

### **Advisory & Finance Committee**

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

At: Great Hall, Town Hall / Zoom Cloud Meetings Video Conference

On: Wednesday, February 8, 2023, 7:00 PM

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 Chair 48-hours in advance of the meeting posting.

#### Call to Order

#### **Announcements**

- Hybrid Meeting: This meeting is likely to be conducted in a hybrid format, with some participants attending
  physically and others attending virtually via a video conference application
- Ways to Watch: The meeting will be airing on Comcast 15, Verizon 47, or on PACTV's YouTube channel which can be viewed at pactv.org/stream.
- Public Comment: Any speaker giving public comment is allotted up to 5 minutes in which to speak. Public
  Comment can be made at the beginning or end of each meeting, or in regard to a particular agenda item the
  speaker wishes to be heard on
- **Zoom Login Information:** Anyone who wants to attend the meeting virtually, including members of the public who wish to give public comment, can use one of the following methods in which to do so:
  - o **Join via Zoom application:** Download the Zoom meeting application on your device, press/click on "Join", then enter Meeting ID: **995 2986 0638**, and then the Meeting Password: **100131**, or
  - Join via website (requires microphone): Go to www. zoom.us, click "Join A Meeting" on the top righthand side, and enter the meeting ID: 995 2986 0638, and then the meeting password 100131, or
  - Join via Telephone (voice only): Dial 929-205-6099 and Enter Meeting ID: 995 2986 0638 and enter Meeting Password: 100131

#### **Public Comment**

#### Agenda Items

#### Minutes:

Approve February 1, 2023, meeting minutes

#### **Town Meeting Articles**

#### Special

Article 3: Unpaid Bills of a Prior Year

#### **Annual**

Article 9: Capital Requests – Back up can be accessed using the link below:

https://www.plymouth-ma.gov/capital-improvements-committee/pages/2023-spring-annual-town-meeting-satm

#### Old/New/Other Business

#### **Public Comment**

#### Adjournment

#### 2023 SPECIAL TOWN MEETING WARRANT

**ARTICLE 3: Unpaid Bills of a Prior Year.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to pay certain unpaid bills of a prior fiscal year, or take any other action relative thereto. **SELECT BOARD** 

#### 2023 SPRING ANNUAL TOWN MEETING WARRANT

**ARTICLE 9:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the construction and/or repair and/or purchase and/or lease and/or replacement of departmental buildings and/or equipment and/or capital facilities for various departments of the Town and/or for feasibility and other types of studies, and to authorize contracts or lease/purchase agreements for such purposes for terms of three or more years, as follows, or take any other action relative thereto.

ITEM	DEPARTMENT	PROJECT DESCRIPTION					
A1	Information Technology	Public Safety MDT Replacements					
A2	Information Technology	Municipal Network Expansion					
A3	Information Technology	Records Digitization					
A4	Information Technology	VOIP Implementation Completion					
A5	Information Technology	MFA Implementation					
A6	Information Technology	Cyber Posture Assessment & Implementation					
A7	Information Technology	Expand Wireless Infrastructure					
A8	Police Department	Crime Scene Vehicle Replacement					
A9	Police Department	Fuel Pump Replacement					
A10	Police Department	Training / Roll Call Room A/V Update					
A11	Fire Department	Self-Contained Breathing Apparatus Replacements					
A12	Fire Department	Fire Prevention / Code Enforcement Vehicle Replacements					
A13	School Building Repair Program	Repair and Paint Walls - NMES					
A14	School Building Repair Program	Brick and Window Seal Repair - MES					
A15	School Building Repair Program	Sidewalk Repairs - CSES					
A16	School Building Repair Program	Replace Gymnasium Floor - NMES					
A17	School Building Repair Program	Lot Paving and Lining - PSMS					
A18	School Building Repair Program	Track Resurfacing - PNHS					
A19	School Vehicle & Equip Replacement Program	Kubota with Mower and Snow Blower					
A20	School Building Repair Program	Replace Gymnasium Floor - HES					
A21	School Vehicle & Equip Replacement Program	Ford F250 Utility with Plow					
A22	School Vehicle & Equip Replacement Program	Ford 7D Van					

A23	School Vehicle & Equip Replacement	F 17950 XX III						
	Program	Ford F250 Utility with Plow						
A24	School Vehicle & Equip Replacement Program	Ford Econovan						
A25	DPW - Highway	Ford F350 Replacement						
A26	DPW - Highway	25-Ton Trailer Replacement						
A27	DPW - Highway	Catch Basin Truck Replacement						
A28	DPW - Highway	Traffic Signal Upgrades						
A29	DPW - Facilities	HVAC Repairs						
A30	DPW - Facilities	Fire Alarm / Sprinkler System Replacements						
A31	DPW - Facilities	Interior Upgrades / Repairs						
A32	DPW Utilities (Solid Waste)	Packer Replacement						
A33	DPW - Fleet	Fuel Efficiency Program						
A34	DPW - Fleet	Vehicle Lift Replacement						
A35	DMEA	Morton Park Culverts - Engineering & Permitting						
A36	DMEA	Pump-Out Boat Replacement						
A37	DPW - Crematory	Cremation Processing Machine						
A38	DPW - Cemetery	Design Cemetery Space						
A39	Parks & Forestry	1-Ton Dump Truck with Interchangeable Beds						
A40	Parks & Forestry	Compact Utility Loader with Attachments						
A41	DPW - Sewer	Effluent Air Release Valves						
A42	DPW - Sewer	Uninterruptible Power Sources						
A43	DPW - Sewer	SBR #3 Pump						
A44	DPW - Sewer	Comprehensive Wastewater Management Plan						
A45	DPW - Water	N Plymouth & S Pine Hills Water Tank Rehabs						
A46	DPW - Water	New Source Exploration						
A47	Municipal Airport	Runway 6/24 Design and Permitting						

or take any other action relative thereto.

SELECT BOARD

# TOWN OF PLYMOUTH TOWN MANAGER'S OFFICE

## Memo

**To:** Brad Brothers, Assistant Town Manager

From: Lisa Johnson, Town Manager Admin Assistant

**Date:** 12/20/22

**Re:** Bill of Prior Year (FY22)

Enclosed are the statements for services rendered January 2022. The invoices noted on the statements will need Town Meeting approval under Bills of Prior Year for payment. These invoices were not received from Kopelman and Paige prior to the end of the fiscal year, nor were they listed as outstanding on subsequent invoices.

They are as follows:

Kopelman & Paige (Invoice 135449) \$15,106.80

Kopelman & Paige (Invoice 135642) \$15,907.14

Kopelman & Page (Invoice 135643) \$240.00

Total: \$31,253.94

Thank you.



The Leader in Public Sector Law

Antonietta D'Amelio adamelio@k-plaw.com

101 Arch Street, Boston, MA 02110 Tel: 617.556.0007 | Fax: 617.654.1735

www.k-plaw.com

December 13, 2022

Mr. Derek Brindisi Town Manager Plymouth Labor Plymouth Town Hall 26 Court Street Plymouth, MA 02360

Re: Statement of Balances Due

Dear Sir/Madam:

The following Statement(s), remain unpaid:

Statement No.:	Date:	Amount Due:
135449	02/25/2022	15,106.80
	TOTAL	\$15,106.80

Kindly remit payment in full to this office at your earliest convenience.

If any additional questions or concerns arise, please do not hesitate to contact me at the telephone number above. Thank you for your attention to this matter.

Sincerely,

Antonietta D'Amelio Billing Manager



101 Arch Street, Boston, MA 02110 Tel: 617.556.0007 | Fax: 617.654.1735

www.k-plaw.com

December 13, 2022

Antonietta D'Amelio adamelio@k-plaw.com

Mr. Derek Brindisi Town Manager Plymouth Town Hall 11 Lincoln Street Plymouth, MA 02360

Re: Statement of Balances Due

Dear Sir/Madam:

The following Statement(s), remain unpaid:

Statement No.:	Date:	Amount Due:
135642	02/25/2022	15,907.14
	TOTAL	\$15,907.14

Kindly remit payment in full to this office at your earliest convenience.

If any additional questions or concerns arise, please do not hesitate to contact me at the telephone number above. Thank you for your attention to this matter.

Sincerely,

Antonietta D'Amelio Billing Manager



101 Arch Street, Boston, MA 02110 Tel: 617.556.0007 | Fax: 617.654.1735

www.k-plaw.com

December 13, 2022

Antonietta D'Amelio adamelio@k-plaw.com

Mr. Derek Brindisi Town Manager Plymouth Cable License 11 Lincoln Street Plymouth, MA 02360

Re: <u>Statement of Balances Due</u>

Dear Sir/Madam:

The following Statement(s), remain unpaid:

Amount Due:	Date:	Statement No.:
240.00	02/25/2022	135643
\$240.00	TOTAL	

Kindly remit payment in full to this office at your earliest convenience.

If any additional questions or concerns arise, please do not hesitate to contact me at the telephone number above. Thank you for your attention to this matter.

Sincerely,

Antonietta D'Amelio Billing Manager



### TOWN OF PLYMOUTH

ACCOUNTING & FINANCE DEPARTMENT 26 COURT STREET, PLYMOUTH, MA 02360 PHONE (508) 747-1620 EXTENSION 10177

To: Select Board

**ADVISORY & FINANCE COMMITTEE** 

From: Lynne A. Barrett

DEPARTMENT OF FINANCE

SUBJECT: ATM ARTICLE 9 – CAPITAL REQUESTS &

RECOMMENDED PROJECTS

DATE: JANUARY 26, 2023

The Capital Improvements Committee reviewed and ranked the projects at their meeting of December 28, 2022. The attached spreadsheet includes the CIC ranking and the Town Managers recommendations with the appropriate funding sources of all the Department Requests. Article 9 recommendations total \$11,118,327. The department requests and backup can be accessed using the following link:

 $\frac{https://www.plymouth-ma.gov/capital-improvements-committee/pages/2023-spring-annual-town-meeting-satm}{}$ 

The following is being recommended as the funding sources for Article 9 of the Annual Town Meeting

Free Cash	\$	6,317,553
Other Available Funds & Grants	\$	1,318,619
Sewer Retained Earnings	\$	1,271,179
Water Retained Earnings	\$	2,186,976
Airport Retained Earnings	<u>\$</u>	24,000
	\$	11,118,327

Thank you for your support of Article 9 capital requests.

#### TOWN OF PLYMOUTH - FY24 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON 12/28/2022

DEPT ACCOUNT	DEPT PRIORITY		DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND	SOLID WASTE FUND	OTHER	DESCRIPTION B	ORROWING
155	1	ATM	Information Technology	Public Safety MDT Replacements	190,565	19	190,565	169,093					21,472	Old Articles	
	2	ATM		Municipal Network Expansion	250,000	24	250,000	250,000							
	3	ATM		Records Digitization	604,681	21	604,681	604,681							
	4	ATM		VOIP Implementation Completion	20,000	39	20,000	20,000							
	5 6	ATM ATM		MFA Implementation Cyber Posture Assessment & Implementation	42,000 50,000	72	42,000 50,000	42,000 50,000							
	7	ATM		Expand Wireless Infrastructure	78,500	33	78,500	78,500							
210	1	ATM	Police Department	Crime Scene Vehicle Replacement	73,760	42	73,760	73,760							
	2	ATM	·	Fuel Pump Replacement	44,987	18	44,987	44,987							
	3	ATM		Training / Roll Call Room A/V Update	66,000	36	66,000	66,000							
220	1	ATM	Fire Department	Self-Contained Breathing Apparatus Replacements	997,962	1	997,962	997,962						Fire Prevention	
	2	ATM		Fire Prevention / Code Enforcement Vehicle Replaceme	135,115	32	135,115	67,557					67,558	Revolving Fund	
300		;	School Department												
	1	ATM	NMES	Repair and Paint Walls	185,767	25	185,767	185,767						School Lunch	
	2	١	PCIS	Replace Cafeteria Floor	81,197	5	81,197						81,197	Revolving	
	3	ATM	MES	Brick and Window Seal Repair	97,027	9	97,027	97,027							
	4	ATM		Sidewalk Repairs	34,719	2	34,719	34,719							
	5	ATM		Replace Gymnasium Floor	120,591	26	120,591	120,591							
	6	ATM		Lot Paving and Lining	258,765	38	258,765	258,765							
	7	ATM	PNHS	Track Resurfacing	171,820	34	171,820	171,820							
	8	ATM	DW	Kubota with Mower and Snow Blower	38,879	29	38,879	38,879							
	9	ATM	HES	Replace Gymnasium Floor	62,576	6	62,576	62,576							
	10	ATM		Ford F250 Utility with Plow	74,145		74,145	74,145							
	11	ATM		Ford 7D Van	77,201		77,201	77,201							
	12	ATM		Ford F250 Utility with Plow	74,145		74,145	74,145							
	13	ATM	DW	Ford Econovan	49,557	41	49,557	23,968					25,589	Old Articles	
411	1	STM	DPW - Engineering	Bartlett Road Bridge Construction	3,250,000	37	3,250,000	812,500						MVP Grant & Other	2,437,500
	·	O TIVI			0,200,000		0,200,000	012,000						Culoi	2,107,000
420	1		DPW - Highway	Ford F350 Replacement	137,710	14	137,710	137,710							
	2	ATM		25-Ton Trailer Replacement	57,624	16	57,624	57,624							
	3	ATM		Catch Basin Truck Replacement	393,082	12	393,082	393,082							
	4	ATM		Traffic Signal Upgrades	194,820	28	194,820	194,820							
422	1	ATM	DPW - Faciltities	HVAC Repairs	157,724	8	157,724	157,724							
	2	ATM		Fire Alarm / Sprinkler System Replacements	238,991		238,991	238,991							

1/26/2023

#### TOWN OF PLYMOUTH - FY24 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON 12/28/2022

DEPT ACCOUNT		ATM or Y STM	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	PROJECT COST		TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND	SOLID WASTE FUND	OTHER	DESCRIPTION BO	ORROWING
	3	ATM		Interior Upgrades / Repairs	379,277	17	379,277	379,277							
433		ATM	DPW Utilities (Solid Was	t∈Packer Replacement	351,600	27	351,600	351,600							
425	1 2	ATM ATM	DPW - Fleet	Fuel Efficiency Program Vehicle Lift Replacement	140,256 58,138	40 10	140,256 58,138	140,256 58,138							
427	1	ATM	DMEA	Morton Park Culverts - Engineering & Permitting	276,000	31 15	276,000	166,000					110,000	Environmental Affairs Fund Program, \$63,750 from Waterways	
	2	ATM		Pump-Out Boat Replacement	120,000		120,000						120,000	-	
490	1	ATM	DPW - Crematory	Cremation Processing Machine	18,960	20	18,960	18,960							
491	1	ATM	DPW - Cemetery	Design Cemetery Space	600,000	43	430,000						430,000	Funding from Sale of Lots	
492	1		Parks & Forestry	Ford F350 Replacement	131,970	22	131,970	131,970							
	2	ATM		1-Ton Dump Truck with Interchangeable Beds	234,200	11	234,200	234,200							
	3	ATM		Compact Utility Loader with Attachments	105,028	30	105,028	105,028							
630	1	ATM	Recreation	Hedges Pond Pavilion	350,000	44	350,000						350,000	CPC Application	
				TOTAL GENERAL FUND PROJECTS	11,075,339		10,905,339	7,262,023	0	0	0	0	1,205,816		2,437,500
60-440	1 2 3 4	ATM ATM ATM ATM	DPW Utilities (WWTP)	Effluent Air Release Valves Uninterruptible Power Sources SBR #3 Pump Comprehensive Wastewater Management Plan TOTAL FOR SEWER	210,000 80,880 180,299 800,000 <b>1,271,179</b>	1 2 3 4	210,000 80,880 180,299 800,000 <b>1,271,179</b>	0	0	210,000 80,880 180,299 800,000 <b>1,271,179</b>	0	0	0		0 1

1/26/2023

#### TOWN OF PLYMOUTH - FY24 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON 12/28/2022

DEPT ACCOUNTF		ATM or 'STM	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	PROJECT COST		TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND	SOLID WASTE FUND	OTHER	DESCRIPTION E	BORROWING
61-450	1	ATM DE	PW Utilities (Water)	N Plymouth & S Pine Hills Water Tank Rehabs	1,635,288	1	1,635,288				1,635,288				
	2	ATM	(11 0 11111101)	New Source Exploration	639,688	2	639,688				551,688		88.000	Old Article	
	3	ATM		Emergency Power / Controlling Tanks	700,000	3	0				,		,		
	4	ATM		Ford F350 Replacement	129,975	4	0				0				
	5	ATM		Asset Management Software	120,000	5	0				0				
				TOTAL FOR WATER	3,224,951		2,274,976	0	0	0	2,186,976	0	88,000		0
														Fed & State	
65-482	1	ATM M	unicipal Airport	Runway 6/24 Design and Permitting	480,000	1	480,000		24,000				456,000	Grants	
														Fed & State	
	2	STM		Runway Environmental Assessment - Increased Fundinç	183,000	2	183,000		8,900				174,100	Grants	
				TOTAL FOR AIRPORT	663,000		663,000	0	32,900	0	0	0	630,100		0
66-433	1	So	olid Waste				0								
				TOTAL FOR SOLID WASTE	0		0	0	0	0	0	0	0		0
				TOTAL FOR ENTERPRISE FUNDS	5,159,130		4,209,155	0	32,900	1,271,179	2,186,976	0	718,100		0
				TOTAL PROJECTS	46 024 460		45 444 404	7 202 022	22.000	4 274 470	2 400 070		4 022 046		2 427 500
					16,234,469		15,114,494	7,262,023	32,900	1,271,179	2,186,976	U	1,923,916		2,437,500
		A T.M		Summary by Meeting:	40.000.000		44 440 207	0 047 550	04.000	4 074 470	0.400.070		4 040 040		
		ATM		Article 9 - Annual Town Meeting	12,238,302		11,118,327	6,317,553		1,271,179	2,186,976		1,318,619		- 407.500
		STM		Article 4 - Special Town Meeting	3,564,970		3,564,970	944,470	8,900	-	-	-	174,100	-	2,437,500
		Other		School Lunch Outside of Town Meeting / Future Town Meeting Potential CPC Project	431,197		431,197	-	-	_	-	_	431,197	-	-
				Total By meeting or other	16,234,469		15,114,494	7,262,023	32,900	1,271,179	2,186,976	0	1,923,916		2,437,500

1/26/2023