

**ADVISORY AND FINANCE COMMITTEE**  
**Minutes**  
**February 8, 2023, Hybrid Meeting**

**PRESENT**     **14 members of the committee were present:**

Gail Butler, Louis Cabana, Kevin Canty, Brian Dunn, Bruce Howard, Steven Keith, Joe Lalley, Timothy Lawlor, Steve Nearman, Christine Richards, Bethany Rogers, Ashley Shaw, Evelyn Strawn, and Robert Zupperoli.

**ABSENT**     **1 member of the committee was absent:** Larry McGrath.

Call to Order - The meeting was called to order by Chairman Kevin Canty at 7:00 PM.

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](http://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:
  - **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](http://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 – None.

Agenda Items

**Minutes:**

Approve February 1, 2023, meeting minutes - Ms. Rogers noted that her question regarding whether alarms were counted per location or business should be included along with Chief Flynn response that it's per location. Ms. Butler motioned to approve the minutes subject to adding above. Mr. Cabana second. Motion carried 12-0-1, Mr. Dunn abstained.

**Town Meeting Articles**

**Special**

Article 3: Unpaid Bills of a Prior Year – Ms. Barrett advised that this is not an uncommon occurrence but Town Meeting is required to vote unpaid bills of a prior year. The only bills that were overlooked were legal bills for the Town Manager's office. Ms. Shaw asked if the Town received a detailed invoice that had been reviewed and approved. Ms. Barrett advised the Town receives detailed invoices but due to attorney client privilege the detailed invoices won't be circulated but have been reviewed and approved. Chairman Canty asked about KP Law's continued service considering the new in-house counsel. Ms. Barrett advised that KP Law would

continue to work on projects that are in progress and there will be overlapping during the transition. Mr. Dunn moved to approve Article S3 to Town Meeting. Mr. Howard second. Motion carried unanimously (13-0-0).

## **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>

Ms. Barrett, Finance Director, briefed the committee on the Capital Improvement Committee (CIC) process and where to find the submitted backup on the Town's website. The Capital items being presented tonight are on the CIC ranking spreadsheet and have been approved by the Town Manager. Three projects on the spreadsheet will be heard with the Special Town Meeting Articles at a later meeting. Mr. Howard asked why some projects are on the special. Ms. Barrett advised that the reason varies but timing issues with contracts or grant deadlines are examples of why an item would need to be on the Special and not the Annual. Ms. Barrett discussed the funding for the annual capital projects.

Ms. Shaw inquired about the long-term planning for the elementary schools. Ms. Renault, School Facility Director, advised that they have a ten-year plan and once it is solidified, they would be willing to do a presentation. Mr. Howard asked about the school cafeteria flooring project. Ms. Renault advised that this project would be proceeding but the school has found a funding source in their School Lunch Revolving Fund and therefore won't need to go to Town Meeting.

Mr. Lawlor asked if the IT Network Expansion and Expand Wireless Infrastructure are together. Mr. Young, IT Director, advised that they are separate projects. The Network Expansion is exterior wiring, building to building, and the Wireless Expansion is interior for the wireless access points. Mr. Lawlor asked if these projects were put out to bid. Mr. Young advised that the quotes received are from the current fiber vendor and is an approved vendor the State COMMBUYS list and the same is true for the wireless. Mr. Lawlor asked if three bids were still required from the list. Mr. Young replied, no. and they are current tried and true vendors that the Town has used. Mr. Lawlor asked about the bids for the other projects on the list. Mr. Young advised that he has quotes for the all the requested projects from the current vendors, who are all on the state contract list and are tried and true partners of the Town. Mr. Lawlor thought the process with the state bid list still required a participant to obtain 3 quotes. Ms. Barrett, Finance Director, explained that the OSD list will identify whether a contract requires 3 quotes for not. Mr. Lawlor asked Mr. Young for an explanation on the Record Digitization and what records are being digitized. Mr. Young advised that the Town is full of paper records and the Town has committed to making as much information as possible digitally available to the public. Additionally, most of the records that will be digitized would be destroyed if there were a fire or water damage because they are not backed up anywhere. Mr. Cabana asked if this digitization was one time or would be done incrementally over numerous years. Mr. Young advised it was a multi-year project, FY24-27, estimated at \$1.89 mil over the four years. Ms. Richards commended Mr. Young for taking on this project and would be interested in the scope of the project and which vendor the Town chooses. Mr. Keith is concerned about the scope and the long-term maintenance that would be needed after the digitization. Mr. Young advised that there would be annual maintenance in the future but the Town will also begin scanning all submissions that will be searchable by the public going forward. Mr. Howard asked about the recreation pavilion project and Ms. Barrett advised that the project is not on the warrant and will not be heard at Town Meeting. Mr. Nearman asked when the Town buys new vehicles what happens to the old vehicle. Mr. Nick Faiella, Parks Director, advised that most vehicles aren't worth keeping and they are sold at auction and the proceeds go the General Fund, unless if it's an enterprise fund then it goes to their retained earnings. Ms. Strawn moved to approve Article 9 to Town Meeting. Ms. Shaw second. Motion carried unanimously, 13-0-0.

Old/New/Other Business Chief Flynn replied to questions from the Committee in an email to Chairman Canty that he shared with the committee.

Next Wednesday is the Budget Hearing.

Ms. Rogers noted that lately she feels the committee has been trying to rewrite warrant language whereas in the past the committee has discussed not doing that and taking the warrant as it is brought to us. Chairman Canty advised that it is difficult to have a strict rule for everything and that if clarification is needed and the presenter is agreeable to add it this keeps the process moving and averts the committee from having to schedule another meeting to consider the correction.

Public Comment - None.

Adjournment - Mr. Zupperoli motioned to adjourn. Mr. Keith second. Motion carried unanimously, 13-0-0. The meeting adjourned at 8:10 PM.

Submitted by  
Jeanette White  
Budget Analyst