

## SPRING SPECIAL ANNUAL TOWN MEETING

April 1, 2023

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# REPORT & RECOMMENDATIONS



**REPORT & RECOMMENDATIONS OF THE ADVISORY & FINANCE COMMITTEE**  
**Spring Special Town Meeting – Saturday, April 1, 2023**

**ARTICLE 1:** No action

**ARTICLE 2:** To see if the Town will vote to transfer from available funds a sum of money to be added to funds already appropriated under Articles 7A through 7E of the 2022 Spring Annual Town Meeting for the purpose of supplementing departmental expenses, or otherwise amend said votes, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$449,500 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 2. Approval of this article will increase the FY23 Operating Budget, as detailed in the table below:

FY23 Budget Amendments		
Department	Category	Supplemental Appropriation
Town Manager	All Other Expenses	\$190,000.00
Water	Other Expenditures	\$55,000.00
Airport	Other Expenditures	\$200,000.00
Airport	Personal Services	\$4,500.00

**ARTICLE 3:** 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**

**RECOMMENDATION: Approval \$31,253.94 (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 3. Approval of this article will authorize the Finance Department to process the outstanding invoices for KP Law totaling \$31,253.94 on behalf of the Town Manager Department, as detailed in the table below. The funding for these invoices will come from Free Cash.

Article 3 - Unpaid Bills - Special Town Meeting				
Department	Vendor	Invoice #	Date	Amount
Town Manager	KP Law	135449	2/25/2022	\$ 15,106.80
Town Manager	KP Law	135642	2/25/2022	\$ 15,907.14
Town Manager	KP Law	135643	2/25/2022	\$ 240.00
Total Article 3				\$ 31,253.94

**ARTICLE 4:** 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 of buildings 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 or professional consulting services, including any related and incidental costs and expenses, as follows:

ITEM	DEPARTMENT	PROJECT DESCRIPTION
A1	Town Clerk	Charter and Bylaw Codification
A2	Police Department	Department Study
A3	DPW - Parks & Forestry	Ford F350 Replacement
B1	DPW - Engineering	Bartlett Road Bridge Construction

Or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$3,518,260 (Unanimous, 11-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 4. Approval of this article will authorize the General Fund Capital requests totaling \$3,518,260, as detailed in the table below, to be funded with \$1,080,760 from Free Cash and \$2,437,500 from other available funds and grants.

ITEM	DEPARTMENT	PROJECT DESCRIPTION	AMOUNT
A1	Town Clerk	Charter and Bylaw Codification	\$16,290
A2	Police Department	Department Study	\$120,000
A3	DPW - Parks & Forestry	Ford F350 Replacement	\$131,970
B1	DPW - Engineering	Bartlett Road Bridge Construction	\$3,250,000
<b>Total Article 4</b>			<b>\$3,518,260</b>

**ARTICLE 5:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the Facility Capital Maintenance Stabilization Fund, as authorized by the provisions of G.L. c. 40, §5B as amended, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$630,725 (Unanimous, 12-0-1)**

The Advisory & Finance Committee recommends Town Meeting approve Article 5. Approval of this article will authorize the Town to transfer \$630,725 from Free Cash to the Facility Capital Maintenance Stabilization Fund for future use as it relates to capital maintenance of Town owned buildings. The current balance in fund is \$5,060,111.28. As with all Stabilization Funds, a 2/3rds vote of Town Meeting will be required for any future withdrawals from this stabilization fund.

**ARTICLE 6:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the General Purpose Stabilization Fund, as authorized by the provisions of Mass General Laws, c. 40 §5B as amended, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$1,789,594 (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will authorize the Town to transfer \$1,789,594 from Free Cash to the General Purpose Stabilization Fund. This will replenish this stabilization fund after money was previously taken out of it to pay the annual debt service on the Town Hall project while we waited for meals tax revenue coming into the 1820 Courthouse Fund to recover from the impacts of the pandemic.

As with all Stabilization Funds, a 2/3rds vote of Town Meeting will be required for any future withdrawals from this stabilization fund.

**ARTICLE 7: No action**

**ARTICLE 8:** To see if the Town will vote to add the following to Chapter 71 Financial Affairs of the Town General Bylaws, or take any other action relative thereto.

*Chapter 71 § 10 The Board of Selectmen shall hereby be authorized to accept gifts of land and easements or any other interest in land for any and all purposes on behalf of the Town without a vote of Town Meeting, provided no funds need be appropriated therefor.*

**SELECT BOARD****RECOMMENDATION: Approval ( 10-1-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 8. Approval of this article will authorize the Select Board to accept gifts of land and easements, or any other interest in land for any and all purposes, without a Town Meeting vote providing that no funds need to be appropriated in order to accept the specified gift of land.

**ARTICLE 9:** To see if the Town will vote to amend the vote taken Article 9 of the 2022 Spring Annual Town Meeting by increasing the amount appropriated thereunder by a sum of money, for the following purposes:

A30 Runway Environment Assessment (EA)

A31 Airport Hanger Insulation Replacement

and for the payment of all costs incidental or related thereto, and to meet this supplemental appropriation, transfer from available funds, or take any other action relative thereto.

**AIRPORT****RECOMMENDATION: Approval \$233,000 (Unanimous, 11-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 9. Approval of this article will authorize the following additional appropriations to the vote taken on Article 9 of the 2022 Spring Annual Town Meeting as detailed in the table below. The funding for this supplemental appropriation will be Airport Retained Earnings and other available funds and grants.

ORIGINAL ARTICLE	PROJECT DESCRIPTION	AMOUNT
9 A30	Runway Environmental Assessment (EA)	\$183,000
9 A31	Airport Hangar Insulation Replacement	\$ 50,000

**ARTICLE 10:** To see if the Town will vote to amend the vote taken under Article 4 B1 of the 2022 Spring Special Town Meeting by increasing the amount appropriated thereunder by a sum of money to be used to pay additional costs of upgrades to the Municipal Airport Sewerage Treatment Plant, and for the payment of all costs incidental or related thereto, and to determine whether this appropriation shall be raised by borrowing or otherwise, or to take any other action relative thereto.

## **AIRPORT**

### **RECOMMENDATION: Approval \$1,931,270 (Unanimous, 11-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 10. Approval of this article authorize a supplemental appropriation of \$1,931,270 to the vote taken on Article 4 B1 of the 2022 Spring Special Town Meeting. The funding for this supplemental appropriation will be Airport Retained Earnings and other available funds and grants.

**ARTICLE 11:** To see if the Town will vote to authorize the Select Board to petition the General Court to amend Sections 1 and 2 of Chapter 363 of the Acts of 2014, entitled, "AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO ESTABLISH AN 1820 COURTHOUSE FUND", by inserting the underlined and deleting the strikethrough as written below, provided, however that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court, provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or take any other action relative thereto.

### **AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO ESTABLISH AN 1820 COURTHOUSE FACILITIES IMPROVEMENT FUND**

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

**SECTION 1.** Notwithstanding section 53 of chapter 44 of the General Laws or any other general or special law to the contrary, the town of Plymouth may establish in the town treasury a separate special revenue account to be known as the 1820 Courthouse Facilities Improvement Fund and may appropriate monies in the fund to finance the construction, demolition, renovation, operation and related costs of the 1820 courthouse and its associated properties and any other education, public safety or public works facility. Amounts received by the town annually pursuant to section 2 of chapter 64L of the General Laws from the local sales tax imposed upon the sale of restaurant meals in the town of Plymouth shall be deposited into the fund. Interest earned shall remain with and become part of the fund.

**SECTION 2.** ~~The fund established pursuant to section 1 shall expire on June 30, 2040.~~

**SECTION 32.** This act shall take effect upon its passage.

## **SELECT BOARD**

**RECOMMENDATION: Approval (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 11. Approval of this article will petition the Massachusetts General Court to amend the existing Special Legislation known as 1820 Courthouse Fund to rename it the Facilities Improvement Fund, eliminate the sunset clause that deposits the revenue received through the local meals tax into the fund, and expand the permissible uses for monies in the fund to include the 1820 Courthouse and its associated properties and any other education, public safety, or public works facility. Until the Town Hall is debt is paid off, the Town intends to meet its annual obligations on the existing Town Hall debt before appropriating any additional monies towards any of these other permissible uses.

**ARTICLE 12:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to conduct an appropriate traffic/parking study, coordinated with the Massachusetts Department of Transportation and/or the Massachusetts Highway Department, if necessary, as well as any and all applicable Local Boards, Agencies and/or Committees for the purposes of determining the need for potential improvements, including but not limited to improvements with: traffic flow, speed limits, crosswalks, sidewalks, parking and any other measures deemed appropriate to increase safe travel for pedestrians and motor vehicles. The subject location for this requested study shall be from Jabez Corner at the Intersection of Sandwich and Obery Street, heading west to Route 3, North to Cherry Street, East to Court Street and South back to Jabez Corner, including Water Street, as depicted in the map on file with the Town Clerk, or take any other action thereto.

**PRECINCT 3****RECOMMENDATION: Approval \$165,878 (10-1-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 12. Approval of this article will authorize a traffic flow and parking study, coordinated with the Massachusetts Department of Transportation and/or the Massachusetts Highway Department, if necessary, as well as all applicable local boards, agencies and committees for the purpose of determining the need for potential improvements to traffic flow, speed limits, crosswalks, sidewalks, parking and any other measures deemed appropriate to increase safe travel for pedestrians and motor vehicles in the area depicted on the map submitted in the materials.



# ROLL CALL VOTING CHARTS



## ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART

ARTICLES		MEMBERS																	VOTE TOTAL FOR-AGAINST-ABSTAIN		
		Gail Butler	Louis Cabana	Kevin Canty	Brian Dunn	Bruce Howard	Steven Keith	Joseph Lalley	Timothy Lawlor	Daniel Green	Steve Nearman	Christine Richards	Bethany Rogers	Ashley Shaw	Evelyn Strawn	Robert Zupperoli					
2	FY23 Budget Amendments	Y	Y	Ch	Y	X	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	12-0-0				
3	Unpaid Bills of a Prior Year	Y	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	13-0-0				
4	Capital Outlay	Y	Y	Ch	Y	X	X	Y	Y	Y	Y	Y	Y	X	Y	Y	11-0-0				
5	Facility Capital Maintenance Stabilization Fund	Y	Y	Ch	Y	A	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	12-0-1				
6	General Purpose Stabilization Fund	Y	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	13-0-0				
8	Amend General Bylaw	N	Y		Y	X	X	Y	Y	Y	Y	Y	Y	X	Y	Y	10-1-0				
9	Airport Capital Supplemental Appropriation	Y	Y		Y	X	X	Y	Y	Y	Y	Y	Y	X	Y	Y	11-0-0				
10	Airport WWTP Upgrade Supplemental Appropriation	Y	Y	Ch	Y	X	X	Y	Y	Y	Y	Y	Y	X	Y	Y	11-0-0				
11	Amend Special Legislation - Meals Tax	Y	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	Y	X	X	Y	Y	12-0-0			
12	Traffic Study	Y	Y	Ch	Y	X	X	Y	N	Y	Y	Y	Y	X	Y	Y	10-1-0				



CAPITAL  
IMPROVEMENTS  
COMMITTEE



**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 K	R TOWN MANAGER A RECOMMENDED PROJECT FUNDING	FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND	SOLID WASTE FUND	OTHER	DESCRIPTION BORROWING
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							
	3	ATM	Records Digitalization	604,681	21	604,681	604,681					
	4	ATM	VOIP Implementation Completion	20,000	39		20,000	20,000				
	5	ATM	MFA Implementation	42,000	7		42,000	42,000				
	6	ATM	Cyber Posture Assessment & Implementation	50,000	23		50,000	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 Av/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 Revolving Fund
	2	ATM	Fire Prevention / Code Enforcement Vehicle Replacement	135,115	32	135,115	135,115					67,558 Revolving Fund
300			School Department									
	1	ATM	NMES	Repair and Paint Walls	185,767	25	185,767	185,767				
	2	PCIS	Replace Cafeteria Floor	81,197	5	81,197	81,197					School Lunch Revolving
	3	ATM	MES	Brick and Window Seal Repair	97,027	9	97,027	97,027				
	4	ATM	CSES	Sidewalk Repairs	34,719	2	34,719	34,719				
	5	ATM	NMES	Replace Gymnasium Floor	120,591	26	120,591	120,591				
	6	ATM	PSMS	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	DW	Ford F250 Utility with Plow	74,145	13	74,145	74,145				
	11	ATM	DW	Ford 7D Van	77,201	3	77,201	77,201				
	12	ATM	DW	Ford F250 Utility with Plow	74,145	35	74,145	74,145				
	13	ATM	DW	Ford Econovan	49,557	41	49,557	49,557				
411	1	STM	DPW - Engineering	Bartlett Road Bridge Construction	3,250,000	37	3,250,000	812,500				
420	1	ATM	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 - Facilities	HVAC Repairs	157,724	8	157,724	157,724				
	2	ATM	Fire Alarm / Sprinkler System Replacements	238,991	4	238,991	238,991					
												MVP Grant & Other
												2,437,500

TOWN OF PLYMOUTH - FY24 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON 1/28/2022

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

DEPT ACCOUNT	DEPT PRIORITY	ATM or SPONSOR	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION		PROJECT COST	R A K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND	SOLID WASTE FUND	OTHER	DESCRIPTION BORROWING	
				1	2											
61-450	1	ATM	DPW Utilities (Water)	N Plymouth & S Pine Hills Water Tank Rehabs		1,635,288	1	1,635,288	639,688	0			1,635,288	551,688	88,000 Old Article	
	2	ATM		New Source Exploration		639,688	2	639,688								
	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		
				<b>TOTAL FOR WATER</b>		<b>3,224,951</b>		<b>2,274,976</b>					<b>0</b>	<b>0</b>	<b>88,000</b>	
65-482	1	ATM	Municipal Airport	Runway 6/24 Design and Permitting		480,000	1	480,000								
				Runway Environmental Assessment - Increased Funding		183,000	2	183,000								
		2	STM			663,000		663,000	0	32,900	0	0	0	174,100 Grants	0	
				<b>TOTAL FOR AIRPORT</b>		<b>0</b>		<b>0</b>								
66-433	1		Solid Waste	Solid Waste		0		0	0	0	0	0	0	0		
				<b>TOTAL FOR SOLID WASTE</b>		<b>0</b>		<b>0</b>								
				<b>TOTAL FOR ENTERPRISE FUNDS</b>		<b>5,159,130</b>		<b>4,209,155</b>		<b>0</b>	<b>32,900</b>	<b>1,271,179</b>	<b>2,186,976</b>	<b>0</b>	<b>718,100</b>	
				<b>TOTAL PROJECTS</b>		<b>16,234,469</b>		<b>14,764,494</b>	<b>7,262,023</b>	<b>32,900</b>	<b>1,271,179</b>	<b>2,186,976</b>	<b>0</b>	<b>1,573,916</b>	<b>2,437,500</b>	
				<b>Summary by Meeting:</b>												
				Article 9 - Annual Town Meeting		12,238,302		11,118,327	6,317,553	24,000	1,271,179	2,186,976	-	1,318,619	-	
				Article 4 - Special Town Meeting		3,564,970		3,564,970	944,470	8,900	-	-	-	174,100	-	
				School Lunch Outside of Town Meeting / Future Town											2,437,500	
				Meeting Potential CPC Project		431,197		81,197	-	-	-	-	81,197	-	-	
				<b>Total By meeting or other</b>		<b>16,234,469</b>		<b>14,764,494</b>	<b>7,262,023</b>	<b>32,900</b>	<b>1,271,179</b>	<b>2,186,976</b>	<b>0</b>	<b>1,573,916</b>	<b>0</b>	



ARTICLE  
SUPPORTING  
DOCUMENTATION



## ARTICLE 2:

**ARTICLE 2:** To see if the Town will vote to transfer from available funds a sum of money to be added to funds already appropriated under Articles 7A through 7E of the 2022 Spring Annual Town Meeting for the purpose of supplementing departmental expenses, or otherwise amend said votes, or take any other action relative thereto.

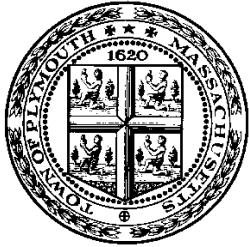
### SELECT BOARD

#### **RECOMMENDATION: Approval \$449,500 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 2. Approval of this article will increase the FY23 Operating Budget, as detailed in the table below:

FY23 Budget Amendments		
Department	Category	Supplemental Appropriation
Town Manager	All Other Expenses	\$190,000.00
Water	Other Expenditures	\$55,000.00
Airport	Other Expenditures	\$200,000.00
Airport	Personal Services	\$4,500.00





# TOWN OF PLYMOUTH

BOARD OF SELECTMEN / TOWN MANAGER  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 10100

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To: Advisory and Finance Committee  
From: Derek Brindisi, Town Manager  
Date: February 7, 2023  
Re: FY23 SUPPLEMENTAL APPROPRIATION

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I respectfully request a supplemental appropriation of \$190,000 to the Town Manager's expense account for the following reasons:

1. As you know, the Police Department continues to try to maintain a full staffing complement throughout its ranks. The Police Department lost 21 officers, in 2021, 10 in 2022, and have already received 4 resignations with an expected 4 more retirees in 2023. Needless to say, the departure of so many officers have left a gap in the department's ability to provide consistent parking enforcement in the White Horse Beach Parking District. At a cost of approximately \$40,000, the Select Board voted last year to hire an outside firm, "Pilgrim Security" to conduct such enforcement after the FY23 Budget was approved. To execute the contract with Pilgrim Security we used \$40,000 from the Legal Expense account. For your information, from July 1<sup>st</sup> to September 15<sup>th</sup>, Pilgrim Security generated \$43,000 to the Town in parking fines.
2. In FY22 the "Legal" expense line-item budget was approved for \$670,000; with total expenditures totaling \$450,000 at year-end of, leaving a balance of ~\$120,000. Due to these significant savings, the Legal budget was adjusted downward in FY23 to \$550,000. Upon a more detailed analysis of this account, I found that the FY 22 representation of Anderson and Krieger negotiations in the Holtec dealings was only \$60,000 in total. As you know, the decommissioning of the power plant, concerns of spent fuel being dumped into the bay and a proposed PILOT agreement has become a major focal point of this administration. In FY23 alone, the town has spent \$110,000 on the Law Firm of Anderson and Krieger to represent the town's interest against Holtec over the aforementioned issues, amongst other issues. The request of a \$150,000 supplemental budget will allow for continued representation as we continue to attempt to secure the town's interests during negotiations with Holtec over the next five months.

Respectfully submitted

Derek Brindisi  
Town Manager

# TOWN OF PLYMOUTH

Department of Public Works

Water Division

169 Camelot Drive

Plymouth, Massachusetts 02360

## MEMO

**To: Lynne Barrett, Jeanette White**

**CC: Derek Brindisi, Sheila Sgarzi**

**Re: Supplemental Budget Request**

**Date: January 2, 2023**

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The DPW Water Division is respectfully requesting a supplemental budget increase of \$55,000.00. The rising cost of goods and services over the past 12 months has put this Division in a position to hit a potential shortfall of funds necessary to continue operation. While the increases are across the board, the primary issue stems from an increase in the cost of water treatment chemicals as well as electricity. A number of unforeseen deductions from the budget including \$52,492.00 for DPW Facility renovations and feasibility study and \$63,324.00 in emergency well repairs were also experienced during the first half of FY 23. The annual operating budget is constructed to withstand some increases and contains emergency contingency funding however, our projections for the second half of FY 23 suggest potential issues with the bottom line. It is for this reason that we are submitting this request.

Attached is an analysis outlining the need for this request. The calculated volumes of chemicals are based on quantities purchased during the second half (Dec. - Jun.) of FY 22 as well as their respective increases. Electricity was calculated based on amount billed during this same period with the average increase reflected and not specifically by kilowatt hour. Some approximations were used in the calculations which precipitated the 15% contingency.

Peter Gordon, Water Division Superintendent  
169 Camelot Dr.  
Plymouth MA, 02360  
(508) 830 – 4162 ext 12141

## Supplemental Budget Cost Analysis

### Poly ortho Phosphate Blend

Dec-Jun      \$4,855.89 (Price per gallo \$7.35 FY22)  
                  \$4,660.00 (price per gallon FY 23 3 \$14.47 - 96% increase)  
                  \$9,521.19 Total anticipated cost w/ increase  
                  661 gallons x \$14.47 = \$9,512.19

### Sodium Hypochlorite

Dec-Jun      \$19,912.75 (\$3.25 per gallon FY22)  
                  \$2,986.91 (15% price increase \$3.75 FY 23)  
                  \$22,899.66 Total anticipated cost w/ increase  
                  6,127 gallons x \$3.75 = \$22,899.66

### Sodium Hydroxide

Dec-Jun      \$43,524.19 (.65 per gallon FY22)  
                  \$23,938.30 (\$1.46 per gallon FY23 55% increase)  
                  \$66,462.49 Total anticipated cost w/ increase  
                  16,396 gallons x \$1.46 = \$23,938.30

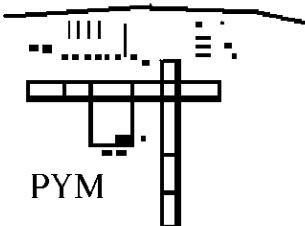
### Eversource

\$200,531.92  
\$16,829.64 (8.3% increase over last seasons rates)  
\$217,361.56 Total anticipated cost w/ increase

Total Requested Increase	\$48,415.56
	\$55,000.00 (Approximate 15% Contingency)

### Unanticipated Demand On Budget

Water Capacity Study	\$36,250.00
DPW Renovations	\$38,500.00
DPW Feasability Study	\$13,922
South Pond Well Emergency Repair	35,899.00
Savery Pond Well Emergency Repair	\$27,425.00
 Total	 \$151,966.00



Plymouth  
Municipal Airport

To: Plymouth Select Board

From: **Matthew Cardillo, Airport Manager**

RE: Article 2 Supplemental Budget Request STM

Date: February 14, 2023

---

The Plymouth Airport Commission is requesting an Article 2 Supplemental Budget request be placed on the warrant for the 2023 Spring Town Meeting regarding an increase budget request for \$200,000 into the Airport's enterprise account to fund the FY23 Aviation Fuel line item.

The Aviation Fuel line item for FY23 was determined in the Fall of 2021 before the global fuel markets became extremely volatile. Since Fall 2021 the fuel markets were at the highest the airport has ever seen. Since the fall of 2022 the average cost per gallon of 100LL Aviation fuel has increased by around 15% and the average cost of Jet Fuel per gallon has increased by around 20%. Even more recently in the last couple of weeks, due to global fuel embargos, there have been steep increases and extreme volatility in the fuel markets. We have also see a increase in fuel sales of Jet Fuel so that coupled with the average cost per gallon increase are what is driving the airport to increase the Aviation Fuel Line item from \$2,500,000 to \$2,700,000. Due to the unforeseen global issues that could arise in the next few months the airport wants to make sure that we do not exceed of Aviation Fuel line item. This increase will be funded out of airport retained earnings.

The Airport does derive revenue from the Aviation Fuel that we purchase but we still must live within our budget. We feel as though this increase will keep us within our budget for FY23.

The airport would also like to increase the budget line item for licenses for employees to \$4,500. This included payments to COBRA union employees that hold licenses and their associated stipend for holding each type of license called out in their contract. This will be funded out of airport retained earnings.

Sincerely

Matthew Cardillo  
Airport Manager

## ARTICLE 3:

**ARTICLE 3:** 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

#### **RECOMMENDATION: Approval \$31,253.94 (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 3. Approval of this article will authorize the Finance Department to process the outstanding invoices for KP Law totaling \$31,253.94 on behalf of the Town Manager Department, as detailed in the table below. The funding for these invoices will come from Free Cash.

Article 3 - Unpaid Bills - Special Town Meeting				
Department	Vendor	Invoice #	Date	Amount
Town Manager	KP Law	135449	2/25/2022	\$ 15,106.80
Town Manager	KP Law	135642	2/25/2022	\$ 15,907.14
Town Manager	KP Law	135643	2/25/2022	\$ 240.00
Total Article 3				\$ 31,253.94



**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:	<b>\$31,253.94</b>

Thank you.



*The Leader in Public Sector Law*

101 Arch Street, Boston, MA 02110  
Tel: 617.556.0007 | Fax: 617.654.1735  
[www.k-plaw.com](http://www.k-plaw.com)

December 13, 2022

**Antonietta D'Amelio**  
[adamelio@k-plaw.com](mailto:adamelio@k-plaw.com)

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	<u>15,106.80</u>
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

December 13, 2022

**Antonietta D'Amelio**  
[adamelio@k-plaw.com](mailto: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	<u>15,907.14</u>
	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

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: Statement of Balances Due

Dear Sir/Madam:

The following Statement(s), remain unpaid:

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

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

## **ARTICLE 4:**

**ARTICLE 4:** 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 of buildings 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 or professional consulting services, including any related and incidental costs and expenses, as follows:

<b>ITEM</b>	<b>DEPARTMENT</b>	<b>PROJECT DESCRIPTION</b>
A1	Town Clerk	Charter and Bylaw Codification
A2	Police Department	Department Study
A3	DPW - Parks & Forestry	Ford F350 Replacement
B1	DPW - Engineering	Bartlett Road Bridge Construction

Or take any other action relative thereto.

### **SELECT BOARD**

#### **RECOMMENDATION: Approval \$3,518,260 (Unanimous, 11-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 4. Approval of this article will authorize the General Fund Capital requests totaling \$3,518,260, as detailed in the table below, to be funded with \$1,080,760 from Free Cash and \$2,437,500 from other available funds and grants.

<b>ITEM</b>	<b>DEPARTMENT</b>	<b>PROJECT DESCRIPTION</b>	<b>AMOUNT</b>
A1	Town Clerk	Charter and Bylaw Codification	\$16,290
A2	Police Department	Department Study	\$120,000
A3	DPW - Parks & Forestry	Ford F350 Replacement	\$131,970
B1	DPW - Engineering	Bartlett Road Bridge Construction	\$3,250,000
<b>Total Article 4</b>			<b>\$3,518,260</b>





# TOWN OF PLYMOUTH

## Town Clerk

26 Court Street  
Plymouth, Massachusetts 02360  
(508) 747-1620  
[www.plymouth-ma.gov](http://www.plymouth-ma.gov)

January 31, 2022

Brad Brothers  
Assistant Town Manager

I would like to submit an article for the April Special Town Meeting for funding for the codification for the Town of Plymouth's Charter and General Bylaws.

### WARRANT ARTICLE LANGUAGE:

**To see if the Town will vote to raise and appropriate, appropriate from available unappropriated funds in the Town Treasury, or transfer, or borrow the sum of sixteen thousand two hundred ninety dollars (\$16,290), or any other sum, for comprehensive codification of the Town's Charter and General Bylaws including all expenses incidental and related, or, to take any other action relative thereto.**

Justification: The Town of Plymouth's Charter (current) and General Bylaws have been updated and maintained by the Town staff over the past years. At this time, the Town of Plymouth should undertake a comprehensive review and updating of the Charter and the General Bylaws to ensure conflicts do not exist between the two documents as well as to State Law. This review will include all legislation of a general and permanent nature through present. The scope of services is to include research; editorial and legal review to identify conflicts, inconsistencies, and other problem areas in need of updating or correction; the incorporation of any necessary revisions; the creation of an index; the preparation of Code adoption legislation and a disposition list to document the final disposition of all Code-relevant legislation; and the printing of 5 copies of the Code. The final version of the Town Charter and General Bylaws will be a fully searchable online version of the Code. Please note, if the proposed Charter is passed at the Town Election, the new Charter will be reviewed.

Please see a copy of the proposal from the vendor General Code.

Sincerely,

Kelly A. McElreath  
Town Clerk



## Proposal for Codification Services

PREPARED FOR:

Town of Plymouth, Massachusetts

PREPARED BY:

ZACHARY DUMONT  
CODIFICATION ACCOUNT MANAGER  
[zdumont@generalcode.com](mailto:zdumont@generalcode.com)  
800.836.8834

DATE:  
December 5, 2022  
(Valid for six months)

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# Executive Summary

A thorough review of your request has given us a better understanding of your unique needs and helped us determine ways that we can partner with you to make the Town of Plymouth's Code a more useful and effective resource for your community. The executive summary below serves as an overview for building a collaborative codification solution that can help the Town achieve its goals.

## Situation Analysis

The compilation of the Town of Plymouth's General Bylaws were originally published in 1997, and the Zoning Bylaw was originally published in 2004, and they have not been updated since. As a result, the Code may contain inconsistencies, errors and outdated information that could potentially affect the Code's enforceability and alignment with relevant Massachusetts statutes.

It is our understanding that the Town would like a complete recodification, including a comprehensive review and update of the 1997 Code, to include all legislation of a general and permanent nature to December 5, 2022. This process would ensure that legislation is up-to-date and is in line with Massachusetts statutes and the current needs of your constituents, in addition to making the overall Code consistent in organization, format, style, and content.

The Town would also like to provide access to the Code and make it easier for constituents and staff to find information by implementing a fully searchable online version of its Code, housed on our unparalleled eCode360 platform.

## Our Solution

Our comprehensive codification solution for Plymouth includes:

➤ **An Editorial and Legal Analysis and recodification of existing materials**

This process will identify conflicts, redundancies and inconsistencies in the Code and enable you to incorporate the necessary revisions to ensure that your Code is enforceable and fully complies with Massachusetts statutes.

➤ **An online Code housed on our innovative eCode360 platform**

Created for a variety of users, eCode360 makes the complete current text of your Code available online in a format that is easy for your community to use and is fully searchable.

➤ **5 custom printed Code books, with an option for additional printed volumes**

We will provide you with 5 fully customized print copies of your new Code, with additional copies as requested.

## Solution Benefits

A comprehensive codification solution from General Code® will:

1. Deliver a Code that is always accessible to the public and up-to-date
2. Help you keep Plymouth's Code enforceable
3. Improve transparency with constituents
4. Save Plymouth's staff time and resources by empowering constituents to find Code information independently

## Who Benefits?

1. **Constituents**—Citizens will be able to find and use laws in a comprehensive, up-to-date and understandable format
2. **Staff**—All staff members will be able to gather the information they need to answer questions from both citizens and other municipal officials
3. **Planners/Developers**—Your new Code will provide a clear view of existing regulations and make it easier to determine the impact of proposed changes and amendments on development and growth initiatives
4. **Attorneys**—Legal staff can draft and amend legislation more efficiently by using eCode360 to research similar laws that other communities have passed

## Plymouth's Investment

The price of General Code's recommended solution will be \$11,190.

A detailed breakdown of the investment and available options can be found in the Investment Details and Options section on page 11.

# General Code, America's Next Generation Codifier

When local governments and constituents work well together, shared ideas and diverse talents can be focused where they need to be – on the community's common interests and vision for the future. At *General Code*, we focus on simplifying the ways that local governments and their constituents find, access, and share information by innovating forward-thinking technologies and processes. By intelligently connecting vital code information in a digital environment, communities can work better together to more effectively overcome challenges and create opportunities for growth. From online municipal codes to interactive zoning maps, it is our goal to empower everyone in our client communities to rise, transform, and thrive.

We would be proud to partner with your community, too.

## Our Experience

For 60 years, *General Code* has worked with more than 4,000 communities to build, maintain, and publish Codes that are clear, accessible, and easy-to-use. We have assembled a staff of highly trained project managers, editorial assistants, attorneys, legal editors, production staff, account managers, training specialists, service representatives, and software engineers that have unique expertise in codification. With backgrounds in municipal law and local government and an average of 17 years of hands-on experience working with municipalities, every segment of our team is uniquely qualified to partner with your community.

## A Member of the ICC Family of Solutions

With a worldwide membership of 64,000, International Code Council (ICC) is the global leader in developing model codes and standards used in the design, build and compliance process to construct safe, sustainable, affordable, and resilient structures and communities. Most U.S. communities and many global markets choose the International Codes.

*General Code*'s partnership with ICC strategically aligns our companies' like-minded missions, values and long-standing commitment to building strong partnerships with local governments. It also gives *General Code* even greater capacity to build on our portfolio of municipality-focused solutions by tapping into the expanded resources and global reach of ICC.

## Our Technical Focus

Technology has changed your community's expectations about accessing and interacting with complex Code information. Therefore, we handle Code information differently. With *General Code*, your Code is more than just static text; using our proprietary publishing system, we store your Code as dynamic data, making it easy to update and present in multiple ways that meet your staff and community's needs. Using the data from your Code as a basis, *General Code* provides an ever-expanding suite of seamless solutions that save time and simplify how you serve your community.

## Our Process

*General Code*'s process workflow is highly collaborative, allowing you to engage with a Code consultant at every key stage of the codification process. We guide you through each phase of the process to keep you informed and help the project stay on track. Our Code consultants are invested in working with local governments and strive to ensure that your Code improves transparency within your community while accurately reflecting your laws.

# The General Code Recommended Solution and Process

## General Code's Approach to Codification



*Codification Powered by Code Review* brings your code project to life during the milestones of your project. Code Review is a revolutionary legal review platform, shared interactively between the General Code project team and your review committee, that guides you through the stages of your Codification project.

Code Review, a secure, searchable platform, gives your codification stakeholders the ability to manage milestones, share and assign questions, and expedite the decision-making process. With digital access to all your relevant project documentation throughout the project, including the analysis, drafts and reference documents, our technology eliminates the need for paper reports, printed legal memorandums or Legal Workbooks.

*Codification Powered by Code Review* is a collaborative process that will guide you through each project stage. We will prepare your Organizational Analysis, evaluate your legislation, prepare the Editorial and Legal Analysis, and create your Digital Manuscript, so that you can easily access the project documents and make decisions.

This streamlined process allows users to collaborate, annotate, print and share comments among all committee members, while staying connected with your *General Code Legal Editor*.

### So how does it work?

When the Digital Manuscript and Editorial and Legal Analysis are ready for review, *General Code* will activate your Code Review site and provide your review committee with a secure link to the online version of your in-process Code. We will facilitate a dedicated e-Learning workshop for your municipal officials, led by our *General Code* training specialist, to guide you through the features

and functionality of the platform. *Codification Powered by Code Review* will include these supporting documents as the project progresses through the codification stages:

- Code Project Contract
- Code Project Guidelines
- Organizational Analysis
- Digital Manuscript
- Editorial and Legal Analysis
- Code Adoption Ordinance
- Disposition List
- Digital Drafts of your Code

Upon completion of the codification project and publication of your new Code, the Code will seamlessly transition from the private *Code Review* platform to your public eCode360 site and will house the adopted version of your Code, which is available to the public.

## **Below is an outline of the process for completing your recodification project.**

### **Project Launch**

*General Code* will consult with Plymouth's designated contact person to review the project generally and to clarify any initial questions for both *General Code* and the Town. To begin the project, the Town and *General Code* shall confirm the source materials for the project. For more detail, see the source materials listed on page 11.

### **Organizational Analysis**

We will prepare an Organizational Analysis of your legislation for the Town to review. The Code will be organized, retaining the same system used in the current Code. The chapter numbering will be retained since this system has worked well for the Town. Your editor will prepare an Organizational Analysis for the Town to review, including a listing of legislation reviewed, along with questions about any missing material and adoption dates as well as any other questions pertaining to the completeness of materials being reviewed.

The Town will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback received into the project and move forward to prepare the Manuscript and the Editorial and Legal Analysis.

### **Editorial and Legal Analysis with Manuscript**

As needed, we will prepare a Manuscript using the materials provided by the Town. At this step, we will incorporate amendments into the Manuscript, noting repealed or superseded material. The resulting Manuscript will show exactly the legislation that is currently in effect.

To accompany your Manuscript, we will prepare an Editorial and Legal Analysis for your review. Your project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be presented in a progressive format with option sets to guide the user in the decision-making process. Town officials, including

the Town Attorney, will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- Identification of duplications, conflicts and inconsistencies with Massachusetts statutes
- Any practical recommendations to make your legislation more enforceable
- Suggestions regarding fines, fees and penalties
- Suggestions on ways to modernize your legislation

### **Your Responsibilities**

The Town will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Town officials and the Town Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code.

### **Code Review**

Code Review is a searchable online repository that houses your Code Manuscript and Editorial and Legal Analysis during the review stages of the codification process. When the Manuscript and Editorial and Legal Analysis are ready for review, *General Code* will activate your *Code Review* site and provide your review committee with a link to a secure online version of your in-process Code and the supporting documents, which could include the Code Project Contract, Organizational Analysis, Code Adoption Information, and Disposition List. *Code Review* allows users to reference and search relevant Code sections online as you answer questions and work through conflicts, duplications and inconsistencies within your Code. As the project continues, additional secure drafts will be available on your *Code Review* site, making the review process easy and clear. Upon completion of the project, your *Code Review* site will be replaced by your eCode360 site and will house the adopted version of your Code, which will be made available to the public. The posting of *Code Review* is considered the first posting of eCode360.

### **Final Editing of the Manuscript and Submission of the Draft**

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process.

During this time, we will:

- Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- Update the Table of Contents listing all chapters and articles included in the Code, as applicable
- Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- Proofread all copy to correct typographical and spelling errors

Using *Code Review*, *General Code* will submit a Preliminary Draft of the Code for review by the Town. At this time, the editorial work on your project is completed; therefore, if the Town requires any additional changes, further charges will apply. A Final Draft incorporating the Town's changes will be submitted to the Town for adoption and subsequent review by the Attorney General.

## Prepare Final Deliverables

Upon approval to proceed with the publication of your Code, we will prepare the following final deliverables:

➤ **A Comprehensive Index**

We will provide you with an index that is designed to let you quickly and easily locate information in the Code.

➤ **A Disposition List**

Your Code will include a Disposition List that sets forth—in chronological order—the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project. It will also indicate whether those items are included in or omitted from the Code.

➤ **Code Adoption Legislation**

We will prepare the proposed Code adoption legislation and/or necessary information to establish the Code as an official document. We will provide this information to the Town Attorney for review and enactment by the governing body. Once the Code is adopted, it can be amended directly to change, add or delete material.

In order to establish the Town Code as the official body of law for the Town, the codified bylaws should be submitted to the Town Meeting for approval. Based on our experience with our Massachusetts clients and our discussions with the Attorney General, the Town has four options in this regard:

1. The General Bylaws and Zoning Bylaw can be renumbered as part of the new Town Code book without any changes to the text. The Town Meeting would then vote only to accept the renumbering of the Bylaws as they appear in the Code. Under this option, the text of the Bylaws cannot be changed in any way. Even errors in spelling, grammar and punctuation have to be retained.
2. If the Town wishes to make revisions to the General Bylaws and Zoning Bylaw as part of this project, we recommend that these Bylaws be renumbered as part of the new Town Code, revised as desired by the Town and then readopted in their entirety by the Town Meeting. This method will allow for revisions to the text to bring it up-to-date and also allow for the correction of errors in spelling, grammar and punctuation. It will result in a new set of General Bylaws and a new Zoning Bylaw that will replace all prior Bylaws. Under this method, the newly adopted Bylaws would be subject to a complete review by the Attorney General.
3. If the Town wishes to make some wording changes to the General Bylaws and Zoning Bylaw without completely readopting, *General Code* can incorporate the desired wording changes into the Bylaws and draft separate warrant articles for the Town Meeting to adopt in order to put each of the changes into effect. Depending on the number of changes the Town decides to make, this method can result in a large number of warrant articles. Each of the amendments

adopted by the Town Meeting will then be subject to review by the Attorney General.

4. The Town may choose to approach the General Bylaws one way and the Zoning Bylaw in a different way. Any regulations included in the Town Code, such as the Subdivision Regulations, would need to be submitted to the appropriate body which adopted the regulations for acceptance of their renumbering as part of the Code and to put any changes made by the Town into effect.

## Publish a Secure Online Code with eCode360

Once the final deliverables have been prepared, *General Code* will make your eCode360 site available to the public. eCode360 is a secure, reliable online platform created specifically to house codified laws and municipal documents. Built with a variety of user needs in mind, eCode360 will provide Plymouth's staff, citizens and businesses with unparalleled flexibility to quickly access and search your Code on a variety of desktop and mobile devices.

### eCode360 Benefits:

**A centralized solution**—laws, regulations and related documents are integrated into a dynamic, centralized resource

**Simple to use**—eCode360 is easy and intuitive and offers powerful time-saving features

**Always up-to-date**—We will update your eCode360 site with each supplement to your Code

**A trusted, “go-to” resource**—Empower staff to answer questions with clarity and confidence

**Always evolving**—We consistently release innovative functionality based on communities' needs

Premium eCode360 features

	Premium eCode360
<b>Annual Maintenance Fee</b>	<b>\$1,195</b>
New Laws	x
Easy and Flexible Searching	x
Dynamic Table of Contents	x
Email or Share Links	x
Printing	x
Bookmarking Searches	x
Archive View	x
"Sticky" Table Headers	x
Administrative Tools	x
Translate	x
eCode360 Search App	x
Linked New Laws	x
Public and Private Notes	x
Sample Legislation (Multicode Search)	x
Download to Word	x
Download to PDF	x
New Laws Indicator	x
Advanced Search	x
Customizable Titles	x

eAlert	x
Public Documents Module	x

For more information about eCode360 see page 17.

## Publish a Custom Printed Code

*General Code* will publish 5 printed copies of your Code in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using 11-point Times New Roman font in a single-column format on 100% recycled paper.

*General Code* lets you customize the look of your final printed Code binder, including the color of your binder (blue, dark red, green, brown, black or gray) and the color of the silk-screen lettering on the binder cover (white, silver or gold). We can also include the Town's Seal on the front and spine for added impact at no additional charge. Each copy of the Code will include a set of 15 tab dividers for individual customization and will also be serial-numbered for easy identification.

## Provide Ongoing Code Maintenance

The codification process is not truly over when your new Code is delivered. Your community will change and grow, and ultimately, your Code will evolve with it. In order to maintain your Code as an accurate and reliable resource, it is important that the Town keeps the Code up-to-date after initial publication. *General Code*'s supplementation services are designed to make the process easy, fast and accurate.

For more information about *General Code*'s Supplementation Services, see page 24.

# Project Materials

## Source Materials

The Town of Plymouth has provided *General Code* with the following documents, which will be used as the source materials for the recodification project:

- A copy of the Town's Charter, as updated to June 16, 2020, as posted on the Town's website on November 30, 2022

### **Inclusion of the following additional legislation is optional:**

*Please note: Inclusion of the legislation below is optional and subject to an additional charge as described on the Investment Details and Options page.*

- A copy of the Town's General Bylaws, as updated to June 16, 2020, as posted on the Town's website on November 30, 2022
- A copy of the Town's Zoning Bylaw, as amended through April, 2022, as posted on the Town's website on November 30, 2022

## Project Scope

This proposal and the scope of this project consider only the legislation submitted for review as listed above. The processing, review, and inclusion of any materials not submitted are outside the project scope as proposed and therefore may be subject to additional charges. We request that Plymouth set up a process to routinely send any new legislation upon adoption. This additional legislation will be included in the Code up to the point where the editorial work has been completed and will be subject to an additional charge at the end of the project.

## Special Considerations

General Code has identified the following specific special considerations that will be addressed by our staff as the project progresses:

- Please note that the Town's General Bylaws and Zoning Bylaw will not be included in this project; therefore, we will include a reference page in the printed Code book, indicating that the legislation is on file in the Clerk's office, and will include a link on eCode360 to the uncodified General Bylaws and Zoning Bylaw (if applicable).

# Investment Details and Options

## Codification Project Price \$11,190

### Services included with the codification project:

- Project Launch
- Creation of a New Code, with Project Scope Including Legislation to December 5, 2022 as posted on the Town's website on November 30, 2022 (for a complete list of all legislation that will be incorporated into the Code, see Source Materials on page 11.)
- Editorial Work
- Code Review Launch
- Proofreading
- Shipping

### Code Review deliverables:

- Organizational Analysis
- Editorial and Legal Analysis
- Manuscript
- Preliminary and Final Drafts
- Comprehensive Index
- Disposition List
- Code Adoption Legislation

### Final deliverables included with the codification project:

- Premium eCode360
- eCode360 Search App
- Publication of 5 Code Volumes in Standard Imprinted Post Binders
  - Customizable Tabs
- Code Adoption Legislation

## Administrative Fees \$0

General Code does not charge administrative fees; you will only pay for products and services you actually use.

## Optional Components

Inclusion of the Town's General Bylaws in Project	\$3,505
Scope I	

## Estimated Price to Implement Gender-Neutral Language in Code \$394

A General Code Editor will assess your goals and work with you to develop a strategy to make your Code language gender-neutral and more inclusive. Typical solutions include direct pronoun replacement. Solutions that are more complex, such as an analysis of gendered terms in your

Code or the re-writing of Code text to eliminate the use of pronouns, may be deemed outside of the scope of this project. An estimate for any additional charges will be provided upon request.

*Please note: Code books in addition to the 5 Code books included in the Codification Project Price may be ordered through the publication date of your Code. Pricing is available upon request.*

## Ongoing Services

**Premium eCode360 Annual Maintenance \$1,195**

The maintenance fee is an annual recurring flat fee that begins one year from the initial posting of eCode360. Therefore, we recommend that the Town budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

Total Cost \$16,290.00

## Performance and Payment Schedule

Deliverable	Delivery Date	Payment Milestone
<b>Contract Signing</b>	Within 30 days of contract signing	10% of total project price due
<b>Submission of the Organizational Analysis</b>	Within 80 days of contract signing and receipt of the materials; the Town has 30 days for review	20% of total project price due
<b>Submission of the Editorial and Legal Analysis with Manuscript</b>	Within 180 days of receipt of the responses to the Organizational Analysis; the Town has 100 days for review	20% of total project price due
<b>Submission of Preliminary Draft</b>	Within 145 days of receipt of responses to the Editorial and Legal Analysis; the Town has 45 days to review	20% of total project price due
<b>Submission of Final Draft</b>	Within 60 days of receipt of responses to the Preliminary Draft; Town to adopt draft and submit to Attorney General for approval	20% of total project price due
<b>Delivery of the Code</b>	Within 40 days of approval to proceed with the publication of the Code	Balance of total project price due

Performance schedule reflects only business days excluding legal holidays.

# Authorization and Agreement

The Town of Plymouth, Recodification, December 5, 2022

**Codification Project Price** **\$11,190**

## Optional Components

<input type="checkbox"/> Inclusion of the Town's General Bylaws in Project Scope	\$3,505
<input type="checkbox"/> I	
<input type="checkbox"/> Estimated Cost to Implement Gender-Neutral Language in Code	\$394

## Total Investment

Including all of the options selected above, the total project price will be: **\$ .....**

The Town of Plymouth, Massachusetts, hereby agrees to the procedures outlined above, and to *General Code's Codification Terms and Conditions*, which are available at <http://www.generalcode.com/terms-and-conditions-documents/>.

### Town of Plymouth, Plymouth County, Massachusetts

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

### GENERAL CODE, LLC

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

This document serves both as a proposal and as an agreement. To accept this proposal and delegate authority to *General Code* to administer the codification project, complete the form above, including authorized signatures. A signed copy of this agreement will be mailed back to Plymouth for its records.

Scan and email the completed form to [contracts@generalcode.com](mailto:contracts@generalcode.com). You may also fax the completed form to *General Code* at (585) 328-8189 or return it by mail to *General Code*, 781 Elmgrove Road, Rochester, NY 14624.

# Appendix

## Massachusetts Communities We Serve

For more than a half century, we have had the pleasure of forming long-term, collaborative working relationships with municipalities of all types and sizes across the country. Below are some of the 135 municipalities in Massachusetts that have trusted *General Code* to codify their laws:

City of Amesbury	Town of Brewster	Town of Mansfield	Town of Sterling
City of Beverly	Town of Charlton	Town of	Town of Stoughton
City of Chicopee	Town of Chatham	Marblehead	Town of Sunderland
City of Fall River	Town of Chelmsford	Town of Marion	Town of Templeton
City of Fitchburg	Town of Cohasset	Town of Marshfield	Town of Topsfield
City of Gardner	Town of Dalton	Town of Medfield	Town of Townsend
City of Haverhill	Town of Dartmouth	Town of	Town of Wakefield
City of Lowell	Town of Dedham	Middleborough	Town of Walpole
City of Marlborough	Town of Deerfield	Town of Middleton	Town of Wayland
City of Melrose	Town of Dennis	Town of Millville	Town of Webster
City of Methuen	Town of Dover	Town of Milton	Town of Wellfleet
City of North Adams	Town of Eastham	Town of Nantucket	Town of West
City of Northampton	Town of Easton	Town of Newbury	Springfield
City of Pittsfield	Town of Edgartown	Town of North	Town of West
City of Quincy	Town of Fairhaven	Andover	Stockbridge
City of Springfield	Town of Falmouth	Town of North	Town of
City of Taunton	Town of	Reading	Westminster
City of Waltham	Foxborough	Town of	Town of Westwood
Town of Abington	Town of Franklin	Northbridge	Town of Weymouth
Town of Adams	Town of	Town of Norwell	Town of Whately
Town of Agawam	Georgetown	Town of Orange	Town of
Town of Andover	Town of Great	Town of Orleans	Williamstown
Town of Ashland	Barrington	Town of Palmer	Town of Yarmouth
Town of Athol	Town of Greenfield	Town of Pelham	
Town of Ayer	Town of Groton	Town of Plainville	
Town of Barnstable	Town of Hadley	Town of Plympton	
Town of Barre	Town of Harvard	Town of Randolph	
Town of Belchertown	Town of Harwich	Town of Rockland	
Town of Bellingham	Town of Hopedale	Town of Rutland	
Town of Belmont	Town of Ipswich	Town of Salisbury	
Town of Blackstone	Town of Lancaster	Town of Sharon	
Town of Bolton	Town of Lee	Town of South	
Town of Boxford	Town of Lexington	Hadley	
Town of Braintree	Town of Littleton	Town of	
	Town of Lunenburg	Southborough	
	Town of Lynnfield	Town of Southwick	

# eCode360 Platform

Our eCode360 platform is designed specifically to house codified laws and municipal information. eCode360's intuitive design, responsive navigation, and robust search functionality drive performance and user satisfaction.

## Simple for Everyone

eCode360 offers a user experience that's simple and intuitive. Our easy-to-use, uncluttered interface allows users to access, search and share Code sections with incredible speed and precision on desktop and mobile devices. It provides the power to communicate information to everyone in your municipality like never before.

## 24/7/365 Access and Security

General Code supports your community through technologies that transform your users' experience and empower your community to access, navigate and share your Code in exciting new ways. Our eCode360 platform was designed by our own in-house team of software engineers, experts who understand the importance and value of simplifying how you access and use your Code, generating an impressive 71,000 users a day while boasting an incredible uptime average of 99.9%. eCode360 is available 24/7, 365 days a year.

eCode360 is hosted on Amazon Web Services (AWS)'s EC2, which has an uptime guarantee of 99.99%. Our servers are backed up using IT industry best practices, taking advantage of multiple redundancies and regions within AWS. In addition to a robust disaster recovery plan, we have taken steps to avoid disaster by building eCode360 from the ground up to be secure and scalable. The system is designed and engineered to minimize the possibility of intrusion and uses multiple leading-edge technologies to harden and secure the service.

eCode360 is our proprietary platform, and does not require any Folio installation or licenses.

## Maintenance and Updates

eCode360 is maintenance-free for our users. *General Code* employs a team of software developers, web application developers and system administrators who maintain and update the platform to give you an intuitive and seamless experience with your Code. Our most recent enhancements can be found at <https://www.generalcode.com/happycode/>.

## Free Introductory eCode Webinar for Municipal Staff

Our introductory eCode webinar lets you work online with an experienced Training Specialist who can demonstrate eCode360's powerful tools and offer step-by-step guidance to help you use the Code. A great resource for municipal employees who want to help their constituents!

## “Multi-purpose” your Code Content—and better serve your community.

Give departments and individuals within your municipality the ability to view and use the specific Code information they need—when they need it. With eCode360 Content Export, we export your Code's content to an Excel or CSV file. From there, the file can be imported into systems other departments are already using where information from your Code can be quickly viewed and used. This saves others—especially staff who serve the public in the field—the time and effort of searching the entire Code manually to find the particular section they need. For more information about our Content Export services, please contact us at [sales@generalcode.com](mailto:sales@generalcode.com).

## Premium eCode360 features

<b>New Laws</b>	Between regular Code supplements, General Code will temporarily post PDF copies of new legislation to your online Code
<b>Custom Settings for Admin Users</b>	Control the look of your eCode360 by selecting custom colors and accents, and uploading a custom banner or photo
<b>Easy and Flexible Searching</b>	Search by key words, phrases, section numbers and more
<b>Electronic Index</b>	A comprehensive list of key words and phrases to speed searching
<b>Dynamic Table of Contents</b>	Users can find the information they need and see their current location with a table of contents that moves as users browse
<b>Email or Share Links</b>	Email a link to a specific Code section or share via social media
<b>Printing</b>	Print with user-friendly functionality and a variety of user options
<b>Bookmarking Searches</b>	Save "favorites" to quickly return to sections of the Code
<b>Archive View</b>	View a permanent archive of your Code, updated with each supplement
<b>"Sticky" Table Headers</b>	Table headers remain stationary as you scroll
<b>Translate</b>	Users can view your Code in more than 100 additional languages
<b>eCode360 Search App</b>	Use your mobile device to search your Code
<b>Linked New Laws</b>	As new legislation is posted, we will add links from the New Laws section of eCode360 to the affected Code chapters or articles
<b>Public and Private Notes</b>	Create personalized links and annotations within the Code
<b>Multicode Search</b>	Search across multiple Codes by municipality, geographic region, government type or population to find sample legislation or other Code content for zoning use, legal cases or historical research
<b>Download to Word</b>	Administrative users can download Code text to a Microsoft Word document to edit and track changes when drafting new legislation
<b>Download to PDF</b>	Public users can directly download Code text to a PDF document
<b>New Laws Indicator</b>	Code Change Indicators help users identify sections of your Code that have been changed and provide links to the new legislation
<b>Advanced Search</b>	Search across the Code, Public Documents, New Laws and Notes using an intuitive query tool and filtering system to quickly pinpoint the most relevant information
<b>Customizable Titles</b>	Administrative users can add customized titles and comments to your legislation in New Laws
<b>eAlert</b>	Public users can sign up to receive notifications of changes in the Code
<b>PubDocs Module</b>	Post non-Code documents along with your online Code

The new version of PubDocs™ is here and ready for you to use NOW!

**Put more power behind your public documents:** With a new look, features and functionality, our newest version of *PubDocs* elevates access, control, and transparency to new levels, so you can do more with your public documents than ever before.

**More of what you asked for, for more control of your documents:** Our latest *PubDocs* enhancements are the direct result of comments and suggestions from valued customers like you. We think you will like what you see!

- **Add or change the name of document types** – For example, you can change “minutes” to “meeting packets” – whatever titles work best for you. Or add new document categories, such as “Fee Schedule.”
- **Move or delete multiple documents quickly and efficiently** – There’s no need to work with one document at a time.
- **Post an expanded variety of file formats and documents** – Now including audio files, audio and video links, and PowerPoint files.
- **Sort search results more efficiently** – Arrange results by ascending or descending dates.
- **Unlimited document uploads** – Now without file size limits

Our new *PubDocs* enhancements are available for you, the eCode360 user, to use NOW!

The screenshot shows the eCode360 software interface for the City of Townsville. The top navigation bar includes links for Home, Admin, Help, and a search bar. The left sidebar contains links for Charter, Code, Zoning Map, Archives, New Laws (19), Index, Notes (3), and a Public Documents section with links for Agendas (10), Budgets (4), Comprehensive Plans (7), Fee Schedule (1), Minutes (39), and Misc. Documents (8). The main content area is titled 'Minutes' and shows a list of documents. The first item is 'Annual Meetings' with a checked checkbox. Below it is a list of 'Board Meeting' documents from 2012 to 2016, each with a checked checkbox. Other sections listed are 'City Council' (unchecked), 'Dept of Public Works' (unchecked), and 'Fire Department Minutes' (unchecked). Each document item has a small edit icon to its right.

## Sample eCode360 Screens

1 CITY OF TOWNSVILLE

2 Swimming Pool Application

3 Archives

4 Public Documents

5 Find Codes

6 New Laws (16)

7 Charter

8 Index

9 Notes

10 Agendas

11 Budgets

12 Comprehensive Plans

13 Legislation

14 Minutes

15 Misc. Documents

16 Resolutions

17 Print

18 Email

19 Download

20 Share

21 Get Updates

22 Add Note

23 City of Townsville, NY / General Legislation

24 Chapter 295 Swimming Pools

25 Swimming Pool Application

26 A City Building Permit is required along with requirements in this chapter before any installation or construction of a swimming pool. [City Building Permit link.](#)

27 Created on 2018-10-08 by Jeanie Sanders; Last modified on 2019-02-21 by Jeanie Sanders

28 [HISTORY: Adopted by the Common Council of the City of Townsville as Ch. 35 of the 1975 Municipal Code. Amendments noted where applicable.]

### 1 Custom Banner

### 2 Public and Private Notes

### 3 View Archived Codes

### 4 Public Documents Portal

### 5 Multicode

### 6 New Laws

Title	Adopted	Subject	Affects	
L.L. No. 19-2018 - Sewer Amendment	2018-08-02	Clerk Amendment; Departments and Bureaus Amendment	Ch 18A, Ch 20	
<i>This goes into effect 1/1/2019.</i>				
L.L. No. 20-2018	2018-08-23	Zoning Amendment	Ch 05	
<i>goes into effect 1/1/2019</i>				
L.L. No. 21-2018	2018-08-23	Zoning Amendment	Ch 05	
L.L. No. 22-2018	2018-09-13	Neighborhood Preservation Amendment	Ch 02	
L.L. No. 23-2018	2018-09-13	Building Construction Administration Amendment	Ch 16	
L.L. No. 24-2018	2018-09-13	Zoning Amendment	Ch 05	
L.L. No. 25-2018	2018-09-13	Zoning Amendment	Ch 05	

## Additional Online Services

### MapLink™ powered by ZoningHub™

*MapLink* is a *Visual Zoning* service that makes it easier for business and property owners, planners, developers, and constituents to find the information they need in your community's Zoning ordinance by presenting Zoning Code data from eCode360 in an interactive online map. *MapLink* users can click on a map to view details about permitted uses and answer questions such as, "Where can I open my business?" and "What can I do with my property?" With just a few clicks, users interested in economic development can view dimensional requirements, allowable uses, and zoning districts, zoom to an individual parcel to examine its requirements, or search for properties based on land use. By making it easier for users to find the information they need for their development projects, they are more likely to open their businesses in the Town, which can help grow your community.

*MapLink* uses your municipality's existing GIS map information and seamlessly presents data from eCode360, so your interactive map clearly and accurately displays your essential Zoning elements. When a Code supplement including a Zoning change is completed and posted to eCode360, your Code data is simultaneously updated in *MapLink*, ensuring that users are always working with the most accurate requirements.

### eCode360® Enhanced Graphics™

eCode360 *Enhanced Graphics* can help drive economic development in your community by presenting an online Zoning Code that is clear, easy to understand and always up-to-date.

*Enhanced Graphics* offers zoning specific features like integrated tables that allow users to view tables in context, multi-column layout options to accommodate natural image placement, searchable image captions, color coding to create easier navigation, and high-quality graphics. Every community is unique, so we also offer custom solutions tailored to suit your community's specific needs.

### Custom Local Building Code

Until now, no single publication has included both ICC I-Code building regulations and local amendments in an integrated form. Our CLBC solution will create a single central repository for your adopted Building Code regulations that is intuitive, searchable, and linked to your municipal Code. This solution will eliminate the need to separately manage state adopted I-Codes and your local amendments, and make your Building Code regulations available from anywhere at any time, even if the Town only has one set of printed books.

### Application Programming Interface

Application Programming Interfaces (API) make it possible for your Code in eCode360 to "talk" with additional external systems to share information. *General Code* has APIs that deliver structured Code information contained in eCode360 to external systems, including legislation drafting, parcel management, municipal websites, enterprise content management (ECM), permitting, GIS-based interactive maps, code enforcement, law enforcement, and more.

For more information on our additional online services please contact us at  
[sales@generalcode.com](mailto:sales@generalcode.com)

# Formatting & Style

General Code takes pride in offering high-quality printed Code services. Our experience and attention to detail in the design and production of your Code go hand-in-hand with our approach to municipal partnerships.

## Organization

The Code will be organized and divided into parts to accommodate different types of legislation. Typically Part I is made up of legislation of an administrative nature, namely, that dealing with the Town's departments, officers and employees; Part II is made up of the legislation that regulates the general public. Within each part, the various pieces of legislation will be organized into chapters, which will be arranged alphabetically by subject matter. For example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." Wherever there are two or more pieces of legislation dealing with the same subject, they will be combined into a single chapter. In such chapters, the use of article designations will preserve the identity of the individual pieces of legislation. The Town will have the opportunity to review and approve the organization of the Code.

## Table of Contents

The Table of Contents lists the various chapters included in the Code and can be used to help locate desired provisions. Space will be reserved for later insertion of new material in its proper alphabetical sequence. Such space is accommodated in the body of the Code by breaks in the chapter numbering and in the page-numbering sequence between chapters.

## Pagination

Each chapter forms an autonomous unit in the page-numbering system. The first page number in each chapter is the number of that chapter followed by a colon and the numeral "1." For example, Chapter 6 begins on page 6:1, Chapter 53 on page 53:1, etc. If a page were to be added between pages 53:2 and 53:3, it would be numbered 53:2.1. This system makes it possible to add or to change pages in any chapter without affecting pages in other chapters and to insert new chapters without affecting the existing organization.

## Scheme

The scheme is the list of section titles that appears at the beginning of each chapter and precedes the text. These titles are written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease of reference, section titles are repeated as section headings in the text.

## Section Numbering

In a chapter-related section-numbering system, each section of every item of legislation is assigned a number that indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. For example, the first section of Chapter 6 is § 6-1, while the fourth section of Chapter 53 is § 53-4. New sections can also be added between existing sections by using a decimal system. For example, if two sections are to be added between §§ 53-4 and 53-5, they will be numbered as §§ 53-4.1 and 53-4.2.

## Legislative Histories

The legislative history for each chapter is located immediately following the scheme for that chapter. The history indicates the specific legislative source from which the chapter was derived, including the enactment number and the date of adoption. In the case of chapters containing parts or articles derived from more than one item of legislation, the source of each part or article is indicated in the text, under its title. Amendments to individual sections or subsections are indicated by boldfaced histories directly in the text.

## Editor's Notes

Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

## Printed Code Sample Page

The diagram illustrates a sample page from the Printed Code, specifically Chapter 204 of the Insurance section. The page is annotated with various callouts explaining its features:

- Page heads indicate which sections appear on a particular page, making sections quick to locate.** (Refers to the Chapter title and Section title.)
- Section numbers reflect both the number of the chapter in which the legislation is included and the location of the section within that chapter. This facilitates referencing and indexing sections.** (Refers to the § 204-1 section.)
- Every chapter is preceded by a Scheme, which lists each section by title. Taken together, the titles serve as a summary of the contents of the chapter.** (Refers to the list of sections: § 204-2, § 204-3, § 204-4.)
- [HISTORY: Adopted by the Board of Commissioners of the Township of Municipality as indicated in article histories. Amendments noted where applicable.]** (Refers to the history note at the top of the page.)
- The History indicates the specific legislative source from which the chapter is derived.** (Refers to the history note for Article I.)
- For precision of reference, section titles are repeated as headings in the text.** (Refers to the repeated section titles in the text.)
- Amendments to individual sections or subsections are noted in the text at the location which most precisely pinpoints the amended material.** (Refers to the amendment notes in the text.)
- Editor's Notes provide supplementary information for the Code user.** (Refers to the Editor's Notes at the bottom of the page.)
- The page-numbering system reflects the chapter number plus the page sequence. This allows the insertion of new chapters without affecting the existing Code organization.** (Refers to the page number 204:1.)
- The dateline indicates when the page was printed.** (Refers to the dateline at the bottom of the page.)

**Chapter 204**  
**INSURANCE**

**ARTICLE I**  
**Fire Damage Claims**

**[Adopted 1-16-1995 by Ord. No. 294 (Ch. 83, Art. I, of the 1982 Code)]**

**§ 204-1. Enforcement authority.**

The Secretary/Administrator of the Township of Municipality, Berks County, Pennsylvania, or such official's designee is hereby appointed as the designated officer who is authorized to carry out all responsibilities and duties stated herein.

**§ 204-2. Claim payment restrictions. [Amended 3-20-1995 by Ord. No. 299]**

No insurance company, association or exchange (hereinafter the "insuring agent") doing business in the Commonwealth of Pennsylvania shall pay a claim of a named insured for fire damage to a structure located within the Township of Municipality, Berks County, Pennsylvania (hereinafter the "municipality") where the amount recoverable for the fire loss to the structure under all policies exceeds \$7,500 unless the insuring agent is furnished by the Municipal Treasurer with a municipal certificate pursuant to Section 508(b) of Act 98 of 1992 and unless there is compliance with Section 508(c) and (d) of Act 98 of 1992 and the provisions of this article.<sup>1</sup>

**§ 204-3. Payment procedure. [Amended 3-20-1995 by Ord. No. 299]**

Where, pursuant to Section 508(b)(1)(i) of Act 98 of 1992,<sup>2</sup> the Municipal Treasurer issues a certificate indicating that there are no delinquent taxes, assessments, penalties or user charges against real property, the insuring agent shall pay the claim of the named insured; provided, however, that if the loss agreed upon by the named insured and the insuring agent equals or

1. Editor's Note: See 40 P.S. § 638.  
2. Editor's Note: See 40 P.S. § 638.

204:1

Publication, Nov 2019

# Ongoing Code Maintenance

## Your Code is always evolving and is an investment you need to protect.

Because your Code will evolve and grow with your community, the codification process is not truly over when your new Code is delivered. In order to maintain your community's trust and reliance on your Code, *General Code* offers supplementation services that will help to keep your Code reliable, accurate and up-to-date. Our supplementation services are designed to make the process easy, fast and accurate. In addition, *General Code* provides a free sample legislation service to municipalities we serve as well as regular legislative alerts to inform local governments of the latest trends in legislation that may affect their communities.

### Delivery

Our average turnaround time for processing routine supplementation is between 4 and 6 weeks.

### Materials

After the enactment of new legislation, the Town can forward a copy to us by whatever method is most convenient.

Online copies of the legislation can be sent via email to [ezsupp@generalcode.com](mailto:ezsupp@generalcode.com). Upon receipt, we will send you an email confirming that we have received your legislation. Should an alternative method of transmission be required for transferring large files, please contact us and we will provide the necessary information.

*General Code* will hold legislation pending a pre-approved schedule, or begin the job, as directed by the Town. Please note that charges for supplementation services are outside of the scope of this proposal and will be billed separately. An estimate of the charges applicable to a particular supplement is available upon request.

### Posting of New Laws

Between regular Code supplements, *General Code* will temporarily post PDF copies within 1 to 2 business days of receipt of new legislation to your online Code, to provide ready access to information until such time as the legislation can be codified through supplementation. If supplementation does not occur within one year of appending, *General Code* will remove the link to that new legislation.

### Schedule

Code supplements will be provided on a schedule designed to meet the needs of Plymouth. Typical schedules may be quarterly, semiannual, or annual, or upon authorization by the Town. Updates to the electronic version of the Code can occur on a more frequent schedule than printed supplements if the Town prefers.

### Editorial Work on Your Supplement

The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. For each supplement we provide project management, recordkeeping, processing, professional review of new legislation, and consult throughout the project. Our goal is to make the information easily accessible without altering in any way the meaning of what was originally adopted. The work on your supplement specifically focuses on the new legislation being incorporated with each supplement. As part of our process for new legislation, we will:

- Acknowledge receipt of all materials

- Verify adoption of all legislation, including date of action by governing body
- Review legislation and distinguish between Code and non-Code material
- Update record of legislation received and its disposition (Disposition List)
- Request any missing legislation/missing pages
- Determine proper placement of legislation within Code
- Impose or utilize the adopted flexible section numbering system that allows for later changes
- Create/modify chapter, article and/or section titles
- Add historical annotations
- Add any necessary cross references
- Include editorial notes to sections that require additional explanation
- Correct any misspellings so that searchability in eCode360 is not compromised
- Impose a distinctive style for definitions, to aid Code user in quickly finding the meaning of a particular term
- Maintain legislative integrity by following the original tables and graphics and, where necessary, improving the presentation so that the information contained therein is easily accessible
- Impose standard internal section organizational hierarchy consistent with the rest of the Code
- Impose standard style conventions consistent with the rest of the Code, i.e., number citation, capitalization, nonsubstantive grammar and punctuation, internal and statutory reference citation
- Confirm accuracy of internal references; correct as necessary and appropriate
- Confirm accuracy of statutory references; correct as necessary and appropriate
- Read and review for missing wording; internal conflicts
- Update ancillary Code pieces, such as the Table of Contents and chapter schemes, when necessary
- Update Code Index
- Create an Instruction Page so that Code holders can properly update the Code
- Notify client of any issues and concerns noted and work together to determine appropriate resolution

### **Printed Supplements**

Amendments to the printed Code occur in the form of printed supplement pages that are issued as replacement pages. Printed supplements include an updated Table of Contents, Disposition List, Index, text pages, and Instruction Page.

### **Electronic Updates**

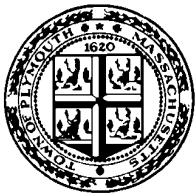
Amendments to the electronic version of the Code can be provided on their own schedule or can accompany printed supplements. Electronic updates will be incorporated into the Code, and a fully searchable, complete Code will be delivered online.

### **Delivery**

Printed supplements to the Code will be delivered in bulk to Plymouth, unless it chooses to utilize General Code's Distribution Services. The website will be updated in one to two business days.

A Member of the ICC Family of Solutions





## Plymouth Police Department

# Memo

To: Town Manager, Select Board, Finance Director

From: Chief Dana Flynn

CC:

Date: 1/27/23

Re: FY-24 Request for Funding – Department Study

---

I am requesting funding in the amount of \$120,000. to contract a firm to conduct a comprehensive study of the police department including staffing, organization, and deployment.

The police department has never, to the best of anyone's knowledge, completed such a study.

Plymouth is the largest community in the state and has the most amount of available undeveloped land. Not only does the Town provide many unique opportunities for various businesses, industries, and trades, but a recent report lists the town of Plymouth as having issued the most single-family home permits since 2018 and the trend is expected to continue.

This report will allow the department to strategically plan for the future policing and public safety needs of our ever-growing community.

Thank you for your consideration.

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM**  
**FY24 SPECIAL ANNUAL TOWN MEETING REQUEST FORM**

Department: Parks and Forestry	Priority #:	Special-1
Project Title and Description: Replacement - One Ton Truck (dump)	Total Project Cost:	\$131,970

Department/Division Head: Nick Faiella

Check if project is: Resubmitted Cost estimate was developed: Externally

For project re-submittals, list prior year(s): FY23

List any funding sources and amounts already granted: \_\_\_\_\_

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY23</i>		
<i>Labor and Materials</i>			<i>FY24</i>		
<i>Administration</i>			<i>FY25</i>		
<i>Land Acquisition</i>			<i>FY26</i>		
<i>Equipment</i>	\$109,975		<i>FY27</i>		
<i>Other</i>					
<i>Contingency</i>	\$21,995	20% increase for availability			
<b>Total Capital</b>	<b>\$131,970</b>				

**Project Justification and Objective:** This one ton would replace the daily commercial use of truck P22. The body of P22 is completely rotted and has been deemed permanently out of service. This replacement will be assigned to a Parks crew for daily use and utilized as a dump, tow, and snow plowing truck.

**What is the expected lifespan of this new/replacement equipment:** 10-12 years

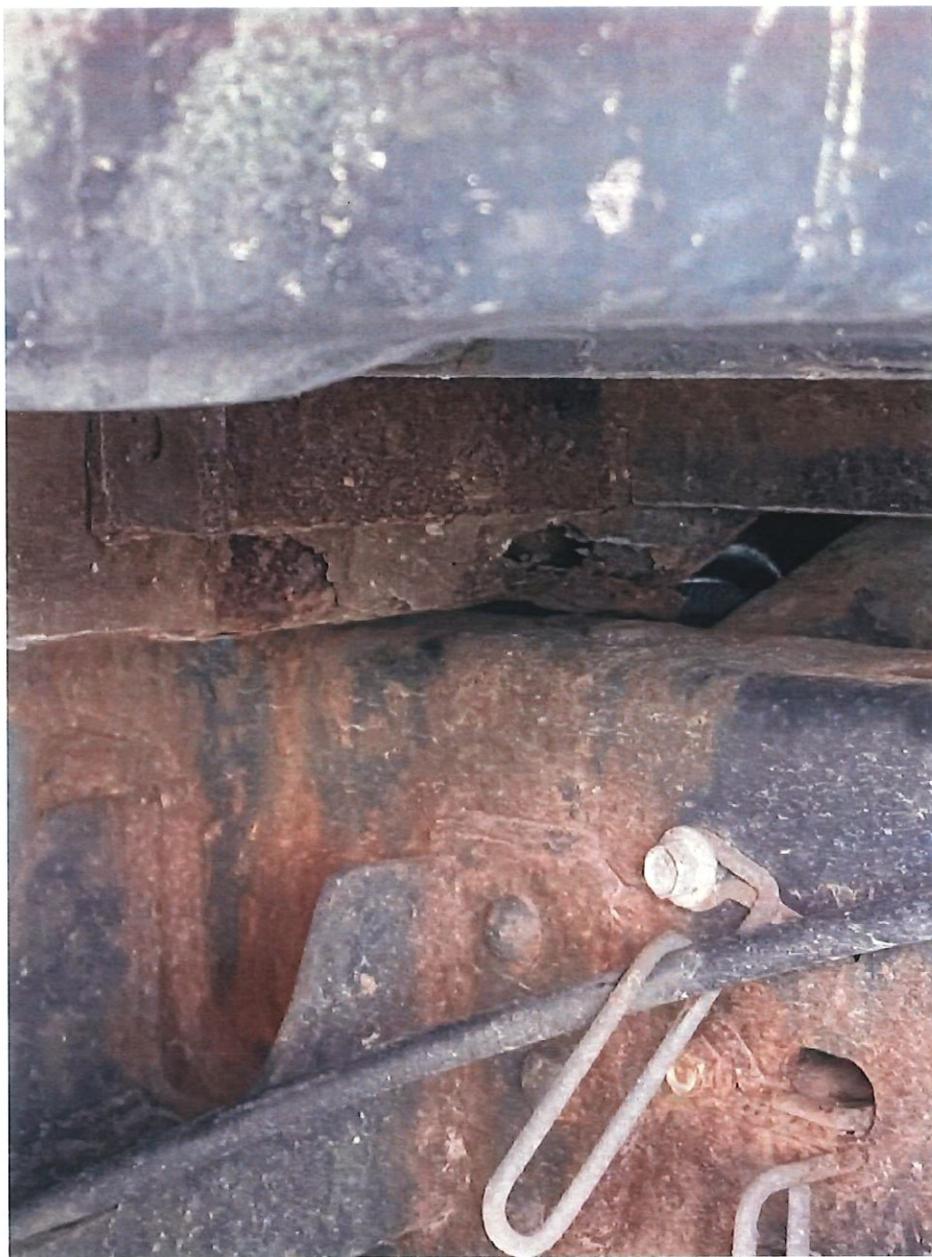
For Capital Equipment Requests: Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment:

Replacing – Year: 2010 Make: Ford Model: F350 Pickup with dump body VIN: 1FTWF3BY7AEA35023,  
 Condition: Permanently out of service

**Attach backup information, estimates, or justification to support this request.**







**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM**  
**FY24 SPRING ANNUAL TOWN MEETING REQUEST FORM**

<b>Department:</b> DPW, Engineering Division	<b>Priority #:</b>	1 - Special Town Meeting
<b>Project Title and Description:</b> Bartlett Road Bridge Construction	<b>Total Project Cost:</b>	\$ 3,250,000.00

**Department/Division Head:** Sheila Sgarzi

**Check if project is:** New  Resubmitted  **Cost estimate was developed:** Internally  Externally

**For project re-submittals, list prior year(s):**

**List any funding sources and amounts already granted:** The Bartlett Road Bridge design was funded through a \$100,000 grant from the Massachusetts Division of Ecological Restoration and a \$124,000 contribution from the Environmental Affairs Fund, as approved at FY22 Fall Town Meeting. The Town is currently exploring grant opportunities for the construction phase of the project. If the Town receives grant funding, those monies will offset the construction costs requested herein.

<b>Basis of Estimated Costs (attach additional information if available)</b>			<b>If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.</b>		
<b>Capital:</b>	<b>Cost</b>	<b>Comments</b>	<b>Fiscal Year:</b>	<b>Capital</b>	<b>Operations &amp; Maintenance</b>
<i>Planning and Design</i>	\$ 200,000.00	The engineering design has been separately funded (see above). The requested \$200,000 is for bidding phase engineering services, construction administration and full-time construction inspection.	<b>FY23</b>		
<i>Labor and Materials</i>	\$ 2,523,343.00	Refer to the attached construction cost estimate.	<b>FY24</b>		
<i>Administration</i>			<b>FY25</b>		
<i>Land Acquisition</i>			<b>FY26</b>		
<i>Equipment</i>			<b>FY27</b>		
<i>Other</i>					
<i>Contingency</i>	\$ 526,657.00	25% total contingency (rounded) includes standard construction contingency and market uncertainty.			
<b>Total Capital</b>	<b>\$ 3,250,000.00</b>				

**Project Justification and Objective:** The existing Bartlett Road Bridge has been restricted by a 5-ton weight limit since 2005 and is recommended for full replacement. The Bartlett Road Bridge abuts the Mass Audubon Tidmarsh Wildlife Sanctuary and encompasses the non-jurisdictional Fresh Pond Dam. The Engineering Division, working in conjunction with the Plymouth Department of Marine and Environmental Protection and design consultant, SLR Consulting, Inc., initiated the design of the proposed Bartlett Road Bridge in the fall of 2021. The design and permitting phase of the Bartlett Road Bridge Replacement project is nearing completion, with final plans and specifications anticipated in early spring 2023. The proposed construction project includes the replacement of the bridge with a precast box culvert, stormwater upgrades, a new water main, a 5-foot-wide sidewalk and roadway realignment to improve sight lines and safety. The Town has acquired the necessary easements from Mass Audubon to align the road, install the bridge and locate the stormwater treatment systems. Supporting documentation is attached herein. Addition information about the project can be found on the Plymouth Engineering Division website at <http://www.plymouth-ma.gov/engineering/pages/bartlett-road-bridge-replacement-project>.

**For Capital Project Requests:**

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan

Yes  No

Can this project be phased over more than one fiscal year?

Yes  No

**For Capital Equipment Requests:**

Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

--

**What is the expected lifespan of this new/replacement equipment:** \_\_\_\_\_

**Attach backup information, estimates, or justification to support this request.**

**OPINION OF PROBABLE CONSTRUCTION COSTS**  
**Based Upon Permit Drawings**  
**Replacement Of Bartlett Road Culvert Over Unnamed Brook**  
**District 5**  
**Plymouth, Massachusetts**  
#11982.00016  
October 31., 2022

Item No	Description	Unit of Measure	Unit Price	Total Quantity	Total
1	SITE PREPARATION	LUMP SUM	\$34,000.00	1	\$34,000.00
2	INCIDENTIALS	LUMP SUM	\$119,000.00	1	\$119,000.00
3	TRAFFIC MANAGEMENT	LUMP SUM	\$60,000.00	1	\$60,000.00
3	SITE RESTORATION	LUMP SUM	\$34,000.00	1	\$34,000.00
115.1	DEMOLITION OF BRIDGE CULVERT	LUMP SUM	\$ 50,000.00	1	\$50,000.00
120	EARTH EXCAVATION	LUMP SUM	\$ 60,000.00	1	\$60,000.00
120.25	PAVEMENT MILLING	SQUARE YARD	\$ 50.00	40	\$2,000.00
140	BRIDGE EXCAVATION	CUBIC YARD	\$ 60.00	500	\$30,000.00
141.1	TEST PIT FOR EXPLORATION	LUMP SUM	\$ 2,000.00	1	\$2,000.00
151	GRAVEL BORROW	CUBIC YARD	\$ 35.00	325	\$11,375.00
151.01	GRAVEL BORROW - TYPE C	CUBIC YARD	\$ 45.00	450	\$20,250.00
151.2	GRAVEL BORROW FOR BACKFILLING STRUCTURES AND PIPES	CUBIC YARD	\$ 45.00	75	\$3,375.00
156.1	CRUSHED STONE FOR BRIDGE FOUNDATIONS	TON	\$ 50.00	1100	\$55,000.00
170	FINE GRADING AND COMPACTING	SQUARE YARD	\$ 4.00	300	\$1,200.00
201.5	CATCH BASIN - MUNICIPAL STANDARD w/ 4' SUMP	EACH	\$ 5,000.00	8	\$40,000.00
202.01	MANHOLE -MUNICIPAL STANDARD 4' DIAMETER & 2' SUMP	EACH	\$ 7,500.00	5	\$37,500.00
222.3	FRAME AND GRATE (OR COVER) MUNICIPAL STANDARD	EACH	\$ 1,000.00	2	\$2,000.00
241.12	12 INCH REINFORCED CONCRETE PIPE	LINEAR FEET	\$ 125.00	450	\$56,250.00
241.15	15INCH REINFORCED CONCRETE PIPE	LINEAR FEET	\$ 150.00	15	\$2,250.00
241.18	18 INCH REINFORCED CONCRETE PIPE	LINEAR FEET	\$ 175.00	125	\$21,875.00
242.12	12 INCH REINFORCED CONCRETE PIPE FARED END	EACH	\$ 1,000.00	1	\$1,000.00
258.00	STONE FOR PIPE ENDS	SY	\$ 250.00	5	\$1,250.00

**OPINION OF PROBABLE CONSTRUCTION COSTS**  
**Based Upon Permit Drawings**  
**Replacement Of Bartlett Road Culvert Over Unnamed Brook**  
**District 5**  
**Plymouth, Massachusetts**  
**#11982.00016**  
**October 31., 2022**

Item No	Description	Unit of Measure	Unit Price	Total Quantity	Total
272	PIPE REMOVED AND ABANDONED	LUMP SUM	\$ 5,000.00	1	\$5,000.00
402.	DENSE GRADED CRUSHED STONE FOR SUB-BASE	CUBIC YARD	\$ 70.00	310	\$21,700.00
443	WATER FOR DUST CONTROL	M GAL	\$ 80.00	150	\$12,000.00
460.	HOT MIX ASPHALT	TON	\$ 200.00	250	\$50,000.00
462	HOT MIX ASPHALT DENSE BINDER COURSE FOR BRIDGES	TON	\$ 200.00	400	\$80,000.00
464	BITUMEN FOR TACK COAT	GAL	\$ 20.00	475	\$9,500.00
482.3	SAWING ASPHALT PAVEMENT	FOOT	\$ 6.00	255	\$1,532.57
504	CURB	FOOT	\$ 25.00	1050	\$26,250.00
620.3	STEEL BACKED TIMBER GUIDERAIL END ANCHORAGE	EACH	\$ 4,000.00	2	\$8,000.00
628.1	STEEL BACKED TIMBER GUIDERAIL BRIDGE ATTACHMENT	EACH	\$ 4,000.00	2	\$8,000.00
701.	CEMENT CONCRETE SIDEWALK	SQUARE YARD	\$ 85.00	275	\$23,375.00
701.1	CEMENT CONCRETE SIDEWALK AT DRIVEWAYS	SQUARE YARD	\$ 50.00	55	\$2,743.60
748.	MOBILIZATION	LUMP SUM	\$169,000.00	1	\$169,000.00
861.04	4 INCH REFLECTORIZED YELLOW LINE (PAINTED)	FOOT	\$ 3.00	775	\$2,325.00
901	4000 PSI, 1.5 IN., 565 CEMENT CONCRETE	CUBIC YARD	\$ 1,500.00	25	\$37,500.00
904.3	5000 PSI, 3/4 IN., 685 HP CEMENT CONCRETE	CUBIC YARD	\$ 1,800.00	40	\$72,000.00
910.1	STEEL REINFORCEMENT FOR STRUCTURES - EPOXY COATED	POUND	\$ 3.50	10000	\$35,000.00
965	MEMBRANE WATERPROOFING FOR BRIDGE DECKS	SQUARE YARD	\$ 150.00	25	\$3,750.00
970.	BITUMINOUS DAMP-PROOFING	SQUARE YARD	\$ 25.00	45	\$1,125.00
975.1	METAL BRIDGE RAILING (3 RAIL), STEEL (TYPE S3-TL4)	FOOT	\$ 1,000.00	40	\$39,500.00
983.2	RIPRAP	CUBIC YARD	\$ 150.00	10	\$1,500.00
991.2	CONTROL OF WATER STRUCTURE	LUMP SUM	\$ 50,000.00	1	\$50,000.00

**OPINION OF PROBABLE CONSTRUCTION COSTS**  
 Based Upon Permit Drawings  
**Replacement Of Bartlett Road Culvert Over Unnamed Brook**  
**District 5**  
**Plymouth, Massachusetts**  
 #11982.00016  
 October 31., 2022

Item No	Description	Unit of Measure	Unit Price	Total Quantity	Total
995.01	BRIDGE STRUCTURE - THREE-SIDED PRECAST CONCRETE CULVERT	LUMP SUM	\$ 175,000.00	1	\$175,000.00
996	CONDITION SURVEY AND MONITORING	LUMP SUM	\$ 7,500.00	1	\$7,500.00
1000	WATERMAIN & MISCELLANEOUS	LUMP SUM	\$ 250,000.00	1	\$250,000.00
1000	TEMPORARY WATER MAIN RELOCATION	LUMP SUM	\$ 50,000.00	1	\$50,000.00
1000	Miscellaneous Items (20%)	LUMP SUM	\$320,000.00	1	\$320,000.00

<b>PROJECT COST SUBTOTAL =</b>	<b>\$2,106,626.17</b>
<b>CONTINGENCIES 10% =</b>	<b>\$ 210,662.62</b>
<b>INCEDENTIALS 10% =</b>	<b>\$ 210,662.62</b>
<b>MARKET UNCERTAINTY 15% =</b>	<b>\$ 315,993.93</b>

*Police Details: \$70/hr x 3 detail officers x 8 hr/day x 120 days = \$201,600.00*

**TOTAL PROJECT COST (ROUNDED) = \$2,845,000.00**

*Total Project Cost = \$3,045,545.34*

**USE = \$3,050,000.00**

## PROFESSIONAL FEES

The services described above will be performed on a lump sum basis broken down by task as follows:

1.0	Kickoff and Coordination Meetings .....	\$16,500
2.0	Data Collection and Subsurface Exploration.....	\$26,500
3.0	Preliminary Engineering.....	\$52,000
4.0	Conceptual Design .....	\$19,000
5.0	Preliminary Design .....	\$30,000
6.0	Regulatory Permitting Assistance .....	\$28,000
7.0	Final Design .....	\$37,000
8.0	Stakeholder Engagement.....	<u>\$15,000</u>
	<b>Subtotal Preconstruction .....</b>	<b>\$224,000</b>
9.0	Bidding-Phase Services .....	\$7,500
10.0	Construction Administration .....	\$26,000
11.0	Project Representation (4-month construction period).....	\$150,000
	<b>Subtotal Construction Phase.....</b>	<b><u>\$183,500</u></b>
		<b><u>\$200,000</u></b> <i>Add 10% to this 2021 total</i>
	<b>ESTIMATED PROJECT TOTAL.....</b>	<b>\$407,500</b>

## STANDARD TERMS AND CONDITIONS

This proposal is subject to our Standard Terms and Conditions, which are attached hereto and incorporated herein.

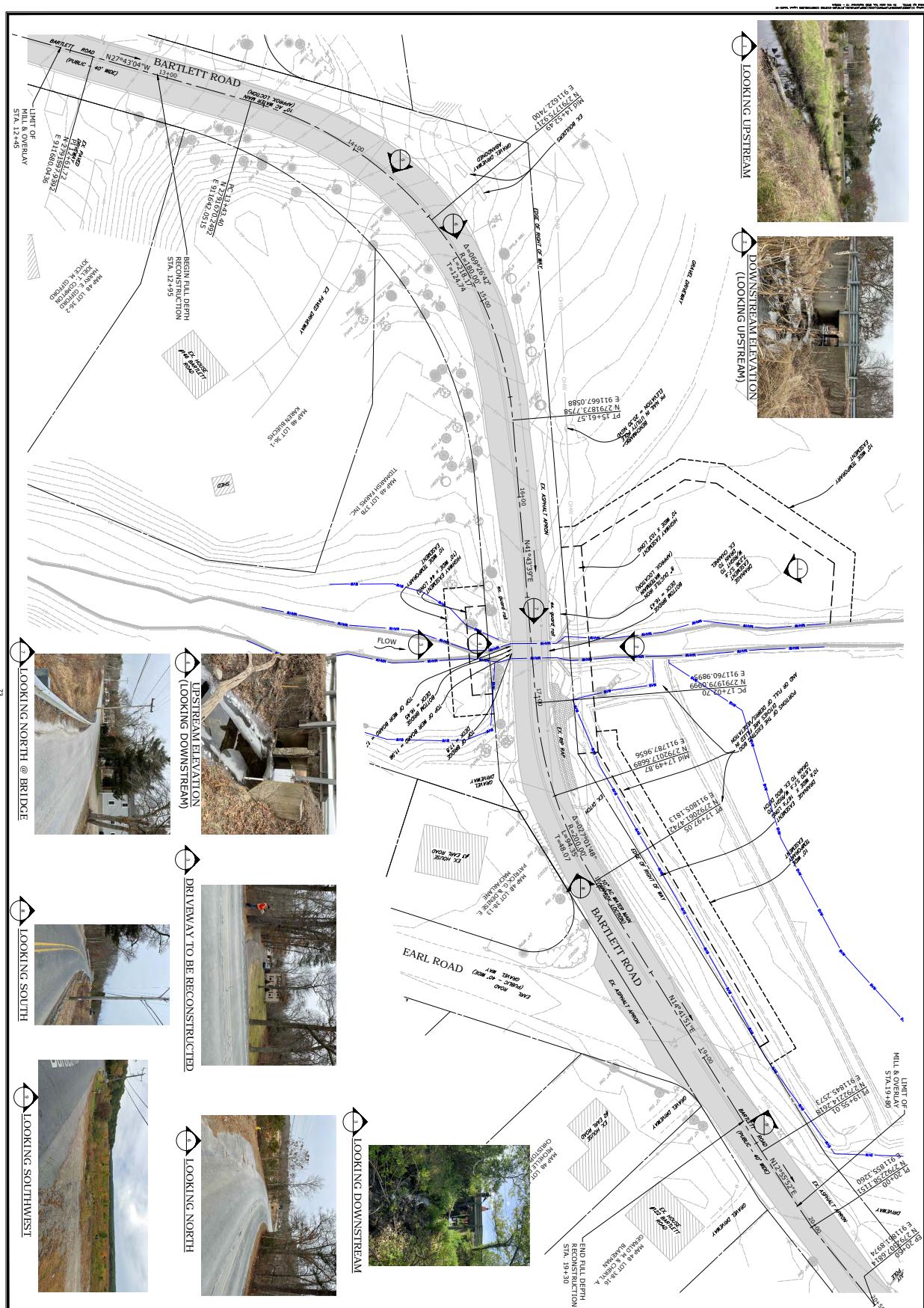
## EXCLUSIONS AND LIMITATIONS

In submitting this proposal, we make no representation that the project will receive all necessary regulatory approvals.

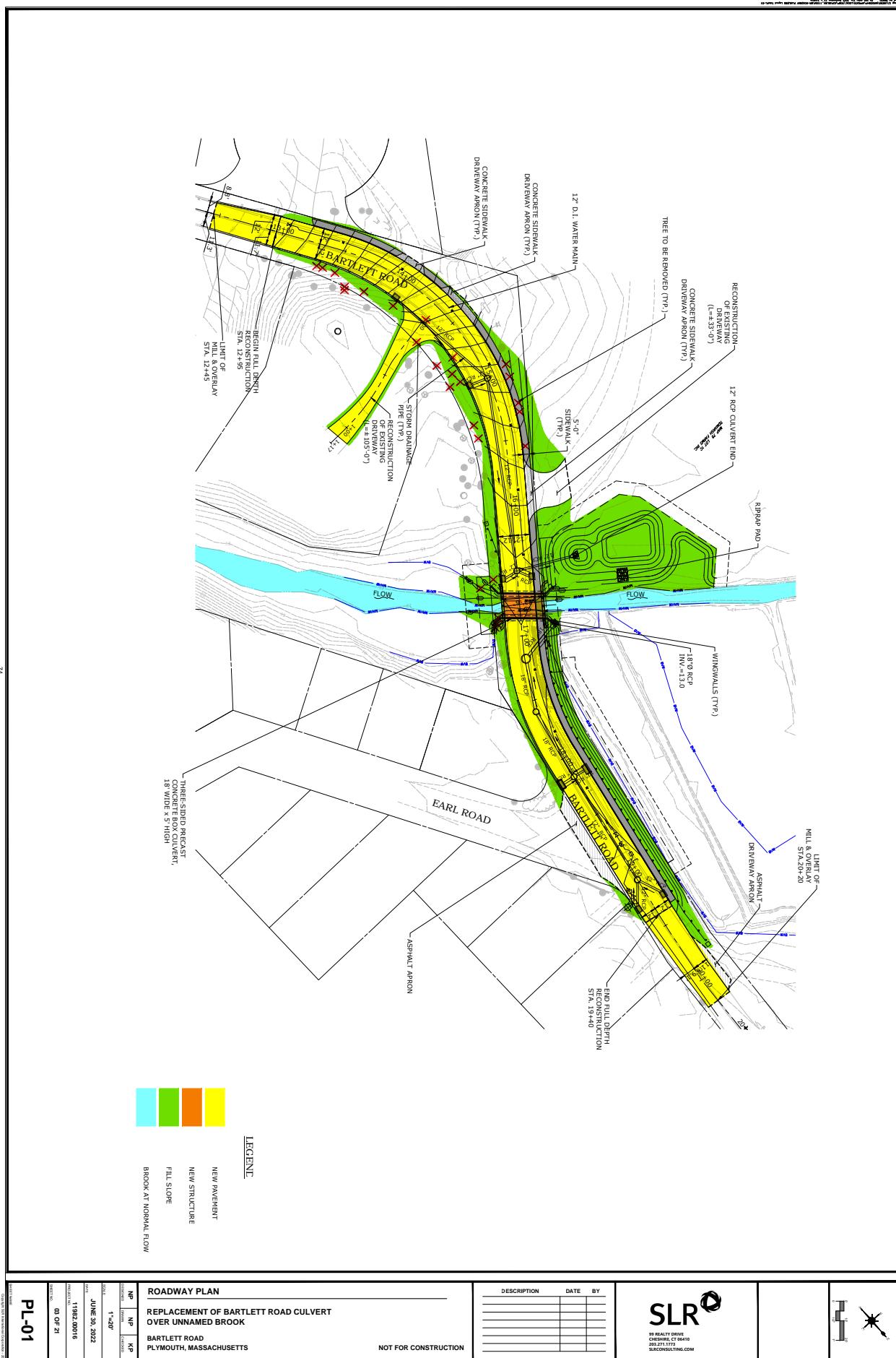
The following work items are not included in this scope of work at this time:

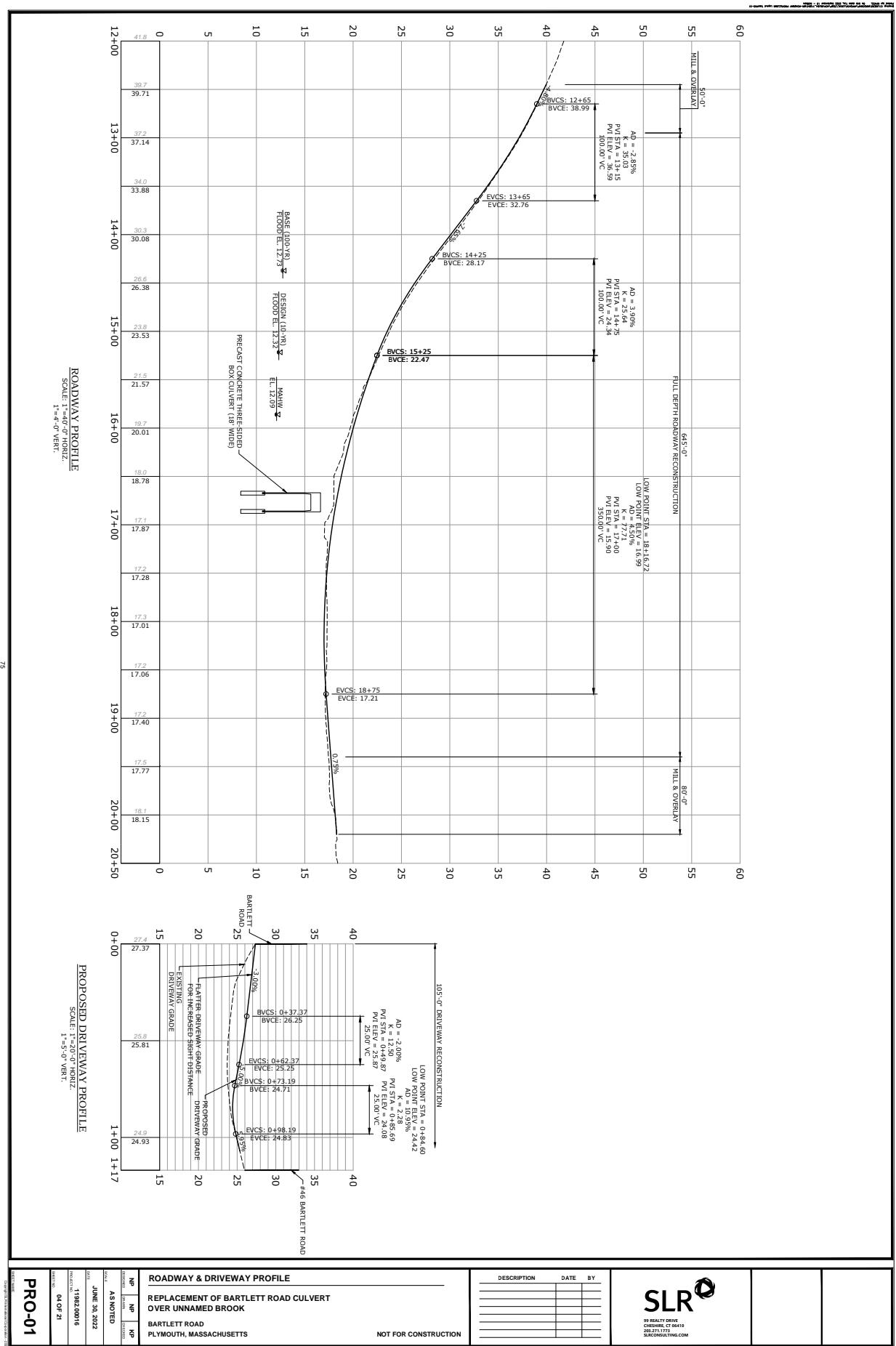
1. Payment of permit application fees
2. Historic and/or archaeological surveys
3. A-2 boundary survey and easement maps
4. Utility design, other than water and drainage
5. Natural Diversity Data Base studies

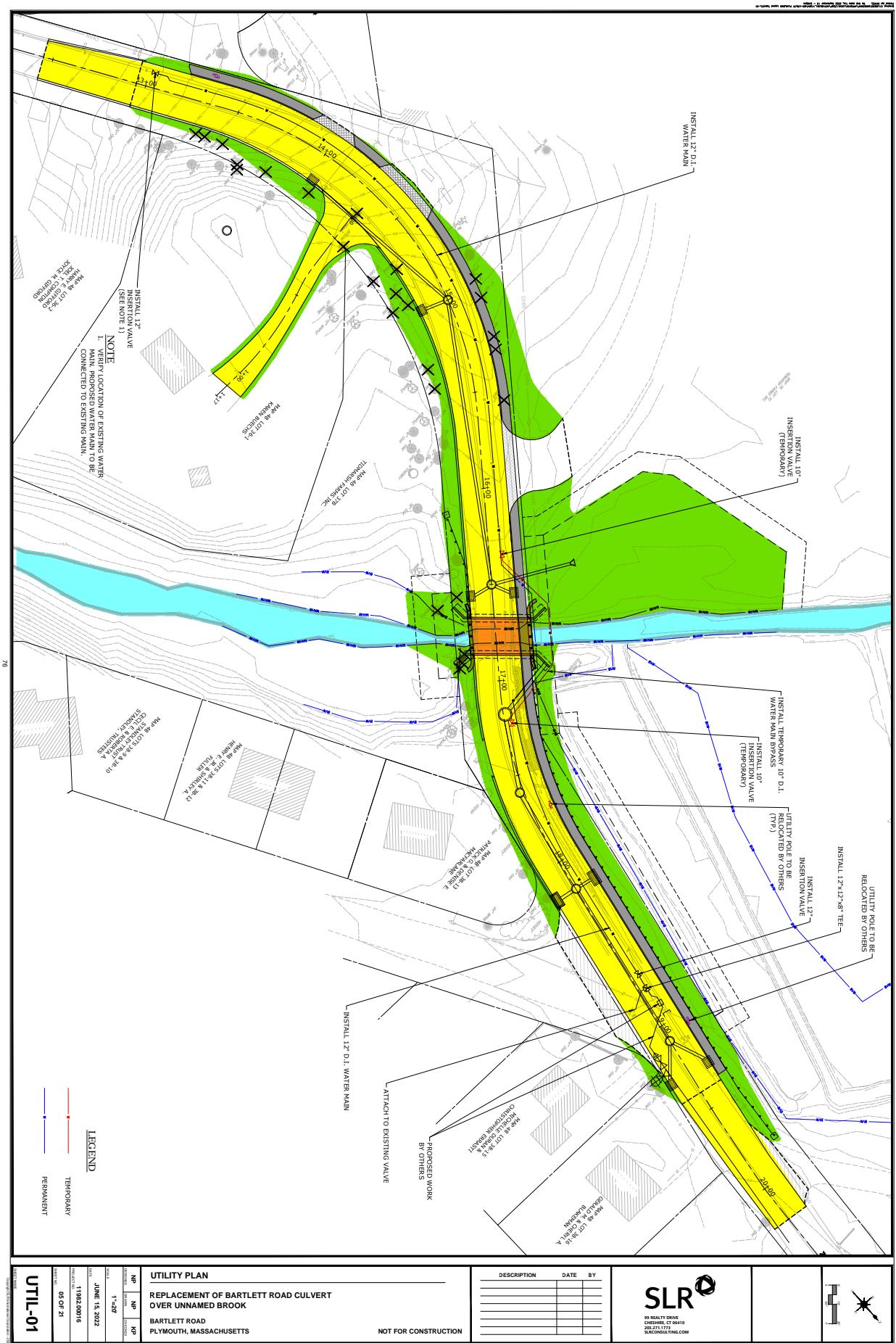
Should any of the above items or any additional services be required, they can be provided on an hourly basis or for an agreed-upon lump sum fee.

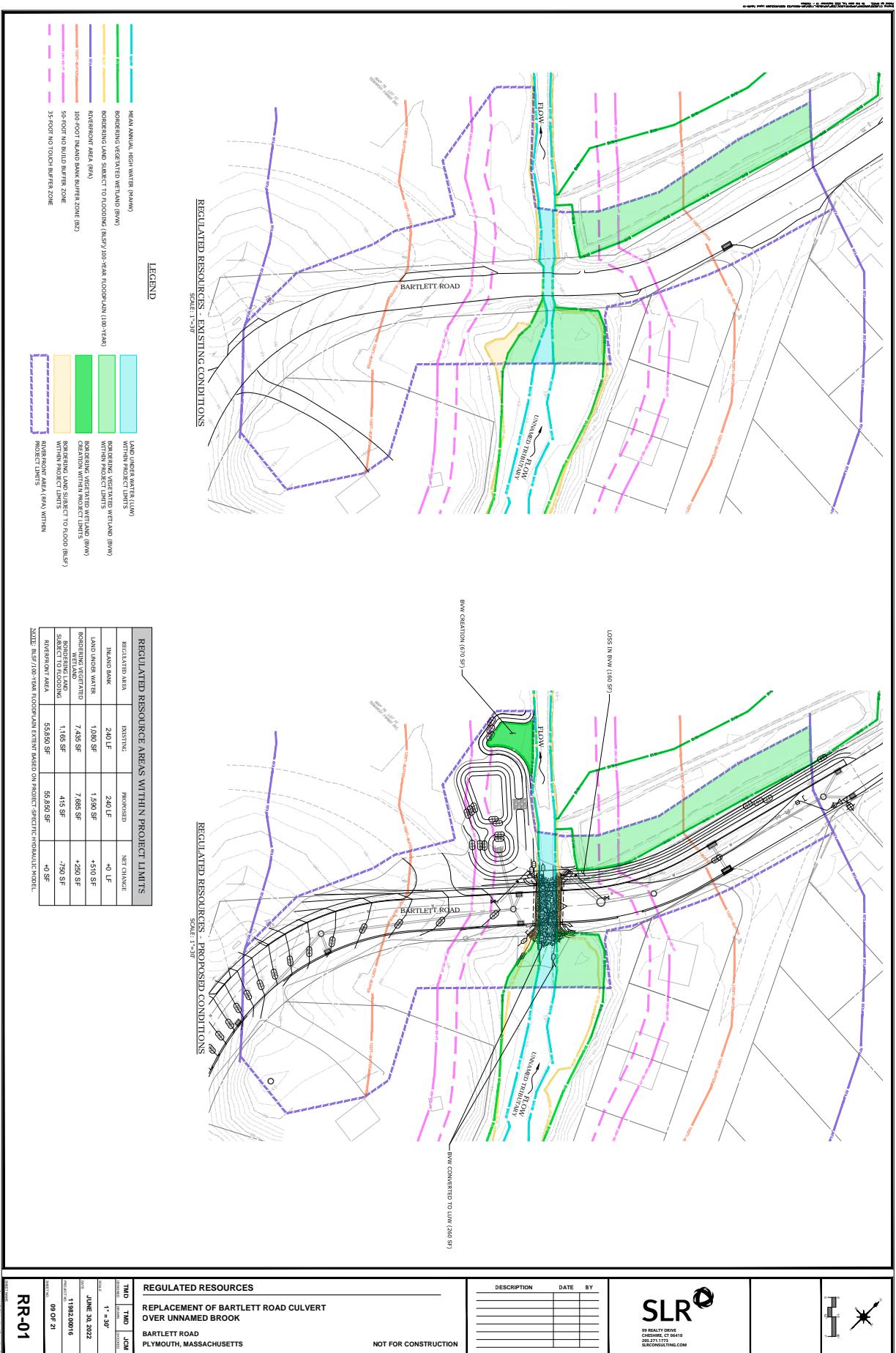


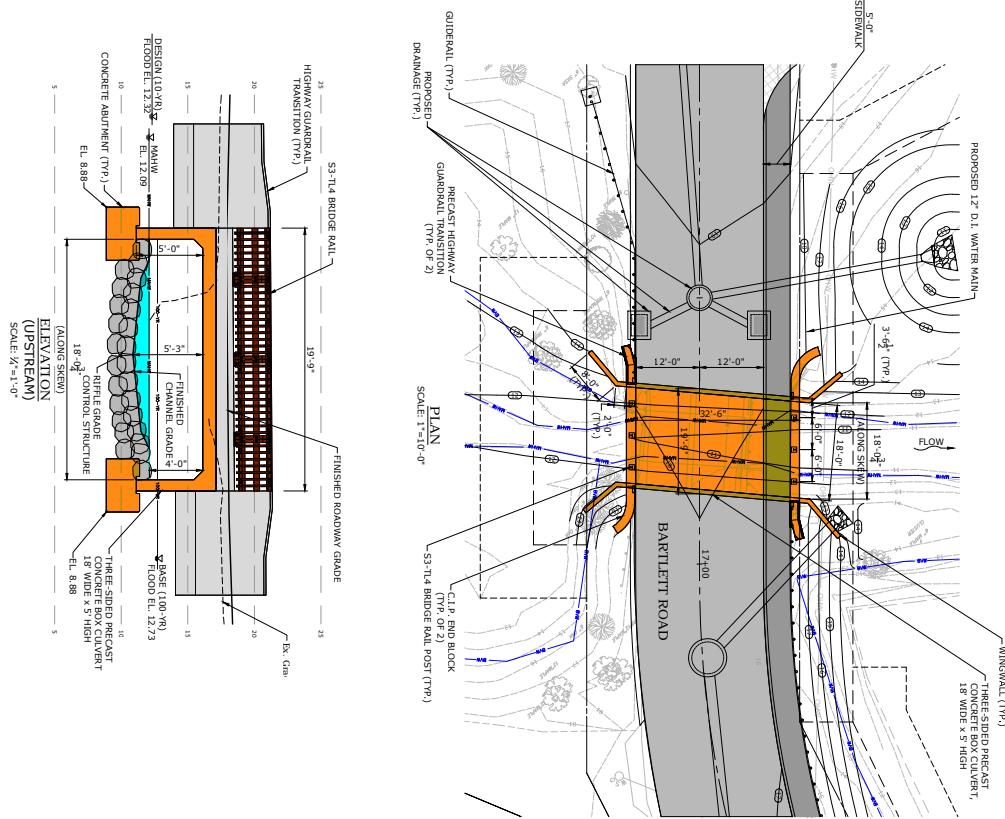
EXISTING CONDITIONS & BASELINE LAYOUT		DESCRIPTION	DATE	BY	 19 REALTY DRIVE CEDAR RAPIDS 506410 203.271.1772 <a href="http://SLRCONSULTING.COM">SLRCONSULTING.COM</a>
NP	NP				
1-20	1-20				
02/07/21	02/07/21				
REPLACEMENT OF BARTLETT ROAD CULVERT OVER UNNAMED BROOK		NOT FOR CONSTRUCTION			
BARTLETT ROAD PLYMOUTH, MASSACHUSETTS					
EX-01					

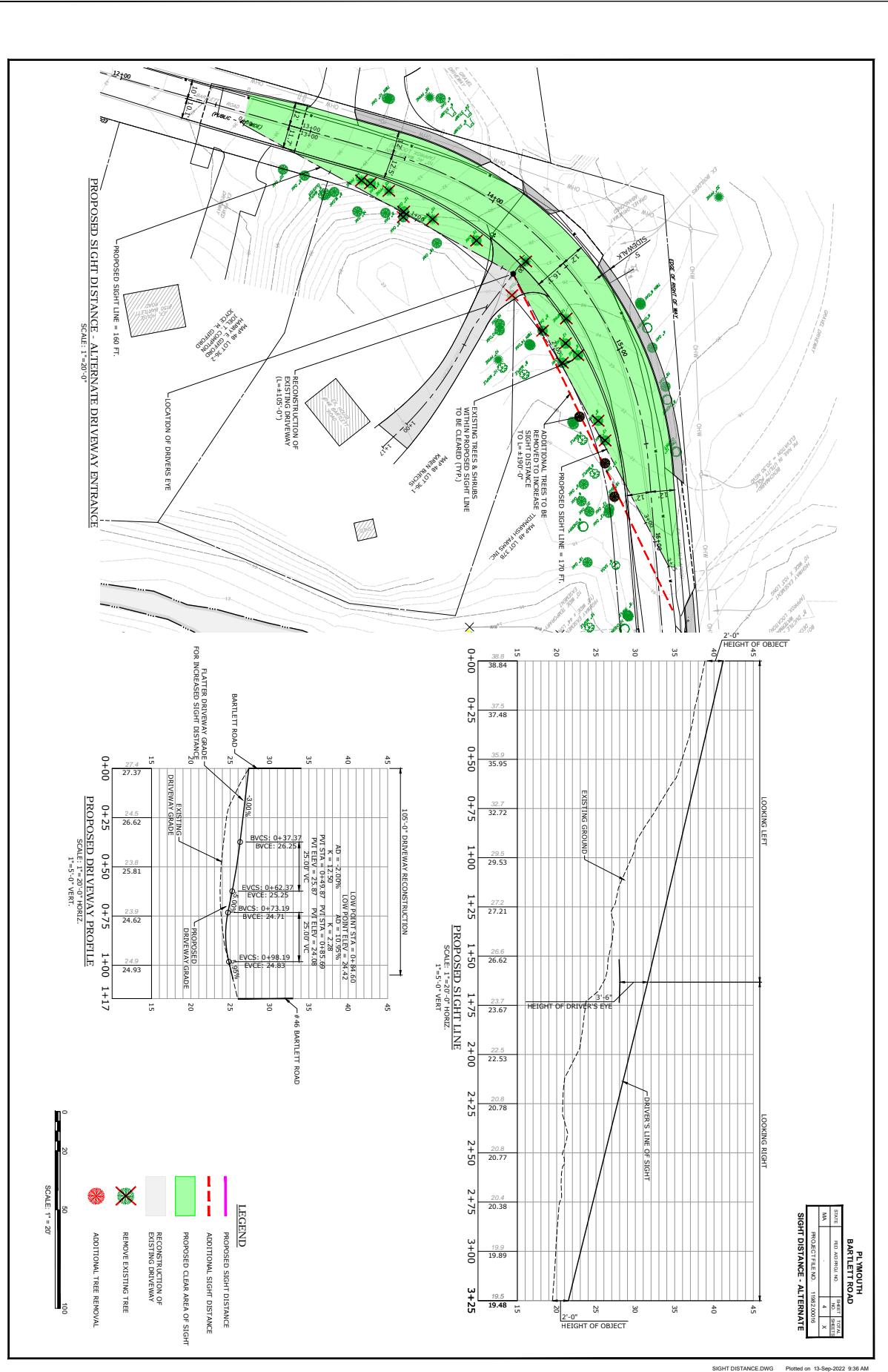














## **ARTICLE 5:**

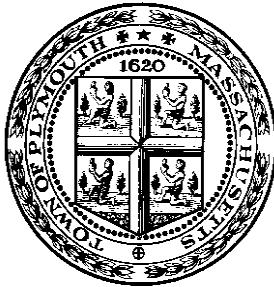
**ARTICLE 5:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the Facility Capital Maintenance Stabilization Fund, as authorized by the provisions of G.L. c. 40, §5B as amended, or take any other action relative thereto.

### **SELECT BOARD**

#### **RECOMMENDATION: Approval \$630,725 (Unanimous, 12-0-1)**

The Advisory & Finance Committee recommends Town Meeting approve Article 5. Approval of this article will authorize the Town to transfer \$630,725 from Free Cash to the Facility Capital Maintenance Stabilization Fund for future use as it relates to capital maintenance of Town owned buildings. The current balance in fund is \$5,060,111.28. As with all Stabilization Funds, a 2/3rds vote of Town Meeting will be required for any future withdrawals from this stabilization fund.





**TOWN OF PLYMOUTH**  
FINANCE DEPARTMENT  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD  
ADVISORY & FINANCE  
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT  
DIRECTOR OF FINANCE

SUBJECT: FACILITY MAINTENANCE STABILIZATION FUND

DATE: FEBRUARY 8, 2023

---

I propose the following article for the Special Town Meeting this spring:

***Will the Town vote to raise and appropriate or transfer from available funds a sum of money to the Facility Maintenance Stabilization Fund, as authorized by the provisions of Mass General Laws, c. 40 §5B as amended, or take any other action relative thereto.***

Based on the proposed recommendations of free cash for the Annual and Special Town Meetings; OPEB, Capital, Budget Supplements and General-Purpose Stabilization Fund, in addition to setting aside 10% to roll over to the following year, I propose that we transfer \$630,725 of the remaining free cash to the Facility Maintenance Stabilization Fund, please see attached free cash activity and proposals. The current balance of the Facility Maintenance Stabilization Fund is \$5,060,111.28.

Thank you for your consideration of this matter.

<b>Date Certified</b>		<b>9/28/2022</b>
<b>Certified Free Cash</b>		<b>\$ 14,895,506.00</b>
<b>Pavement Management</b>		
<b>Commitment (Excess MVE)</b>	<b>FATM</b>	<b>\$ (1,498,012.70)</b>
<b>Annual Reserve for Cushion Roll</b>		
<b>Forward of 10%</b>		<b>\$ (1,489,550.17)</b>
<b>Commitment to 5% of Annual Operating Budget to the General Stabilization Fund over time</b>	1st Year Return to Stabilization the amount we used to replace the meals tax for FY2023 - STM	<b>\$ (1,789,594.00)</b>
<b>Annual OPEB Contribution</b>	<i>Article 7A Operating Budget</i>	<b>\$ (500,000.00)</b>
<b>Balance for Capital, Studies &amp; Other</b>		<b>\$ 9,618,349.13</b>
<b>FATM:</b>		
Article 2A - Sub-committee Report A	Town Manager - All Other Expenses	\$ (1.00)
Article 4 Capital & Other	Age & Dementia Study	\$ (40,000.00)
Article 4 Capital & Other	Replace & Equip 2008 Pumping Engine	\$ (907,588.00)
Article 4 Capital & Other	Casecracker Recording Replacement	\$ (37,040.00)
Article 4 Capital & Other	Website Upgrade & 311 System	\$ (87,500.00)
Article 14	Noreaster Funding	\$ (130,050.19)
	<b>Total FATM</b>	<b>\$ (1,202,179.19)</b>
<b>STM &amp; ATM:</b>		
Article 4	Police Study	\$ (120,000.00)
Article 4	By-Law Codification - Town Clerk	\$ (16,290.00)
Article 4	North / Central Plymouth Circulation Traffic Study (P3)	\$ (165,878.00)
Various ATM / STM	CIC Capital Recommendation	\$ (7,262,023.00)
STM Article 2	Various Budget Amendments	\$ (190,000.00)
STM Article 3	Unpaid Bills	\$ (31,253.94)
STM Article Proposed	Facility Maintenance Fund	\$ (630,725.00)
	<b>Total STM &amp; ATM</b>	<b>\$ (8,416,169.94)</b>
	<b>Balance</b>	<b>\$ -</b>

## **ARTICLE 6:**

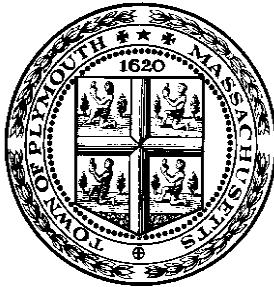
**ARTICLE 6:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the General Purpose Stabilization Fund, as authorized by the provisions of Mass General Laws, c. 40 §5B as amended, or take any other action relative thereto.

### **SELECT BOARD**

#### **RECOMMENDATION: Approval \$1,789,594 (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will authorize the Town to transfer \$1,789,594 from Free Cash to the General Purpose Stabilization Fund. This will replenish this stabilization fund after money was previously taken out of it to pay the annual debt service on the Town Hall project while we waited for meals tax revenue coming into the 1820 Courthouse Fund to recover from the impacts of the pandemic. As with all Stabilization Funds, a 2/3rds vote of Town Meeting will be required for any future withdrawals from this stabilization fund.





**TOWN OF PLYMOUTH**  
FINANCE DEPARTMENT  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD  
ADVISORY & FINANCE  
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT  
DIRECTOR OF FINANCE

SUBJECT: GENERAL PURPOSE STABILIZATION FUND - REPLENISHMENT

DATE: JANUARY 30, 2023

---

I propose the following article for the Special Town Meeting this spring:

***Will the Town vote to raise and appropriate or transfer from available funds a sum of money to the General Purpose Stabilization Fund, as authorized by the provisions of Mass General Laws, c. 40 §5B as amended, or take any other action relative thereto.***

As you may recall last spring at the annual town meeting for fiscal 2023 I recommended that we give the 1820 Court House Fund (aka Meals Tax Fund) a rest from funding the annual debt service payment on the town hall project due to the lack of performance of the meals tax during and after the COVID-19 pandemic. This past year we are finally seeing meals tax numbers that meet or exceed our expectations prior to the pandemic. This fund is now at a level that can begin to fund the debt service for the Town Hall project for Fiscal 2024.

Because of this rest, instead we transferred from our General Purpose Stabilization Fund, \$1,789,594 to the general fund operating budget for the purposes of funding the annual payment of debt service on the Town Hall. It is our intention now to replenish that funding back into the General Purpose Stabilization fund from available free cash.

The current balance in the General Purpose Stabilization Fund is \$10,578,167.74 and prior to the transfer described above it was \$12,269,388.01. It is the goal of the Town to have a balance in this fund equivalent to 5% of our annual operating budget and this replenishment will help us toward that goal.

Thank you for your consideration of this matter.



## ARTICLE 8:

**ARTICLE 8:** To see if the Town will vote to add the following to Chapter 71 Financial Affairs of the Town General Bylaws, or take any other action relative thereto.

*Chapter 71 § 10 The Board of Selectmen shall hereby be authorized to accept gifts of land and easements or any other interest in land for any and all purposes on behalf of the Town without a vote of Town Meeting, provided no funds need be appropriated therefor.*

### SELECT BOARD

#### **RECOMMENDATION: Approval ( 10-1-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 8. Approval of this article will authorize the Select Board to accept gifts of land and easements, or any other interest in land for any and all purposes, without a Town Meeting vote providing that no funds need to be appropriated in order to accept the specified gift of land.





# TOWN OF PLYMOUTH

## Town Clerk

26 Court Street  
Plymouth, Massachusetts 02360  
(508) 747-1620  
[www.plymouth-ma.gov](http://www.plymouth-ma.gov)

January 31, 2023

Brad Brothers  
Assistant Town Manager

I would like to submit an article to change Town of Plymouth's General Bylaws for the Special Town Meeting.

**Article: To see if the Town will vote to add Chapter 71 § 71-10 Financial Affairs of the Town General Bylaws by adding:**

**To see if the Town will vote to authorize the Select Board to accept gifts of land for such purposes, and upon such terms and conditions, as it deems appropriate; and further, to memorialize such authority, to amend the Town Bylaws by inserting a new section for such purposes, as follows:**

**Chapter 71 § 71-10 Financial Affairs**

**The Select Board shall hereby be authorized to accept gifts of land and easements or any other interest in land for any and all purposes on behalf of the Town without a vote of Town Meeting vote, provided no funds need be appropriated therefor. Or take any other action relative thereto.**

Justification: Currently there is not a mechanism for the Select Board to accept gifts of land without a Town Meeting vote. Similar to the Select Board being able to accept gifts according to Mass General Law, this provision of the General Bylaw will allow the Select Board to accept gifts of land.

Sincerely,

Kelly A. McElreath  
Town Clerk



## ARTICLE 9:

**ARTICLE 9:** To see if the Town will vote to amend the vote taken Article 9 of the 2022 Spring Annual Town Meeting by increasing the amount appropriated thereunder by a sum of money, for the following purposes:

A30 Runway Environment Assessment (EA)

A31 Airport Hanger Insulation Replacement

and for the payment of all costs incidental or related thereto, and to meet this supplemental appropriation, transfer from available funds, or take any other action relative thereto.

### **AIRPORT**

#### **RECOMMENDATION: Approval \$233,000 (Unanimous, 11-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 9. Approval of this article will authorize the following additional appropriations to the vote taken on Article 9 of the 2022 Spring Annual Town Meeting as detailed in the table below. The funding for this supplemental appropriation will be Airport Retained Earnings and other available funds and grants.

ORIGINAL ARTICLE	PROJECT DESCRIPTION	AMOUNT
2022 9 A30	Runway Environmental Assessment (EA)	\$183,000
2022 9 A31	Airport Hangar Insulation Replacement	\$ 50,000





# TOWN OF PLYMOUTH

26 Court Street  
Plymouth, Massachusetts 02360  
(508) 747-1620  
[www.plymouth-ma.gov](http://www.plymouth-ma.gov)

February 15, 2023

To whom it may concern:

On Tuesday, February 14, 2023, at 4:00 p.m., the Capital Improvements Committee met via Zoom to review the following projects for Special Town Meeting:

Article 9:

- Runway Environmental Assessment – Funding Increase
- Airport Hangar Insulation Replacement – Funding Increase

Article 10:

- Municipal Airport Sewage Treatment Plant Upgrade Supplemental Appropriation

Committee members in attendance were Luis Pizano, Bruce Howard, Gail Butler, Don Holm, Christopher Moore and Steve Lydon. Matthew Cardillo presented on behalf of the Plymouth Municipal Airport, and Town employees present were Lynne Barrett, Finance Director; Brad Brothers, Assistant Town Manager; as well as myself.

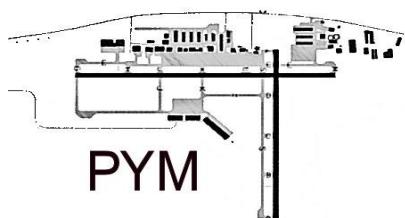
The Capital Improvements Committee took a single vote for all three projects, and unanimously recommend them for 2023 Special Town Meeting.

Thank you,

Sandra Strassel  
Procurement Officer

**508- 746-2020**

**508-747-4483 fax**



**Plymouth  
Municipal Airport**

To: **Plymouth Board of Selectman**

From: **Matthew Cardillo, Airport Manager**

RE: **FY24 EA & State Police Insulation**

Date: 2/9/2023

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The Plymouth Airport is requesting the support of the Board of Selectmen regarding our capital request to increase the amount of funding for our Runway Environmental Assessment (EA). In FY23 there was a request for \$167,000 that was approved at town meeting for part of the EA which was planned to be funded over multiple years (2022 Spring Town Meeting Article 9 A30). Since last Town Meeting Bipartisan Infrastructure Law (BIL) money has become available which allows the airport to fund the remainder of the EA. The total cost for the EA is \$375,000. This EA is a direct result of the Master Plan Update that was done by the airport in 2022. This EA will investigate all the factors environmentally that would be impacted by the improvements that were determined by the Master Plan Update.

This project will be 90% FAA Funded, 5% State Funded through MassDOT Aeronautics, and 5% Airport share. In the Spring Town Meeting of last year \$167,000 was appropriated which made the local and state match \$8,600. We are requesting the additional \$183,000 to get to the \$375,000 total. This brings the local 5% share from \$8,600 to \$18,750. The additional \$10,150 would be funded from the Airport enterprise free cash.

The Plymouth Airport is also looking to increase the amount of money that was appropriated at the 2022 Spring Town meeting for the State Police Hangar Insulation Replacement (2022 Spring Town Meeting Article 9 A31). The original amount was for \$100,000 but since the const of construction has increased so dramatically the Airport is looking to increase that amount by \$50,000 to cover the estimated increases in construction costs.

Sincerely  
Matthew Cardillo  
Airport Manager

## **ARTICLE 10:**

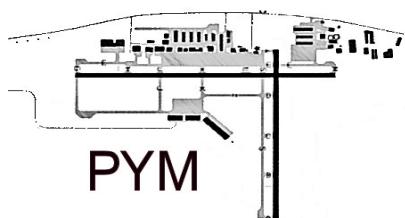
**ARTICLE 10:** To see if the Town will vote to amend the vote taken under Article 4 B1 of the 2022 Spring Special Town Meeting by increasing the amount appropriated thereunder by a sum of money to be used to pay additional costs of upgrades to the Municipal Airport Sewerage Treatment Plant, and for the payment of all costs incidental or related thereto, and to determine whether this appropriation shall be raised by borrowing or otherwise, or to take any other action relative thereto.

### **AIRPORT**

#### **RECOMMENDATION: Approval \$1,931,270 (Unanimous, 11-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 10. Approval of this article authorize a supplemental appropriation of \$1,931,270 to the vote taken on Article 4 B1 of the 2022 Spring Special Town Meeting. The funding for this supplemental appropriation will be Airport Retained Earnings and other available funds and grants.





Plymouth  
Municipal Airport

To: **Plymouth Board of Selectman** From: **Matthew Cardillo, Airport Manager**  
RE: **FY24 Airport WWTP Upgrade Supplemental Appropriation**  
Date: **2/3/2023**

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The Plymouth Airport requests an amendment to the Airport's Wastewater Treatment Plant article voted at last spring's special town meeting, recommended language from Bond Counsel is below:

**ARTICLE \_\_\_\_: Municipal Airport Sewerage Treatment Plant Upgrade Supplemental Appropriation (Amendment to Article 4 B1 passed April 2, 2022).**

**To see if the Town will vote to amend the vote taken under Article 4 B1 of the 2022 Spring Special Town Meeting by increasing the amount appropriated thereunder by a sum of money to be used to pay additional costs of upgrades to the Municipal Airport Sewerage Treatment Plant, and for the payment of all costs incidental or related thereto, and to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.**

The following is a timeline of this project to date:

- April 2021 Special Town Meeting, Article 4C the Town appropriated \$230,000 for engineering services to get us through construction bid documents estimated bid date of June 2022.
- Beta Engineering performed these services and Environmental Partners did the Peer review of the design which was completed in the fall of 2022.
- April 2022 Annual Town Meeting, the Town authorized to borrow \$2,250,000 for the estimated construction costs of this project, with the ability to reduce this amount based on any grant funding the Town receives for this purpose.
- May of 2022: The Town was successful in receiving \$2,250,000 of Plymouth's share of Plymouth County ARPA dollars for this project.
- November 2022 the project went out to bid.
- December 2022 the general bids were open and of three bids the low bidder was \$2,888,000.
- Engineering services for an 18-month construction period are needed.

A summary of the costs associated with construction, engineering services, contingency and funding are below:

<b>Description</b>	<b>Amount</b>
Construction Bid from Hart	2,888,000.00
Construction Contingency (20%)	577,600.00
Engineering Services & Other	734,400.00
Total Costs Anticipated Maximum	4,200,000.00
Funding Approved:	
ARPA County Allocation (2022S4B1)	2,250,000.00
2021S4C - Article Remaining Funds	18,730.00
Total Funding Secured currently	2,268,730.00
<b>Increase Required at this time</b>	<b>1,931,270.00</b>

At this time we are estimating \$1,931,270 is the amount needed to complete this project. The Town has every intention of offsetting this amount with additional Plymouth County ARPA dollars, seeking grant funding with Mass DOT and if necessary using Airport retained earnings to fund any remaining financing associate with the debt.

Sincerely

Matthew Cardillo  
Airport Manager

## ARTICLE 11:

**ARTICLE 11:** To see if the Town will vote to authorize the Select Board to petition the General Court to amend Sections 1 and 2 of Chapter 363 of the Acts of 2014, entitled, "AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO ESTABLISH AN 1820 COURTHOUSE FUND", by inserting the underlined and deleting the strikethrough as written below, provided, however that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court, provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or take any other action relative thereto.

**AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO ESTABLISH AN 1820 COURTHOUSE FACILITIES IMPROVEMENT FUND**

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

**SECTION 1.** Notwithstanding section 53 of chapter 44 of the General Laws or any other general or special law to the contrary, the town of Plymouth may establish in the town treasury a separate special revenue account to be known as the 1820 Courthouse Facilities Improvement Fund and may appropriate monies in the fund to finance the construction, demolition, renovation, operation and related costs of the 1820 courthouse and its associated properties and any other education, public safety or public works facility. Amounts received by the town annually pursuant to section 2 of chapter 64L of the General Laws from the local sales tax imposed upon the sale of restaurant meals in the town of Plymouth shall be deposited into the fund. Interest earned shall remain with and become part of the fund.

**SECTION 2.** ~~The fund established pursuant to section 1 shall expire on June 30, 2040.~~

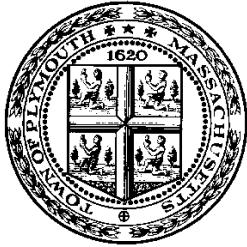
**SECTION 32.** This act shall take effect upon its passage.

**SELECT BOARD**

**RECOMMENDATION: Approval (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 11. Approval of this article will petition the Massachusetts General Court to amend the existing Special Legislation known as 1820 Courthouse Fund to rename it the Facilities Improvement Fund, eliminate the sunset clause that deposits the revenue received through the local meals tax into the fund, and expand the permissible uses for monies in the fund to include the 1820 Courthouse and its associated properties and any other education, public safety, or public works facility. Until the Town Hall is debt is paid off, the Town intends to meet its annual obligations on the existing Town Hall debt before appropriating any additional monies towards any of these other permissible uses.





**TOWN OF PLYMOUTH**  
BOARD OF SELECTMEN / TOWN MANAGER  
26 COURT STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSION 10100

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To: Select Board  
Advisory and Finance Committee

From: Derek Brindisi, Town Manager

Date: February 3, 2023

Re: AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO ESTABLISH  
AN 1820 COURTHOUSE FUND

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In 2014, Town Meeting approved Special Legislation that established an account known as the 1820 Court House Fund. This account is funded under MGL 64L “Meals Tax” and provides a direct source of funding to pay the annual debt payment of the new Town Hall located at 26 Court Street. Additionally, the 2014 Special Legislation has a sunset clause in the year 2040, whereas revenue from the Meals Tax will no longer be deposited into this account but will be deposited into the Town’s General Fund Account.

The proposed amendment, (see below) with ~~strikethroughs~~ to depict deletions and underlines to depict additions, recommends an expansion of the use of the Meals Tax revenue to include construction, renovation and operation of public safety, education and public works facilities; not just the new Town Hall. Additionally, the proposed amendment lifts the 2040 sunset clause, thus maintaining this account in perpetuity for the specific purpose outlined above.

**AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO ESTABLISH ~~AN~~ 1820  
COURTHOUSE FACILITIES IMPROVEMENT FUND**

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

**SECTION 1.** Notwithstanding section 53 of chapter 44 of the General Laws or any other general or special law to the contrary, the town of Plymouth may establish in the town treasury a separate special revenue account to be known as the ~~1820 Courthouse Facilities Improvement~~ Fund and may appropriate monies in the fund to finance the construction, demolition, renovation, operation and related costs of the 1820 courthouse and its associated properties and any other education, public safety or public works facility. Amounts received by the town annually pursuant to section 2 of chapter 64L of the General Laws from the local sales tax imposed upon the sale of restaurant meals in the town of Plymouth shall be deposited into the fund. Interest earned shall remain with and become part of the fund.

~~SECTION 2. The fund established pursuant to section 1 shall expire on June 30, 2040.~~

**SECTION 3.** This act shall take effect upon its passage.



## **ARTICLE 12:**

**ARTICLE 12:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to conduct an appropriate traffic/parking study, coordinated with the Massachusetts Department of Transportation and/or the Massachusetts Highway Department, if necessary, as well as any and all applicable Local Boards, Agencies and/or Committees for the purposes of determining the need for potential improvements, including but not limited to improvements with: traffic flow, speed limits, crosswalks, sidewalks, parking and any other measures deemed appropriate to increase safe travel for pedestrians and motor vehicles. The subject location for this requested study shall be from Jabez Corner at the Intersection of Sandwich and Oberry Street, heading west to Route 3, North to Cherry Street, East to Court Street and South back to Jabez Corner, including Water Street, as depicted in the map on file with the Town Clerk, or take any other action thereto.

### **PRECINCT 3**

#### **RECOMMENDATION: Approval \$165,878 (10-1-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 12. Approval of this article will authorize a traffic flow and parking study, coordinated with the Massachusetts Department of Transportation and/or the Massachusetts Highway Department, if necessary, as well as all applicable local boards, agencies and committees for the purpose of determining the need for potential improvements to traffic flow, speed limits, crosswalks, sidewalks, parking and any other measures deemed appropriate to increase safe travel for pedestrians and motor vehicles in the area depicted on the map submitted in the materials.





## SPECIAL TOWN MEETING ARTICLE 12

### PRECINCT 3

APRIL 2023

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to conduct an appropriate traffic/parking study, coordinated with the Massachusetts Department of Transportation and/or the Massachusetts Highway Department, if necessary, as well as any and all applicable Local Boards, Agencies and/or Committees for the purposes of determining the need for potential improvements, including but not limited to improvements with: traffic flow, speed limits, crosswalks, sidewalks, parking and any other measures deemed appropriate to increase safe travel for pedestrians and motor vehicles. The subject location for this requested study shall be from Jabez Corner at the Intersection of Sandwich and Obery Street, heading west to Route 3, North to Cherry Street, East to Court Street and South back to Jabez Corner, including Water Street, as depicted in the attached map, or take any other action thereto.



## Precinct 3 – Rationale for putting forward an Article to the Annual Spring Special Town Meeting

Precinct 3 has for a number of years taken calls from residents concerned and stressed about the same things most anyone travelling through our precinct encounters.

We have been slow to react to the fact that despite our Precinct and our neighboring precincts being largely built-out, we have experienced a steady surge of conversions of single family homes or prior business facilities to multi-unit apartments, condominiums, bed and breakfasts or short term rental units. We can't reverse this issue, but this Article is our attempt to come up with a professional strategy on how to deal with the impacts of this increased residential density and the doubling, tripling, or even quadrupling of the number of vehicles regularly driving down and parking on both sides of our narrow streets and on our sidewalks. This has made it much harder for vehicles of residents and non-residents alike to travel safely upon many of our streets throughout the district and impeded pedestrian traffic on some of our sidewalks.

These concerns have led to an assortment of small-scale initiatives by individuals or groups of individuals via calls to their precinct or their elected officials to address issues on their street or in their neighborhood. Those efforts looked at a small section of the larger problem and most still remain unresolved.

In conjunction and with the consensus from meetings with The Downtown Steering Committee, Precincts 1, 2 and 4, Precinct 3 has submitted the Article to begin the process of compiling all of the issues and address the bigger picture, as outlined in the Town Counsel approved language of our Article.

The goal is to have engineering professionals undertake a comprehensive study to address changes in a manner that will not fix an issue in one neighborhood by creating a new issue in an adjacent neighborhood. The professional engineers that review this problem will bring impartial eyes upon these issues and provide some practical solutions that could be employed to improve the situation. When their work is complete the residents of the area will be invited to opine on the results of their findings before any changes are implemented.

Since residents of all precincts, along with thousands of tourists, continue to make their way in and around the area of study in our Article we look forward to town wide support of this initiative addressing the safe and efficient movement of pedestrian and vehicular travel in the district outlined.

January 23, 2023

NEX-2300029.00

Ms. Sheila Sgarzi, PE  
Assistant DPW Director  
Town of Plymouth  
Public Works Department  
159 Camelot Drive  
Plymouth, MA 02360

**SUBJECT:** Scope and Fee Estimate  
North Central Plymouth Circulation Study

Dear Ms. Sgarzi:

As requested, Greenman-Pedersen, Inc. (GPI) has prepared the attached Preliminary Scope of Work and Fee for the North Central Plymouth area Circulation Study. At this point, the Scope of Work is Preliminary and may be modified by the Town or GPI as the project proceeds; however, we wanted to give you a general approach to go along with the estimated fee.

As discussed at our meeting, the fee proposed is just for the engineering/planning and does not account for any costs of implementing any changes. We would suggest adding additional funds to the Article to account for some level of implementation of potential Short to Medium Term alternatives (striping, signing, minor construction, etc.). Perhaps somewhere between \$50,000 to \$100,000.

Please review the preliminary scope and fee and let us know if you have any comments or questions. If the article is passed, we will refine the scope based on additional discussions with the town and precinct officials.

Sincerely,

**GREENMAN-PEDERSEN, INC.**



John W. Diaz, PE, PTOE  
Vice President / Director of Innovation

enclosure(s)

cc: C. Radisch – GPI (via email)  
S. Kashi – GPI (via email)  
J. Downey – Town of Plymouth (via email)  
J. Beder – (Town of Plymouth (via email)

## NORTH CENTRAL PLYMOUTH CIRCULATION STUDY

### Project Understanding

The North Central area of Plymouth -- generally bounded by Oberry Street, the waterfront, the Kingston town limit, and Route 3 -- includes the historic center of Plymouth and surrounding neighborhoods. This area includes destinations of significant interest associated with the Mayflower's landing and Plymouth's downtown, schools and neighborhood centers. The central area of Plymouth is an attractive tourism destination and supports local businesses and industries. Several general circulation issues have been identified in this area.

**Vehicle Network.** Court Street / Main Street / Sandwich Street (Route 3A) was the original north-south highway connecting Plymouth and Boston and runs parallel to the waterfront and Route 3. The local street system includes a grid with variable width rights of way. There are many narrow streets in the older area of the Town, which were established before automobile use. The area experiences congestion at peak periods which causes frustration for local users and concerns for police and fire services. There is a desire for more on-street parking in neighborhoods. On some narrow residential streets, vehicles park on the sidewalk to leave adequate traffic flow space. Speeding problems have been identified on some streets.

**Pedestrian and Bicyclist Network.** The center of Plymouth is a walkable district with a pedestrian-scale street system, the downtown, and neighborhood commercial centers that are attractive to foot traffic. The Plymouth Center Waterfront Area Master Plan prioritizes wayfinding and establishing walking loops through the downtown area that connect significant historic, open space, and commercial destinations. At the same time, many streets lack sidewalks or sidewalks that are not accessible, which creates obstacles for pedestrians. There is a 1.5-mile path, the Seaside Bike Path, which runs along the waterfront between Hedge Road and Nelson Street.

**Transit.** There is a range of public and private transportation services in Plymouth. There is an MBTA commuter rail station for traditional public transit services in the northeast corner of the Town between Court Street and the waterfront. This station is one of the terminal stations on the Kingstown/Plymouth line. GATRA (Greater Attleboro and Taunton Regional Transit Authority) provides public transit bus service. Three bus routes in the area run primarily along Route 3A (Court / Main / Sandwich Street), Water Street, Summer Street, South Street, and Oberry Street. There are also tourist-oriented shuttles through the Town and a ferry service to Provincetown. Safe pedestrian routes to and crossings near transit stops and hubs are essential considerations for the pedestrian network.

Local initiatives have established one-way flow on certain neighborhood streets to address congestion and accommodate on-street parking without infringing on pedestrian walkways. Rather than focusing on one specific street and its residents, there is a desire to consider changes in traffic flow within the context of the larger neighborhood and hand in hand with considerations regarding pedestrian safety and multimodal connectivity. This planning effort for the larger district will be undertaken by focusing on the following concerns:

- Lack of sidewalks
- Crosswalks
- Pedestrian safety

- On-street parking
- Traffic flow on narrow roadways
- Traffic flow impacts of potential one-way streets
- Emergency response time and ability to navigate narrow streets
- Speeding concerns
- Traffic calming

The intent of this plan is to work with the public through various engagement activities to identify concerns, develop and evaluate alternatives and develop a prioritized list of implementation actions, including Short Term, Medium Term and Longer Term actions. These actions are further described under Task 3.

## **PRELIMINARY SCOPE OF WORK**

The following describes the scope of work that GPI will undertake in developing a Circulation study for North Central Plymouth. The plan will utilize available GIS information regarding street rights of way.

### **TASK 1: MEETINGS AND PUBLIC ENGAGEMENT EVENTS**

**Task 1.1: Team Meetings.** We assume monthly meetings with the Town's team to plan public events, review public engagement results, data collection, analysis, and recommendations (12 meetings / virtual format).

**Task 1.3: Story Map.** GPI will develop a public-facing online Story Map which contains information regarding the plan area, wiki-maps, surveys, and meeting announcements. Links to the Story Map can be published on the town's website. An example of a Story Map can be found here: <https://storymaps.arcgis.com/stories/cff5e69f8cb74a4c944b6cfb47c4b6bf>

**Task 1.4: Pop-Up Events / Open Houses.** We anticipate engagement with the public through open houses or 'pop-up' events (i.e., setting up a station at a community event or heavily trafficked area) to collect input. The scope anticipates four (4) events.

**Task 1.5: Select Board Meetings.** Presentations to the Board of Selectmen. These meetings would be in-person presentations. Two (2) meetings are anticipated.

Budgeting for meetings includes preparation time and time for transcribing notes.

### **TASK 2: EXISTING CONDITIONS ANALYSIS**

**Task 2.1: Preparation of Base Map.** GPI will provide a working base map using available GIS parcel data and aerial photography for planning purposes.

**Task 2.2: Plan Review.** GPI will review and document existing data/studies from the Town and the Old Colony Planning Council (OCPC) to understand plans and policies for the area and its circulation system. The Plymouth Center / Waterfront Area Master Plan, Complete Streets Policy and Prioritization Plan, and other relevant documents will be reviewed.

### **Task 2.3: Existing Conditions Analysis**

GPI will prepare a mapping of existing conditions for the full-project area based on available information to provide a context for consideration of circulation alternatives. This is expected to include the following:

**Land Use.** An overall land use map with facilities such as schools, parks, grocery stores, and other significant destinations will be mapped.

**Crash Analysis.** GPI will provide a visualization of crashes within the project area based on the most recent 5-year period from the MassDOT crash portal. A crash heat map will provide an overall visualization of spots with higher crash incidences. The crash analysis will also focus on pedestrian and bicycle involvement in crashes. Streets with pedestrian and bicycle crashes and other areas with higher incidences of crashes, as seen through the Heat Map, will be considered in more detail.

**Transportation Network Characteristics.** We will look at street network features, including:

- Street network functional classifications
- Existing and planned pedestrian/bicycle routes
- Transit routes and bus stops
- Range of typical street sections

The public engagement effort and crash data analysis will identify focus areas for a more detailed design consideration. Additional existing conditions information for these areas will be developed, including:

- Parking restrictions
- Traffic flow
- Right of way

We anticipate up to 10 focus areas depending on the complexity of the area, however, as it is difficult to estimate hours without knowing what we are addressing we will finalize the final number of focus areas with town staff after the initial round of public input.

**Task 2.4: Site Reconnaissance.** Based on the mapping and identification of areas of concern by the public, GPI will visit the site and verify the conditions as follows:

- Street width and condition
- Sidewalks and crosswalks
- Inventory of wheelchair ramps and sidewalks along the corridor while considering ADA compliance
- Geometric conditions
- Lighting and signage

Existing conditions will be documented through photographs and noted on the base map as appropriate. As noted above we assume 10 focus areas.

**Task 2.5: Traffic Analysis.** We have set aside an allowance for traffic data collection and analysis. This may include traditional Automatic Traffic Recorder (ATR) counts and Turning Movement Counts (TMC) or the use of data available through a digital platform such as StreetLight or Replica.

This data will help understand travel patterns in the area, providing the basis for any desired analysis regarding changes in traffic flow. Forty (40) hours is allocated for this effort.

### **TASK 3: DEVELOPMENT OF CONCEPTUAL RECOMMENDATIONS**

**Task 3.1: Connectivity Map.** Identify significant connections to downtown, the waterfront, schools, neighborhood commercial areas. These routes should be safe and comfortable for all modes of transportation.

**Task 3.2: Development of Conceptual Plans / Alternatives.** GPI will develop concepts/alternatives for specific streets as agreed to with the Town. The concept will be developed in a plan and section as appropriate. These will include a series of Short, Medium and Longer Term conceptual plans or actions.

Short Term actions would include changes such as signage, pavement markings, signal timing changes, etc. Medium term projects would include items such as circulation changes, minor construction, pilot or "test" projects and Longer-Term actions would include larger construction projects requiring inclusion for funding in the Capital Plan such as new sidewalks or other modifications to roadway geometry.

#### **Task 3.3: Recommendations or Considerations for Other Streets**

We anticipate that there will be recommendations for streets in the study area that are beyond the 10 focus areas. GPI will provide high-level recommendations related to traffic flow, complete street or traffic calming improvements based on street classifications or the role of the street within the circulation network.

### **TASK 4: NORTH CENTRAL PLYMOUTH CIRCULATION STUDY**

**Task 4.2: Draft Report.** GPI will document the findings of the existing conditions analysis, data collection and analysis, public outreach, and proposed circulation study.

**Task 4.4: Final Report.** After the Town review of the draft report, GPI will review the comments and collaborate with the town if required. GPI will then prepare a Final Report addressing all applicable comments.

PHASES	Project	Project	Project	Planner/	Assistant	Task
	Director	Manager	Engineer	Engineer	Designer	Budget
Hourly Rate for each employee x 3.0	\$ 240.00	\$ 210.00	\$ 210.00	\$ 135.00	\$ 115.00	\$ 100.00
<b>Task 1 - Project Meetings and Public Engagement</b>						
Client Coordination Meetings (Virtual) (12)	12	12	12			\$ 7,920.00
Story Map (Develop and Update)	2	8	4		60	\$ 9,900.00
Pop-Up Events / Open Houses (4)	20	40	8		60	\$ 21,780.00
Select Board Meetings (2)	8	16	2			\$ 5,700.00
Subtotal Hours	42	76	26		120	264
Subtotal Costs	\$ 10,080.00	\$ 15,960.00	\$ 5,460.00	\$ -	\$ 13,800.00	\$ -
<b>Task 2 - Existing Conditions Analysis</b>						
Preparation of Base Map		2			14	\$ 2,030.00
Plan Review		4				\$ 840.00
Existing Conditions	8	40	8		60	\$ 18,900.00
Site Reconnaissance	8	16	8		16	\$ 8,800.00
Traffic Analysis	8		40			\$ 10,320.00
Subtotal Hours	24	62	56		90	232
Subtotal Costs	\$ 5,760.00	\$ 13,020.00	\$ 11,760.00	\$ -	\$ 10,350.00	\$ -
<b>Task 3 - Conceptual Recommendations</b>						
Connectivity Map	2	4	2		4	\$ 2,200.00
Development of Conceptual Plans / Alternatives	20	40	8		60	\$ 21,780.00
Guidelines / Recommendations for Other Areas	8	40	8		40	\$ 16,600.00
Subtotal Hours	30	84	18		104	236
Subtotal Costs	\$ 7,200.00	\$ 17,640.00	\$ 3,780.00	\$ -	\$ 11,960.00	\$ -
<b>Task 4 - Report</b>						
Draft Report	8	60	8		40	\$ 20,800.00
Final Report	4	24	4		20	\$ 9,140.00
Subtotal Hours	12	84	12		60	168
Subtotal Costs	\$ 2,880.00	\$ 17,640.00	\$ 2,520.00	\$ -	\$ 6,900.00	\$ -
<b>TOTAL HOURS</b>	108	306	112		374	900
<b>TOTAL COST OF LABOR</b>	\$ 25,920.00	\$ 64,260.00	\$ 23,520.00	\$ -	\$ 43,010.00	\$ -
<b>Expenses and Subconsultant Services</b>						
Traffic Counts						\$ 8,000.00
Mileage, Printing, and Miscellaneous Expenses						\$ 1,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Expenses Subtotal	\$ -					\$ 9,000.00
<b>TOTAL PROJECT</b>						\$ 165,878.00



February 22, 2023

Town of Plymouth  
Advisory & Finance Committee  
26 Court Street  
Plymouth, MA 02360

Dear Chairman Carty and Members of the Advisory & Finance Committee:

The Plymouth Area Chamber of Commerce is pleased to offer its support for Precinct 3's Special Town Meeting Article. Precinct 3 Town Meeting members, Mr. Dale Webber and Mr. Gerald Sirrico met with the Chamber and presented the proposal, scope of work and study map for the North Central Plymouth Area Circulation study. Since the study area encompasses such a large area of the business district, we want to voice our support as it aligns closely with the Chamber's goals in supporting our local businesses.

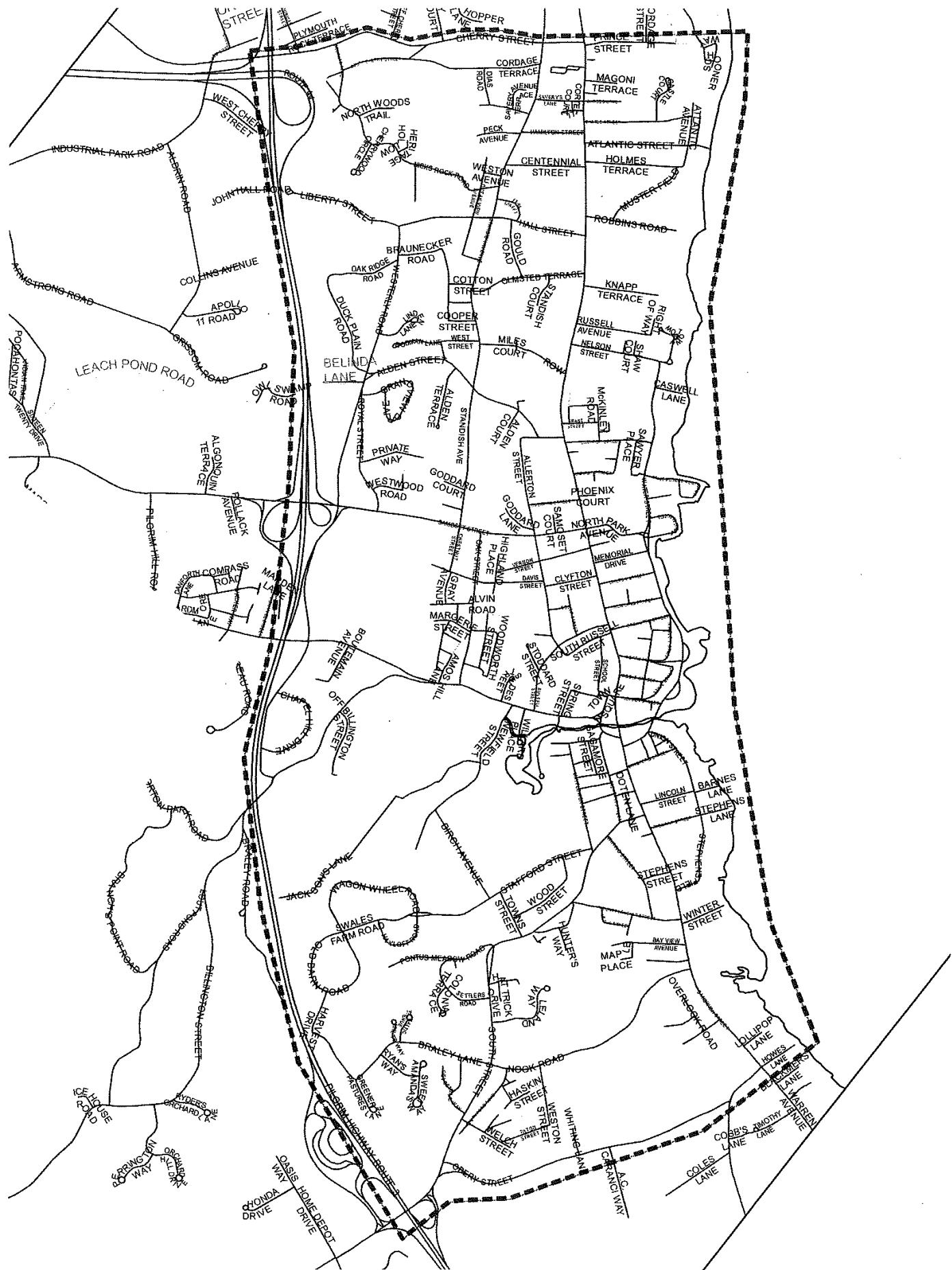
As you know, the Chamber meets and works closely with business owners and much of the concerns raised by the residents noted in Precinct 3's proposal are the same as the business owners. Business owners continually communicate frustrations to us and share ideas for improvement in and around the district in regards to parking, traffic congestion, sidewalks and crosswalks. This study will allow the Town to have an accurate assessment and provide data and assistance needed for decision making and long-term solutions. Other communities in the Commonwealth have prioritized infrastructure improvements to their business districts for a variety of reasons including increased competitiveness, economic vitality, revitalization and mobility of visitors and residents.

In addition, this project will lend support in cohesively improving economic opportunities for tourism and the arts and culture sector. As a historic community, with rich history, we should be providing the best visitor experience and striving to achieve long-term priorities and look favorable on initiatives that address safety.

We appreciate your favorable consideration Precinct 3 Article for the North Central Plymouth Circulation study. If you have any questions or wish to chat in further, please don't hesitate to contact me.

Sincerely,

Amy Naples  
Executive Director



List Of Streets In Locus			
ALDEN COURT	EDES STREET	McKAY STREET	SEVER PLACE
ALDEN STREET	EMERALD STREET	McKINLEY ROAD	SEVER STREET
ALDEN TERRACE	FERN STREET	MEMORIAL DRIVE	SHAW COURT
ALLEN COURT	FIELDSTONE WAY	MIDDLE STREET	SOUTH CHERRY STREET
ALLERTON STREET	FRANKLIN STREET	MILES COURT	SOUTH GREEN STREET
ALVIN ROAD	FREMONT STREET	MILT'S WAY	SOUTH HIGHLAND AVENUE
AMOS HILL LANE	GODDARD COURT	MOUNT PLEASANT STREET	SOUTH PARK AVENUE
ASHLEY STREET	GODDARD LANE	MURRAY STREET	SOUTH POND ROAD
ATLANTIC AVENUE	GORDON COURT	MUSTER FIELD	SOUTH RUSSELL STREET
ATLANTIC STREET	GORDON PLACE	NELSON COURT	SOUTH STREET
BAKER STREET	GOULD ROAD	NELSON STREET	SPOONERS ALLEY
BALTIC AVENUE	GRAND VIEW DRIVE	NEWFIELD STREET	SPRING LANE
BARNES LANE	GRANT STREET	NICKS ROCK ROAD	SPRING STREET
BASSETT'S WAY	GRAY AVENUE	NOOK ROAD	SQUANTO ROAD
BAY VIEW AVENUE	GREENER PASTURES LANE	NORTH GREEN STREET	STAFFORD STREET
BELINDA LANE	HALL STREET	NORTH PARK AVENUE	STANDISH AVENUE
BENHAM STREET	HAMILTON STREET	NORTH STREET	STANDISH COURT
BILLINGTON STREET	HARDING AVENUE	NORTH WALNUT STREET	STATE ACCESS BOAT RAMP
BIRCH AVENUE	HARVEST DRIVE	NORTH WOODS TRAIL	STEPHENS FIELD
BISHOP STREET	HASKIN STREET	OAK RIDGE ROAD	STEPHENS LANE
BOUTEMAIN AVENUE	HAT TRICK DRIVE	OAK STREET	STEPHENS STREET
BRADFORD STREET	HAYLOFT ROAD	OBERY STREET	STODDARD STREET
BRALEY LANE	HERITAGE HOLLOW	OCEAN VIEW AVENUE	SUMMER STREET
BRAUNECKER ROAD	HIGH CLIFF	OFF BILLINGTON STREET	SUOSO LANE
BREWSTER STREET	HIGHLAND PLACE	OLD BARN ROAD	SWALES FARM ROAD
BROOK STREET	HOLMES TERRACE	OLMSTED TERRACE	SWEET AMANDA'S WAY
BROOKSIDE AVENUE	HOWES LANE	OVERLOOK ROAD	THOMAS STREET
BUMPUS LANE	HOWLAND COURT	OVERLOOK TERRACE	TILTON STREET
CARVER STREET	HOWLAND STREET	OWL SWAMP ROAD	TOWN ROW
CASTLE COURT	HUNTER'S WAY	PECK AVENUE	TOWN SQUARE
CASTLE STREET	ISABELLE STREET	PHOENIX COURT	TOWN WHARF
CASWELL LANE	JACKSON'S LANE	PILGRIM HIGHWAY ROUTE 3	TOWNS STREET
CENTENNIAL STREET	JEFFERSON STREET	PLEASANT STREET	UNION STREET
CHAPEL HILL DRIVE	KNAPP TERRACE	PONTUS MEADOW ROAD	VERNON STREET
CHERRY STREET	LAFAYETTE COURT	PRINCE STREET	WAGON WHEEL ROAD
CHERRYWOOD CIRCLE	LEBARON ALLEY	PURITAN COURT	WASHINGTON STREET
CHESTNUT STREET	LELAND WAY	ROBBINS ROAD	WATER STREET
CHILTON STREET	LEWIS STREET	ROBINSON STREET	WATERCURE STREET
CHURCH STREET	LEYDEN STREET	RODMAN LANE	WELCH STREET
CLARK STREET	LIBERTY STREET	ROYAL STREET	WELLINGSLEY AVENUE
CLYFTON STREET	LINCOLN STREET	RUSSELL AVENUE	WEST STREET
COLE STREET	LINDEN LANE	RUSSELL STREET	WESTERLY ROAD
COLONIAL TERRACE	LOIS STREET	RYAN'S WAY	WESTON AVENUE
COOPER STREET	LOLLIPOP LANE	SAGAMORE STREET	WESTON STREET
CORDAGE TERRACE	LOTHROP STREET	SAMOSET COURT	WESTWOOD ROAD
CORDAGE TERRACE EXTENSION	MAGONI TERRACE	SAMOSET STREET	WHITING LANE
CORTELLI COURT	MAIN STREET	SANDWICH STREET	WHITING STREET
COTTON STREET	MAIN STREET EXTENSION	SAVERY AVENUE	WILLARD PLACE
COURT STREET	MAPLE PLACE	SAVERY AVENUE COURT	WINSLOW STREET
CUSHMAN STREET	MARGERIE STREET	SAVERY AVENUE TERRACE	WINTER STREET
DAVIS STREET	MARKET STREET	SAVERY'S LANE	WOOD STREET
DIAS ROAD	MASSASOIT STREET	SAWYER PLACE	WOODWORTH STREET
DOTEN LANE	MAYFLOWER PLACE	SCHOOL STREET	
DUCK PLAIN ROAD	MAYFLOWER STREET	SETTLERS ROAD	