Spring Annual Town Meeting. Proceeds from the harvest and/or lease of the Center Hill Cranberry Bog are utilized for the care and maintenance of land acquired with Community Preservation Act funds including but not limited to signage, access and other capital improvements. Spending authority is with the Director of Marine and Environmental Affairs in consultation with the Community Preservation Committee.

We would request the FY 2016 cap on expenditures be set at \$1,000.00. Thank you.

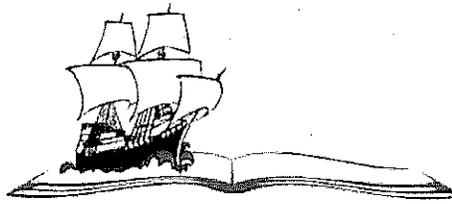
C: Pamela Borgatti, Budget Analyst

GARY E. MAESTAS Ed, D.
SUPERINTENDENT OF SCHOOLS

CHRISTOPHER S. CAMPBELL
ASSISTANT SUPERINTENDENT
ADMINISTRATION AND INSTRUCTION

PAMELA A. GOULD Ed, D.
ASSISTANT SUPERINTENDENT
HUMAN RESOURCES

GARY L. COSTIN R.S.B.A.
SCHOOL BUSINESS ADMINISTRATOR



Plymouth
PUBLIC SCHOOLS
Making dreams come true

ADMINISTRATION BUILDING
253 SOUTH MEADOW ROAD
PLYMOUTH, MA 02360

TEL. (508) 830-4300
FAX (508) 746-1873

www.plymouth.k12.ma.us

TO: Melissa Arrighi, Town Manager
FROM: Gary L. Costin, School Business Administrator
RE: ATM Warrant Article 3 for FY16
DATE: January 12, 2015

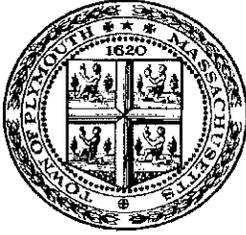
A handwritten signature in black ink, appearing to be "G. Costin", is written over the "FROM:" line of the memo.

Please include the following request in Article 3 on the Fiscal Year 2016 Spring Annual Town Meeting Warrant.

- **Article 3, Chapter 44, Section 53 E 1/2 Revolving Accounts:** Authorization for \$ 100,000. SCHOOL COMMITTEE. Explanation: This article authorizes a school custodial details revolving account under Chapter 44, Section 53 1/2. Overtime salaries related to building usage will be charged to this account. This provision requires an annual reauthorization by the town meeting. The school district reauthorization request for FY 16 is \$100,000 in total annual expenditures.

CUSTODIAL REVOLVING ACCOUNT

	FY 2016 EXPENSES	FY 2016 REVENUE
MT PLEASANT ELEM SCHOOL		
24980102 500007 MT PLEASANT CUST REVENUE		\$ -
24980103 500003 MT PLEASANT CUSTODIAL SAL	\$ -	
COLD SPRING ELEMENTARY SCHOOL		
24980502 500007 COLD SPRING CUST REVENUE		\$ 166
24980503 500003 COLD SPRING CUSTODIAL SAL	\$ 166	
FEDERAL FURNACE ELEM SCHOOL		
24980602 500007 FEDERAL FURNACE CUST REVENUE		\$ 648
24980603 500003 FEDERAL FURNACE CUST SALARIES	\$ 648	
INDIAN BROOK ELEMENTARY SCHOOL		
24980802 500007 IND BROOK CUST REVENUE		\$ 1,250
24980803 500003 IND BROOK CUSTODIAL SALARIES	\$ 1,250	
MANOMET ELEMENTARY SCHOOL		
24980902 500007 MANOMET CUSTODIAL REVENUE		\$ 1,500
24980903 500003 MANOMET CUSTODIAL SALARIES	\$ 1,500	
NATHANIEL MORTON ELEM SCHOOL		
24981002 500007 NATH MORTON CUSTODIAL REV		\$ 953
24981003 500003 NATH MORTON CUSTODIAL SALARY	\$ 953	
SOUTH ELEMENTARY SCHOOL		
24981202 500007 SOUTH EL CUSTODIAL REVENUE		\$ 431
24981203 500003 SOUTH EL CUSTODIAL SALARIES	\$ 431	
WEST ELEMENTARY SCHOOL		
24981402 500007 WEST CUSTODIAL REVENUE		\$ 1,050
24981403 500003 WEST CUSTODIAL SALARIES	\$ 1,050	
PLYMOUTH COMMUNITY INTRM SCHL		
24982102 500007 PCIS CUSTODIAL REVENUE		\$ 16,106
24982103 500003 PCIS CUSTODIAL SALARIES	\$ 16,106	
PLYMOUTH SOUTH MIDDLE SCHOOL		
24982202 500007 PSMS CUSTODIAL REVENUE		\$ 18,463
24982203 500003 PSMS CUSTODIAL SALARIES	\$ 18,463	
PLYMOUTH NORTH HIGH SCHOOL		
24983102 500007 PNHS CUSTODIAL REVENUE		\$ 49,510
24983103 500003 PNHS CUSTODIAL SALARIES	\$ 49,510	
PLYMOUTH SOUTH HIGH SCHOOL		
24983202 500007 PSHS CUSTODIAL REVENUE		\$ 9,923
24983203 500003 PSHS CUSTODIAL SALARIES	\$ 9,923	
GRAND TOTAL	\$ 100,000	\$ 100,000



TOWN OF PLYMOUTH

BOARD OF SELECTMEN / TOWN MANAGER
11 LINCOLN STREET, PLYMOUTH, MA 02360
PHONE (508) 747-1620 EXTENSIONS 106 AND 100
FAX (508) 830-4140

MEMORANDUM

TO: LYNNE BARRETT, DIRECTOR OF FINANCE
MELISSA ARRIGHI, TOWN MANAGER
PAM BORGATTI, BUDGET ANALYST

FROM: MICHAEL GALLA, ASSISTANT TOWN MANAGER

SUBJECT: FY16 1820 COURTHOUSE MAINTENANCE REVOLVING FUND

DATE: JANUARY 20, 2015

Please be advised that the Town Manager's Office is requesting that the 1820 Courthouse Maintenance Revolving Fund be continued through FY16 and that the Town Manager be authorized to expend up to \$1 from this fund.

2015 ANNUAL TOWN MEETING

April 11, 2015

ARTICLE 8:

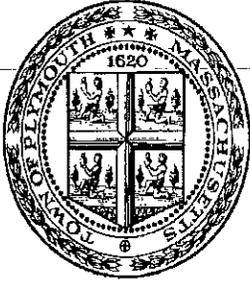
To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the repair and/or purchase and/or lease and/or replacement of departmental equipment for the various departments substantially as follows:

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 MIRCS 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

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 1/30/2015

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 - Aconis Imaging Software	1	\$2,000.00	\$2,000.00	
155	Information Tech.	Police - PC for MIRCS 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	\$26,000.00	
220	Fire	Self Contained Breathing Apparatus Cylinder (*)	20	\$748.00	\$14,960.00	
220	Fire	Portable Radio (*)	6	\$2,492.00	\$9,968.00	
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	\$0.00	
422	DPW-Operations	Maint - Portable Cutting Torch	1	\$850.00	\$850.00	

DEPT #	DEPARTMENT	EQUIPMENT	EACH	REQUEST	TOWN MGR RECOMMENDS	FUNDING SOURCE
425	DPW-Operations	Fleet - Pressure Washer (*)	1 \$5,277.00	\$5,277.00	\$5,277.00	
425	DPW-Operations	Fleet - Tire Changer (*)	1 \$13,826.00	\$13,826.00	\$13,826.00	
425	DPW-Operations	Fleet - Tire Balancer (*)	1 \$10,905.00	\$10,905.00	\$10,905.00	
425	DPW-Operations	Fleet - Stick Welder	1 \$6,000.00	\$6,000.00	\$6,000.00	
425	DPW-Operations	Fleet - Welding Helmets	4 \$335.00	\$1,340.00	\$0.00	
427	Marine & Env. Affairs	HM - Acoustic Buoys	2 \$2,000.00	\$4,000.00	\$4,000.00	White Shark Con
427	Marine & Env. Affairs	HM - Small Outboard Motor	1 \$4,000.00	\$4,000.00	\$4,000.00	Waterways Uses
427	Marine & Env. Affairs	HM - Re-Power Safe Boat (*)	1 \$36,000.00	\$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	\$3,750.00	Waterways Impr
433G	DPW-Solid Waste	8 Yd. Containers (*)	6 \$1,500.00	\$9,000.00	\$9,000.00	
433G	DPW-Solid Waste	4 Yd. Containers	6 \$1,000.00	\$6,000.00	\$6,000.00	
440	DPW-Utilities	Sewer - Rigid Inspection Camera (*)	1 \$8,000.00	\$8,000.00	\$8,000.00	Sewer Enterprise
440	DPW-Utilities	Sewer - Monitoring System (*)	1 \$6,592.00	\$6,592.00	\$6,592.00	Sewer Enterprise
490	DPW-Operations	Crematory - Chamber Floor in Unit 3 (*)	1 \$8,500.00	\$8,500.00	\$8,500.00	
491	DPW-Operations	Cemetery - 52" Hydro Mower (*)	1 \$6,450.00	\$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	\$8,500.00	Perpetual Care
491	DPW-Operations	Cemetery - Weed Wackers (*)	4 \$400.00	\$1,600.00	\$1,600.00	
492	DPW-Grounds & Rec	Parks - 36" Walk Behind Mower (*)	1 \$5,534.00	\$5,534.00	\$5,534.00	
492	DPW-Grounds & Rec	Parks - 72" Zero Turn Mower (*)	1 \$11,791.00	\$11,791.00	\$11,791.00	
492	DPW-Grounds & Rec	Parks - Split Rim Beach Tires	4 \$600.00	\$2,400.00	\$2,400.00	
492	DPW-Grounds & Rec	Parks - 18' Equipment Trailer (*)	1 \$6,600.00	\$6,600.00	\$6,600.00	
492	DPW-Grounds & Rec	Parks - Weed Wackers (*)	3 \$400.00	\$1,200.00	\$1,200.00	
492	DPW-Grounds & Rec	50' Flag Pole at West Rec Ball Fields	1 \$8,500.00	\$8,500.00	\$8,500.00	
630	DPW-Grounds & Rec	Rec - Rescue Board (*)	2 \$1,500.00	\$3,000.00	\$3,000.00	
630	DPW-Grounds & Rec	Rec - Emergency Radio (*)	4 \$300.00	\$1,200.00	\$1,200.00	
695	1749 Court House	Window Shades	10 \$100.00	\$1,000.00	\$1,000.00	
			SUB-TOTAL	\$792,278.40	\$678,693.00	
			-100% Perpetual Care	(\$14,950.00)	(\$14,950.00)	
			-100% Sewer Enterprise Fund	(\$14,592.00)	(\$14,592.00)	
			-100% Waterways Uses Acct	(\$43,750.00)	(\$43,750.00)	
			-100% White Shark Conservancy	(\$4,000.00)	(\$4,000.00)	
			TOTAL	\$714,986.40	\$601,401.00	

* indicates replacement item

FY15 Appropriation - \$629,828

ADVISORY AND FINANCE COMMITTEE
MEETING MINUTES
January 13, 2015



ADVISORY & FINANCE COMMITTEE

The following joint meeting of the:

- Board of Selectmen
- Advisory & Finance Committee
- School Committee

has been posted and will be held

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

On: Tuesday, January 13, 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:

7:00 PM FY 16 Budget Hearing (Joint Meeting)

While the Board of Selectmen did hold their meeting it did not turn out to be a joint meeting at all. The Selectmen never allowed the Advisory & Finance Committee to declare their meeting open. The Selectmen said there would be no discussion with Advisory & Finance on the budget. The Selectmen simply presented their budget and voted on their budget.
Therefore Advisory & Finance did not meet on January 13, 2015 as posted.

Respectfully submitted,

Kere Gillette

**ADVISORY AND FINANCE COMMITTEE
MEETING MINUTES
January 14, 2015**

A meeting of the Advisory & Finance Committee was held on Wednesday, January 14, 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:**
Cornelius Bakker, Kevin Canty, Richard Gladdys, Michael Hanlon, 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:**
Harry Helm

AGENDA ITEMS

RESERVE FUND TRANSFER REQUEST

Chad Hunter, Harbor Master, requested a Reserve Fund Transfer of \$3,632 to pay for the repair of a raw water pump on the Harbormaster MU-1 (Protector). Water was leaking through the mechanical seal. They tried several times to reseal it but it continued to leak and caused the metal to deteriorate. Brewer Marine is able to do the work for \$3,632. The current balance of the Repair and Maintenance line item is \$1,930.01 which will not cover the cost of the repair. This vessel is the only TOP vessel that is in the water year round ready to respond to emergencies, patrol and maintain the harbor during the coldest months so it is imperative that it be repaired.

Questions:

- What caused it to break? (K Lynch) Over time the seal breaks down and the metal deteriorates when it comes in contact with the salt water.
- Is it under warranty? (K Lynch) It is 10 years old and is not under warranty.
- Did you receive any other estimates other than Brewer Marine? (R Gladdys) There are only 2 Yan Mar dealers in the area, Brewer Marine in Plymouth and Long Point Marine in Duxbury, both are similar in price and Long Point is considerably farther away. Brewer did discount he price of the pump from \$2,900 to \$1,985 for the pump alone. So we decided to go with Brewer.

Michael Hanlon made a motion to approve the Reserve Fund Transfer Request of \$3,632 to the Harbor Master to pay for the repair. Christopher Merrill, second. The motion carries unanimously (13-0-0).

ANNUAL TOWN MEETING ARTICLE PRESENTATIONS

Article 11: Town Promotion Fund

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

BOARD OF SELECTMEN

Lee Hartmann, Director of Planning & Development, presented Article 11. Paul Cripps, Executive Director of Destination Plymouth, was also in attendance to answer questions. Tourism is a large revenue generator for Plymouth, generating \$350 million per year. \$20 million of that is from hotel/motel room sales. In 1993 Plymouth successfully petitioned the state for special legislation to allow 45% of the hotel/motel room tax to be used to promote Plymouth, the other 55% going to the General Fund. For every dollar generated from this tax, \$4-5 is matched from the members of Destination Plymouth. Very few towns make this type of investment in tourism.

In 2015, the receipts collected through the 6% Hotel/Motel Tax totaled \$1,190,753.88, 45% of which goes into the Promotion Fund. Therefore the total FY16 funding to be approved for the Town Promotions budget is \$535,839. The Visitor Services Board oversees expenditures from the Promotion Fund. Estimated costs include:

- Promotions contract with Destination Plymouth: \$222,000
- Operations contract for Water Street Visitors Information Center: \$ 42,000
- Public improvements (including \$10,000 towards new Town Hall): \$ 53,584
- Salaries: \$ 600
- Event funding and additional marketing: \$172,655
- Distinguished visitors: \$ 5,000
- 2020 celebrations: \$ 40,000
- Total: \$535,839

Questions:

- Where is the Water Street Visitors Center? (K Hennessey) By the Memorial Hall parking lot, next to Al's, not to be confused with the small booth by Isaac's. The Water Street Visitors Center is fairly large and has male and female restrooms.
- Are there plans for the Visitors Center on Route 25 to reopen? (C Stevens) Cape Cod Chamber handles that building and reopening may depend on state funding.
- Who decides on which events receive funding and how much? (S Joyce) The Visitors Service Board decides and they try to spread the funding around. Organizations that receive funding must be non-profit whose purpose is creating events in Plymouth and they must guarantee a 4 to 1 match (for every dollar they receive from the Promotion Fund, they receive a minimum of \$4 from elsewhere).
- Is the contract with Destination Plymouth a multi-year contract? (C Merrill) Yes it is a three year contract and goes out to bid every three years.

Michael Hanlon made a motion to recommend Article 11 appropriating \$535,839 for the Town Promotion Fund. Kevin Hennessey, second. The motion carries unanimously (13-0-0).

Article 17: Transfer Parcel to Affordable Housing – Cutter Drive

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

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

Or take any other action relative thereto.

AFFORDABLE HOUSING

Lee Hartmann, Director of Planning & Development, presented Article 17 and started with a quick overview of Affordable Housing in Plymouth. State law requires that 10% of housing must be affordable and if a town does not meet that minimum it is susceptible to 40B housing developments. We are not at 10% but are working towards that goal to minimize our exposure to that law. The median income in Plymouth for a family of 4 is \$94,100. 48% of Plymouth families are considered low to moderate income. The median house price in Plymouth is \$308,000, families must make a minimum of \$83,236 to afford a house at that price. If they make 80% of that, or \$67,750, the maximum house price they can afford is \$248,000. Keep in mind these are working families.

Article 17 asks that a lot the Town owns be transferred to the care and custody of the Affordable Housing Trust. The current house, at 17 Cutter Drive in Ocean Air, has been destroyed twice by fire and is boarded up. They will demolish the current house, secure the site, build a new house, put a deed restriction on it as affordable housing, and then sell it. There will not be a request for any funding. This is a great way to take care of a neighborhood problem at no cost to the town.

Questions:

- Where does the funding come from? (M Hourahan) It comes from the Affordable Housing Trust and from community development grants from the federal government.
- Where does Plymouth stand with the state law requiring 10%? (C Merrill) We are at 3 ½% which is below the middle rank wise compared to other towns.
- What is the state time line? (C Merrill) Everything we do helps, we just need to illustrate that we are working towards that goal.
- What is the lot worth? (H Salerno) The land is valued at \$100,000.
- We are at 3 ½% and the goal is 10%, who is responsible for reaching that and is there a plan to progress aggressively? The Planning Board and Planning Department are responsible and are looking at every possibility, including partnering with Habitat for Humanity. To reach the 10% it will require thousands more units.
- How do other towns reach 10%? (K Lynch) Not sure any suburbs that have reached it. It is much easier in urban areas with higher density.
- Is it true modular houses are not included in the state's count? (M Hanlon) Yes, the state does not count mobile homes on wheels towards the 10%, and there are a lot of mobile homes in Plymouth.
- To request the state to count those would we need to contact our legislators and have them make the request? (K Lynch) Yes
- Regarding the deed restriction, if a family's income increases past the maximum allowed level can they stay in the house? (K Canty) Yes, as long as they were eligible when they purchased the home they can stay in the home.
- Doesn't a bank have a lien on the property? (J Moody) Either there was no lien to begin with or a bank chose not to enforce the lien.
- Is there an opportunity to do this with other vacant houses? (K Lynch) If a house is vacant a bank usually owns it and pays taxes on it, if taxes are not paid then the town can take the property.

Michael Hourahan made a motion to recommend Article 17. Michael Hanlon, second. The motion carries unanimously (13-0-0).

Article 1: Elections & Annual Business Meeting

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

One Selectman for three years; One Selectman for one year; Three members of the Plymouth School Committee for three years; One member of the Planning Board for five years and One Member of the Planning Board for three years; One member of the Redevelopment Authority for five years; One member of the Housing Authority and also a total of Forty-eight (48) Town Meeting Members, Three members from each precinct for three years, One member from Precinct 7, One member from Precinct 11, and One member from Precinct 13 for one year;

Further, and in the name of the Commonwealth, you are directed to notify and warn the Inhabitants of Plymouth qualified to consider and vote on articles at the Annual Business Meeting of the Town of Plymouth to meet at Plymouth North High School, on Saturday, the Eleventh Day of April, 2015, at 8:00AM to act on the following articles to wit:

John Moody reported that there is no vote needed with Article 1. We just wanted to review it and note that it sets the stage for Town Meeting.

Article 2: Reports of Boards/Officers/Committees

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

BOARD OF SELECTMEN

John Moody reported that Article 2 is an annual housekeeping type article. Approval of this article is required for the Town to accept reports from boards and committees.

Christopher Merrill made a motion to recommend Article 2. Michael Hanlon, second. The motion carries unanimously (12-0-1). Kevin Lynch, abstained.

Article 4: Continuation of Committees

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

BOARD OF SELECTMEN

John Moody reported that Article 4 is also an annual housekeeping type article. Committees are reviewed periodically and come up for renewal every three years. There are three committees up for renewal this year: the West Plymouth Steering Committee, the Manomet Steering Committee, and the Plymouth Harbor Committee.

Michael Hanlon made a motion to recommend Article 4. Cornelius Bakker, second. The motion carries unanimously (13-0-0).

Article 6: Salaries of Elected Town Officials

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

BOARD OF SELECTMEN

John Moody reported that this is another article that appears annually. In the meeting packet there is a memo from Assistant Town Manager, Michael Galla, requesting the same salaries in FY16 as FY15 for elected Town Officials.

Questions:

- Why did their salaries increase so much several years ago? (K Lynch) John Moody said that at that time a survey had been done to see what area towns were paying their elected officials. Marc Sirrico pointed out that the salaries also changed in response to the elected officials losing their health care benefits.

Michael Hanlon made a motion to recommend Article 6. Harry Salerno, second. The motion carries unanimously (13-0-0).

PUBLIC COMMENT

None

OLD / NEW / OTHER BUSINESS

Annual Town Report

Chairman John Moody reported that all departments and committees prepare a report and provide it to the Town Clerk to be published in the Annual Town Report. Chairman Moody shared a draft of his report and asked for feedback before it goes to print. He also said that Town Clerk, Laurence Pizer, has asked that committees vote to approve their reports.

Discussion/Questions:

- Can we have 7 days to review? (K Lynch) No, report is past due.
- Regarding "lackluster commercial growth", it is important to note that the last 2 Town Meetings had articles proposing raising height restrictions and both articles were voted down. (C Stevens). Taxes will be raised annually if we do not pass raising the height restrictions. (C Merrill). That point really must be driven home. (C Stevens). John Moody will add it to his report and noted that there is a group that is passionate about Plymouth maintaining its small town feel and are concerned about the impact that taller buildings will have on that feel.
- Is it appropriate to put the impact of dollar amounts, tax rate impact, of projects coming online in next few years? (S Joyce)
- Or maybe a possibility of a different commercial tax rate? (S Joyce) John Moody said that split tax rates are complex. Since 78% of tax base is residential, shifting the burden to the 22% commercial/industrial base would be significant, would have to double the commercial/industrial rate just to drop the residential rate by 10 cents.
- Interesting to learn at Selectmen meeting that the state is no longer going to fund charter schools. (S Joyce)
- Likes the use of words "lackluster commercial growth", as a commercial real estate broker knows businesses avoid coming to Plymouth because of all of the hoops they have to jump through to get permits to open a business in this town so they are crossing border where it is easier and cheaper to open a business. (R Gladdys)
- Of the 22% commercial/industrial, is the power plant in that? (E Kusmin) Lynne Barrett, Director of Finance, said that yes Entergy is 7% of that 22%.

- There was discussion about emailing suggestions for report, possibility of emailing approval, the lack of transparency that might cause, sharing vote at next meeting, and it was finally decided that the best way to proceed would be for the committee to vote to authorize Chairman Moody to finalize and submit the report to the Town Clerk.

Harry Salerno made a motion to authorize Chairman Moody to finalize the report based on feedback received and submit the final report to the Town Clerk. Michael Hanlon, second. The motion carries unanimously (13-0-0).

Committee Liaison Updates

Capital Improvement Committee: Ethan Kusmin reported that he attended that Capital Improvement Committee meeting. It was an all day meeting where they reviewed all of the capital requests from each department (items over \$15,000 with a minimum 5 year life span). The committee hears all the requests and then ranks them. He said it was a great education but difficult to take the money out of consideration and rank based on the merit/value of the item and how it compares to the other items. Lynne Barrett added that the committee has a set of criteria to help them such as safety, age, deterioration, etc. They look at how important a project is and how it fits within the community. The Town Manager looks very closely at the CIC rankings when coming up with her recommendations.

Charter Review Committee: Kevin Lynch attended the Charter Review Committee meeting as an observer. He said there was a lot of interesting discussion. He hopes to attend more of their meetings.

Plymouth Growth & Development Corporation: Michael Hanlon reported that he has not been able to attend a meeting since November because they meet at the same time as Advisory & Finance usually. The group did not receive the TIGER Grant that they were hoping to receive for the parking garage project behind Memorial Hall. They are going to apply again and are still moving forward with the design. They are also looking ahead to where a second parking garage might make sense.

Revenue Ideas Taskforce: John Moody said that the Revenue Ideas Taskforce is working on their next 5 recommendations. They are looking into SILOTS and GILOTS as a possible way to receive something on a voluntary basis from organizations that don't pay property taxes. SILOT is Service In Lieu of Taxes and GILOT is Gift in Lieu of Taxes. They are a 9 member committee, with only 6 active members.

Budget Review Process and Suggested Schedule

John Moody reported that the Board of Selectmen approved their FY 2016 budget last night. He handed out a budget review process and suggested schedule. Final subcommittee reports are due by February 19th. Subcommittee Chairs will be making presentations at our public hearing on February 25th. John Moody will email the subcommittee report template to the Chairs. Michael Hanlon will email the preferred format for revolving accounts.

Chairman Moody thanked the Advisory and Finance Committee members for attending last night's budget presentation at the Board of Selectmen's meeting. He asked members if they had any thoughts or comments about the meeting or budget presentation.

- Kevin Hennessey is going to be diving in to the health insurance premiums to see what he can discover there. Lynne Barrett said that the premiums are increasing 12% which correlates with a 7 ½% increase in the member insurance budget overall.
- Charles Stevens says that the state must be told to stop unfunded mandates, voters are leaving the state because taxes keep going up with no end in sight.
- Shelagh Joyce said that lots of people were in attendance at the Selectmen's meeting but it was disheartening when half the room cleared out after the brewery hearing
- Ethan Kusmin noted that the Selectmen added \$70,000 to the budget for 2020. He said there was a presentation made 4 years ago at a Selectmen's meeting about Jamestown's 400th celebration and he would like to hear that presentation again about what the upsides, expectations and longer term effects were. Charles Stevens agreed that it would be great if that speaker would come back and make a presentation.
- Shelagh Joyce said that originally the meals tax was going to be divided 50/50 between the Burial Hill project and 2020 celebration then it was changed to 100% for the new Town Hall.
- Charles Stevens asked when the borrowing for Town Hall would show up in the budget. Lynne Barrett said that during the start-up phase the town borrows temporarily so you will see Town Hall notes in the FY2016 Short Term Interest budget.

MEETING MINUTES

- December 17, 2014: **Cornelius Bakker made a motion to approve the meeting minutes of December 17, 2014. Harry Salerno, second. The motion carries unanimously (10-0-3). Shelagh Joyce, Charles Stevens, and Michael Hourahan, abstained.**

ADJOURNMENT

Michael Hanlon moved for adjournment. Kevin Hennessey, second. The motion for adjournment carries unanimously (13-0-0). The meeting adjourned at 8:50PM.

Respectfully submitted,

Kere Gillette