

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, July 13, 2016 at 7:00PM

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

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

Call to Order

Public Comment

Agenda Items

- Year End Appropriation Transfer Requests Derek Brindisi, Assistant Town Manager
Rich Tierney, Water Superintendent
- Reserve Fund Transfer Request
- Rising Tide Charter Public School Jill Crafts, Head of School
Eric Mello, Business Manager
- Committee Reorganization

Old/New/Other Business

- Sub-Committee & Committee Liaison Updates

Meeting Minutes

- May 18, 2016

Public Comment

Adjournment

Next Meeting: Wednesday, August 17, 2016 at 7PM in the Mayflower II Meeting Room – Town Hall

End-of-Year Appropriation Transfers

FUNDING USES

FUNDING SOURCES

FY-NO	DATE OF ACTION BOS	DATE OF ACTION FinCom	DEPARTMENT DIVISION	TO BE USED FOR	AMOUNT REQUESTED	FUNDING SOURCE	AMOUNT TRANSFERRED	ANNUAL BUDGET FUNDING SOURCES	Budget Remaining	3% OF FUNDING FY16 BUDGET Appropriation
FY16-01	5/17/2016	5/18/2016	Health Dept.	Training	\$ 5,000	Salaries & Wages	5,000	259,708	56,910	\$ 7,791
FY16-02	7/12/2016	7/13/2016	Town Manager Dpt.	Legal Services	\$ 110,000	MedicareBPrem-Twn	45,000			
						MedicareBPrem-Schl	43,000			
						Workers Comp	22,000			
0010	GENERAL FUND				115,000	TOTAL	115,000			
FY16-03	7/12/2016	7/13/2016	Water Dept	Salaries & Wages	25,000	Other Exp	25,000			
6101	WATER ENTERPRISE				25,000	TOTAL	25,000			

Chapter 77, Section 1, Acts Of 2006: "A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the finance committee or other entity establish under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated for the use of any department other than a municipal light department or a school department to the appropriation for any other department or within a department, but the amount transferred from one department to another or within a department may not exceed, in the aggregate, 3 per cent of the annual budget of the department from or within which the transfer is made or \$5,000, whichever is greater."



TOWN OF PLYMOUTH

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

MEMORANDUM

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

FROM: DEREK S. BRINDISI, ASSISTANT TOWN MANAGER

SUBJECT: LEGAL EXPENSES

DATE: JUNE 7TH 2016

I respectfully request that \$110,000 be transferred to account #530500 in order to pay outstanding legal expenses that the Town incurred during FY 16. The primary reason for exceeding the "Legal Service" appropriation is due in large part because of the immediate and ongoing litigation that arose from the catastrophic forced sewer main rupture.

REQUEST FOR END OF YEAR APPROPRIATION TRANSFER

Chapter 77, Section 1, Acts Of 2006: "A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the finance committee or other entity establish under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated for the use of any department other than a municipal light department or a school department to the appropriation for any other department or within a department, but the amount transferred from one department to another or within a department may not exceed, in the aggregate, 3 per cent of the annual budget of the department from or within which the transfer is made or \$5,000, whichever is greater."

Transfer Information
(Request for Funding)

Department/Division Requesting Funding: TOWN MANAGER

Budget Line Org/Object # 00101236 530500 Line Description: LEGAL SERVICES

Amount Requested \$ 110,000.7 Balance in Account: \$ -78,775.35
(if balance is NEGATIVE, a written explanation is requested.)

Current Year Budget: \$ 371,000.7

Division Head: [Signature] Title: Town Manager

Transfer Information
(Sources of Funding)

Department/Division Providing Funding: _____

Line Description: MEDICARE PART B PREMIUM Budget Line Org/Object # 10910152-51603 +452
TOWN: \$45,000.- 10910300-51603 +452

Amount of Transfer: \$ SCHOOL: \$43,000.- Balance in Account: \$ TOWN: \$45,394.97
SCHOOL: \$43,103.13

Line Description: WORKERS COMPENSATION Budget Line Org/Object # 10910152-516001

Amount of Transfer: \$ 27,000.- Balance in Account: \$ 49,524.88

Division Head: [Signature] Title: Finance Director

Transfer Information

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

PLEASE SEE MEMO.

Sign-off for Submission

Department Head: _____ Title: _____

Signatures of Town Manager & Finance Director required before submission to the Board of Selectmen & Advisory and Finance Committee.

Finance Director: [Signature] Date: 7/8/14

Town Manager: [Signature] Date: 7/8/14

Action by Board of Selectmen

Approved: Yes ___ No ___

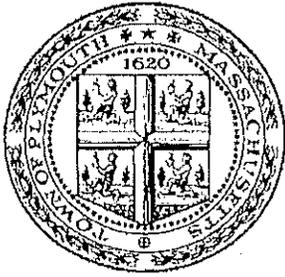
Signature of Chairman: [Signature] Date: _____

Action by Advisory and Finance Committee

Approved: Yes ___ No ___

Signature of Chairman: _____ Date: _____

ORIGINALS (2) – Submit to Board of Selectmen & Advisory and Finance Committee complete with all signatures.
COPY – To be retained by department/division.



TOWN OF PLYMOUTH

Department of Public Works
Water Division
169 Camelot Drive
Plymouth, Massachusetts 02360

To: Finance Committee and Board of Selectmen
From: Rich Tierney *RT* Water Superintendent
Ref: Request to Move Funds
Date: July 7, 2016

The Water Division is requesting permission to move funds from its operating budget to its salary and wages.

This request is to move funds from the Water Division operating budget line item Electricity 61014506-521000 to the Salary and Wages line item Overtime 61014505-513000 in the amount of \$25,000.00

The transfer of funds is necessary because of the catastrophic failure of the forced sewer main. The Water Division personnel assisted the Town of Plymouth and the contractor, C.J. Britto in locating and marking out our water mains and services. The Water Division personnel also excavated the water main on Westerly Road in a night operation and prepared our twelve inch water main for an insertion gate valve. The Water Division staff opened and closed gate valves in the streets where the sewer forced main failed, taking water samples at several properties, flushing water mains, hydrants, and services for a four month period.

REQUEST FOR END OF YEAR APPROPRIATION TRANSFER

Chapter 77, Section 1, Acts Of 2006: "A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the finance committee or other entity established under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated for the use of any department other than a municipal light department or a school department to the appropriation for any other department or within a department, but the amount transferred from one department to another or within a department may not exceed, in the aggregate, 3 per cent of the annual budget of the department from or within which the transfer is made or \$5,000, whichever is greater."

Transfer Information

(Request for Funding)

Department/Division Requesting Funding: WATER DIVISION

Budget Line Org/Object # 61014505 Line Description: SALARIES/OVERTIME

Amount Requested \$ 25,000.00 Balance in Account: \$ 77,974.75
(if balance is NEGATIVE, a written explanation is requested.)

Current Year Budget: \$ 962,429.00

Division Head: *Richard Fleming* Title: Water Superintendent
(Signature)

Transfer Information

(Sources of Funding)

Department/Division Providing Funding: _____

Line Description: ELECTRICITY Budget Line Org/Object # 61014506-521000

Amount of Transfer: \$ 25,000.00 Balance in Account: \$ 183,167.05

Line Description: --- Budget Line Org/Object # ---

Amount of Transfer: \$ --- Balance in Account: \$ ---

Division Head: *Richard Fleming* Title: Water Superintendent
(Signature)

Transfer Information

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

THE FAILURE IN THE SEWER REAR MAIN CREATED SEVERAL OVERTIME
EVENTS IN WHICH BOTH WATER DIVISION MAINTENANCE AND
PUMP STATION OPERATORS ASSISTED IN REPAIRS AND OPERATIONS.

Sign-off for Submission

Department Head: *Jan Fodor* Title: DP&L DIRECTOR

Signatures of Town Manager & Finance Director required before submission to the Board of Selectmen & Advisory and Finance Committee.

Finance Director: *[Signature]* Date: 6/9/16
(Certify Availability of Funds)

Town Manager: *[Signature]* Date: 7/8/16

Action by Board of Selectmen

Approved: Yes ___ No ___

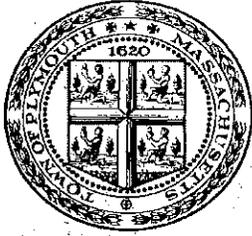
Signature of Chairman: *[Signature]* Date: _____

Action by Advisory and Finance Committee

Approved: Yes ___ No ___

Signature of Chairman: _____ Date: _____

ORIGINALS (2) – Submit to Board of Selectmen & Advisory and Finance Committee complete with all signatures.
 COPY – To be retained by department/division.



TOWN OF PLYMOUTH

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

MEMORANDUM

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

FROM: DEREK S. BRINDISI, ASSISTANT TOWN MANAGER

SUBJECT: MANOMET YOUTH CENTER

DATE: JULY 11, 2016

In 2014, the Town conducted a comprehensive energy audit at the Manomet Youth Center. With projected annual energy savings of approximately \$2,300 it was recommended to replace multiple light fixtures throughout the facility at a total cost of \$11,246. After receiving an Eversource cash incentive of \$3,721, the net project cost was \$7,525.47 plus an additional \$1,000 to Coviello Electric for a grand total of \$8,525.47.

The Friends of the Manomet Youth Center agreed to fund this entire project and paid the Eversource required 50% upfront invoice prior to work commencing. Currently, there is an outstanding balance owed to Eversource for \$3,762.74 and Coviello Electric for \$1,000.

I respectfully request that \$4,762.74 be transferred from the Advisory & Finance Committee Reserve Fund to account #00101756-530004 in order to pay the outstanding balance from electrical work that has been complete at the Manomet Youth Center.

Request for Transfer from the Reserve Fund

Chapter 40, Section 6 of M.G.L. "To provide for extraordinary or unforeseen expenditures, a town may, at an annual or special town meeting, appropriate or transfer a sum or sums...to be known as the Reserve Fund."

Date: JULY 11, 2016
Amount Requested: \$4,762.74
Line Description: PLANNING DEPT - TECHNICAL SERVICES
Budget Line Org/Object: 00101756-530004
Balance in Account \$1,112.52

Budget Information
(This Budget Item Only)
Current FY Budget: \$31,225
Prior FY Budgeted: \$31,225
Prior FY Actual: \$30,154
You must provide a copy of both your current and prior Year-to-date budget detail report with this request.

Transfer Information

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

Please see memo

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

Sign-offs for Submission

Division Head: _____ Title: _____

Department Head: [Signature] Title: 7/11/2016

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

Finance Director: [Signature] Date: 7/11/16

Town Manager: [Signature] Date: _____

Action by Advisory and Finance Committee

Date: _____ Approved: Yes ___ No ___ Partial ___ If partial, indicate amount: \$ _____

If No or Partial, please explain: _____

Signature of Chairman: _____ Date: _____

SUBMIT ORIGINAL FORM TO THE ADVISORY AND FINANCE COMMITTEE OFFICE
COMPLETE WITH ALL SIGNATURES, PRIOR & CURRENT YEAR-TO-DATE BUDGET REPORTS.
INCOMPLETE FORMS & INFORMATION WILL NOT BE ACCEPTED OR ACTED ON BY THE COMMITTEE.



TOWN OF PLYMOUTH

FINANCE DEPARTMENT
11 LINCOLN STREET, PLYMOUTH, MA 02360
PHONE (508) 747-1620 x 177

MEMORANDUM

TO: MELISSA ARRIGHI, TOWN MANAGER
ADVISORY & FINANCE COMMITTEE

FROM: LYNNE BARRETT, DIRECTOR OF FINANCE

SUBJECT: RESERVE FUND TRANSFER REQUEST

DATE: JULY 7, 2016

We would like to transfer the remaining ^{42,427.26}~~47,190~~ in the Reserve Fund to offset the Snow & Ice deficit. This year's deficit is calculated to be \$902,465.19 based on the Fiscal 2016 snow and ice season. Last year's Snow & Ice account was at a deficit of \$1.7 million. Due to the abnormal Fiscal 2015 snow and ice season the State authorized that deficit to be amortized over 3 years (St. 2015, c. 10 §58). Therefore, \$566,515.22 was raised on the FY16 Tax Rate now leaving 2/3rds of the deficit remaining of \$1,133,030.44 to be raised in FY17 and FY18.

That now leaves a total of \$1,468,980.41 to be raised on the FY17 Tax Rate. This transfer would reduce that by \$47,190. Also, I plan on recommending appropriating some of the Free Cash Certified in the fall to be used to offset this more at the FATM prior to setting the tax rate. We are also still anticipating state reimbursement from MEMA & FEMA for the January 2015 storm.

Below is a 13 year history of snow & ice expenditures and what the averages have been. The plan would be to at least reduce the FY17 deficit down to below the \$841,000 range.

Provisions of G.L. Chapter 44 §31D allow deficit spending of snow and ice removal appropriations and to include the deficit on the next annual tax rate without appropriation provided two conditions:

- Appropriation for snow and ice removal in the year the deficit occurred equaled or exceeded the appropriation for snow and ice removal in the prior fiscal year;
- Deficit spending was approved by the Town Manager and Finance or Advisory Committee with a Town Manager or by the Selectmen and the Finance or

Advisory Committee in any other town. In a city, deficit spending was approved by the City Manager and City Council with a City Manager or by the Mayor and City Council in any other city.

Fiscal Year	Original Appropriation	Supplemental Appropriations & Transfers	Expenditures & Encumbrances	State Reimbursement Received	Federal Reimbursement Received	Deficits Reported on Balance Sheet as of June 30
2004	283,807.00	-	791,403.63	130,052.49	-	(377,544.14)
2005	283,807.00	63,433.00	1,879,241.39	-	222,437.79	(1,309,563.60)
2006	283,807.00	-	894,041.53	-	-	(610,234.53)
2007	290,491.88	-	531,445.13	-	-	(240,953.25)
2008	326,527.00	-	1,103,513.43	-	-	(776,986.43)
2009	359,180.00	-	1,621,056.12	-	-	(1,261,876.12)
2010	360,000.00	16,997.14	851,997.14	-	-	(475,000.00)
2011	385,000.00	225,049.00	1,439,444.17	-	-	(829,395.17)
2012	410,000.00	-	390,435.55	-	-	19,564.45
2013	435,000.00		1,142,315.18			(707,315.18)
2014	460,000.00	115,000.00	1,505,433.32			(930,433.32)
2015	485,000.00	719,768.00	2,904,313.66			(1,699,545.66)
2016	510,000.00		1,412,465.19			(902,465.19)
	4,872,619.88		16,467,105.44			(10,101,748.14)
Averages	374,816.91		1,266,700.42			(841,812.35)
Drop low & high and take that average			1,197,486.93			

Thank you.

Request for Transfer from the Reserve Fund

Chapter 40, Section 6 of M.G.L. "To provide for extraordinary or unforeseen expenditures, a town may, at an annual or special town meeting, appropriate or transfer a sum or sums...to be known as the Reserve Fund."

Date: JULY 7, 2016
Amount Requested: \$47,190 \$42,427.26
Line Description: DPW SNOW & ICE
Budget Line Org/Object: 00104235 & 00104236 Combined
Balance in Account (\$902,465.19) Deficit

Budget Information

(This Budget Item Only)

Current FY Budget: \$510,000 Prior FY Budgeted: \$485,000
Prior FY Actual: \$2,904,313.66

****You must provide a copy of both your current and prior Year-to-date budget detail report with this request.****

Transfer Information

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

Please see memo

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

Sign-offs for Submission

Division Head: [Signature] Title: Finance Dir

Department Head: [Signature] Title: Finance Dir

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

Finance Director: [Signature] Date: 7/8/16

Town Manager: [Signature] Date: 7/8/16

Action by Advisory and Finance Committee

Date: _____ Approved: Yes ___ No ___ Partial ___ If partial, indicate amount: \$ _____

If No or Partial, please explain: _____

Signature of Chairman: _____ Date: _____

SUBMIT ORIGINAL FORM TO THE ADVISORY AND FINANCE COMMITTEE OFFICE
COMPLETE WITH ALL SIGNATURES, PRIOR & CURRENT YEAR-TO-DATE BUDGET REPORTS.
INCOMPLETE FORMS & INFORMATION WILL NOT BE ACCEPTED OR ACTED ON BY THE COMMITTEE.

**ADVISORY AND FINANCE COMMITTEE
MEETING MINUTES
May 18, 2016**

A meeting of the Advisory & Finance Committee was held on Wednesday, May 18, 2016. 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 12 members of the committee were present:

Kevin Canty, Betty Cavacco, Robert Cote, Harry Helm, Ethan Kusmin, Patricia McPherson, Christopher Merrill, John Moody, Patrick O'Brien, Harry Salerno, Marc Sirrico, Scott Stephenson

ABSENT 2 members of the committee were absent:

Mike Lincoln, Marcus McGraw

Announcements

- PACTV is working on the sound system this week. The speakers in the room currently do not work so please project your voice when you speak so audience can hear you. Sound should be fixed by next week.
- Vacancy Notice – Advisory & Finance Committee. There is currently one spot vacant on the Advisory & Finance Committee, as Shelagh Joyce was elected as a Selectmen last Saturday. That term would begin immediately and expire on June 30, 2018. There are also 5 terms expiring on June 30, 2016. New terms begin July 1, 2016 and expire on June 30, 2019. All interested parties are asked to send a letter of interest to Moderator Steven Triffletti at 124 Long Pond Road, Plymouth, MA 02360 or email fst@plymouthlaw.com.

Agenda Items

- Reserve Fund Transfer
Ed Bradley, Fire Chief, explained that he is requesting a \$12,810 Reserve Fund transfer to cover turbo-charger related repairs to Engine 2. The engine went out of service over the weekend. Cummins Northeast has diagnosed problems with the engine and provided a quote. The Engine is sitting at their shop in Dedham awaiting approval of this funding so they can start the work.

Questions:

- Engine is a 2008. If it gets fixed, what is the expected life span? (K Canty) Fire engines usually last 15 years on the front line then rehab and another 5 years on reserve or back up. This is a lighter chassie and gets heavy use so 10 years is a more realistic estimate. These lighter engines are proving to have more maintenance issues than the heavier, more expensive engines.
- What is the cost to replace a fire engine? (K Canty) \$500,000 for a lighter one but we would not purchase another light one because of the issues we are having. \$600,000 for a new heavy chassie fire engine.
- Is this the same engine that was in the shop last year? (C Merrill) Yes, last June it was in the shop. It had a defective air filter. It needed new pistons and a new head. The insurance company reimbursed us in full, \$17,000, for those repairs.
- Will the new parts be warranteed? (C Merrill) Yes. 5 year for emissions, 1 year for other parts.
- It has 58,582 miles on it but based on hours should have 235,000? (H Salerno) Yes, the equivalent of 235,000 miles. Fire engines spend about 60 percent of their run time not moving. There is a formula that every one hour of run time is equal to 42 road miles.

Patrick O'Brien made a motion to approve the Reserve Fund Transfer in the amount of \$12,810. Harry Helm, second. The motion carries unanimously (11-0-0).

➤ End of Year Appropriation Transfer

Michelle Roberts, Director of Public Health, explained that the Health Department is looking to transfer \$5,000 from its Salary & Wages budget line to its Meetings & Training line. The department has new administrative staff that required MUNIS financial management software training and a new inspector who needed food safety, housing, pool inspection, and allergen awareness training. There are sufficient funds in the salary line to cover the shortfall in the meeting and training line.

Questions:

- There was money budgeted in the Finance Department for MUNIS training. Did that not cover these trainings? (H Salerno) Lynne Barrett, Finance Director, responded that the money budgeted in Finance was to roll out modules for payroll and human resources. Human resources was able to fund some of the Health Department training, but not all of it.
- Is the training being coordinated efficiently together? (H Salerno) Yes.

Patrick O'Brien made a motion to approve the End of Year Appropriation Transfer of \$5,000. Betty Cavacco, second. The motion carries unanimously (11-0-0).

➤ Committee Appointments & Elections

Committee vacancies were announced earlier. Members whose terms are expiring this June are reminded to send a letter to Moderator Triffletti if they wish to be re-appointed. We believe 4 members will be seeking reappointment and one, Marcus McGraw, will not. At the July 13 meeting, the committee will be reorganizing and will elect a Chair, 1st Vice Chair, and 2nd Vice Chair.

➤ Budget Discussion

It was suggested at a previous meeting that we have a discussion about the budget process and see if the committee could come up with some ideas to improve the process. Any ideas?

- Article 9 – Capital Items: We asked and learned a lot about the planetarium project before spring Town Meeting. At that time we talked about putting together a new process for reviewing Article 9 items. Maybe receiving the Article 9 list earlier, having our CIC (Capital Improvements Committee) liaison share information about each item on the list or those that we have questions about, moving that up earlier on our agenda when that information is still fresh on the mind of the liaison soon after the CIC meets, staff should be prepared to appear before us to present their projects, they present to CIC so that might be overkill. This may make some sub-committee meetings significantly longer. While we are looking at streamlining, we should also look at the practice of departments placing the same items on the list year after year which never rank high enough to receive funding. Finance Director, Lynne Barrett, said that a tentative list of Article 9 projects can be provided sooner so that sub-committees can review each department's items when they meet with them.
- We should also rethink, redesign, revamp our sub-committees agendas. Maybe create semi-permanent sub-committees to dig deeper and have a further understanding of some topics like OPEB and Pension and other areas.
- This extends to other areas of the Town Meeting Warrant as well like the CPC. It would be nice to receive their information earlier in the process. We did create a liaison position with the CPC this year that did not get started until late in the process. That position will be a help for future town meetings. CPC does a lot of work in executive session to protect the town's interests particularly with real estate, but we could ask them to look at their schedule to better align with Advisory & Finance meetings and Town Meeting.
- Also regarding Town Meeting, there are a lot of articles that are not properly constructed which take up our time even before they are fully thought through, the town provides no guidance to those petitioning an article other than handing them a petition, it would be nice if we could communicate

requirements and expectations from the Board of Selectmen, Advisory & Finance and Town Meeting. John Moody, Harry Helm, Kevin Canty and Harry Salerno all agreed to work on a document outlining guidelines and coordinating with Town Clerk, Larry Pizer, as well as the Selectmen and Precinct Chairs to finalize and then utilize that document.

- In the long term, the entire time frame should be improved, we should receive articles sooner, divide them over more meetings so meetings do not go as late into the night, articles heard later in night do not receive same vetting as articles heard earlier in night. John Moody reported that he recently met with Derek Brindisi, Assistant Town Manager, to discuss the timeline and that there are standard items of business every Town Meeting and that those articles should be ready to be presented to us even before the warrant opens, it is unreasonable to have everything fall down to the last few meetings.

- *○ With more and more Town Meeting articles being added each Town Meeting, it may be time to add a third Town Meeting instead of just having 2, there are so many logistical issues to contend with so that may not happen, some say our Town is too large to run on Town Meeting style government but I do not think that is the case.

Patrick O'Brien had to leave meeting

➤ Conflict of Interest Overview

Kevin Canty presented a brief Conflict of Interest overview to assist our new committee members in understanding the concept:

Conflict of Interest Law: M.G.L. CHAPTER 268A & Plymouth's Town Charter

Purpose:

- To prevent conflicts between private interests and public duties
- Foster integrity in public service
- Promote the public's trust and confidence in that service

Applicability:

Anyone performing services for a city or town or holding a municipal position

- Can be paid or unpaid
- Includes full-time and part-time
- Includes municipal employees, elected officials, volunteers, and consultants

An employee of a private firm can be considered a "municipal employee" if the private firm has a contract with the city/town and the employee's services have been specifically contracted ("key employee")

On-The-Job Restrictions:

- You cannot ask for or take bribes (Section 2)
- You cannot ask for or accept gifts or gratuities (Sections 3, 23(b)(2), and 26)
- You cannot use your official position to get something you are not entitled to, or do the same for a third party (Sections 23(b)(2) and 26)
- Self-Dealing / Nepotism: Participating as a "municipal employee" in a matter where you, your immediate family, your business organization, or your future employer has an interest is prohibited (Section 19)
- Appearance of conflict: You cannot act in a manner that would make a reasonable person think you could be improperly influenced (Section 23(b)(3))

Further Information Available at State Ethics Commission: Phone (617) 371-9500

Website: <http://www.mass.gov/ethics/contact-us.html>



- With more and more Town Meeting articles being added each Town Meeting, some say it may be time to add a third Town Meeting instead of just having 2,, Chairman Moody indicated there are so many logistical issues to contend with that that may be difficult.
- Some say our Town is too large to run on Town Meeting style government but Chairman Moody indicated he disagrees.

Town Charter, Section 10

- 2-10-1: Town Meeting Members voting
- 2-10-2: Town Meeting Members immediate family member defined
- 2-10-3: Town Meeting Members financial interests defined

Further Information Available at Website: www.plymouth-ma.gov

http://www.plymouth-ma.gov/sites/plymouthma/files/uploads/charter_05_with_2012_updates.pdf

Old/New/Other Business

- Betty Cavacco attended the Harbor Committee meeting. The Twharf and boat ramp projects are on schedule and are scheduled to open June 1st. July 9th is going to be a busy day on the water with the Bass & Blues Tournament and the blessing of the fleet both happening.
- John Moody said that the Rules Committee will be meeting soon to pick up where they left off before Town Meeting season.
- The meeting schedule for the remainder of the calendar year was mailed to all members. We just need to add one more date to hold for a potential meeting: Wednesday, September 21.

Meeting Minutes

- February 24, 2016: **Scott Stephenson made a motion to approve the minutes of the 2/24/16 meeting. Christopher Merrill, second. The motion carries unanimously (10-0-0).**
- March 2, 2016: **Betty Cavacco made a motion to approve the minutes of the 3/2/16 meeting. Kevin Canty, second. The motion carries unanimously (9-0-1). Robert Cote, abstained.**
- March 16, 2016: **Harry Helm made a motion to approve the minutes of the 3/16/16 meeting. Kevin Canty, second. The motion carries unanimously (6-0-4). Betty Cavacco, Robert Cote, Ethan Kusmin, Patricia McPherson, abstained.**
- March 30, 2016: **Patricia McPherson made a motion to approve the minutes of the 3/30/16 meeting. Kevin Canty, second. The motion carries unanimously (6-0-4). Betty Cavacco, Patricia McPherson, Marc Sirrico, Scott Stephenson, abstained.**
- April 2, 2016: **Betty Cavacco made a motion to approve the minutes of the 4/2/16 meeting. Harry Salerno, second. The motion carries unanimously (9-0-1). Scott Stephenson, abstained.**

ADJOURNMENT

Harry Salerno made a motion to adjourn. Patricia McPherson, second. The motion for adjournment carries unanimously (10-0-0). The meeting adjourned at 8:18PM.

Respectfully submitted,
Kere Gillette