



ADVISORY & FINANCE COMMITTEE

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

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

On: Wednesday, March 18, 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:

- Majority Rule for Reconsideration - Rules Committee
- Town Meeting Article Updates:
 - STM Article 3: Unpaid Bills
 - STM Article 5: Sewer Special Purpose Debt Payment Fund
 - ATM Article 22: Fingerprint Based Criminal History Checks
 - ATM Article 30: Solar PILOT - Herring Pond Road

Public Comment

Old/New/Other Business

- Committee Liaison Updates

Meeting Minutes

- February 25, 2015
- March 4, 2015

*Next Meeting: Saturday, April 11, 2015, 7:30AM - Plymouth North High School
Followed at 8:00AM by the Spring Annual Town Meeting and Special Town Meeting*

The Advisory & Finance Committee Rules Committee met on Tuesday, March 10, 2015 as scheduled. Four of the five designated members were in attendance.

The Rules Committee has drafted the following rule regarding a super-majority requirement for reconsideration of Town Meeting article recommendations as Town Meeting approaches. The Committee discussed a variety of special quorum and vote requirements (i.e., combinations of quorum and voting requirements of two-thirds and three-fourths) as well as the timing for invoking the requirement (e.g., morning of Town Meeting, after the Recommendations Report is sent to the printer, and after Precinct Caucuses have begun).

Drivers of the Committee's recommended rule were chiefly three: (1) establishing a higher threshold for reconsideration if the result will come as a new development (or surprise) to some or all Town Meeting members on the day of Town Meeting, (2) making reconsideration that would result in a surprise difficult, but not impossible, to minimize risk of process manipulation, yet enable the AFC to act when necessary, and (3) to ensure, as much as practicable, that reconsideration is undertaken only when a majority of the full Advisory & Finance Committee agree to do so.

# in Quorum (incl Non-Voting Chair)	Voting Members	Original Vote		Reconsider w/ 2/3 Quorum (10) & 2/3 Vote	
		Favor	Oppose	Favor	Oppose
8	7	4	3	N/A	N/A
9	8	5	3	N/A	N/A
10	9	5	4	6	3
11	10	6	4	7	3
12	11	6	5	8	3
13	12	7	5	8	4
14	13	7	6	9	4
15	14	8	6	10	4

Below is the proposed rule (and changes to the existing rule) denoted by underlined italics.

8.5 Reconsideration

In general practice, a motion for reconsideration can be made on any previous action taken by the Committee by any member voting on the prevailing side in the original vote. An affirmative vote of a majority of the members present and voting shall be required for passage of a motion to reconsider.

In the event reconsideration of a Town Meeting recommendation is proposed after the first Precinct Caucus or Presentation Forum for that Town Meeting has commenced, the motion to reconsider may only be taken up if a minimum quorum of two-thirds (2/3) of members are present. An affirmative vote of two-thirds (2/3) of the members present and voting shall be required for passage of the motion to reconsider. As with all motions to reconsider, the motion must be made by a member voting on the prevailing side in the original vote.

STM Article 3: Unpaid Bills - School Transportation

After discussion with, and suggestions from, the Massachusetts Department of Education, the School has decided to pursue other avenues to resolve the outstanding transportation invoice. It has been withdrawn from Town Meeting.

STM Article 5: Sewer Special Purpose Debt Payment Fund

Legal counsel has recommended that the Town seek special legislation.
STM Article 5 has been withdrawn from Town Meeting.

Chapter 72

Civil Fingerprinting – Town License or Permit

§ 72-1. Purpose and Scope.

To enhance public safety, this By-law authorizes the Police Department to conduct state and national fingerprint-based criminal history checks for individuals applying for specific Town-issued licenses or permits, as authorized by G.L. c.6, §172B½, provided, however, that such records shall not be disseminated to unauthorized entities and shall be maintained and disclosed in accordance with all applicable law.

§72-2. Regulations.

The Board of Selectmen, in consultation with the Chief of Police, is authorized to promulgate regulations to implement this By-law, which regulations may include, but shall not be limited to: establishment of submission deadlines, procedures for making recommendations to the licensing authority or making a licensing determination as a result of the criminal history check, procedures for assessing, correcting or amending any such record and establishing criteria for fitness determinations, confidentiality of information obtained and penalties for failure to comply with this By-law.

§72-3. Definitions.

Criminal History Check – A state and national fingerprint based criminal history background check, as authorized by G.L. c. 6, §172B½.

DCJIS – The Massachusetts Department of Criminal Justice Information Services.

FBI – The Federal Bureau of Investigation, United State Department of Justice.

License – A license or permit issued by the Town of Plymouth, or any board, officer or department thereof, which is identified in Subsection 4.A of this Bylaw.

Licensing Authority –A board, officer or department of the Town of Plymouth authorized by the General Laws of Massachusetts or Town by-law to issue a license or permit listed in §72-4 of this By-law.

Town – The town of Plymouth, Massachusetts.

§ 72-4. Criminal History Check Authorization.

- A. Occupational Licenses. The Police Department shall, as authorized by G.L. c.6, §172B½, conduct state and federal fingerprint based Criminal History Checks for individuals and entities for the following occupational licenses:
- (1) Hawking and Peddling or other Door-to-Door Salespeople
 - (2) Manager of Alcoholic Beverage Licensed Establishment
 - (3) Dealer of Second-hand Articles (including Junk Dealers and Collectors)
 - (4) Pawn Dealers
 - (5) Hackney and Livery Drivers and Owners or Operators of other conveyors of passengers, and
 - (6) Ice Cream Truck Vendors
- B. At the time of fingerprinting, the Police Department shall notify the individual being fingerprinted that the fingerprints will be used to check the individual's Criminal History Records and shall obtain the individual's consent in writing prior to conducting such Criminal History Checks.
- C. Following receipt of an applicant's executed consent form and payment of the applicable fee, the Police Department shall transmit the fingerprints it has obtained pursuant to this By-law to the Identification Section of the Massachusetts State Police, DCJIS, and/or the FBI or the successors of such agencies to conduct a Criminal History Check.
- D. The Town authorizes the Massachusetts State Police, DCJIS and the FBI, or the legal successor of each, to conduct fingerprint-based state and national Criminal History Checks consistent with this By-law.
- E. The Town authorizes the Police Department to receive and utilize state and FBI records in connection with such Criminal History Checks, consistent with this By-law and the Town's implementing Regulations.
- F. In accordance with applicable implementing regulations, the Police Department shall communicate the results of fingerprint-based Criminal History Checks to the appropriate Licensing Authority.

§ 72-3. Standards for Licensing Authority Use of Criminal Record.

- A. A Licensing Authority is authorized hereunder to utilize the results of fingerprint-based Criminal History Checks exclusively for the limited purpose of determining the suitability of a License applicant in connection with an application for a License identified in Subsection 4.A of this By-law or for its renewal or transfer.
- B. A Licensing Authority may, at its sole discretion, deny a license application on the basis of the results of a fingerprint-based Criminal History Check if it determines that

the results of the check render the subject unsuitable for the proposed licensed activity. The Licensing Authority shall consider all applicable laws, regulations and Town policies bearing on an applicant's suitability in making this determination.

- C. A Licensing Authority is hereby authorized to deny an application for any license specified herein, including renewals and transfers of said licenses, from any person who is determined to be unsuitable for the license due to information obtained pursuant to this By-law.
- D. Factors that shall be considered in making a determination of suitability shall include conviction of, or under pending indictment for, a felony or a misdemeanor that involved force or threat of force, possession of a controlled substance, a sex-related offense, or other crime that bears upon the subject's ability or fitness to exercise such license.

§ 72-4. Fee.

The fee for conducting a fingerprint-based Criminal History Check shall be one hundred dollars (\$100) for each check. That portion of the fee specified in G. L. c.6, §172B½, shall be deposited into the Commonwealth of Massachusetts Firearms Fingerprint Identity Verification Trust Fund. The remainder of the Fee is to be applied by the Town for costs associated with the administration of the fingerprinting program.

§ 72-5. Effective Date

This By-law shall take effect in accordance with G. L. c.40, §32.

ATM Article 30: Solar PILOT – Herring Pond Road

An agreement has been reached.

Developer: Renewable Energy Development Partners LLC

Site: Assessors Map Lot 56, Lot 47B 136R Herring Pond Road, Cedarville

Size: .5 MWAC

The terms are as follows:

- \$13,000 per MWAC
- 2.5% annual escalator
- 20 years

PILOT language currently being worked on with Counsels.

**ADVISORY AND FINANCE COMMITTEE
MEETING MINUTES
February 25, 2015**

A meeting of the Advisory & Finance Committee was held on Wednesday, February 25, 2015. The meeting was called to order by Chairman John Moody at 7:05PM and was conducted in the Mayflower II Meeting Room at the Plymouth Town Hall, 11 Lincoln Street, Plymouth, Massachusetts.

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

ABSENT **Three members of the committee were absent:**
Harry Helm, Michael Hourahan, Ethan Kusmin

AGENDA ITEMS

SNOW & ICE DEFICIT SPENDING REQUEST

Dennis Westgate, Assistant Director of Public Works, requested authorization to overspend the FY15 Snow & Ice budget by up to \$2,600,000. Per Massachusetts General Laws Chapter 44 Section 31D, "Any city or town may incur liability and make expenditures in any fiscal year in excess of available appropriations for snow and ice removal, provided that such expenditures are approved by the Town Manager and Finance or Advisory Committee". Since the first snow of the season on November 2, 2014 the town has had 27 winter events, 13 of which were plowable, and over 90 inches of snow. Because of the quantity of snow, particularly in the last 4 weeks, the DPW has had to call in assistance from additional companies with larger equipment. The FY15 Snow & Ice Budget was \$485,000. Expenditures through Monday, February 23rd are roughly \$2,586,010 leaving a deficit of approximately \$2,101,010. There are some estimates in the expense numbers including salt, fleet maintenance and fees of the additional hired contractors. With several weeks of winter remaining and the weather forecast predicting a continuation of the current weather pattern, it is probable that the DPW will continue to incur Snow & Ice expenses. \$2.6 million will cover the current deficit and authorize an additional expenditure up to \$498,989 for future snow and ice events. If this amount proves insufficient between now and spring, the DPW will request an additional authorization.

Questions/Comments:

- Is there going to be any federal disaster assistance coming to Plymouth? (C Merrill) Governor Baker has requested disaster assistance for Massachusetts. Typically assistance is in the form of reimbursement for a 48 hour period for blizzards only. We are applying through Plymouth County. We do not know yet.
- What is the \$485,000 budget based on? (K Canty) It is an appropriation that is generally underfunded purposefully because we can deficit spend for Snow & Ice. Once the budget is established, it can not ever be decreased and must stay at that level into perpetuity. We typically spend an average of \$1-\$1.2 million per year. This is an unusual year with an annual record snowfall greater than any in the past 130 years and all within a four week time frame.
- Regarding fleet maintenance and repairs, are those all to town owned vehicles? Any repairs attributable to the contractors? (J Moody) That is only for town owned vehicles. Contractors are responsible for repairs to their own vehicles.
- If there is contractor with equipment failure, what is the turnaround to get them back on the road? (J Moody) The repair time varies and we scramble to make accommodations, which happened quite a bit this year.
- Has there been any conversation about increasing the number of town vehicles and decreasing those contracted? (K Canty) That is discussed and debated annually and there is always a question about what is most economical.
- Thank you to DPW for doing a great job throughout these storms. (S Joyce)

Richard Gladdys made a motion to approve the Snow & Ice Deficit Spending Request in the amount of \$2,600,000. Christopher Merrill, second. The motion carries unanimously (12-0-0) with Chairman John Moody voting.

ANNUAL TOWN MEETING ARTICLE PRESENTATIONS

➤ ATM Article 8: Department Equipment

Lynne Barrett, Director of Finance, said that Article 8 had been presented previously. Division heads had provided answers to all of the questions since the last meeting.

Kevin Canty made a motion to recommend Article 8. Charles Stevens, second. The motion carries unanimously (11-0-0).

➤ ATM Article 9: Capital Equipment

Lynne Barrett said that division heads had also provided answers to all of the Article 9 questions since the last meeting.

Cornelius Bakker made a motion to recommend Article 9. Kevin Canty, second. The motion carries unanimously (11-0-0).

➤ ATM Article 13: Stabilization Funds

Lynne Barrett presented Article 13. Similar to the last two fiscal years, she said they are recommending funding towards the Nuclear Plant Mitigation Stabilization Fund. These funds are being set aside for future use as it relates to the Entergy Nuclear Power Plant and the effect it would have on the Town's budget, possibly:

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

The recommendation is to transfer \$500,000 from Free Cash to the Nuclear Plant Mitigation Stabilization Fund. The current balance in this account is \$2,335,180. There are no plans to use this budget now, it is just being set aside for the future.

Questions/Comments:

- If the plant were to decommission, how long would the \$2.8 million last? (K Canty) Entergy's current annual tax payment to Plymouth is \$9.2 million. There would still be some sort of tax payment from that property, but not nearly the same amount. The Town would make the fund last over a period of time to mitigate the increase to taxpayers.
- If the plant closed, what would the property taxes be on that property? (K Lynch) There would need to be an appraisal to determine the value at its current state and we would need to know the use to determine the taxes. A UMass Masters Program is currently doing a study for Plymouth regarding if the power plant were to be decommissioned. We should have that report in late spring or early summer. The Board of Selectmen will have their list of priorities available then as well.

7:30PM John Moody declared the FY16 Budget Public Hearing open and read the hearing notice into record (see attached). The committee will finish Article 13 and will then begin budget presentations.

- If the Town stopped receiving the \$9.2 million, what would that impact be on the tax rate? (J Moody) It is approximately 10 cents per million so 92 cents. Almost \$300 on a \$300,000 home.
- If the Town uses \$1 million per year for mitigation it would reduce the tax rate by 10 cents and would be a significant impact for the tax payer, correct? (J Moody) Correct.
- Can the money be used for other purposes like legal representation? (R Gladdys) It could be used for any purpose related to nuclear mitigation. It would have to be voted at Town Meeting and would require 2/3 vote for approval.
- Are the funds invested and earning interest? (K Hennessey) Yes they are currently invested, 15% in equities and 85% in cds and fixed corporate. The Selectmen mentioned that they would like us to increase to approximately 30% in equities. We will discuss that with our investment advisor.
- What is the average rate of return? (K Hennessey) First million invested July 1 2013, then \$1.32 million July 1 2014 and those have earned \$15,150 over that course of time, so around 1% return.
- Does JLMC look at this as an asset? (C Stevens) Yes, they look at everything. Special purpose funds are not available for salaries though.
- Are there minutes available for JLMC meetings? The copies of JLMC decisions are available in the Town Meeting books.

Christopher Merrill made a motion to recommend Article 13. Kevin Canty, second. The motion carries unanimously (11-0-0).

FY2016 BUDGET PUBLIC HEARING

➤ BUDGET SUB-COMMITTEE A

Shelagh Joyce, Chair of Sub-Committee A, presented the sub-committee's report and recommendations:
#123 Town Manager (& Board of Selectmen)

- The Advisory & Finance Budget Sub-Committee A recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$918,282.
- Revolving Fund: The sub-committee also recommended reducing the spending limit of the Cable Services Revolving Fund to \$33,000, \$5,000 less than requested. The committee will decide later if it would like to reopen ATM Article 3 to adjust the Revolving Fund spending limit.

Cornelius Bakker made a motion to approve and recommend the Town Manager budget of \$918,282. Harry Salerno, second. The motion carries unanimously (11-0-0).

#152 Human Resources

- The Advisory & Finance Budget Sub-Committee A recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$308,044.
- We applaud the results of the new contracted services with Health Express.

Christopher Merrill made a motion to approve and recommend the Human Resource budget of \$308,044. Kevin Hennessey, second. The motion carries unanimously (11-0-0).

#161 Town Clerk

- The Advisory & Finance Budget Sub-Committee A recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$497,537.

Richard Gladdys made a motion to approve and recommend the Town Clerk budget of \$497,537. Christopher Merrill, second. The motion carries unanimously (10-0-1). Kevin Canty, abstained.

#292 Animal Control

- The Advisory & Finance Budget Sub-Committee A recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$143,202.
- The request for the second part time staffer (19 hrs/week) would cover afternoons, vacations and weekends in the summer months. The town's kennel is scheduled to be staffed 7am-4pm seven days a week.

Kevin Canty made a motion to approve and recommend the Animal Control budget of \$143,202. Christopher Merrill, second. The motion carries unanimously (11-0-0).

#295 Harbor Master

- In FY15 the harbormaster division was able to secure grants and state funds totaling \$2,889,232. This is comprised of \$2,750,000 for T-Wharf reconstruction, \$124,000 for port security training and equipment, \$12,232 for harbor pump out replacement and \$3,000 for aquaculture.
- The Advisory & Finance Budget Sub-Committee A recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$345,053, \$2,000 less than requested. The \$2,000 is a result of eliminating the expense of seeds for the shellfish propagation program.

Discussion followed. Town Manager, Melissa Arrighi, asked that the \$2,000 not be cut and to give the shellfish program a chance in its first year. Michael Hanlon agreed. Shelagh Joyce explained that the Harbor Master and Director of Marine & Environmental Affairs said that the shellfish line item was the lowest priority.

Michael Hanlon made a motion to add the \$2,000 back into the budget and approve and recommend the Harbor Master budget of \$347,053. Richard Gladdys, second. The motion carries (10-1-0). Shelagh Joyce, opposed.

#427 Natural Resources (formerly Environmental Management)

- The Advisory & Finance Budget Sub-Committee A recommends the Board of Selectmen's FY16 Recommended Budget in the amount of \$426,936.
- In FY15 the natural resources division was able to secure funds, some of it being state funds, totaling \$995,475. This is comprised of ten different line items ranging from \$712,738 for the Plymco Dam removal, \$54,095 for the dam off Billington St to \$8,808 for trail grant improvements.

There was discussion regarding the ParkWatch software program that Natural Resources had placed in its budget for FY16.

- Public Comment: Eric Heller said that he was in favor of Park Watch and its depth is extremely important. It will allow citizens to report OHV (off-highway vehicle) violations. He received a letter of support from Katie Kearney of Plymouth who worked with legislators in creating Sean's Law, the strongest OHV law in the country. Enforcement of the law is a problem and the Park Watch program will help with enforcement and could possibly save lives.
- Public Comment: Paul Hapgood said that his neighborhood association requested literature from the state regarding off road vehicles and they received 150 more than requested. He will give the literature to Natural Resources to make available to the public in their office.
- I am worried about the potential for abuse and harassment that this software may create. (H Salerno)
- There were memos and letters from local organizations in support of Park Watch and there are lots of communities currently using the software. (J Moody)
- Town Manager, Melissa Arrighi, said that they always anticipate the potential for abuse and there is a learning curve. She is enthusiastic about this application, we'll see how it goes, and if it goes well we may consider expanding it to other departments.
- The town is not buying the software, it is a monthly expense and can be evaluated periodically. (S Joyce)
- If an incident is reported, can law enforcement charge a fine? (K Hennessey) Park Watch is not intended for police matters. Natural Resources will be notified in real time and can check on the situation. (M Arrighi)
- This is a tool to make it easier to report concerns. (S Joyce)
- This app also uses GPS and can potentially save a life, it is a win-win. (R Gladdys)
- I have mixed feelings about Park Watch but am comfortable that management will filter out the abuse. (H Salerno)
- What is the expense to the town for each acre of land it owns? (C Stevens) Not sure.

Kevin Hennessey made a motion to approve and recommend the Natural Resource budget of \$426,936. Cornelius Bakker, second. The motion carries unanimously (11-0-0).

#482 Airport Enterprise

- The Advisory & Finance Budget Sub-Committee A recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$2,772,590.
- Many taxiway lights were converted to LEDs last year. The plan is for other lights to be converted to LEDs. The total transition to LEDs will take approximately 4-5 years to complete.

Questions/Comments:

- Has the airport looked into adding solar fields? (C Merrill) Sub-committee did not discuss that.
- It would make sense to convert to LEDs sooner to realize the cost savings. (K Hennessey)

Kevin Hennessey made a motion to approve and recommend the Airport Enterprise budget of \$2,772,590. Charles Stevens, second. The motion carries unanimously (11-0-0).

#910 Member Benefits

- The Advisory & Finance Budget Sub-Committee A recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$5,592,454.
- The increase in 111F claims has increased significantly in recent years. This increase is due to the rise of more serious injuries incurred by police and fire personnel as well as the overall increase of police officers on the force.
- The committee suggests the town look into the opportunity of increasing the offerings and participation of employee in wellness like programs; this may possibly help contribute to a decrease in claim activity.
- The amount of 100B claims is budgeted in FY16 at \$270,000. Plymouth's 100B claims are higher than other towns. We recommend the town research the factors contributing to the high claims and suggest possible ways to improve upon the claim activity.
- We recommend that town administrators and employees work collaboratively exploring low cost-high yield benefit offerings that would be sensitive to the needs of the Plymouth taxpayer as well as the active employee population.

Christopher Merrill made a motion to approve and recommend the Member Benefits budget of \$5,592,454. Kevin Hennessey, second. The motion carries unanimously (11-0-0).

#945 Town Insurance

- The Advisory & Finance Budget Sub-Committee A recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$983,510.
- The town takes advantage of a 4% discount by paying the premium in early July. The town utilizes the power of the MIIA to negotiate for best pricing. Plymouth also receives other discounts via training sessions they participate in periodically. They have investigated the possibility of increasing deductibles to help lower premium costs.
- The formulation of the town insurance budget is done in conjunction with the Town Manager's office. Last year the town bought a new policy. Money is returned to the town at the end of the year in the form of dividends based on claim activity.

Cornelius Bakker made a motion to approve and recommend the Town Insurance budget of \$983,510. Kevin Hennessey, second. The motion carries unanimously (11-0-0).

➤ **BUDGET SUB-COMMITTEE B**

Harry Salerno, Chair of Sub-Committee B, presented the sub-committee's report and recommendations:

#114 Moderator

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$2,100.
- Funding for this elected position is voted by Town Meeting annually as Article 6.

Cornelius Bakker made a motion to approve and recommend the Moderator budget of \$2,100. Kevin Canty, second. The motion carries unanimously (11-0-0).

#133 Finance & Accounting Division

- The Advisory & Finance Budget Sub-Committee B recommends the Board of Selectmen's FY16 Recommended Budget in the amount of \$574,184.
- The ongoing implementation of several modules within the MUNIS system, including Benefits Enrollment and Employment Application and On-Boarding are anticipated to keep improving the efficiency of those processes by replacing paper-based process with electronic. A minor increase in Training costs supports those initiatives.

Kevin Canty made a motion to approve and recommend the Finance & Accounting budget of \$574,184. Christopher Merrill, second. The motion carries unanimously (11-0-0).

#138 Procurement

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$479,288.

Kevin Hennessey made a motion to approve and recommend the Procurement budget of \$479,288. Michael Hanlon, second. The motion carries unanimously (11-0-0).

#141 Assessing

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$465,957.

Kevin Canty made a motion to approve and recommend the Assessing budget of \$465,957. Shelagh Joyce, second. The motion carries unanimously (11-0-0).

#146 Treasury & Collections

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$551,230.
- The Committee questioned the mileage reimbursement and determined that the bulk of it is for trips to the bank to make deposits. Since deposits are made quite frequently, the Committee recommends looking into an Armored Car service to pick up deposits. The amount of cash deposits can vary based on the time of year and what may be due. While such a service would not produce a cost savings, it could cost the Town upwards of \$9,000, nonetheless it may be a wise course for the Town to follow. The cost could probably be managed downwards if scheduled seasonally and not daily.

Kevin Canty made a motion to approve and recommend the Treasury & Collections budget of \$551,230. Kevin Hennessey, second. The motion carries unanimously (11-0-0).

#155 Information Technologies

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$754,913.

Questions/Comments:

- Have there been any recent discussions regarding privacy and security and strategizing? (S Joyce)
We will discuss it at our next security meeting and will report back. (M Arrighi)
- Is the town evaluating other options besides MUNIS? (K Hennessey) In 2007 when the RFP went out we looked at 3 or 4 other vendors. We paid the initial cost to purchase MUNIS and have added add-ons. It is working so we are not looking at changing. (L Barrett)
- How many other communities use MUNIS? (J Moody) Municipalities use MUNIS 3:1 over other programs in Massachusetts and throughout the country.
- So there is no alternative if MUNIS decided to increase their support fees 10% in one year? (K Hennessey) Our contract with them indicates that the increase in fees can not be more than 5% each year.

Cornelius Bakker made a motion to approve and recommend the Information Technologies budget of \$754,913. Christopher Merrill, second. The motion carries unanimously (11-0-0).

#710 Long Term Debt	7,761,947
#750 Long Term Interest	4,468,544
#752 Short Term Interest	214,000
#753 Misc. Interest	5,000
#755 Bond Issuance Costs	50,000
TOTAL	12,499,491

Michael Hanlon made a motion to recommend approval and recommendation of all 5 debt account budgets totaling \$12,499,491. Kevin Canty, second. The motion carries unanimously (11-0-0).

#130 Fuel/Utility Fund

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$1,894,000.
- Question: Is there a way to lock in fuel prices now before the rise again? (C Stevens) Our Energy Officer works at locking in rates for gas and electric. As far as fuel for vehicles, we are not aware of ability to do that but will have Procurement look into it. (M Arrighi)

Kevin Canty made a motion to approve and recommend the Fuel & Utility Fund budget of \$1,894,000. Cornelius Bakker, second. The motion carries unanimously (11-0-0).

#158 Tax Title Foreclosures

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$365,202.

Kevin Canty made a motion to approve and recommend the Tax Title Foreclosure budget of \$365,202. Kevin Hennessey, second. The motion carries unanimously (11-0-0).

#132 FinComm Reserve Fund

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$130,000.

Michael Hanlon made a motion to approve and recommend the FinComm Reserve Fund budget of \$130,000. Richard Gladdys, second. The motion carries unanimously (11-0-0).

#129 Salary Reserve Fund

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$100,000.

Michael Hanlon made a motion to approve and recommend the Salary Reserve Fund budget of \$100,000. Charles Stevens, second. The motion carries unanimously (11-0-0).

#911 Pension Contributions

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$10,575,494 (\$7,988,268 Town and \$2,587,226 School).
- The A&F Committee may wish to create a sub-committee to review the Pension, its funding, management and actuarial assumptions. This sub-committee could meet and develop a package of material for review and discussion by the full committee outside of budget season to develop a broader understanding of the issues within the community. This is a major financial issue for the Town and deserves to have a detailed and thorough review with a goal of understanding the long term plan.

- Question: If the ratio of employees is 1:3 town to school, why are the pension contributions opposite in ratio, 3:1 town to school? (M Hanlon) State funds pay for teacher pensions. (L Barrett) **Kevin Canty made a motion to approve and recommend the Pension Contributions budget of \$10,575,494. Michael Hanlon, second. The motion carries unanimously (11-0-0).**

#914 Member Insurance

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$31,541,090.
- The sub-committee acknowledges the effort of the Town Manager, Finance Director and Insurance Advisory Committee in establishing conservative funding approach for the Health Insurance Trust. We recognize the substantial challenge that projecting health care costs 18 months into the future represents and supports a conservative approach to ensuring adequate funding of the Health Insurance Trust while minimizing the unencumbered balance carried forward from year-to-year. Excessive conservatism in funding the Trust reduces capital that might be put to better use elsewhere in the Town.

Questions/Comments:

- Budget shows an increase of 10.87% over FY15, is that due to a projected increase in the premium? (K Hennessey) That increase is in the amount to go into the trust fund. (H Salerno)
- Are we expecting a deficit or are you comfortable this amount will cover it? (K Hennessey) We are planning on a 12% premium increase, claims increasing by 5% and planning on the fund balance to cover IBNR plus a \$1 million cushion. I am comfortable with this amount. (L Barrett)
- Has there been any discussion about high deductible plans? (S Joyce) There is always discussion and it is part of negotiations. (L Barrett)

Kevin Canty made a motion to approve and recommend the Member Insurance budget of \$31,541,090. Cornelius Bakker, second. The motion carries unanimously (11-0-0).

#915 OPEB Trust Funding

- The Advisory & Finance Budget Sub-Committee B recommends the Board of Selectmen's FY16 Recommended Budget in the amount of \$650,000.
- The sub-committee believes it is important to note that funding OPEB liabilities is a significant challenge that Plymouth shares with virtually every other government entity in the United States. Addressing the challenge will require action by parties outside of Plymouth's borders in addition to a cooperative and concerted effort of all directly involved parties – Town Management, Town Employees, union representatives, elected officials, and the taxpayer – to satisfy the Town's current obligation and to limit the continued growth of the liability.
- Question: Do we have the unfunded liability report as of January 1st yet? (K Lynch) Not yet, we have gathered information regarding valuation as of January 1 for the actuary. We should have the report by the end of the fiscal year. (L Barrett)

Michael Hanlon made a motion to approve and recommend the OPEB Trust Funding budget of \$650,000. Kevin Canty, second. The motion carries unanimously (11-0-0).

#913 Unemployment Compensation

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$200,000.

Kevin Canty made a motion to approve and recommend the Unemployment Compensation budget of \$200,000. Cornelius Bakker, second. The motion carries unanimously (11-0-0).

#916 Compensated Absences

- The Advisory & Finance Budget Sub-Committee B recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$125,000.

Questions/Comments:

- Is there a maximum amount of sick and vacation time that employees can accrue? (S Joyce) Yes and the maximum varies, some can carry 45 days on the books and others less. (M Arrighi)
- Is this paid out at retirement? (S Joyce) Yes, there is a maximum of \$5,000 sick time paid out and vacation is paid out at 100%. (M Arrighi)

Christopher Merrill made a motion to approve and recommend the Compensated Absences budget of \$125,000. Kevin Hennessey, second. The motion carries unanimously (11-0-0).

Charles Stevens requested a five minute recess.

Kevin Lynch left the meeting.

The meeting was called back to order at 9:54PM.

➤ **BUDGET SUB-COMMITTEE C**

Charles Stevens, Chair of Sub-Committee C, presented the sub-committee's report and recommendations:
#210 Police Department

- The Advisory & Finance Budget Sub-Committee C recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$10,211,640.
- Consolidation of the dispatchers function is finally being addressed. This should save money over the long run and improve the response times of needed emergency response units.
- We are also pleased to see the cost containment and reduction efforts of the Department to offset the impact of the salary increases on the overall Department budget request.
- The Sub-Committee recommends the Town continue its hiring of additional officers for the police department. The nine officers gained in recent years have all been absorbed by the Street Crime Unit. As discussed in last year's committee recommendations, the police department is still below recommended staffing levels for a town the size Plymouth. Not only would the increase in size of the department put more officers on the street, it could also lower the amount of overtime wages paid by the department.

Kevin Hennessey made a motion to approve and recommend the Police budget of \$10,211,640. Michael Hanlon, second. The motion carries unanimously (10-0-0).

#220 Fire Department

- The Advisory & Finance Budget Sub-Committee C recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$10,003,301.
- As discussed in the Police budget Initiatives and Opportunities review, the committee is pleased to see the dispatcher consolidation project underway. When completed, four professionally trained firefighters will be returned to the duties they were originally hired for.
- Chief Bradley had pointed out to the sub-committee a need for an increase in the maintenance line item for 62 self-contained breathing apparatus. These units were purchased in 2008. Chief Bradley forecasts that the maintenance costs for these units will accelerate as they age. The units must be replaced en masse due to safety concerns for the firefighters. The committee recommends a detailed, written cost analysis be performed by the department prior to the start of the 2017 budget cycle.
- A solution to the ongoing situation at the North Plymouth Fire Station needs to be presented by the Town Manager and the Fire Department. The station is outdated and its maintenance costs are increasing, taking valuable maintenance funds away from other town structures. This situation was mentioned in FY 2015 committee recommendations, but no visible progress towards a solution to this problem is evident.

Kevin Hennessey made a motion to approve and recommend the Fire budget of \$10,003,301. Harry Salerno, second. The motion carries unanimously (10-0-0).

#293 Parking Enforcement

- The Advisory & Finance Budget Sub-Committee C recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$33,361.

Cornelius Bakker made a motion to approve and recommend the Parking Enforcement budget of \$33,361. Kevin Canty, second. The motion carries unanimously (10-0-0).

#291 Emergency Management

- The Advisory & Finance Budget Sub-Committee C recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$69,900.
- The Sub-Committee recommends the Town Manager and Treasurer be made aware of a significant budget increase request for FY 2017 for replacement of the Emergency Operations Center's Uninterruptible Power Supply (UPS) System batteries used to support utility outage protections to the EOC and the Town's back-up Information Technology server. The initial quote for replacement is \$9,500 to be funded through the Equipment line in the budget.
- Question: Are they confident the Uninterruptible Power Supply will last through FY16? (J Moody)
Yes they are confident it will last through FY16 but will need to be replaced for FY17. (C Stevens)

Kevin Hennessey made a motion to approve and recommend the Emergency Management budget of \$69,900. Kevin Canty, second. The motion carries unanimously (10-0-0).

Charles Stevens made a motion to accept new business after 10:30PM. Kevin Canty, second. The motion carries (9-1-0). Cornelius Bakker, opposed.

BUDGET SUB-COMMITTEE D

Michael Hanlon, Chair of Sub-Committee D, presented the sub-committee's report and recommendations:

#411 Engineering

- The Advisory & Finance Budget Sub-Committee D recommends a \$20,000 increase in the Road Markings budget line. After discussion with Mr. Kashi the Sub-committee recommendations increasing the Pavement Marking expense line to provide a greater level of safety for the public.
- The Advisory & Finance Committee Budget Sub-Committee D recommends a FY16 Budget in the amount of \$537,861.

#420 Highway

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$1,878,333.
- The Highway Division has had difficulty filling vacant positions due to collective bargaining requirements that employees possess certain licenses and certifications that may not be necessary. We recommend that management review these requirements.

#421 DPW Administration

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$486,113.
- The DPW budget includes \$243,600 for Police Details for traffic control. Several years ago the Governor signed legislation that allowed the use of flagmen for traffic control on state highways in an effort to reduce costs and save money. This issue should be reviewed by town management with the goal of reducing the cost of traffic control details in Plymouth while ensuring the safety of both the travelling public and construction workers. The DPW has tried to reduce this cost by being more selective in the use of traffic control details.

#422 Building Maintenance

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$579,261.
- The Building Maintenance Division commissioned an asset management study of all town-owned buildings under their jurisdiction. The recommendations of that study, if fully implemented, will significantly add to the division's operating budget in the next fiscal year, and will also include significant capital expenditure under Article 9 to provide sufficient funds for the very large backlog of maintenance and repairs that are recommended.

#425 Fleet Maintenance

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$667,042.
- Personnel Services increased by \$30,044 to cover the cost of one new mechanic. Other Expenses increased by \$25,000 in the Vehicle Maintenance Supplies line item in order to cover the anticipated costs for maintaining an aging fleet of vehicles.

#490 Crematory

- The Crematory Division budget includes a small increase in Personnel Services to cover the cost of a part-time clerical position.
- After discussion with Mr. Bubbins the Sub-committee recommends the addition of \$1,000 under Other Charges & Expenditures to cover the cost of advertising in order to increase revenues from operations. Cremation is a competitive market and investing \$1,000 in advertising should create a substantial return on the investment. Town Manager, Melissa Arrighi, said that the Procurement Department has an advertising budget line and the Crematory department can use \$1,000 of that budget for its advertising, so no need to add it to the Crematory budget.
- This division generated almost \$350,000 in net revenues in FY 2014, which was returned to the general fund, and is used to pay down the debt and interest.
- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$166,668.

#491 Cemetery

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$297,111.
- Revolving Fund: The Cemetery Division manages one revolving fund, Cemetery Repair & Beautification Fund, with an annual spending limit of \$10,000. The fund has a sizeable balance of approximately \$94,000, which is available for use on other cemetery projects.

#492 Parks & Forestry

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$1,006,187.

#630 Recreation

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$370,152.
- In our discussion with the division staff it was suggested that our recreation fee structure is significantly lower than other similar communities in the area, and that the Town should seriously consider raising the fees for using the town's recreational facilities.
- Revolving Funds: This division has three significant revolving accounts for recreation programs, Memorial Hall, and Hedges Pond. These revolving fund budgets more than double the Recreation Division's annual operating budget. Last year the sub-committee asked for, and received, more detailed budgets for all DPW revolving fund accounts, which included starting and ending balances, and detailed revenue and expense projections. We believe this methodology has enhanced transparency and accountability.

#433 Solid Waste-Town & School

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$168,243.
- This budget has increased by \$19,400 (13.0 percent) for FY 2016. This amount is almost entirely due to the increase in the contract tipping fee at SEMass. This was a new budget in FY 2015 that includes all solid waste disposal costs for all Town and some School Department owned buildings. Related personnel services and expenses have been removed from the Solid Waste Enterprise Fund so that these costs are not supported by customers in the solid waste enterprise fund. Other Expenses includes \$50,000 for landfill monitoring of the Cedarville and Manomet landfills.

Department of Public Works (Total Department not including enterprise funds and snow & ice):

- The Advisory & Finance Budget Sub-Committee D recommends the approval of the DPW budget in the amount of \$6,156,971 for FY 2016.
- Question: Would there be a contractual issue with the union if flagmen are used instead of police details? (S Joyce) Historically it has been patrolmen work but have not had that discussion with the union. (M Arrighi)

Cornelius Bakker made a motion to approve and recommend the DPW operating budget of \$6,156,971. Christopher Merrill, second. The motion carries unanimously (10-0-0).

#440 Sewer Enterprise

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$4,499,224.
- Increase in expenses primarily due to increases in Veolia contract, long-term debt and interest, and additional heat and electricity for the new Samoset Street pump station.

Kevin Canty made a motion to approve and recommend the Sewer Enterprise budget of \$4,499,224. Charles Stevens, second. The motion carries unanimously (10-0-0).

#450 Water Enterprise

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$3,487,031.
- This increase is primarily due to the increases in long-term debt and interest to fund the jacketed water main replacement, and the Samoset water tank restoration projects. The Water Enterprise Fund is fully funded by rate payers.

Kevin Canty made a motion to approve and recommend the Water Enterprise budget of \$3,487,031. Harry Salerno, second. The motion carries unanimously (10-0-0).

#433 Solid Waste Enterprise (& #435 Curbside)

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$2,277,243.
- FY16 budget increase is due primarily to the increase in the contract fee for curbside collection, and the contract tipping fee at SEMass.
- All operating costs contained in the Solid Waste Enterprise Fund are fully funded by user fees.
- Question: What is the amount of the escalator in the ABC contract? (J Moody) 3% (L Barrett)

Cornelius Bakker made a motion to approve and recommend the Solid Waste Enterprise budget of \$2,277,243. Kevin Canty, second. The motion carries unanimously (10-0-0).

#423 Snow & Ice

- The Advisory & Finance Budget Sub-Committee D recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$510,000.
- The Snow & Ice budget has increased by \$25,000 (5.2 percent) for FY 2016. This increase is due entirely to increases in various expense line items all of which are necessary to keep the snow plowing equipment in good working order. In the past we have supported an annual increase because the base budget is too low based on prior year's expenditures. The sub-committee believes this is an improvement over the FY 2015 budget.

Christopher Merrill made a motion to approve and recommend the Snow & Ice budget of \$510,000. Richard Gladdy, second. The motion carries unanimously (10-0-0).

➤ BUDGET SUB-COMMITTEE F

Christopher Merrill, Chair of Sub-Committee F, presented the sub-committees report and recommendations:

#300 Plymouth Public Schools

- Schools continue to see utility savings due to the implementation of solar generation plants. The schools have been able to access the net benefit from these solar fields which is 100% for FY16.
- Budgeting has become a great challenge due to significant reduction to State and Local aid.
- For FY16 there is an increase in substitute teachers daily pay rate (\$65 to \$80 for Certified and from \$65 to \$70 for non-certified).
- The schools use a new level of discipline in maintaining the existing level of public services while making every effort to hold down taxes even though two new high schools will be adding further increases to the Plymouth tax base over the next few years. (Plymouth South High School scheduled completion is 2018).
- Plymouth Vocational Educational programs are at a disadvantage compared to some other vocational programs around the state because state reimbursement is lower for programs that combine academics with vocational education in a traditional school setting versus those that are dedicated to vocational education. Plymouth receives approximately 50% less per student than do the vocational schools.
- The Advisory & Finance Budget Sub-Committee F recommends a \$30,000 decrease in the Band Uniform line. It is believed that the band can do fundraising to make up the budget difference and/or purchase part of the uniform themselves as many of the sports teams do.
- The schools should look into contracted services (custodial services, building & maintenance) by having an outside vendor perform these duties for the multiple facilities that the School has under its jurisdiction, this may prove to be cost effective.
- Schools should look into employee wellness programs to reduce health benefit costs
- We suggest forming a strategic planning committee for the Schools with the following representation (Representative from Board of Selectmen; Advisory & Finance Chairman; Chair of School Committee; Superintendent of Schools, School Teachers Union Official; and one citizen/town resident at large).
- We support the \$250,000 technology upgrade request to improve the existing infrastructure of the network which will increase wireless capabilities and speed.
- The Advisory & Finance Committee Budget Sub-Committee F recommends a FY16 Budget in the amount of \$84,136,901.

Kevin Hennessey made a motion to approve and recommend the Plymouth Public Schools budget of \$84,136,901. Kevin Canty, second. The motion carries (8-1-1). Cornelius Bakker, opposed.

Harry Salerno, abstained.

#390 Medicaid Reimbursement

- The Advisory & Finance Budget Sub-Committee F recommends a \$3,000 decrease to the Billing Services Line, adjusting that appropriation to \$42,000, which will cover reimbursements of \$1,050,000, 7% higher than the projected reimbursements.
- The Advisory & Finance Committee Budget Sub-Committee F therefore recommends a FY16 Budget in the amount of \$242,753.
- The sub-committee further recommends inclusion of the budget detail for this account in the Plymouth Public Schools Budget Book instead of (or in addition to) in the Town Budget. This cost center should be reviewed and approved by the School Committee since it provides for the allocation of School Department resources.

- It is our understanding that the reimbursable services must be provided regardless whether they are reimbursed by Medicaid and, therefore, are more appropriately included in the School's operating budget.

Kevin Canty made a motion to approve and recommend the Medicaid Reimbursement budget of \$242,753. Richard Gladdys, second. The motion carries (9-0-1). Harry Salerno, abstained.

#391 Out of District Transportation

- The Advisory & Finance Budget Sub-Committee F recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$29,500.
- The reduction of expenses is the result of partnering with other local school districts (Silver Lake Regional and Wareham Public Schools) to share transportation services and costs for students attending Bristol County Agricultural High School in Dighton and Norfolk Agricultural High School in Walpole.
- Plymouth Public Schools Business Manager, Gary Costin, indicates the partnership arrangements have been in development for several years and the savings in future years may fluctuate depending on students in the other school districts pursuing an agricultural curriculum. The sub-committee applauds the effort of Mr. Costin in negotiating and establishing this creative cost-saving measure.
- The sub-committee recommends inclusion of the budget detail for this account in the Plymouth Public Schools Budget Book instead of (or in addition to) in the Plymouth Town Budget, and review and approval of this budget cost center by the School Board since the cost center involves collaborative agreements between Plymouth and other school districts

Kevin Hennessey made a motion to approve and recommend the Out of District Transportation budget of \$29,500. Christopher Merrill, second. The motion carries (9-0-1). Harry Salerno, abstained.

John Moody relinquished the role of Chairman to Michael Hanlon for Sub-Committee E's presentation.

➤ **BUDGET SUB-COMMITTEE E**

John Moody presented Sub-Committee E's report and recommendations:

#175 Community Planning

- The Advisory & Finance Budget Sub-Committee E recommends the Board of Selectmen's FY16 Recommended Budget in the amount of \$757,298.
- The Economic Development Director position is expected to be filled during the first quarter. The Economic Development Director works for the Economic Development Foundation, which the Town partially funds with an appropriation of \$125,000 (increased from \$89,309 in FY2015 when the Chamber of Commerce withdrew from the foundation). The Economic Development Director had been instrumental in attracting new business to Town, and supporting expansion of existing businesses, through Tax Increment Financing (TIF) agreements.
- The appropriation to the Economic Development Foundation is a long-standing budget item. The Foundation partners with other agencies to provide workshops on business and financial planning for small businesses, supports businesses expressing an interest in relocating to Plymouth, and assists the Town with infrastructure improvement efforts through Tax Increment Financing (TIF) arrangements and other consultation.

Kevin Canty made a motion to approve and recommend the Community Planning budget of \$757,298. Kevin Hennessey, second. The motion carries unanimously (10-0-0).

#189 Redevelopment Authority

- The Advisory & Finance Budget Sub-Committee E recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$21,340.
- The FY2016 budget shows a reduction of \$20,000 as a result of the elimination of appropriations for maintenance (\$5,000) and insurance (\$15,000) for the 1820 Courthouse, which is now maintained and insured directly by the Town.
- An increase of \$13,000 was requested to further offset the compensation of the Executive Director. The Town Manager did not support the request and the sub-committee concurs.
- In addition to the Town's budget appropriations, Redevelopment receives funds from a variety of State and Federal programs, including a HUD grant, and from consulting fees. The Plymouth Redevelopment Authority is an independent agency comprised of a five-member board with four of the positions elected by Town residents and one appointed by the State.

Kevin Canty made a motion to approve and recommend the Redevelopment Authority budget of \$21,340. Kevin Hennessey, second. The motion carries unanimously (10-0-0).

#241 Building & Zoning

- The Advisory & Finance Budget Sub-Committee E recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$653,472.
- The department expects to exceed revenues of fiscal 2015, driven by several large projects currently underway or expected to begin in FY 2016. These projects include:
 1. Ongoing construction at the Pinehills
 2. Construction of the new Plymouth South High School
 3. Red Brook, the Makepeace project in south Plymouth, has begun and will result in more than 1500 new homes, along with a new YMCA and other community buildings
 4. Construction of the new Town Hall project
- With these major new projects, we confirm the need for a new full time inspector as well as the anticipated need for part time help on an as needed basis.
- Discussions regarding putting the application/permitting process into an online format were discussed as an opportunity to streamline the permitting process and thus reduce departmental costs.

Kevin Canty made a motion to approve and recommend the Building & Zoning budget of \$653,472. Cornelius Bakker, second. The motion carries unanimously (10-0-0).

#510 Board of Health

- The Advisory & Finance Budget Sub-Committee E recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$259,708.
- This budget reflects a reduction of \$7,882 primarily as a result of a reduction in Nursing Services driven by the shift in service focus for medical services to communicable disease follow-up.
- Fee and fine revenue has increased approximately \$30,000 to \$471,491, making the Board of Health a revenue center that generates approximately \$1.75 in revenue for every \$1 appropriated.

Kevin Canty made a motion to approve and recommend the Board of Health budget of \$259,708. Richard Gladdys, second. The motion carries unanimously (10-0-0).

#541 Council on Aging

- The Advisory & Finance Budget Sub-Committee E recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$387,988.
- The department is spending a significant amount (\$10,000) every year on Repair and Maintenance of the grounds which is a lot for a small and relatively new area. The committee encourages exploring and pursuing opportunities to reduce the cost.

Kevin Canty made a motion to approve and recommend the Council on Aging budget of \$387,988. Kevin Hennessey, second. The motion carries unanimously (10-0-0).

#543 Veterans Services

- The Advisory & Finance Budget Sub-Committee E recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$969,227.
- The largest budget item is Veterans Benefits, which has been level-funded at \$850,000 since FY2014. This provides veterans with direct financial assistance in paying medical premiums, reimbursement of healthcare costs, and other eligible benefits. Veterans Benefits provided by the Town are partially reimbursed (75%) by the State.
- The services of this Department are very important to members of our community. Plymouth residents that have served in our nation's military often require a wide array of programs of services from within many different areas and from many different disciplines and coordinating all of that must be a challenge. The Department's ability to do all of this while keeping costs down is admirable.

Richard Gladdys made a motion to approve and recommend the Veterans Services budget of \$969,227. Christopher Merrill, second. The motion carries unanimously (8-0-2). Charles Stevens and Kevin Hennessey, abstained.

#549 Disabilities Commission

- The Advisory & Finance Budget Sub-Committee E recommends the Town Manager's and Board of Selectmen's FY16 Recommended Budget in the amount of \$250.
- The work of these volunteers in providing services that further and improve the lives of some of our community's most vulnerable residents should be commended.

Kevin Canty made a motion to approve and recommend the Disabilities Commission budget of \$250. Kevin Hennessey, second. The motion carries unanimously (10-0-0).

#610 Library

- The Advisory & Finance Budget Sub-Committee E recommends the Town Manager’s and Board of Selectmen’s FY16 Recommended Budget in the amount of \$1,711,452.
- The increase in expenses is largely attributable to an additional \$30,000 needed for books and periodicals which will help to continue our libraries' vibrancy and relevance to the residents.
- While not affecting the FY2016 budget, management has successfully included Sunday as a standard workday in Library staff contracts. Currently, staff are paid at an overtime rate for Sundays; new hires at the Library will be subject to the new contractual language, which should serve to reduce, or at least control, overtime cost increases in the future.
- Management expects an uptick in staff turnover in FY2016 as some become eligible for retirement.
- Library card holders continue to grow – now at 38,000-plus. More than 240,000 visits to the Library, including non-residents, are logged annually.
- De-certification of the Wareham Library has resulted in some problems for Library staff when they have to refuse material check-out to Wareham residents since its Library is no longer part of the network; a Library is de-certified when it fails to meet minimum state standards.

Kevin Canty made a motion to approve and recommend the Library budget of \$1,711,452.

Shelagh Joyce, second. The motion carries unanimously (10-0-0).

#695 1749 Courthouse

- The Advisory & Finance Budget Sub-Committee E recommends a \$5,000 increase to the Salary & Wages line for the 1749 Courthouse. This will enable the museum to be open during November which is a major tourist time for Plymouth. Currently, the 1749 Court House is open for a relatively limited season. Expanding the season, which requires additional funding for Salaries and Wages, would make the 1749 Court House resources available to a larger number of visitors, including school visits. This would increase not only its usage but also public awareness of this great attribute of visiting or residing in our community.
- The Advisory & Finance Committee Budget Sub-Committee E therefore recommends a FY16 Budget in the amount of \$19,984.

Kevin Canty made a motion to approve and recommend the 1749 Court House budget of \$19,984.

Christopher Merrill, second. The motion carries unanimously (10-0-0).

Michael Hanlon relinquished role of Chair back to John Moody.

➤ ATM Article 7A-E: Operating Budgets & Enterprise Funds

ATM Article 7A:

To raise and appropriate \$186,300,014 for a total General Fund Operating Budget to provide for a reserve fund and to defray the expenses of the Town and to meet said appropriation with the following funding:

Total General Fund Operating Budget	\$	186,300,014
Title V - Betterment Program	\$	162,831
State Boat Ramp Revolving Fund	\$	10,293
Recreation Revolving Fund	\$	44,121
Memorial Hall Revolving Fund	\$	8,203
Plymouth Beach Revolving Fund	\$	9,446
Fire Safety & Prevention Revolving Fund	\$	7,761
Fire Alarm Maintenance Revolving Fund	\$	9,391
Cemetery Perpetual Care	\$	35,314
Municipal Waterways	\$	133,644
Premium for Debt Exclusion	\$	208,681
Free Cash for OPEB Fund	\$	500,000
		Less Total Transfers
		1,129,685
To be raised by the 2016 Tax Levy (General Fund revenues & other sources)	\$	185,170,329

Christopher Merrill made a motion to approve and recommend Article 7A - Total General Fund Operating Budget of \$186,300,014 and funding sources as described. Richard Gladdys, second. The motion carries unanimously (10-0-0).

ATM Article 7B:

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

Personal Services	\$	1,068,529
All Other Expenses	\$	1,231,610
Debt Service	\$	1,186,892
Appropriated for Direct Costs	\$	3,487,031
Indirect Costs - Charged to Enterprise Fund from General Fund	\$	1,240,540
Total Cost – Water	\$	4,727,571

Kevin Canty made a motion to approve and recommend Article 7B – Water Enterprise Budget of \$3,487,031. Christopher Merrill, second. The motion carries unanimously (10-0-0).

ATM Article 7C:

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

Personal Services	\$	282,147
All Other Expenses	\$	2,025,633
Debt Service	\$	2,191,444
Appropriated for Direct Costs	\$	4,499,224
Indirect Costs - Charged to Enterprise Fund from General Fund	\$	288,161
Total Cost – Sewer	\$	4,787,385

Kevin Hennessey made a motion to approve and recommend Article 7C – Sewer Enterprise Budget of \$4,499,224. Kevin Canty, second. The motion carries unanimously (10-0-0).

ATM Article 7D:

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

Personal Services	\$	315,689
All Other Expenses	\$	1,961,554
Appropriated for Direct Costs	\$	2,277,243
Indirect Costs - Charged to Enterprise Fund from General Fund	\$	268,198
Total Cost – Solid Waste	\$	2,545,441

Michael Hanlon made a motion to approve and recommend Article 7C – Solid Waste Budget of \$2,277,243. Charles Stevens, second. The motion carries unanimously (10-0-0).

ATM Article 7E:

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

Personal Services	\$	490,175
All Other Expenses	\$	2,282,415
Debt Service	\$	0
Appropriated for Direct Costs	\$	2,772,590
Indirect Costs - Charged to Enterprise Fund from General Fund	\$	194,979
Total Cost – Airport	\$	2,967,569

Kevin Canty made a motion to approve and recommend Article 7E – Airport Enterprise Budget of \$2,772,590. Charles Stevens, second. The motion carries unanimously (10-0-0).

PUBLIC COMMENT

None

OLD/NEW/OTHER BUSINESS

Earlier in the evening Advisory & Finance Budget Sub-Committee A recommended reducing the spending limit of the Cable Services Revolving Fund to \$33,000, \$5,000 less than requested.

Michael Hanlon made a motion to revisit Annual Town Meeting Article 3: Revolving Funds. Christopher Merrill, second. The motion carries unanimously (10-0-0)

➤ **ATM Article 3: Revolving Funds**

Michael Hanlon made a motion to approve the recommendation to reduce the spending limit of the Cable Advisory Revolving Fund from \$38,000 to \$33,000. Kevin Canty, second. The motion carries unanimously (10-0-0)

MINUTES

The back log of Minutes will be reviewed at the March 4, 2015 meeting.

ADJOURNMENT

Cornelius Bakker moved for adjournment. Kevin Canty, second. The motion for adjournment carries unanimously (10-0-0). The meeting adjourned at 11:53PM.

Respectfully submitted,

Kere Gillette



TOWN OF PLYMOUTH
11 LINCOLN STREET
PLYMOUTH, MA 02360

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

The Advisory & Finance Committee will hold a Public Hearing in the Mayflower II Hearing Room, Town Hall, 11 Lincoln Street, Plymouth, Massachusetts on **Wednesday, February 25, 2015 at 7:30PM** to solicit comments from the general public on the proposed FY2016 operating and capital budgets in accordance with the Town Charter, Chapter 2, Section 12-2. Budgets may be inspected at the Office of the Town Clerk or the Advisory & Finance Committee Office, Town Hall, 11 Lincoln Street, Plymouth, Massachusetts or online at <http://www.plymouth-ma.gov>

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

Advisory & Finance Committee

NEWSPAPER: Old Colony Memorial
ATTN: Carol Hoyen
FROM: Kere Gillette
TITLE: Budget Analyst
PHONE & EXT: 508-747-1620, Ext. 178

AD RUN DATES: February 18, 2015 and February 21, 2015

BILL ACCOUNT #: 100026457 (Selectmen)

QUOTE: TO BE DETERMINED

ADVISORY AND FINANCE COMMITTEE

MEETING MINUTES

March 4, 2015

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

PRESENT

Thirteen members of the committee were present:

Kevin Canty, Richard Gladdys, Michael Hanlon, Harry Helm, Kevin Hennessey, Shelagh Joyce, Ethan Kusmin, Kevin Lynch, Christopher Merrill, John Moody, Harry Salerno, Marc Sirrico, Charles Stevens

ABSENT

Two members of the committee were absent:

Cornelius Bakker, Michael Hourahan

AGENDA ITEMS

ANNUAL TOWN MEETING ARTICLE PRESENTATION

➤ **ATM Article 16D: CPC – Acquire 50 Acre Parcel – Black Cat Road**

Bill Keohan, Chair of the Community Preservation Committee (CPC), presented ATM Article 16D. He said CPC is recommending the purchase of 50 acres of land off Black Cat Road for open space and recreational purposes. This is made up of portions of Lots 25A-1 and 39-2 on Plan #46 of 2014, Lot 25B on Assessors Map 90, and Lot 69 on Assessors Map 98. The intention is to preserve the headwaters to Billington Sea, Town Brook and Plymouth Harbor. The property will be held under the care, custody and control of the Conservation Commission. The property appraised at \$525,000 and the CPC is purchasing it for \$425,000.

Questions:

- Does the property include all the outlined parcels on the map? (M Hanlon) Yes, portions of all.
- What is the logic for closing the cranberry bog? (R Gladdys) That industry is changing. Cranberry operations are manmade now. USDA is helping farmers get out of these bog locations now.

Harry Salerno made a motion to recommend ATM Article 16D. Michael Hanlon, second. The motion carries unanimously (11-0-0).

SPECIAL TOWN MEETING ARTICLE PRESENTATIONS

➤ **STM Article 10: Increase Tax Exemption for Veteran's Organizations**

Anne Dunn, Director of Assessing, presented STM Article 10. Currently an incorporated organization of veterans is exempt from local property taxes up to a dollar amount of the fair cash valuation based on local option. This article, if adopted, would increase the exemption amount up to \$1,500,000. Last year, after meeting with the Revenue Task Force, the Assessing Department has been carefully reviewing the exemptions for charitable organizations. As part of the review process, we became aware of a change in the law for incorporated veterans organizations. Through the acts of 2008 MGL Chapter 59, Sec 5, Clause 5C was added. There are two such organizations in the Town of Plymouth. They are the American Legion Post #40 and the Plymouth Memorial Post # 1822 (VFW). Current assessments are \$914,700 and \$495,000 respectively.

Questions:

- What are the exemption ceilings now? (H Salerno) 2A \$200,000, 5A \$400,000, 5B \$700,000.
- Are those two organizations currently being assessed taxes? (J Moody) No.

Richard Gladdys made a motion to recommend STM Article 10. Kevin Canty, second. The motion carries unanimously (10-0-1). Kevin Hennessey, abstained.

➤ **STM Article 1: Classification and Compensation Plans/Personnel Bylaws**

Cindy DePina, Human Resources Director, presented Article 1. With the recent changes to minimum wage and multi-year increases in the lower paid positions, it has caused compression on some Miscellaneous D positions so we need to make changes in some hourly rates. At Fall Town Meeting only those positions that fell below the new minimum wage received hourly rate increases. The rates are too compressed so that some supervisors are making about the same hourly wage as those they supervise. These are all summer seasonal positions with the Recreation Department. To fix this adjustments have to be made to the Lifeguard Coordinator, Head Lifeguard, Lifeguard, Beach & Park Supervisors, Water Safety Program Coordinator, and Water Safety Instructor.

Questions/Comments:

- Some wage increases are as much as 10% year to year. Is there concern about the full time town employees viewing that 10% and thinking “what about me”? (J Moody) All of these positions have had a 50 cent increase each year. This helps with retention. There have not been any Miscellaneous D increases since 2012. These are seasonal employees with no benefits.
- This is concerning and may play out at negotiations. (J Moody)
- Are these rates in line with other towns? (K Canty) I looked at MMA surveys and we are mid level on some rates and below mid on other rates. We compete with other South Shore towns and even Cape towns for summer staff. We have been at these levels and will continue to be at these levels with the increases.
- Why adjust for three years at a time instead of just one at a time? (M Hanlon) The new minimum wage law is in three year steps so we are mirroring that plus it is a lot of work to make the changes so we do not want to have to do it each year.
- If these increases are not approved, would we have a staff shortage? (K Hennessey) Yes, we would struggle to find staff.
- Are these increases included in the budget already? (K Hennessey) We have \$100,000 in Salary Reserve to account for the minimum wage increases.
- I am unclear if we should be looking at minimum wage or living wage? (K Hennessey) Supervisors must make more than those they supervise. Living wage does not apply here, these are summer jobs for high school and college students. I am not troubled by this. (H Salerno)
- In order to get and retain good lifeguards we must have a competitive rate of pay. If we are able to retain them we save money but not having to start over to train them. We don’t want launch those we train and have for one summer to other communities, we want to keep them. This is a good idea to maintain a competitive edge. (K Canty)
- It is important to pay lifeguards well to keep strong staff and keep our children safe. The 10% increase is worth it and is a small amount of money overall. (R Gladdys)

Christopher Merrill made a motion to recommend STM Article 1. Kevin Canty, second. The motion carries unanimously (11-0-0).

Shelagh Joyce arrived to meeting.

➤ **STM Article 3: Unpaid Bills**

Lynne Barrett, Finance Director, presented STM Article 3. Once a fiscal year is closed out we may not pay bills for that fiscal year without a 9/10 vote by Town Meeting. We are looking for Town Meeting approval to pay four bills from FY14 totaling \$9,938.81:

- Schools: 1 bill from Southeastern Regional School District \$7,592.00
- Water Dept: 2 bills from Integrys (\$1,520.31 & \$681.50) \$2,201.81
- CPC: 1 bill from Kopelman and Paige, PC \$ 145.00

The School bill is for transportation for a homeless student. The Water Department bills are from an electric supplier. The Department receives two monthly bills for each electricity account they have, one from NSTAR and one from the supplier. These two bills were not received from the Water Department because of an incorrect billing address. The bill for the CPC for legal work for recording deeds was dated June 30th but was not received until the fiscal year was closed out.

Questions/Comments:

- I'm confused about the transportation bill for the homeless student. We were not anticipating this bill? We did not know this student was out there? Who decides what type of transportation? Doesn't this have to be negotiated and contracted? We just receive a bill out of the blue? Something seems went awry. (H Salerno) Not sure of the exact circumstances but we can find out details from the School Department and report back.
- These require 9/10 vote, historically are these approved? Do any fail to achieve 9/10 vote? Four bills, is this a lot? (K Canty) In the past ten years, all have been approved, not sure of history before that. Each Town Meeting we have 2 or 3 or 4 unpaid bills. It is a small number.
- The memo for the transportation bill states, "The McKinney Vento Act mandates the Plymouth School District provide transportation to Plymouth students who become homeless and are forced to move out of the district into temporary housing." So this is a partially funded mandate and we get a small reimbursement of that cost. (K Canty)
- Why would Plymouth have to pay for a student who lives out of town to attend Southeast Vocational School? (M Sirrico) The student started the school year living in Plymouth so the town is responsible for that student for the school year.
- This bill is for January through June. Where was student the first half of the year? Where did student relocate to? How is this transportation cost computed? Is it an allocation or a direct bill? (H Salerno) We will find out answers to your questions.

Ethan Kusmin made a motion to divide STM Article 3 and recommend approval of the Water Department and Community Preservation portion in the amount of \$2,346.81. Christopher Merrill, second. The motion carries unanimously (12-0-0).

Christopher Merrill made a motion to postpone the School portion of STM Article 3 until the March 18, 2015 meeting. Ethan Kusmin, second. The motion carries unanimously (12-0-0).

➤ **STM Article 2: Supplementing Departmental Budgets**

Lynne Barrett and Fire Chief, Ed Bradley, presented STM Article 2. These are the five FY15 budget line items that need additional funding to get through the year, with the amounts needed:

- Fire Dept – Vehicle Maintenance Expense: \$ 27,000
- Fire Dept – Salary & Wages Overtime: \$110,000
- All Town Insurance: \$ 50,000
- Member Benefits: \$ 48,000
- Snow & Ice: \$700,000
- Total: \$935,000

Fire Dept – Vehicle Maintenance: Chief Bradley explained that the unprecedented snow fall and extreme cold temperatures have caused numerous vehicle and equipment breakdowns and failures. The weather conditions have increased the department's activity by 78% over the same period in past years further taxing apparatus and equipment. A few of the apparatus breakdowns required expensive towing bills and dealer repairs. Most of the repairs were completed in-house but required expensive replacement parts, none of which were anticipated prior to the extreme weather. It costs

\$497 for one set of snow chains plus \$9.71 per cross link and each tire has 14 cross links so 28 per truck. They are going through a considerable amount of these this winter. The remaining balance in this line item is \$4,130 and they use an average of \$6,500 per month in normal weather.

Fire Dept – Salary & Wages Overtime: The Chief also explained that due to the additional staffing required to manage the multiple snow storms and extreme cold weather on top of a high absence rate due to multiple I.O.D (injuries on duty), FMLA absences and pending disability retirements, the overtime account has been prematurely depleted. Looking at past years spending trends helped estimate how much additional funds are needed to get through the year.

All Town Insurance: Lynne Barrett explained that this is the fourth year of level funding this budget. We increased it at the Fall Town Meeting by \$35,000 but due to the increase in the building values (new buildings added and adjustments for replacement cost), endorsements since July 2014 and a few deductibles for claims settled, there is a need for additional funding.

Member Benefits: The enrolment for the Managed Blue supplemental product continues to be a popular choice for senior retirees. The enrollment has increased since initially estimated so additional funds are needed.

Snow & Ice: The Assistant DPW Director recently came before Advisory & Finance to discuss the unprecedented snow fall this winter and expenditures incurred to date. We are estimated to exceed three times the annual average of snow and ice expenditures incurred to date. We are estimated to exceed three times the annual average of snow and ice expenditures; therefore the snow and ice deficit is expected to exceed three times the average annual amount. Snow and ice deficits can be raised on the Tax Rate Recap in the following fiscal year. Advisory & Finance authorized \$2.6 million snow and ice deficit spending. We would like to reduce the effect of this snow and ice deficit by transferring available Free Cash at the Special Town Meeting. The amount we have available is \$700,000.

The following are the recommended funding sources:

- Police Dept – Salary & Wages: \$167,000
- Redevelopment: \$ 20,000
- Out of District Transportation: \$ 48,000
- Free Cash: \$700,000
- Total: \$935,000

Police Dept – Salary & Wages: The Police Department has had several vacancies remain open. They also had several employees leave force to go to work for other towns or the state police, and had two unexpected retirements. It takes time to fill civil service vacancies.

Redevelopment: This budget included \$5,000 for maintenance of the 1820 Court House and \$15,000 for insurance of the 1820 Court House. These expenses shifted out of Redevelopment to the town.

Out of District Transportation: As mentioned at last week's meeting, Gary Costin, Business Manager for the Schools, was able to collaborate with other towns on the Out of District Transportation to the two agricultural schools, leaving surplus funds in that budget line.

Free Cash: Free Cash is a revenue source that results from the calculation, as of July 1, of a community's remaining unrestricted funds from operations of the previous fiscal year, based on the balance sheet as of June 30. It typically includes actual receipts in excess of revenue estimates and unspent amounts in departmental budget line-items for the year just ending, plus unexpended free cash from the previous year.

Questions/Comments:

- Can you review the snow and ice numbers with the \$700,000 free cash? (K Hennessey) We authorized deficit spending of \$2,600,000. The \$700,000 from free cash would reduce that to \$1,900,000 to be raised in the Tax Rate Recap next year.
- Regarding All Town Insurance, how many vacant buildings does the town have? (C Merrill) I believe just the old Water Barn and the 1820 Court House.
- Regarding Member Benefits, seniors have two options: Managed Blue and MedEx. With the shift to Managed Blue are we now over-allocated in MedEx? (J Moody) Not necessarily. The numbers are small. We will look at that during open enrollment.
- Has Overtime been used to shovel out hydrants? (S Joyce) No, those are shoveled out by crews in each area while on duty.
- Isn't the public supposed to be shoveling out hydrants? (J Moody) They are supposed to but the Fire Department has had to shovel out over 5,000 hydrants. On their regular shifts they track which hydrants have been shoveled out and which ones have not.
- I was surprised to see the Fire Department shoveling hydrants in the Pinehills on private roads. Doesn't the contractor for that community shovel the hydrants? (S Joyce) Firefighters have shoveled over 150 hydrants in the Pinehills alone, the contractor can not keep up with it.
- Has the Sheriff's Department been contacted to see if maybe the prisoner work crews can shovel out hydrants? (C Merrill) Yes they were contacted and they are not able to do that work either for liability reasons or staffing reasons.
- \$640,000 was budgeted for overtime, what percentage is that of the total Fire Department budget? (J Moody) It is about 7% of the total budget. Most towns around the state are at 15-16%, so we are on the low side.
- With an additional allocation of \$60,000 approved at Fall Town Meeting plus \$110,000 now, that is approximately \$800,000 in overtime for FY15. The Department is 20% over its original Overtime budget. I am struggling with the reasons you have to use so much overtime. (J Moody) We always have the standard reasons like crew is out at a fire or accident when a shift ends but can not leave until job is done. We also call firefighters in for building fires. We also have unusual circumstances this year like pending disability retirements, where they suffer career ending injuries and we can not replace them until their disability is approved and they officially leave which takes time. On average about 12 staff members leave each year. We are not like the private sector where we can bump up staff in anticipation of that. We have to wait until they actually leave to then fill their position. In addition to those out on disability leave, we have some on military leave, or vacations, or jury duty, or call out sick.
- How many firefighters do you have in all? (J Moody) We have 123 staff which includes 81 firefighters.
- \$800,000 is a lot of money. How many staff members does that \$800,000 in Overtime flow to? (J Moody) During storms about 80% of the staff does overtime. Typically 70% of the staff always agrees to take overtime and another 10% maybe takes overtime half of the times it is offered. Paying overtime is much more efficient than adding staff. We staff around the clock so if you add one person you need to add one per shift so four total. Adding staff involves salaries, benefits, uniform expenses, and unfunded liabilities.
- Can any of the Fire Department Overtime be calculated into the storm state of emergencies so we can receive reimbursement? (C Stevens) The Governor requests state of emergency funding from the federal government. Reimbursements are typically based on direct snow removal costs, public building access and emergency shelters for a specific 48 hour period. There was one state

of emergency declared for storm Juno, which was the big January storm. There is a second request pending because of the large amount of snow received over the 3 or 4 week period so we will have to wait and see if that gets approved.

Christopher Merrill made a motion to recommend STM Article 2. Richard Gladdys, second. The motion carries unanimously (12-0-0).

➤ **STM Article 4: Funding Projects - Library Carpet Project**

Dinah O'Brien, Director of Community Resources, presented STM Article 4. At the Annual Town Meeting in April 2013 an appropriation of \$140,000 was made to finance the replacement of all carpeting at the Plymouth Public Library Main Branch. This was based upon estimates received from two vendors as to what the cost might be. The project has moved forward and was bid out in the winter of 2015. When the bids were returned it was discovered that cost has escalated and the original appropriation of \$140,000 is insufficient by \$45,821 to complete the project. The carpet squares themselves are being purchased for \$90,000 from the State Bid List which leaves \$50,000 for installation. The lowest bidder, Capital Carpet and Flooring specialists, has bid \$95,821 which has resulted in a deficit of \$45,821 needed to complete the project. The library has been cited by MIAA for its carpet creating a dangerous situation, particularly in the Children's Room and Reference Area. The project needs to move forward in the late spring of this year in coordination with the redesign and installation of the new Circulation Desk and AV area.

Questions/Comments:

- How often has the carpet been replaced? (Chris Merrill) It has never been replaced in the 23 years since the building opened.
- Have you looked into tile or wood as alternatives? (Chris Merrill) Yes. We have to consider acoustics so tile would not work for the whole library as it does in the lobby. Wood is much more expensive than carpet.
- Will the installation be done off hours? (S Joyce) We are planning to close for one week for the construction of the circulation desk and AV area and we will plan to have carpet replaced that same week. Work will be done 9AM-5PM.
- What will the staff do during that week? (S Joyce) They will be working behind the scenes, there is plenty of work to be done.
- Did you purchase extra carpet squares for repairs down the road? (K Hennessey) Yes.

Richard Gladdys made a motion to recommend STM Article 4. Kevin Canty, second. The motion carries unanimously (12-0-0).

➤ **STM Article 5: Establish a Sewer Special Purpose Debt Payment Fund**

Lynne Barrett, Finance Director, presented STM Article 5. Town Meeting has previously authorized the design and construction of the first phase of the sewer expansion project on Samoset Street. This project will be funded through betterments with the property owners. They will be paying for the cost of borrowing for the project plus 2% in addition to the project costs applicable to their equivalent unit. We would like to establish a Special Purpose Stabilization Fund for Sewer Betterment Debt Projects to have a fund to reserve specific amounts received that are associated with the financing of these particular projects. These specific amounts include premiums received on borrowing because these amounts should be used in the calculations of the cost of borrowing and used for payment of debt service. In addition, they include betterment payments that are paid in full or in advance, in lieu of amortizing over a period up to 20 years. These amounts need to be reserved to help pay the debt service amortization of

the projects. If these funds are not placed into the Special Purpose Debt Payment Fund they have to be closed out to Sewer Retained earnings at the end of the year. We started borrowing temporarily for this project with a bond anticipation note (BAN) dated May 2014 for \$530,000. We received a premium on this BAN of \$4,648.10 which closed out to Sewer Retained earnings at June 20, 2014. At this time I am recommending that we establish this Special Purpose Stabilization Fund for Sewer Betterment Debt Projects and transfer the amount of \$4,648.10 from Sewer Retained Earnings as the initial deposit.

- Will the premium on the bond anticipation note offset so the bond is paid out of this as well? (H Salerno) Debt service can not be paid from where the premium goes.
- Will this fund be used in the fall of FY16? (H Salerno) We can have the fund available and at Fall Town Meeting vote to pay the interest costs.
- Will this Stabilization Fund be within the Sewer Enterprise? (M Hanlon) Yes.
- You will need Town Meeting appropriation to use the funds? (K Hennessey) Yes.

Harry Salerno made a motion to recommend STM Article 5. Kevin Canty, second. The motion carries unanimously (12-0-0).

➤ **STM Article 6: Wind Turbine PILOT – Assessors Map 129**

Lynne Barrett, Finance Director, presented STM Article 6. In 2013 Town Meeting authorized the Board of Selectmen to negotiate one or more agreements for payments-in-lieu-of-taxes (PILOT) pursuant to the provisions of MGL Chapter 59, Section 38H(b), and Chapter 164, Section 1 for property relating to renewable energy generation facilities. Since then there have been two PILOT agreements for solar photovoltaic facilities. Because of the state statute, communities are allowed to tax these facilities through a negotiated PILOT agreement. Today an agreement was reached with Future Wind LLC to enter into a PILOT agreement for their 8.0 MWAC Wind Turbine Generating Facility which includes four wind turbines. By using the income approach to value the facility; a rate of \$14,000 per MWAC was the negotiated amount for the PILOT. The term of the agreement will be for twenty years and will include an escalator of 2.5%. This agreement will be just for the personal property; the land will be taxed separately. Language and other terms of the PILOT agreement are being finalized with Counsel. This facility is to be built on three privately owned parcels off of Head of the Bay Road in South Plymouth. They have been working with the town since 2010 to get this permitted through Planning and ABA and are now at a point where they need this PILOT agreement to assist them in obtaining financing. PILOT agreements are beneficial to the developer because there is a set stream of payments known at the beginning of the project for cost evaluation and financing. PILOTs are also beneficial to the town for the following reasons: 1) There is a set stream of payments for tax billing purposes based on an initial evaluation of cost for appraisal versus on an annual basis which lowers our transaction cost by avoiding a 3 year certification/valuation appraisal. 2) Because the facility is considered personal property the town could not perfect a lien like we can with real estate if it went unpaid. We would seek remedy under a violation of the contract terms. 3) Removes the risk of disagreement of the value and potential for requests for abatement. 4) Negotiated PILOTs with solar developers prompt development of renewable energy in Plymouth. A vote of Town Meeting is required to adopt the PILOT agreement.

Questions/Comments:

- Will there be a provision to extend beyond the 20th year? (M Hanlon) No, we wanted the ability to reevaluate after 20 years. We will renegotiate or will value the property at that time.
- What if they do not generate the contracted amount of power? (C Merrill) There will be language in the contract to adjust accordingly based on income approach.

- They can ramp down production if they are not able to sell all the power so the payment schedule is based on if the facility was running at full capacity? (J Moody) It uses a “voluminous” Department of Revenue formula but it is based on what they are selling. This developer has 99% of its contracts in place and those contracts are for 20 years. Yes payments could possibly be less if sales and production decrease.
- Have they received all of their permits? (R Gladdys) We know they have been working on permitting since 2010, not sure if each one has been officially signed, we can find out.
- This company has had anticipated timelines published online and they predicted going live in 2012. (J Moody) Permit process may be what is holding them back (R Gladdys)
- Is the wind turbine in Camelot Park a PILOT agreement or taxed? (K Hennessey) Annual tax.
- What is the tax and capability of that turbine? (K Hennessey) Not sure exactly but tax payments start low at the beginning and increase over time. The payments over 20 years add up to the same amount whether it is a PILOT or taxed.

Kevin Canty made a motion to recommend STM Article 6. Harry Salerno, second.

Comments:

- I am in support of this, let’s give this company this tool to get development going. (R Gladdys)
- Whether there is a PILOT or not, it is all about valuation and tax is based on value which is determined by the market place and need for the product. If it can’t generate revenue, it is less valuable. (H Salerno)
- Common maintenance causing shut downs could impact value. (C Merrill)
- This is similar to the solar facilities and calculations are based on historical averages. Receiving even payments over twenty years is better than the ups and downs. (E Kusmin)
- With a flat dollar per megawatt you give up the chance for increases if the market value increases. (K Hennessey)
- You give up the potential upside to have fixed stream payments. (H Salerno)

The motion carries unanimously (12-0-0).

John Moody relinquished the Chairmanship to Harry Salerno before STM Article 7 was heard.

➤ **STM Article 7: Plymouth Retirement Board – Treasurer’s Stipend**

Lynne Barrett, Finance Director, presented STM Article 7. This Article was unsuccessful at Fall Town Meeting but the Retirement Board feels very strongly that they should be given the authority to compensate the Treasurer of the retirement system (custodian of the funds) up to the allowable maximum by local option statute of \$3,000 annually. The Treasurer currently receives a \$1,500 stipend. A survey of other Massachusetts Retirement System Treasurers, and size of our system, warrants the option for us to compensate up to the maximum as many other systems our size and smaller pay the maximum. The Retirement Board appreciates Advisory & Finance’s continued support and assistance in getting this local option adopted by Town Meeting.

Questions/Comments:

- We did not support this Article in the Fall, what has changed since then? (K Canty) The Retirement Board feels very strongly that this is an important position and would like the option to pay up to the amount allowable in the local option statute. Nothing else has changed.

- The Treasurer knew this was part of the job, this is a union position and salary is commensurate with duties. (K Canty)
- Where will the additional \$1,500 be funded from? (R Gladdys) From retirement system funds.
- So it is not costing the taxpayer since the retirement system account pays. (R Gladdys)
- It would affect their pension right? (S Joyce) Yes, it would have a miniscule impact.
- The retirement system is audited correct? Is there any fraud suspected? (C Merrill) It is audited annually by an auditor and bi-annually by PERAC. We do not suspect any fraud. Just trying to reiterate the importance of this position and of checks and balances required in the system.
- Does the town's Internal Auditor also audit the retirement system? (C Merrill) No, an auditor is contracted by the retirement system.
- If the Treasurer receives the additional \$1,500, what would the impact on the pension be? (R Gladdys) If the Treasurer worked long enough to max out, she would receive 80% of the \$1,500 on an annual basis in retirement.

John Moody made a motion to recommend STM Article 7. Ethan Kusmin, second.

Discussion/Comments:

- I am going to vote for this and urge the committee to vote for this. I assume when the town sets the Treasurer's salary they do not include the retirement fund duties because taxpayers do not pay for those duties, the retirement system pays. The Retirement Board knows best about their funds and if they want this ability then we should grant them the authority to do so. (J Moody)
- I am in support as well. Give the people in the position to make the decision the ability to do so. These duties require extra time and they should be compensated at a just rate. (M Sirrico)
- I also support this. It is an extra \$28 per week. If the Treasurer does a good job and keeps clean records, then the retirement system will save money on their auditing expense. (E Kusmin)
- I did not support this in the fall and do not support it now. This is a philosophical difference. This is public money we are expending and I do not like the way the town compensates people with 14 categories of compensation. I am drawing a line in the sand over \$1,500. (M Hanlon)
- I am also not in support of this Article, and did not support it in the fall. It is part of the job and requires a minimal amount of time. Checks and balances should be there regardless of pay. (S Joyce)
- I voted in favor of this last time but am not in favor this time. There are no new impacts to warrant reconsideration and it is inefficient to revisit unless there are new facts. (K Canty)
- I am not in support, it is part of the job and should be done to the same level regardless of pay, it is a side deal. (K Hennessey)
- The Retirement Board want to use their funds and it is not costing the taxpayer, so I do not understand why we shouldn't trust the Retirement Board. (R Gladdys)

Charles Stevens asked to move the question. Michael Hanlon, second. The motion carries (8-4-0). Richard Gladdys, John Moody, Christopher Merrill and Harry Helm, opposed.

The motion to recommend STM Article 7 carries (7-6-0). Richard Gladdys, Ethan Kusmin, John Moody, Harry Helm, Charles Stevens, Marc Sirrico, in favor. Michael Hanlon, Kevin Canty, Kevin Hennessey, Shelagh Joyce, Christopher Merrill, and Kevin Lynch, opposed. Chair Harry Salerno voted in the affirmative to break the tie.

Harry Salerno relinquished the Chairmanship back to John Moody.

➤ **STM Article 8: Acquire Easement – Pilgrim Memorial State Park**

Lynne Barrett, Finance Director, presented STM Article 8. The Town is seeking to acquire an easement from the Commonwealth of Massachusetts, Department of Conservation and Recreation for a small section of Pilgrim Memorial State Park. The park is state land with Article 97 protection and this agreement allows for the bridge, headwall, guardrail and stormwater system work to be completed, maintained and property documented through an easement with the Commonwealth. This easement is required.

Questions/Comments:

- Is there any cost involved? (S Joyce) Only recording fees, maybe a couple hundred dollars.
- If we are legally required to do this, why didn't we do it prior to doing work? How long of a process is it? (J Moody) It is a lengthy process. We may have started the process prior to doing work, not sure.

Michael Hanlon made a motion to recommend STM Article 8. Ethan Kusmin, second. The motion carries unanimously (12-0-0).

➤ **STM Article 9: Entergy PILOT – One Year Rollover**

Lynne Barrett, Finance Director, presented STM Article 9. Our current three year PILOT agreement with Entergy Nuclear Generation Company extends through Fiscal Year 2016. We came to an agreement with Entergy, a First Amendment to the PILOT Agreement, to extend the term of the PILOT Agreement by one year to bring it through Fiscal Year 2017. The respective annual payment for FY2017 shall be \$9,250,000. Obligations of this First Amendment are conditioned upon: 1) The Town submitting the First Amendment to the Massachusetts Department of Revenue (DOR) and DOR having no objection; and 2) Approval of the First Amendment by the Town acting by a vote of its Town Meeting. The Town will be working with a consultant to negotiate a longer term PILOT, most likely a 5 year agreement, which will begin in FY2018.

Questions/Comments:

- Does the law firm still charge us the \$400,000 we budgeted? (R Gladdys) We pay them when we use the, they are not on retainer.
- Now that the plant is storing nuclear waste and has new buildings, is that taken into consideration? (R Gladdys) Not for this extension. A PILOT is for tax purposes only. In negotiations for 2018 and beyond, we will look at any value increases.

Harry Salerno made a motion to recommend STM Article 9. Charles Stevens, second. The motion carries unanimously (12-0-0).

PUBLIC COMMENT

None

OLD/NEW/OTHER BUSINESS

- Caucus Schedule: We are waiting to receive the Caucus Meeting schedule from Chris Pratt, Chair of the Precinct Chairs Committee. Meetings will most likely be scheduled March 20 - April 10. Harry Salerno will again be scheduling representatives from the Advisory & Finance Committee for each Caucus Meeting. More information will be available at the next Advisory & Finance Committee meeting.
- Rules Committee: The Advisory & Finance Rules Committee will be meeting next week and hopes to share rules revisions at the next Advisory & Finance Committee meeting.
- Next Meeting: The next Advisory & Finance Committee Meeting is Wednesday, March 18, 2015.

MINUTES

- January 13, 2015 (revised)
Harry Salerno moved to approve the January 13, 2015 meeting minutes. Christopher Merrill, second. The motion carries unanimously (10-0-2). Kevin Canty and Harry Helm, abstained.
- January 21, 2015 (revised)
Harry Salerno moved to approve the January 21, 2015 meeting minutes. Ethan Kusmin, second. The motion carries unanimously (12-0-0).
- January 28, 2015
The committee voted unanimously (12-0-0) to have the January 28, 2015 notice of no meeting due to snow storm added the record.
- February 4, 2015
Christopher Merrill moved to approve the February 4, 2015 meeting minutes. Ethan Kusmin, second. Kere Gillette pointed out that attendance showed Kevin Canty as absent which is incorrect and will be changed. The motion carries unanimously (10-0-2). Richard Gladdys and Harry Salerno, abstained.
- February 11, 2015
Kevin Canty moved to approve the February 11, 2015 meeting minutes. Harry Salerno, second. The motion carries unanimously (9-0-3). Richard Gladdys, Kevin Hennessey, and Harry Helm, abstained.

ADJOURNMENT

**Kevin Hennessey moved for adjournment. Ethan Kusmin, second.
The motion for adjournment carries unanimously (12-0-0).
The meeting adjourned at 10:00PM.**

Respectfully submitted,

Kere Gillette