

## SPRING ANNUAL TOWN MEETING

April 1, 2023

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# REPORT & RECOMMENDATIONS



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

**ARTICLE 1:** No action

**ARTICLE 2:** To hear the reports of the several Boards and Officers and Committees of the Town thereon, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 2. Approval of this article will allow boards and committees to place their reports on file with the Town Clerk. Most Board and Committee reports can be found in the Annual Town Report.

**ARTICLE 3:** To see if the Town will vote pursuant to G.L. c. 44, §53E 1/2 to establish the fiscal year 2024 spending limits for each revolving fund established by Chapter 143 of the General By-laws, Departmental Revolving Funds, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 3. Approval of this article will set the FY2024 spending caps for each of the revolving funds listed herein pursuant to G.L. c. 44, §53E ½.

**ARTICLE 4:** To see what action the Town will take pursuant to Chapter 173 of the General By-Laws regarding the formation, reformation, organization, continuation or discharge of existing Committees created by vote of Town Meeting, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 4. Approval of this article will authorize the 1749 Court House Committee, Plymouth Energy Committee, and the North Plymouth Steering Committee to continue to operate for the next three years, with a further review in three years at the 2026 Annual Town Meeting.

**ARTICLE 5:** No action

**ARTICLE 6:** To see what action the Town will take pursuant to G.L. c.41, §108 with regard to fixing the salaries of elected Town Officials, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$22,500 (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will set the annual stipends for the Select Board and Town Moderator. There are no changes to the stipend amounts this year. The Chair of the Select Board will receive a stipend of \$4,500, the four remaining Select Board members will receive \$4,000 each, and the Moderator

will receive \$2,000. The funding for these stipends are included in Article 7A – The General Fund Budget.

**ARTICLE 7A:** To see what action the Town will take to provide a reserve fund and to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town, including debt and interest, for the ensuing twelve month period beginning July 1, 2023, or take any other action relative thereto.

## **SELECT BOARD**

### **Sub-Committee Report A's Section of the Budget**

**RECOMMENDATION: Approval \$15,770,749 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report A.

### **Sub-Committee Report B's Section of the Budget**

**RECOMMENDATION: Approval \$83,999,062 (9-1-2)**

The Advisory & Finance Committee recommends Town Meeting approve an appropriation of \$83,999,062 for this section of the Budget. This figure incorporates the recommendations made by Budget Sub-Committee B in their report and an increase of \$860,000 to the Salary Reserve Fund that was recommended at the Advisory & Finance Committee's Annual Budget Hearing. This \$860,000 increase is comprised of \$800,000 designed to prevent any layoffs of School Department personnel that may have otherwise been necessary if their budget was funded to be consistent with the Town's financial planning efforts, as recommended and described in Budget Sub-Committee F's report, and \$60,000 designed to permit the potential hiring of a library outreach position, as described in the Library section of Budget Sub-Committee E's report during FY24 should the Town's financial health allow it.

### **Sub-Committee Report C's Section of the Budget**

**RECOMMENDATION: Approval \$34,173,647 (Unanimous, 11-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report C.

### **Sub-Committee Report D's Section of the Budget**

**RECOMMENDATION: Approval \$13,253,080 (6-5-2)**

The Advisory & Finance Committee recommends Town Meeting approve an appropriation of \$13,253,080 for this section of the Budget.

### **Sub-Committee Report E's Section of the Budget**

**RECOMMENDATION: Approval \$5,022,520 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve an appropriation of \$5,022,520 for this section of the Budget.

### **Sub-Committee Report F's Section of the Budget**

**RECOMMENDATION: Approval \$113,887,523 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report F.

**ARTICLE 7B:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the water enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2023, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$5,434,171(Unanimous, 12-0-0 )**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report G – Water Enterprise.

**ARTICLE 7C:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the sewer enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2023, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$7,954,770 (Unanimous, 12-0-0 )**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report G – Sewer Enterprise.

**ARTICLE 7D:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the solid waste enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2023, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$867,598 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report G – Solid Waste Enterprise.

**ARTICLE 7E:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the airport enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2023, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval 3,669,491 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report G – Airport Enterprise.

**ARTICLE 7F:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying

charges and expenses of the Town for the cable public access enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2023, or take any other action relative thereto.  
**SELECT BOARD**

**RECOMMENDATION: Approval \$1,561,000 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report G – Cable Public Access Enterprise.

**ARTICLE 8:** No action

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

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

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

or take any other action relative thereto.

## **SELECT BOARD**

### **RECOMMENDATION: Approval \$11,118,327 (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 9. The Town Manager recommended funding \$11,118,327 worth of capital items requested for FY24. The Advisory & Finance Committee agrees with this recommendation. (See pages 19-21) for the CIC spreadsheet). The recommended capital items fall within the following two overarching categories:

- **General Fund items** totaling \$7,092,172 to be funded with \$6,317,553 from Free Cash, \$67,558 from the Fire Prevention Revolving Fund, \$110,000 from the Environmental Affairs Fund, \$120,000 from the DMEA Waterways fund, \$430,000 from Sale of Lots and \$47,061 from other available funds.
- **Enterprise Fund items** totaling \$4,026,155 to be funded with \$1,271,179 from Sewer Enterprise Fund Retained Earnings, \$2,186,976 from Water Enterprise Fund Retained Earnings, \$24,000 from Airport Enterprise Fund Retained Earnings, \$544,000 from other available funds.



**ARTICLE 10:** To see if the Town will vote to replace the existing Town of Plymouth Classification and Compensation Plan and Personnel Bylaw approved at the April 2022 Spring Town Meeting, or take any other action relative thereto.

**HUMAN RESOURCES**

**RECOMMENDATION: Approval (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 10. Approval of this article will provide the executive branch of the Town the ability to manage non-union personnel in a manner consistent with both the management practices for the rest of the Town's personnel and other bylaws and the responsibilities given to the executive branch by the Town Charter. This change will also give the Town the ability to respond more quickly to its personnel management needs.

**ARTICLE 11:** To see if the Town will vote to amend the Town of Plymouth Classification and Compensation Plan and Personnel Bylaw contained therein, or take any action other action relative thereto.

**HUMAN RESOURCES**

**RECOMMENDATION: Approval (Unanimous, 13 -0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 11. This article will only be necessary if Town Meeting does not approve Article 10. Approval of this article will change the long term illness account (LTIA) usage requirements, reclassify the Benefits Administrator, and increase the Seasonal personnel rates beginning in May 2023 to allow the allow the Town to be more competitive with other local communities in attracting seasonal staff.

**ARTICLE 12:** To see if the Town will vote to accept and expend such sum or sums of money allotted or to be allotted to the Town from the Commonwealth of Massachusetts under the provisions of M.G.L. Chapter 90 or under any other state roadway reimbursement programs for FY 2024, and to authorize the Board of Selectmen to enter into a contract or contracts with the Massachusetts Department of Transportation Highway Division for such purposes; and further, to authorize the Treasurer with the approval of the Board of Selectmen, to borrow in anticipation of 100% reimbursement of said amounts, or to take any other action relative thereto.

**DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION**

**RECOMMENDATION: Approval (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 12. Approval of this article will enable the Town to accept State Highway (Chapter 90) Funds for repairs and reconstruction of public roads. While the estimated amount of Chapter 90 funds for FY2024 was not known at the time this report was prepared, Plymouth did receive more than \$1.5 million for FY2023. The Town expects a similar amount in FY2024 unless there is change in policy and/or the state's financial health.

**ARTICLE 13:** To see if the Town will vote to appropriate from the Town Promotion Fund created pursuant to Chapter 4 of the Acts of 1993, a sum of money for programs and projects that

enhance the beautification, recreational resources, public safety, promotional and marketing activities, events, services and public improvements, or take any other action relative thereto.

#### **SELECT BOARD**

#### **RECOMMENDATION: Approval \$1,246,406 (Unanimous, 9-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 13. Approval of this article will allow expenditures from the Town's Promotion Fund. The Promotion Fund, created by special legislation, is funded with 45% of the receipts from the Hotel/Motel Tax. The Visitor Services Board oversees expenditures from this fund. Expenditures include funding special events and celebrations. The Town Promotion Fund is also used to pay a marketing and promotions contract with See Plymouth/Destination Plymouth, which provides the Town with television and print advertising around the country (and abroad), maintains a waterfront information booth, and provides for the operation of the See Plymouth website.

#### **ARTICLE 14: No action**

**ARTICLE 15:** To see if the Town will vote to appropriate Four Hundred Thousand Dollars (\$400,000), for the purposes of financing the following water pollution abatement facility projects: sewer tie-ins or the repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners; including without limitation, the payment of all costs thereof as defined in Section 1 of Chapter 29C of the General Laws and all costs incidental or related thereto, and to determine whether this amount shall be raised by borrowing or otherwise; or take any other action relative thereto.

#### **PLANNING AND DEVELOPMENT**

#### **RECOMMENDATION: Approval \$400,000 (Unanimous, 9-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 15. Approval of this article will allow the Town to borrow \$400,000 through the Massachusetts Clean Water Trust to fund the Title V Betterment Loan Program. These low-interest loans are available to Town residents meeting certain income criteria on a first-come, first-served basis to fund septic system replacement or repair. Historically, the funding for this program has been refreshed as funds are depleted.

#### **ARTICLE 16: No action**

**ARTICLE 17:** To see if the Town will vote to amend Chapter 1, § 1-4. Fine Schedule, by adding the underlined and italicized and deleting strikethroughs text as follows:

Section	Subject	Fine
14-6A	False alarm service	
	First 3 offenses	No fine
	Fourth offense	<del>\$25</del> <u><i>\$50</i></u>
	Fifth offense	<del>\$50</del> <u><i>\$125</i></u>
	Subsequent offenses	<del>\$75-</del> <u><i>\$200</i></u>

#### **POLICE DEPARTMENT**

#### **RECOMMENDATION: Approval (Unanimous, 11-0-1)**

The Advisory & Finance Committee recommends Town Meeting approve Article 17. Approval of this article will increase the fines for repeat false alarm offenses, with the intent of encouraging alarm system owners to upgrade and/or repair their systems to prevent false and accidental alarms calls, which can hinder the department's ability to respond to other incidents in a timely manner.

**ARTICLE 18:** To see if the Town will vote to amend of the Town General Bylaws by adding the following, or take any other action relative thereto:

*B. Further, the Town will charge a late fee of \$15 to be paid by owners or keepers of record each year who license said dog or dogs on or after April 1. All money received from issuance of dog licenses by the Town of Plymouth or recovered as fines or penalties by said Town under provisions of MGL c. 140 relating to dogs, shall be paid into the general fund of the Town. The late fee will be waived for any new dogs to the community registered after the deadline.*

#### **TOWN CLERK**

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

The Advisory & Finance Committee recommends Town Meeting approve Article 18. Approval of this article will amend the Town's General Bylaw, Chapter 23, § 23-11 - License fees to permit the Town to charge a late registration fee in regards to dog licensing. Any monies recovered as fines or penalties shall be paid into the general fund of the Town.

**ARTICLE 19:** To see if the Town will vote to amend 3 sections of Chapter 173 of the Town General Bylaws:

- §173-1. Ballot voting,
- §173-3. Meeting and election dates
- §173-11. Number of Town Meeting members; terms of office. [Added 4-5-1980 STM by Art. 5; amended 4-6-1987 ATM by Art. 14; amended by Section 2-2-1 of 1999 Charter]

by adding the underlined and italicized and deleting strikethroughs text as follows, or take any other action relative thereto:

§ 173-1. Ballot voting.

A. The Town Meeting shall always operate in open session:  
~~Secret ballots shall be used on any questions only by a two-thirds vote of those present and voting. (Contained in the Town Charter.<sup>1</sup>)~~

B. The Moderator may take all votes requiring a two-thirds majority in the same manner in which he or she conducts the taking of a vote when a majority is required. [Added 10-27-1997 STM by Art. 2]

§ 173-3. Meeting and election dates. [Amended 11/2/99 by Article 18]

The Town Meeting shall meet annually on the first Saturday in April and at such other times as may be determined by vote of the Town Meeting. The regular election for all town offices shall be by official ballot held on the ~~second~~ third

Saturday in May of each year. (Contained in the Town Charter) The Fall Annual Town Meeting shall convene on the [Deleted 4/19/12 ATM by Article 22] ~~fourth Monday in October~~ [Added 4/19/12 ATM by Article 22] the third Saturday in October; provided, however, the Board of Selectmen may, consistent with G.L. c39, §9, delay the date of said Fall Annual Town Meeting to a date no later than November 30. [Last Sentence Added 11/2/99 by Article 18]

§ 173-11. Number of Town Meeting members; terms of office. [Added 4-5-1980 STM by Art. 5; amended 4-6-1987 ATM by Art. 14; amended by Section 2-2-1 of 1999 Charter]

The number of Town Meeting members shall be fixed at ~~104~~162, ~~eight~~nine from each of the ~~13~~18 precincts, and members shall be elected for three-year overlapping terms. This section shall become effective for the ~~1988~~2021 Annual Town Election. (Section 2-1-1, Chapter 2, Plymouth Town Charter.) (Section 2-2-1 of the 1999 Charter effectively amends this Section by eliminating the fixed total of Town Meeting Members, the number from each precinct, and the fixed number of precincts.)

## **TOWN CLERK**

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

The Advisory & Finance Committee recommends Town Meeting approve Article 19. Approval of this article will amend the Town's General Bylaw, Chapter 173, to update the number of precincts and Town Meeting members to be consistent with Plymouth's recent redistricting and make the bylaw language related to the date of Town elections consistent with the election dates specified in the Town Charter.

**ARTICLE 20:** To see if the Town will vote to amend the status of 73 Colchester Dr. (attached map circled lot #81) parcel # 096-000-019-081 to a buildable lot. This lot is a virtual duplicate to surrounding lots with houses and was deemed buildable from the development of Micajah Heights in 1960, sold as a buildable lot in 1960, again in 1968, seized by Plymouth as buildable lot in 1972 attempted to be auctioned by Plymouth as buildable in 1975, or to take any other action relative thereto:

**BY PETITION: William P. Tolland Jr., et al**

**RECOMMENDATION: No Action.**



# ROLL CALL VOTING CHARTS



ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART																			
		Daniel Green																	
Y - For N - Against A - Abstain R - Recuse X - Absent Ch - Chair did not vote		Gail Butler	Louis Cabana	Kevin Canty	Brian Dunn	Daniel Green	Bruce Howard	Steven Keith	Joseph Lalley	Timothy Lawlor	Lawrence McGrath	Steve Nearman	Christine Richards	Bethany Rogers	Ashley Shaw	Evelyn Strawn	Robert Zupperoli	VOTE TOTAL FOR-AGAINST-ABSTAIN	
ARTICLES																			
2	Reports of Boards & Committees	Y	Y	Ch	Y		Y	Y	Y	Y	Y	Y	X	Y	Y	Y		13-0-0	
3	Revolving Fund Spending Limits	Y	Y	Ch	Y	Y	Y	Y	Y		Y	Y	Y	X	Y	Y		13-0-0	
4	Continuation of Committees	Y	Y	Ch	Y		Y	Y	Y	Y	Y	Y	X	Y	Y	Y		13-0-0	
6	Salaries of Elected Town Officials	Y	Y	Ch	Y		Y	Y	Y	Y	Y	Y	X	Y	Y	Y		13-0-0	
7A	General Fund Budget:																		
	By Subcommittee:																		
	A	Y	Y	Ch	Y		Y	X	Y	Y		Y	Y	Y	Y	Y	Y	12-0-0	
	B	Y	A	Ch	Y		Y	X	Y	Y		A	N	Y	Y	Y	Y	9-1-2	
	C		Y	Ch	Y		Y	X	Y	Y		Y	Y	Y	Y	Y	Y	11-0-0	
	D	A	Y	Y	Y		N	X	N	N		A	Y	Y	Y	N	N	6-5-2	
	E	Y	Y	Ch	Y		Y	X	Y	Y		Y	Y	Y	Y	Y	Y	12-0-0	
	F	Y	Y	Ch	Y		Y	X	Y	Y		Y	Y	Y	Y	Y	Y	12-0-0	
7B	Water Enterprise Budget	Y	Y	Ch	Y		Y	X	Y	Y		Y	Y	Y	Y	Y	Y	12-0-0	
7C	Sewer Enterprise Budget	Y	Y	Ch	Y		Y	X	Y	Y		Y	Y	Y	Y	Y	Y	12-0-0	
7D	Solid Waste Enterprise Budget	Y	Y	Ch	Y		Y	X	Y	Y		Y	Y	Y	Y	Y	Y	12-0-0	
7E	Airport Enterprise Budget	Y	Y	Ch	Y		Y	X	Y	Y		Y	Y	Y	Y	Y	Y	12-0-0	
7F	Cable Public Access Enterprise Budget	Y	Y	Ch	Y		Y	X	Y	Y		Y	Y	Y	Y	Y	Y	12-0-0	
9	Capital Improvements	Y	Y	Ch	Y		Y	Y	Y	Y	X	Y	Y	Y	Y	Y	Y	13-0-0	
10		Y	Y	Ch	Y	Y	Y	Y	Y	Y		Y	Y	Y	X	Y	Y	13-0-0	
11		Y	Y	Ch	Y	Y	Y	Y	Y	Y		Y	Y	Y	X	Y	Y	13-0-0	



**Y** - For  
**N** - Against  
**A** - Abstain **R** - Recuse  
**X** - Absent  
**Ch** - Chair did not vote

**ARTICLES**

		Gail Butler	Louis Cabana	Kevin Canty	Brian Dunn	Daniel Green	Bruce Howard	Steven Keith	Joseph Lalley	Timothy Lawlor	Lawrence McGrath	Steve Nearman	Christine Richards	Bethany Rogers	Ashley Shaw	Evelyn Strawn	Robert Zupperoli	VOTE TOTAL FOR-AGAINST-ABSTAIN
12	Chapter 90 Roads	Y	Y	Ch	Y		Y	Y	Y	Y	Y	Y	X	Y	Y	Y		13-0-0
13	Town Promotion Fund	Y	Y	Ch	Y		Y	Y	X	Y	X	X	X	Y	Y	Y		9-0-0
15	Title V Repair Fund	Y	Y	Ch	Y		Y	Y	X	Y	X	X	X	Y	Y	Y		9-0-0
17	Increase False Alarm Fines	Y	Y	Ch	X		Y	A	Y	Y	X	Y	Y	Y	Y	Y		11-0--1
18	Amend Bylaw Ch 23	Y	Y	Ch	X		Y	Y	Y	Y	X	Y	Y	Y	Y	Y		12-0-0
19	Amend Bylaw Ch 173	Y	Y	Ch	X		Y	Y	Y	Y	X	Y	Y	Y	Y	Y		12-0-0
20	Petitioned: Remove Deed Restriction			Ch														No Action

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	DEPT or STM	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	PROJECT COST	R N K	TOWN MANAGER 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	250,000	250,000							
	3	ATM		Records Digitization	604,681	21	604,681	604,681							
	4	ATM		VOIP Implementation Completion	20,000	39	20,000	20,000							
	5	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 A/V Update	66,000	36	66,000	66,000							
220	1	ATM	Fire Department	Self-Contained Breathing Apparatus Replacements	997,962	1	997,962	997,962							
	2	ATM		Fire Prevention / Code Enforcement Vehicle Replacement	135,115	32	135,115	67,557					67,558	Fire Prevention 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							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	23,968						25,589	Old Articles
411	1	STM	DPW - Engineering	Bartlett Road Bridge Construction	3,250,000	37	3,250,000	812,500						MVP Grant & Other	2,437,500
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							

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

DEPT ACCOUNT	DEPT PRIORITY	DEPT or STM	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND	SOLID WASTE FUND	OTHER	DESCRIPTION	BORROWING
433	3	ATM	DPW Utilities	Interior Upgrades / Repairs	379,277	17	379,277	379,277							
		ATM	DPW Utilities (Solid Waste Packer Replacement		351,600	27	351,600	351,600							
425	1	ATM	DPW - Fleet	Fuel Efficiency Program	140,256	40	140,256	140,256							
	2	ATM		Vehicle Lift Replacement	58,138	10	58,138	58,138							
427	1	ATM	DMEA	Morton Park Culverts - Engineering & Permitting	276,000	31	276,000	166,000					110,000	Environmental Affairs Fund Program, \$63,750 from Waterways Fund	
490	2	ATM		Pump-Out Boat Replacement	120,000	15	120,000						120,000	Fund	
	1	ATM	DPW - Crematory	Cremation Processing Machine	18,960	20	18,960	18,960							
491	1	ATM	DPW - Cemetery	Design Cemetery Space	600,000	43	430,000						430,000	Funding from Sale of Lots	
492	1	STM	Parks & Forestry	Ford F350 Replacement	131,970	22	131,970	131,970							
	2	ATM		1-Ton Dump Truck with Interchangeable Beds	234,200	11	234,200	234,200							
	3	ATM		Compact Utility Loader with Attachments	105,028	30	105,028	105,028							
630	1	ATM	Recreation	Hedges Pond Pavilion	350,000	44	0								
<b>TOTAL GENERAL FUND PROJECTS</b>					<b>11,075,339</b>		<b>10,555,339</b>	<b>7,262,023</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>855,816</b>		<b>2,437,500</b>
60-440	1	ATM	DPW Utilities (WWTP)	Effluent Air Release Valves	210,000	1	210,000						210,000		
	2	ATM		Uninterruptible Power Sources	80,880	2	80,880						80,880		
	3	ATM		SBR #3 Pump	180,299	3	180,299						180,299		
	4	ATM		Comprehensive Wastewater Management Plan	800,000	4	800,000						800,000		
<b>TOTAL FOR SEWER</b>					<b>1,271,179</b>		<b>1,271,179</b>	<b>0</b>	<b>0</b>	<b>1,271,179</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>

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

DEPT ACCOUNT	DEPT PRIORITY	DEPT or STM	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	PROJECT COST	A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND	SOLID WASTE FUND	OTHER	DESCRIPTION	BORROWING
61-450	1	ATM	DPW Utilities (Water)	N Plymouth & S Pine Hills Water Tank Rehabs	1,635,288	1	1,635,288				1,635,288				
	2	ATM		New Source Exploration	639,688	2	639,688				551,688			88,000	Old Article
	3	ATM		Emergency Power / Controlling Tanks	700,000	3	0								
	4	ATM		Ford F350 Replacement	129,975	4	0				0				
	5	ATM		Asset Management Software	120,000	5	0				0				
<b>TOTAL FOR WATER</b>					<b>3,224,951</b>		<b>2,274,976</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,186,976</b>	<b>0</b>	<b>88,000</b>		<b>0</b>
65-482	1	ATM	Municipal Airport	Runway 6/24 Design and Permitting	480,000	1	480,000		24,000					Fed & State Grants	
	2	STM		Runway Environmental Assessment - Increased Funding	183,000	2	183,000		8,900					Fed & State Grants	
<b>TOTAL FOR AIRPORT</b>					<b>663,000</b>		<b>663,000</b>	<b>0</b>	<b>32,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>630,100</b>		<b>0</b>
66-433	1		Solid Waste		0		0		0		0		0		0
<b>TOTAL FOR SOLID WASTE</b>					<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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>0</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>															
ATM				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	-	-
STM				Article 4 - Special Town Meeting	3,564,970		3,564,970	944,470	8,900	-	-	-	174,100	-	2,437,500
Other				School Lunch Outside of Town Meeting / Future Town Meeting Potential CPC Project	431,197		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>	<b>2,437,500</b>



# BURKE'S LAW





# BURKE'S LAW - OUTSTANDING ARTICLE BALANCES NON-DPW ARTICLES

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Balance
<b>123 - TOWN MANAGER</b>									
2022F4A8	FATM OCTOBER 2022	Y	WEBSITE UPGRADE & 311 SYSTEM	87,500.00	-	87,500.00	79,900.01	-	7,599.99
2022F8	FATM OCTOBER 2022	Y	PROPERTY ACQUISITION STATE RD	90,000.00	-	90,000.00	-	-	90,000.00
<b>138 - PROCUREMENT</b>									
15501508	ATM APRIL 2012	Y	INFO TECH ART 8/DEPT EQUIP	72,499.75	70,497.82	2,001.93	-	2,001.93	-
42201508	ATM APRIL 2012	Y	BLDG MAINT/ART 8 DEPT EQUIP	31,680.00	29,280.00	2,400.00	-	-	2,400.00
42201608	ATM APRIL 2013	Y	MAINT ART 8/DEPT EQUIPMENT	70,800.00	40,800.00	30,000.00	2,625.00	-	27,375.00
15502008	ATM APRIL 2017	Y	INFO TECH ART 8/DEPT EQUIP	29,400.00	8,065.58	21,334.42	-	334.43	20,999.99
21002008	ATM APRIL 2017	Y	POLICE ART 8/DEPT EQUIPMENT	211,045.00	210,907.25	137.75	-	-	137.75
<b>155 - INFORMATION TECHNOLOGY</b>									
20219A3	ATM APRIL 2021	Y	TOWNWIDE CAMERA SYSTEM	222,189.00	64,845.00	157,344.00	-	131,648.00	25,696.00
20229A1	ATM APRIL 2022	Y	BATTERY FOR SERVER ROOM	36,000.00	-	36,000.00	36,000.00	-	-
20229A2	ATM APRIL 2022	Y	ASSESSPRO APS SERVER UPGRADE	39,000.00	-	39,000.00	-	-	39,000.00
20229A3	ATM APRIL 2022	Y	ACTIVITY DIRECTORY STRUCTURE	50,000.00	-	50,000.00	-	-	50,000.00
20229A4	ATM APRIL 2022	Y	VOIPP IMPLEMENTATION COMPLETN	20,000.00	-	20,000.00	-	-	20,000.00
<b>161 - TOWN CLERK</b>									
2022F3A	FATM OCTOBER 2022	Y	UNPAID BILLS - TOWN CLERK	525.00	-	525.00	525.00	-	-
<b>210 - POLICE</b>									
20169A36	ATM APRIL 2016	Y	CAD RMS SYSTEM	320,537.00	281,875.85	38,661.15	-	7,201.44	31,459.71
20209A39	ATM AUGUST 2020	Y	POLICE SHOTGUN REPLACEMENT	35,395.00	24,520.61	10,874.39	-	9,823.90	1,050.49
20219A1	ATM APRIL 2021	Y	PORTABLE RADIOS	185,920.00	185,919.99	0.01	-	-	0.01
20219A2	ATM APRIL 2021	Y	STORAGE BUILDING IMPROVEMENTS	37,259.00	-	37,259.00	5,463.22	1,500.00	30,295.78
2021FA1	FATM OCTOBER 2021	Y	TRUNARC ANALYZER	30,836.00	30,835.99	0.01	-	-	0.01
2021FA2	FATM OCTOBER 2021	Y	RADIO REPLACEMENT CRUISERS	231,037.00	-	231,037.00	200,354.88	30,682.12	-
20229A5	ATM APRIL 2022	Y	MOBILE DATA TERMINAL REPLACMNT	214,314.00	-	214,314.00	165,679.00	10,798.00	37,837.00
2022F4A7	FATM OCTOBER 2022	Y	CASECRACKER RECORDING EQUIPMNT	37,040.00	-	37,040.00	32,990.00	4,050.00	-
<b>220 - FIRE</b>									
20179AZ	ATM APRIL 2017	Y	PUBLIC SYSTM RADIO UPGRDE ART9	137,000.00	136,143.85	856.15	-	-	856.15
20219A5	ATM APRIL 2021	Y	NEW VEHICLE C8	68,489.00	7,569.56	60,919.44	60,919.44	-	-
2021S6	STM APRIL 2021	Y	FIRE STATION FEASIBIL/FACILITY	185,000.00	23,400.00	161,600.00	23,400.00	11,700.00	126,500.00
20229A6	ATM APRIL 2022	Y	TANKER 1 PUMPING ENGINE	493,852.00	-	493,852.00	-	489,174.00	4,678.00
20229A7	ATM APRIL 2022	Y	REHAB E-ONE CYCLONE ENGINE	106,723.00	-	106,723.00	-	106,723.00	-
20229A8	ATM APRIL 2022	Y	AIR COMPRESSOR & TANK REFILL S	86,947.00	-	86,947.00	18,487.64	-	68,459.36
2022F4A6	FATM OCTOBER 2022	Y	PUMPING ENGINE	907,588.00	-	907,588.00	-	896,233.00	11,355.00
<b>241 - BUILDING AND ZONING</b>									
2022S4A2	HUMAN SERVICES	Y	E-PERMITTING SYSTEM	137,893.00	98,359.89	39,533.11	5,746.73	13,981.00	19,805.38
<b>295 - HARBOR MASTER</b>									
2018F4D	FATM OCTOBER 2018	Y	MOORING PLAN	69,747.00	39,506.97	30,240.03	10,000.00	20,240.03	-
2018F4E	FATM OCTOBER 2018	Y	FLOAT SYSTEM	65,000.00	64,999.55	0.45	-	-	0.45

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES  
NON-DPW ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Balance
2019F4J	FATM OCTOBER 2019	Y	PATROL BOAT REPLACE	75,000.00	72,539.44	2,460.56	2,460.56	-	-
2019F4M	FATM OCTOBER 2019	Y	FLOATING DOCK & GANGWAY	140,000.00	87,210.14	52,789.86	10,210.43	-	42,579.43
<b><u>300 - SCHOOL</u></b>									
20169A15	ATM APRIL 2016	Y	GUTTER/DWNSPTS/FASCIA-MANOMET	80,950.00	78,600.00	2,350.00	-	-	2,350.00
20179A1	ATM APRIL 2017	Y	REPAVE MANOMET ELEM ART9	16,789.00	8,300.00	8,489.00	-	-	8,489.00
20189A4	ATM APRIL 2018	Y	WEST SCHL REPLACE WINDOWS	36,000.00	34,962.00	1,038.00	-	-	1,038.00
20189A5	ATM APRIL 2018	Y	NATHANIEL MORTON BRICK REMEDIA	126,500.00	105,775.00	20,725.00	20,050.00	-	675.00
20199A3	ATM APRIL 2019	Y	HEDGE ES EXT TRIM & CUPOLA	85,000.00	81,800.00	3,200.00	-	-	3,200.00
20209A10	ATM AUGUST 2020	Y	ROOF SCHOOLS - FFES WES IBES	247,100.00	178,736.25	68,363.75	-	5,480.00	62,883.75
20209A13	ATM AUGUST 2020	Y	PCIS FIELD RENOVATIONS & FENCE	153,945.00	132,545.55	21,399.45	21,399.45	-	-
20209A16	ATM AUGUST 2020	Y	HES RESURFACE PARKING LOTS	101,575.00	45,180.00	56,395.00	-	-	56,395.00
20209A17	ATM AUGUST 2020	Y	PCIS PUBLIC ADDRESS SYSTEM	29,578.00	28,522.93	1,055.07	-	-	1,055.07
20209A18	ATM AUGUST 2020	Y	PSMS SIDEWALK REPAIRS	66,750.00	10,000.00	56,750.00	-	-	56,750.00
20209A21	ATM AUGUST 2020	Y	IBES MODULAR RENOVATIONS	360,000.00	-	360,000.00	-	-	360,000.00
20209A9	ATM AUGUST 2020	Y	IBES MODULAR ENVELOPES	61,500.00	11,000.00	50,500.00	1,907.69	10,892.31	37,700.00
20219A10	ATM APRIL 2021	Y	FACILITIES CONDITION ASSESSMNT	145,116.00	145,115.36	0.64	-	-	0.64
20219A11	ATM APRIL 2021	Y	SES ROOF TOP UNIT DESIGN	35,000.00	-	35,000.00	18,000.00	11,999.00	5,001.00
20219A12	ATM APRIL 2021	Y	RACK TRUCK 940 REPLACEMENT	65,745.00	-	65,745.00	65,745.00	-	-
20219A6	ATM APRIL 2021	Y	ROOF EXPOSED GAS LINE REPAIR	200,000.00	196,807.00	3,193.00	-	-	3,193.00
20219A8	ATM APRIL 2021	Y	CSES REMOVE ASBESTOS TILE	115,000.00	110,173.95	4,826.05	-	-	4,826.05
20219A9	ATM APRIL 2021	Y	PCIS PECC VERTICAL BLINDS	50,000.00	49,970.00	30.00	-	-	30.00
2021FA3	FATM OCTOBER 2021	Y	TECH VAN 1	39,167.00	-	39,167.00	-	39,167.00	-
2021FA4	FATM OCTOBER 2021	Y	NMES ROOF	2,000,000.00	95,105.52	1,904,894.48	1,749,725.42	148,614.65	6,554.41
20229A10	ATM APRIL 2022	Y	SIDING ASSESSMENT SES & FFES	26,000.00	-	26,000.00	-	-	26,000.00
20229A9	ATM APRIL 2022	Y	ROOF ASSESSMENT & ADA REVIEW	85,500.00	-	85,500.00	22,000.00	-	63,500.00
<b><u>306 - FEDERAL FURNACE ELEM SCHOOL</u></b>									
20229A12	ATM APRIL 2022	Y	PHASE III WINDOW REPL FFES	68,190.00	-	68,190.00	68,190.00	-	-
<b><u>308 - INDIAN BROOK ELEMENTARY SCHOOL</u></b>									
20229A13	ATM APRIL 2022	Y	WINDOW REPLACEMENT IBES	237,266.00	-	237,266.00	237,266.00	-	-
<b><u>314 - WEST ELEMENTARY SCHOOL</u></b>									
20229A11	ATM APRIL 2022	Y	REPAIR ENTRYWAY WES	40,280.00	-	40,280.00	38,492.49	-	1,787.51
<b><u>427 - NATURAL RESOURCES</u></b>									
20189A22	ATM APRIL 2018	Y	FEASIBILITY/JENNEY POND BY-PAS	36,680.00	35,504.40	1,175.60	-	1,175.60	-
2019F4I	FATM OCTOBER 2019	Y	JENNEY POND DREDGE/ENG/PERM	138,500.00	114,614.19	23,885.81	9,721.81	12,884.00	1,280.00
20209A47	ATM AUGUST 2020	Y	SAWMILL DAM REPAIRS	490,000.00	483,278.11	6,721.89	6,721.89	-	-
2020F4C	FATM OCTOBER 2020	Y	HERRING POND WATERSHED STUDY	71,024.00	-	71,024.00	71,024.00	-	-
2020F4D	FATM OCTOBER 2020	Y	DAM BYPASS @ JENNEY ENG/PERM	75,000.00	65,663.53	9,336.47	8,994.20	9.27	333.00
2020F6	FATM OCTOBER 2020	Y	CYANOBACTERIA SAMPLING	17,500.00	2,905.00	14,595.00	-	2,025.00	12,570.00
20219A19	ATM APRIL 2021	Y	TOWN WHARF BULKHEAD	1,331,000.00	991,624.14	339,375.86	246,179.22	27,000.00	66,196.64

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES  
NON-DPW ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Balance
2021F7	FATM OCTOBER 2021	Y	EDNA STUDY	10,000.00	6,712.87	3,287.13	-	-	3,287.13
20229A20	ATM APRIL 2022	Y	REPOWER MU-5	30,000.00	-	30,000.00	-	29,870.64	129.36
20229A21	ATM APRIL 2022	Y	T-WHARF/TOWN WHARF INSPECTION	49,950.00	-	49,950.00	27,750.02	22,199.98	-
2022A18	ATM APRIL 2022	Y	LONG BEACH PIER PLAN/PERMIT	68,000.00	-	68,000.00	6,125.88	29,374.12	32,500.00
2022F4A1	FATM OCTOBER 2022	Y	STORE POND DAM INSPECTION	7,550.00	-	7,550.00	7,550.00	-	-
2022F4A2	FATM OCTOBER 2022	Y	JENNEY ARMS DAM INSPECTION	5,450.00	-	5,450.00	5,450.00	-	-
2022F4A5	FATM OCTOBER 2022	Y	JENNEY POND BYPASS	113,540.00	-	113,540.00	7,821.88	105,718.12	-
<b>541 - CENTER FOR ACTIVE LIVING</b>									
2021FA10	FATM OCTOBER 2021	Y	COA WIFI UPGRADE	17,000.00	15,490.95	1,509.05	-	-	1,509.05
2022F4A4	FATM OCTOBER 2022	Y	AGE & DEMENTIA ASSESSMENT	40,000.00	-	40,000.00	-	-	40,000.00
<b>630 - RECREATION</b>									
2022S4A5	STM APRIL 2022	Y	MEMORIAL HALL SOUND SYSTEM	350,000.00	-	350,000.00	152,341.37	152,341.38	45,317.25
<b>699 - TOWN PROMOTION</b>									
2020A13	ATM AUGUST 2020	Y	FY21 TOWN PROMOTION FUND	721,975.00	713,190.31	8,784.69	105.97	8,625.00	53.72
2021A13	ATM APRIL 2021	Y	FY22 TOWN PROMOTION FUND	494,401.00	211,974.00	282,427.00	262,781.92	19,500.00	145.08
2022A13	ATM APRIL 2022	Y	FY23 TOWN PROMOTION FUND	1,109,928.00	-	1,109,928.00	480,427.87	225,935.88	403,564.25
<b>TOTAL NON-DPW ARTICLES</b>				14,176,664.75	5,430,828.55	8,745,836.20	4,190,533.99	2,588,902.80	1,966,399.41

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES  
DPW ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Balance
<b>411 - DPW ENGINEERING</b>									
20139A11	ATM APRIL 2013	Y	RESTRIPE PART SAMOSET ST ART9	100,000.00	-	100,000.00	-	-	100,000.00
20139A13	ATM APRIL 2013	Y	DRAIN REHAB 2020 TOWN ART9	250,000.00	216,149.84	33,850.16	-	-	33,850.16
20179ABB	ATM APRIL 2017	Y	OBERY ST RDWY IMP ART9	250,000.00	183,822.62	66,177.38	27,491.10	16,060.00	22,626.28
20179ACC	ATM APRIL 2017	Y	BRIDGE & CULVERT INSPECT ART9	150,000.00	51,089.00	98,911.00	69,180.00	25,160.00	4,571.00
2017A14	ATM APRIL 2017	Y	ART 14 FY17ATM GRAVEL ROADS	1,000,000.00	999,914.15	85.85	-	-	85.85
20199A8	ATM APRIL 2019	Y	EPA PERMIT - STORMWATER	500,000.00	171,440.34	328,559.66	77,150.00	91,050.00	160,359.66
2019A12	ATM APRIL 2019	Y	FY20 GRAVEL ROAD IMPROVEMENTS	1,000,000.00	180,861.19	819,138.81	-	-	819,138.81
20219A14	ATM APRIL 2021	Y	TRAFFIC SIGN & SIGNL ASSET MGT	150,000.00	121,935.00	28,065.00	26,015.00	-	2,050.00
2021FA11	FATM OCTOBER 2021	Y	BARTLETT BRIDGE ENGINEERING	124,000.00	825.00	123,175.00	62,665.00	60,510.00	-
20229A14	ATM APRIL 2022	Y	PAVEMENT MGT & ADA COMPLIANCE	175,000.00	-	175,000.00	14,621.00	160,379.00	-
<b>420 - DPW HIGHWAY</b>									
20229A15	ATM APRIL 2022	Y	REPLACE TRUCK H335	346,109.00	-	346,109.00	-	-	346,109.00
2022S4A3	STM APRIL 2022	Y	REPLACE SWEEPER H303	344,995.00	-	344,995.00	-	-	344,995.00
<b>421 - DPW ADMINISTRATION</b>									
20209A40	ATM AUGUST 2020	Y	WATER ST SEAWALL INSPECT-PERMIT	75,000.00	42,000.00	33,000.00	-	18,000.00	15,000.00
20209A41	ATM AUGUST 2020	Y	DPW OSHA COMPLIANCE	20,000.00	11,171.44	8,828.56	3,558.86	1,217.21	4,052.49
2022F3C	FATM OCTOBER 2022	Y	UNPAID BILLS - DPW	8,830.25	-	8,830.25	8,830.25	-	-
<b>422 - BUILDING MAINTENANCE</b>									
20129A11	ATM APRIL 2012	Y	ROOF REPLACE 5 LOC ART 9	110,555.00	46,937.00	63,618.00	-	-	63,618.00
20149A15	ATM APRIL 2014	Y	LUBE PIT DECOMMISSION & LIFT	104,000.00	66,212.14	37,787.86	-	15,744.00	22,043.86
20159A13	ATM APRIL 2015	Y	TOWN VEHICLE & EQUIPMENT REPLA	261,400.00	236,425.66	24,974.34	-	-	24,974.34
20169A18	ATM APRIL 2016	Y	FLR DRAINS/OIL/WTR SEP-CAMELO	264,550.00	-	264,550.00	-	-	264,550.00
20169A19	ATM APRIL 2016	Y	BRICK REPOINTING-MEMORIAL HALL	28,407.00	-	28,407.00	-	-	28,407.00
20169A20	ATM APRIL 2016	Y	REPAIR BRICK VENEER-MEMORIAL H	17,910.00	-	17,910.00	-	-	17,910.00
20169A21	ATM APRIL 2016	Y	MASONRY SEALING-MEMORIAL HALL	39,714.00	-	39,714.00	-	-	39,714.00
20169A28	ATM APRIL 2016	Y	PLYMOUTH BEACH RESTROOM REPAIR	17,589.00	8,323.17	9,265.83	-	-	9,265.83
20189A3	ATM APRIL 2018	Y	GENERATOR @ DPW FACILITY	82,500.00	5,200.00	77,300.00	-	77,300.00	-
20199A1	ATM APRIL 2019	Y	FIRE STATN 1 ROOF & SUMP PUMP	483,914.00	449,727.82	34,186.18	11,389.38	5,936.92	16,859.88
20209A1	ATM AUGUST 2020	Y	ROOFS-POLICE AND MANOMET FIRE	668,000.00	611,145.10	56,854.90	56,854.90	-	-
20209A2	ATM AUGUST 2020	Y	ROOF-ANMLSHEL PINEH&CEDAR FIRE	352,000.00	31,070.00	320,930.00	174,481.38	65,668.62	80,780.00
20209A4	ATM AUGUST 2020	Y	BLDG CODE SURVEY-FEAS STDY DPW	60,500.00	10,000.00	50,500.00	47,000.00	3,500.00	-
20209A5	ATM AUGUST 2020	Y	PAVING-FIRE STATIONS AND DPW	550,000.00	217,468.25	332,531.75	-	-	332,531.75
2020S5	STM AUGUST 2020	Y	DESIGN/STUDY FIRE STATION RENO	500,000.00	370,917.07	129,082.93	129,082.93	-	-
20229A17	ATM APRIL 2022	Y	POLICE STATION HVAC REPLACEMENT	1,426,000.00	-	1,426,000.00	-	67,000.00	1,359,000.00
20229A18	ATM APRIL 2022	Y	TOWN BUILDING PLUMBING UPGRADE	157,323.00	-	157,323.00	-	-	157,323.00
20229A19	ATM APRIL 2022	Y	TOWN BUILDING PAINTING REPAIRS	160,799.00	-	160,799.00	-	53,080.00	107,719.00
<b>425 - FLEET MAINTENANCE</b>									
20209A27	ATM AUGUST 2020	Y	FLEET MAINT FORKLIFT	64,335.00	64,000.00	335.00	-	-	335.00

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES  
DPW ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Balance
20209A28	ATM AUGUST 2020	Y	FLEET MAINT JACKS FOR VEH LIFT	19,575.00	-	19,575.00	-	19,575.00	-
20219A16	ATM APRIL 2021	Y	FUEL EFFICIENCY PROGRAM	134,379.00	124,059.00	10,320.00	460.00	-	9,860.00
20219A17	ATM APRIL 2021	Y	SERVICE/FUEL TRUCK REPLACEMENT	69,977.00	-	69,977.00	62,474.27	-	7,502.73
20229A16	ATM APRIL 2022	Y	UPDATE TRUCK RADIOS	298,678.00	-	298,678.00	1,241.37	272,446.00	24,990.63
<b>490 - CREMATORY</b>									
2021FA5	FATM OCTOBER 2021	Y	REBUILD RETORT 1	105,750.00	47,000.00	58,750.00	54,913.00	-	3,837.00
<b>491 - CEMETERY</b>									
20099A15	ATM APRIL 2009	Y	CEMETERY SOFTWARE	15,113.96	5,060.51	10,053.45	-	-	10,053.45
20119A19	ATM APRIL 2011	Y	PARTING WAYS CEMETERY-ART 9	75,000.00	54,750.00	20,250.00	-	-	20,250.00
20139A22	ATM APRIL 2013	Y	VINE HILLS/RD WATER REPAIR ART9	80,000.00	79,073.85	926.15	-	926.15	-
20199A10	ATM APRIL 2019	Y	VINE HILLS WATER LINE & PAVING	75,000.00	43,019.52	31,980.48	-	-	31,980.48
20209A42	ATM AUGUST 2020	Y	CEDARVILLE CEMETERY EXPANSION	20,250.00	-	20,250.00	-	-	20,250.00
20209A43	ATM AUGUST 2020	Y	CEDARVILLE CEMETERY FENCE	60,750.00	31,720.00	29,030.00	3,000.00	6,550.00	19,480.00
20209A44	ATM AUGUST 2020	Y	HEARSE HOUSE RENOVATIONS	50,000.00	21,000.00	29,000.00	-	-	29,000.00
20209A45	ATM AUGUST 2020	Y	BURIAL HILL WALKWAYS & RAILING	55,000.00	49,513.27	5,486.73	-	-	5,486.73
20219A20	ATM APRIL 2021	Y	CHILTONVILLE NICHE WALL	140,000.00	31,000.00	109,000.00	2,384.84	-	106,615.16
2021FA7	FATM OCTOBER 2021	Y	1 TON PICKUP TRUCK	111,487.00	97,172.75	14,314.25	10,377.75	-	3,936.50
2021FA8	FATM OCTOBER 2021	Y	MINI EXCAVATOR	58,740.00	-	58,740.00	57,711.00	-	1,029.00
2021FA9	FATM OCTOBER 2021	Y	HEAVY DUTY UTILITY CART	43,832.00	43,216.76	615.24	615.24	-	-
2021S4E	STM APRIL 2021	Y	CEMETERY - NEW PICKUP TRUCK	45,868.00	41,585.00	4,283.00	-	-	4,283.00
<b>492 - PARKS AND FORESTRY</b>									
20169A34	ATM APRIL 2016	Y	PURCHASE RESTROOM TRAILER	25,000.00	-	25,000.00	4,880.54	-	20,119.46
20189A19	ATM APRIL 2018	Y	JENNEY GRIST MILL IMPROVEMENTS	750,000.00	531,547.22	218,452.78	-	9,251.86	209,200.92
2019F4C	FATM OCTOBER 2019	Y	MANOMET RECREATION IRRIGATION	66,838.00	66,305.42	532.58	532.58	-	-
20209A31	ATM AUGUST 2020	Y	PARKS TRACTOR	66,085.00	63,840.00	2,245.00	-	-	2,245.00
20209A32	ATM AUGUST 2020	Y	PARKS BUCKET TRUCK P64	239,397.00	-	239,397.00	-	236,587.00	2,810.00
20219A18	ATM APRIL 2021	Y	ZERO TURN MOWERS	30,059.00	28,374.64	1,684.36	-	-	1,684.36
2022S4A4	STM APRIL 2022	Y	BREWSTER GARDEN STAIRS	73,500.00	-	73,500.00	5,696.22	6,813.28	60,990.50
<b>TOTAL DPW ARTICLES</b>				12,553,709.21	5,454,872.73	7,098,836.48	912,606.61	1,212,755.04	4,973,474.83

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES  
ENTERPRISE FUND ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Balance
433 - SOLID WASTE OPERATIONS									
20199A28	ATM APRIL 2019	Y	MANOMET TRANSFER STAT MAINTENA	200,000.00	139,421.67	60,578.33	-	4,755.48	55,822.85
20209A56	ATM AUGUST 2020	Y	EXCAVATOR FOR TRANSFER STATION	222,640.00	198,750.00	23,890.00	-	-	23,890.00
20209A57	ATM AUGUST 2020	Y	TROMMEL SCREEN FOR YARD WASTE	361,554.00	319,850.00	41,704.00	-	-	41,704.00
20219A28	ATM APRIL 2021	Y	VOLVO ROLL-OFF SW93	235,198.00	199,519.34	35,678.66	-	-	35,678.66
20219A29	ATM APRIL 2021	Y	REPLACE COMPACTORS	158,540.00	-	158,540.00	96,745.60	-	61,794.40
20229A28	ATM APRIL 2022	Y	OFFICE CONTAINER	26,840.00	-	26,840.00	-	-	26,840.00
20229A29	ATM APRIL 2022	Y	CONTAINERS/DUMPSTERS	94,572.00	-	94,572.00	-	-	94,572.00
440 - SEWER									
20129A22	ATM APRIL 2012	Y	SEWER WASTEWATER MASPLN ART 9	250,000.00	212,772.22	37,227.78	-	-	37,227.78
20149A32	ATM APRIL 2014	Y	SEWER SYSTEM UPGRADE	250,000.00	237,221.00	12,779.00	-	12,779.00	-
20169A39	ATM APRIL 2016	Y	SEWER SYSTEM UPGRADES	250,000.00	172,027.82	77,972.18	349.00	-	77,623.18
20189A23	ATM APRIL 2018	Y	SCADA UPGRADES	55,000.00	54,305.57	694.43	-	-	694.43
2019F4D	FATM OCTOBER 2019	Y	WWTP GROUNDWATER DISCHARGE	130,000.00	89,567.04	40,432.96	8,358.75	32,074.21	-
2019S15	STM APRIL 2019	Y	WASTEWATER OP CONTRACT DEV	185,000.00	144,871.02	40,128.98	-	40,128.98	-
20209A48	ATM AUGUST 2020	Y	COLLECTION SYSTEM REHAB	500,000.00	369,098.77	130,901.23	21,737.43	2,733.74	106,430.06
20209A49	ATM AUGUST 2020	Y	CAMELOT DR SEWER EXT DESIGN	358,600.00	340,000.00	18,600.00	18,599.10	-	0.90
20219A21	ATM APRIL 2021	Y	EFFLUENT DISINFECTION BAFFLE	100,000.00	-	100,000.00	-	100,000.00	-
20219A22	ATM APRIL 2021	Y	SEPTAGE RECEIVING GRINDER	30,000.00	16,700.00	13,300.00	3,841.86	-	9,458.14
20219A23	ATM APRIL 2021	Y	WWTP FOG COLLECTION DESIGN	150,000.00	37,500.00	112,500.00	52,500.00	60,000.00	-
20229A22	ATM APRIL 2022	Y	CMOM PROGRAM	500,000.00	-	500,000.00	398,080.00	55,020.00	46,900.00
20229A23	ATM APRIL 2022	Y	EFFLUENT BAFFLE WALL	300,000.00	-	300,000.00	-	65,000.00	235,000.00
20229A24	ATM APRIL 2022	Y	REPLACE 2003 FORD F250	72,218.00	-	72,218.00	-	-	72,218.00
20229A25	ATM APRIL 2022	Y	SURF RAKE 600HD	62,690.00	-	62,690.00	62,690.00	-	-
2022S4A6	STM APRIL 2022	Y	WATER ST FLOOD BARRIER WALL	340,800.00	59,175.00	281,625.00	124,336.00	157,289.00	-
2022S4A7	STM APRIL 2022	Y	WATER STREET INTERCEPTOR	446,200.00	112,946.00	333,254.00	61,819.00	271,435.00	-
2022S4A8	STM APRIL 2022	Y	SCADA IMPROVEMENTS	300,000.00	-	300,000.00	18,760.00	281,240.00	-
450 - WATER									
20109A12	ATM APRIL 2010	Y	WATER SYSTEM DIST IMPRV-ART 9	337,496.47	8,310.32	329,186.15	-	-	329,186.15
20159C6	ATM APRIL 2015	Y	WATER INFRASTRUCTURE	497,960.00	488,706.59	9,253.41	-	9,253.41	-
20159C8	ATM APRIL 2015	Y	STEEL PLATES FOR ROAD CONSTRUC	15,000.00	10,931.25	4,068.75	-	-	4,068.75
20169A40	ATM APRIL 2016	Y	WATER INFRASTRUCTURE	500,000.00	477,032.72	22,967.28	-	22,915.00	52.28
20169A41	ATM APRIL 2016	Y	PURCHASE NEW MINI EXCAVATOR	100,000.00	89,406.80	10,593.20	-	-	10,593.20
20179APP	ATM APRIL 2017	Y	WATER INFRASTRUCTURE ART9	186,128.47	158,229.89	27,898.58	10.80	27,887.78	-
20189A26	ATM APRIL 2018	Y	WATER SYSTEM MASTER PLAN	305,800.00	288,082.25	17,717.75	-	-	17,717.75
20199A22	ATM APRIL 2019	Y	REPLACE 2001 6-WHL DUMP TRUCK	254,500.00	231,504.55	22,995.45	-	-	22,995.45
20199A23	ATM APRIL 2019	Y	WATER INFRASTRUCTURE	500,000.00	490,166.13	9,833.87	7,697.63	2,136.24	-
20199A24	ATM APRIL 2019	Y	WATER INSERTION VALVES DOWNTWN	750,000.00	519,245.26	230,754.74	-	-	230,754.74
20199A27	ATM APRIL 2019	Y	TRAILER MOUNT AIR COMPRESSOR	25,500.00	22,007.56	3,492.44	-	-	3,492.44

Data Date: 2/24/2023 11:44:28AM

**BURKE'S LAW - OUTSTANDING ARTICLE BALANCES  
ENTERPRISE FUND ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Balance
20209A50	ATM AUGUST 2020	Y	NEW WELL SOURCE EXPLORATION	200,000.00	26,368.65	173,631.35	35,934.72	137,696.63	-
20209A51	ATM AUGUST 2020	Y	WELL POWER UPGRADES	401,000.00	26,925.00	374,075.00	31,555.00	181,420.00	161,100.00
20209A52	ATM AUGUST 2020	Y	PUMP STATION UPGRADES	750,000.00	66,390.00	683,610.00	27,810.00	655,800.00	-
20209A53	ATM AUGUST 2020	Y	VALVE MAINT SYSTEM TRAILER	72,000.00	71,999.66	0.34	-	-	0.34
20209A54	ATM AUGUST 2020	Y	WATER SMART SOFTWARE	65,000.00	-	65,000.00	-	-	65,000.00
20209A55	ATM AUGUST 2020	Y	UTILITY TRUCK W46	85,400.00	75,418.43	9,981.57	-	-	9,981.57
20219A24	ATM APRIL 2021	Y	WATER SYSTEM IMPROVEMENTS	350,000.00	220,772.87	129,227.13	100,509.21	28,717.92	-
20219A25	ATM APRIL 2021	Y	VALVE EXERCISE & FLUSHING	109,000.00	23,122.00	85,878.00	60,662.00	716.00	24,500.00
20219A26	ATM APRIL 2021	Y	PICKUP TRUCK W43	68,973.00	-	68,973.00	58,562.49	-	10,410.51
2021S4A	STM APRIL 2021	Y	WARREN AVE BRIDGE WATER MAIN	390,000.00	74,593.06	315,406.94	4,487.17	310,919.77	-
2021S4B	STM APRIL 2021	Y	JORDAN RD BRIDGE WATER MAIN	558,000.00	72,852.57	485,147.43	2,788.04	482,359.39	-
20229A26	ATM APRIL 2022	Y	PUMP STATION UPGRADES	500,000.00	-	500,000.00	87,431.09	50,060.00	362,508.91
20229A27	ATM APRIL 2022	Y	REPLACE PICKUP W42	79,440.00	-	79,440.00	-	-	79,440.00
<b>482 - AIRPORT</b>									
20219A30	ATM APRIL 2021	Y	RW LENGTH ANALYSIS/ENV ASMT	8,333.00	-	8,333.00	-	-	8,333.00
20219A32	ATM APRIL 2021	Y	RUNWAY BROOM FOR SNOW REMOVAL	15,600.00	-	15,600.00	-	-	15,600.00
2021S4C	STM APRIL 2021	Y	AIRPORT WWTP UPGRADE	230,000.00	137,600.00	92,400.00	74,030.00	-	18,370.00
20229A30	ATM APRIL 2022	Y	RUNWAY ENVIRONMENT ASSESSMENT	8,600.00	-	8,600.00	-	-	8,600.00
20229A31	ATM APRIL 2022	Y	AIRPORT HANGAR INSULATION REPL	100,000.00	-	100,000.00	-	-	100,000.00
<b>TOTAL ENTERPRISE FUND ARTICLES</b>				13,043,582.94	6,283,391.01	6,760,191.93	1,359,294.89	2,992,337.55	2,408,559.49

NON-DPW ARTICLES	14,176,665	5,430,829	8,745,836	4,190,534	2,588,903	1,966,399
DPW ARTICLES	12,553,709	5,454,873	7,098,836	912,607	1,212,755	4,973,475
ENTERPRISE FUNDS ARTICLES	13,043,583	6,283,391	6,760,192	1,359,295	2,992,338	2,408,559
<b>0.00</b>	<b>39,773,957</b>	<b>17,169,092</b>	<b>22,604,865</b>	<b>6,462,435</b>	<b>6,793,995</b>	<b>9,348,434</b>





# ARTICLE SUPPORTING DOCUMENTATION



<b>ARTICLE 2:</b>
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**ARTICLE 2:** To hear the reports of the several Boards and Officers and Committees of the Town thereon, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 2. Approval of this article will allow boards and committees to place their reports on file with the Town Clerk. Most Board and Committee reports can be found in the Annual Town Report.



<b>ARTICLE 3:</b>
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**ARTICLE 3:** To see if the Town will vote pursuant to G.L. c. 44, §53E 1/2 to establish the fiscal year 2024 spending limits for each revolving fund established by Chapter 143 of the General By-laws, Departmental Revolving Funds, or take any other action relative thereto.  
**SELECT BOARD**

**RECOMMENDATION: Approval (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 3. Approval of this article will set the FY2024 spending caps for each of the revolving funds listed herein pursuant to G.L. c. 44, §53E ½.



**Town of Plymouth  
Finance Department**

TO: Select Board, Advisory & Finance Committee  
 FROM: Lynne A. Barrett, Director of Finance  
 RE: ATM Article 3 – FY2024 Revolving Fund Spending Caps  
 DATE: January 27, 2023 - Amended

In accordance with MGL Chapter 44: Section 53E ½ Revolving Funds, Plymouth’s revolving funds were established by bylaw. The statute further states that the town “shall, on or before July 1 of each year, vote on the limit on the total amount that may be expended from each revolving fund established under this section.” We are proposing the following FY2024 Revolving Fund Spending Caps:

<b>Revolving Fund</b>	<b>FY 2024 Spending Cap</b>
Manomet Village Parking	\$ 1
Cedarville Village Parking	\$ 1
West Plymouth Village Parking	\$ 1
No. Plymouth Village Parking	\$ 1
Plymouth Center Village Parking	\$ 1
Animal Shelter Adoption	\$ 5,000
State Boat Ramp	\$ 81,819.33
Recreation Fund	\$ 715,500
Vocational Technical Services Fund	\$ 350,000
Plymouth Beach Fund	\$ 523,901
Cemetery Repair & Beautification Fund	\$ 20,000
Council on Aging Programs Fund	\$ 65,000
Council on Aging Meals on Wheels	\$ 30,000
Fire Safety and Prevention	\$ 150,000
Fire Alarm Master Box Services	\$ 95,000
Local Hazardous Materials Program	\$ 60,000
Cedarville Community Center	\$ 12,000
Memorial Hall	\$ 250,425
Compost Bins	\$ 5,220
Hedges Pond	\$ 55,000
CPA Conservation Land	\$ 0
1820 Court House Maintenance	\$ 1
Shellfish Upweller	\$ 10,000
Plymouth County Outreach (PCO)	\$ 20,000
Little Red Schoolhouse	\$ 30,000

Thank you for your consideration of this article.



Revolving Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Fiscal Years	FY2023 Spending Cap	FY2024 Requested Spending Cap
<b>Manomet Village Parking</b> <i>Director of Planning &amp; Development</i>	Those identified as payments made in lieu of on-site parking.	As provided by Section 203.7 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	Fiscal Year 2024 and subsequent years	\$1	\$1
<b>Cedarville Village Parking</b> <i>Director of Planning &amp; Development</i>	Those identified as payments made in lieu of on-site parking.	As provided by Section 203.7 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	Fiscal Year 2024 and subsequent years	\$1	\$1
<b>West Plymouth Village Parking</b> <i>Director of Planning &amp; Development</i>	Those identified as payments made in lieu of on-site parking.	As provided by Section 203.7 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	Fiscal Year 2024 and subsequent years	\$1	\$1
<b>No. Plymouth Village Parking</b> <i>Director of Planning &amp; Development</i>	Those identified as payments made in lieu of on-site parking.	As provided by Section 203.7 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	Fiscal Year 2024 and subsequent years	\$1	\$1
<b>Plymouth Center Village Parking</b> <i>Director of Planning &amp; Development</i>	Those identified as payments made in lieu of on-site parking.	As provided by Section 203.7 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	Fiscal Year 2024 and subsequent years	\$1	\$1
<b>Animal Shelter Adoption</b> <i>Director of Marine &amp; Environmental Affairs</i>	Those identified as those arising from deposits/spaying & neutering.	In accordance with G.L.c.140 §139A, all animals placed for adoption must be spayed or neutered. This fund provides for other expenditures as authorized by §139A as well as a refund of a \$30 deposit, when proof of spaying or neutering procedure is provided. To be used for the care, health & welfare of the animals, equipment, supplies & capital expenditures.	Fiscal Year 2024 and subsequent years	\$5,000	\$5,000
<b>State Boat Ramp</b> <i>Harbor Master</i>	Those identified as relating to State Boat Ramp parking sticker receipts.	This fund shall be used salaries and benefits of full-time staff and part-time staff and other expenses for the purposes of managing, controlling and providing a higher level of public safety at the boat ramp.	Fiscal Year 2024 and subsequent years	\$71,575	\$81,819.33

<b>Revolving Fund</b>	<b>Fees, Charges or other Receipts Credited to Fund</b>	<b>Program or Activity Expenses Payable from Fund</b>	<b>Fiscal Years</b>	<b>FY2023 Spending Cap</b>	<b>FY2024 Requested Spending Cap</b>
<b>Recreation Fund</b> <i>Recreation Director</i>	Those identified as relating to recreational programs.	This fund shall be used for salaries and benefits of full-time staff, part-time and seasonal staff, as well as facility and capital expenses and other expenses related to recreation programs.	Fiscal Year 2024 and subsequent years	\$500,766	\$715,500
<b>Vocational Technical Services Fund</b> <i>School Department</i>	Those identified as arising from the Vocational/Educational Studies Programs enumerated above	This fund shall be for the salaries, benefits & expenditures of the following programs: a) Automotive b) CAD/CAM c) Carpentry d) Child Care e) Computer Science f) Marine Technology g) Culinary Arts h) Distributive Education i) Design & Visual Communication j) Electronics k) Graphic Arts l) Metals/Welding m) Plumbing n) Cosmetology o) Electrical	Fiscal Year 2024 and subsequent years	\$350,000	\$350,000
<b>Plymouth Beach Fund</b> <i>Director of Marine &amp; Environmental Affairs</i>	Those identified as seventy-five percent (75%) of non-resident parking receipts at Plymouth Beach, in addition to one hundred percent (100%) of Plymouth Long Beach 4x4 sticker fees.	This fund shall be used for salaries and benefits of full-time staff, part-time salaries of seasonal NRO's, police details, and for capital expenses and other expenses incurred for the purposes of providing maintenance and public safety of Plymouth Long Beach and repairs to the seawall.	Fiscal Year 2024 and subsequent years	\$ 481,992	\$523,901
<b>Cemetery Repair &amp; Beautification Fund</b> <i>Cemetery Superintendent</i>	Those arising from foundation revenue.	This fund shall be used for capital expenses and other expenses incurred for beautifying, restoring, researching, and repairing town cemeteries.	Fiscal Year 2024 and subsequent years	\$20,000	\$20,000
<b>Council on Aging Programs Fund</b> <i>Director of Elder Affairs - COA</i>	Those identified as relating to Council on Aging programs.	This fund shall be for contractual services and other expenses related to programs for senior citizens.	Fiscal Year 2024 and subsequent years	\$65,000	\$65,000
<b>CAL Café Nutrition and Council on Aging Meals on Wheels Donation Fund</b> <i>Director of Elder Affairs - COA</i>	Those identified as relating to the CAL Café Nutritional Program and donations for the Council on Aging Meals on Wheels program.	This fund shall be for CAL Café revenue sources, expenses, supplies, salaries, and staffing, as well as donation payments to Old Colony Elder Services for meals.	Fiscal Year 2024 and subsequent years	\$30,000	\$30,000

Revolving Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Fiscal Years	FY2023 Spending Cap	FY2024 Requested Spending Cap
<b>Fire Safety and Prevention</b> <i>Fire Chief</i>	Those identified as relating to permits issued and inspections performed by the Plymouth Fire Department, Fire Prevention Division.	This fund shall be for salaries and benefits and to support the operational cost of services provided within the Fire Prevention Division including capital expenses and other expenses.	Fiscal Year 2024 and subsequent years	\$150,000	\$150,000
<b>Fire Alarm Master Box Services</b> <i>Fire Chief</i>	Those identified as relating to fire alarm services performed by the Plymouth Fire Department, Fire Alarm Division.	This fund shall be for salaries, benefits, public safety equipment, materials, as well as capital expenses and other expenses used in accordance with Fire Alarm Services.	Fiscal Year 2024 and subsequent years	\$95,000	\$95,000
<b>Local Hazardous Materials Program</b> <i>Fire Chief</i>	Those identified as relating to fees collected by the Fire Department as a result of responding and mitigating hazardous materials incidents either in Plymouth or by mutual aid responses.	This fund shall be to replace, repair and/or purchase equipment and supplies used during hazardous materials incidents and to support the operational cost of services provided within the Fire Department Local Hazardous Materials Program.	Fiscal Year 2024 and subsequent years	\$60,000	\$60,000
<b>Cedarville Community Center</b> <i>Fire Chief</i>	Those identified as fees collected from the hourly rental fees for the use of the Cedarville Community Center.	The funds will be used to pay for regular cleaning of the facility as well as to replace, repair, or purchase supplies used for the cleaning and upkeep of the Community Room.	Fiscal Year 2024 and subsequent years	\$12,000	\$12,000
<b>Memorial Hall</b> <i>Director of Community Resources</i>	Those identified as relating to rental fees associated with Memorial Hall	This fund shall be for salaries and benefits of full-time staff and part-time staff, maintenance and operation of Memorial Hall including capital expenses and other expenses.	Fiscal Year 2024 and subsequent years	\$ 150,248	\$250,425
<b>Compost Bins</b> <i>Assistant DPW Director</i>	Those identified as relating to the sale of compost bins.	This fund shall be for purchasing compost bins.	Fiscal Year 2024 and subsequent years	\$5,160	\$5,220
<b>Hedges Pond</b> <i>Recreation Director</i>	Those identified as program fees from Recreation Dept. Day Program, daily-parking fees, special event & rental fees.	The funds will be used to cover Recreation Dept. seasonal salaries and operational expenses for the facility as well as capital expenses.	Fiscal Year 2024 and subsequent years	\$50,000	\$55,000
<b>CPA Conservation Land</b> <i>Director of Marine &amp; Environmental Affairs</i>	Those identified as fees from the harvest and/or lease of the Center Hill Cranberry Bog.	The funds will be used to for the care, maintenance, and necessary signage and other improvement of the land acquired with CPA funds.	Fiscal Year 2024 and subsequent years	\$800	\$0

Revolving Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Fiscal Years	FY2023 Spending Cap	FY2024 Requested Spending Cap
<b>1820 Court House Maintenance</b> <i>Town Manager in consultation with the Community Preservation Committee</i>	Those received from fees and other revenues, including lease proceeds, collected with respect to use of the 1820 Court House and Court House Green	The fund shall be for the maintenance of the 1820 Court House, façade, roof, cupola, courtroom and Vermont Marble Staircase.	Fiscal Year 2024 and subsequent years	\$1	\$1
<b>Shellfish Upweller</b> <i>Harbor Master</i>	Those identified as fees charged for upweller space	This fund shall be used to support the recreational shellfish program such as shellfish relays, future recreational oyster harvest, DMEA upweller to raise seed, or grant matching funds.	Fiscal Year 2024 and subsequent years	\$10,000	\$10,000
<b>Plymouth County Outreach (PCO)</b> <i>Police Chief</i>	Annual dues collected from PCO member departments.	PCO Initiative to assist those struggling with substance abuse disorders, mental health disorders, and/or behavioral Health disorders.	Fiscal Year 2024 and subsequent years	\$20,000	\$20,000
<b>Little Red Schoolhouse</b> <i>Town Manager and/or Finance</i>	Usage fee from building reservations	Maintenance, repairs, supplies, and/or improvements to the building	Fiscal Year 2024 and subsequent years	\$30,000	\$30,000

Revolving Fund Report

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other		Ending Balance	FY2023 Request	FY2024 Request	Variance
				Expenditures					
Manomet Village Parking:									
FY2022: 7/1/21-6/30/22	-	\$	-	\$	-	\$			
FY2023 1st Half: 7/1/22-12/31/22	-	\$	-	\$	-	\$	1	\$	1
Cedarville Village Parking:									
FY2022: 7/1/21-6/30/22		\$	-	\$	-	\$			
FY2023 1st Half: 7/1/22-12/31/22	-	\$	-	\$	-	\$	1	\$	1
W. Plymouth Village Parking:									
FY2022: 7/1/21-6/30/22	-	\$	-	\$	-	\$			
FY2023 1st Half: 7/1/22-12/31/22	-	\$	-	\$	-	\$	1	\$	1
N. Plymouth Village Parking:									
FY2022: 7/1/21-6/30/22	2,960.00	\$	-	\$	-	\$			
FY2023 1st Half: 7/1/22-12/31/22	2,960.00	\$	-	\$	-	\$	1	\$	1
Plymouth Center Village Parking:									
FY2022: 7/1/21-6/30/22	64,027.75	\$	29,800.00			\$			
FY2023 1st Half: 7/1/22-12/31/22	93,827.75	\$	16,300.00			\$	1	\$	1
Animal Adoption:									
FY2022: 7/1/21-6/30/22	5,078.21	\$	420.00			\$			
FY2023 1st Half: 7/1/22-12/31/22	5,498.21	\$	625.00			\$	5,000	\$	5,000
State Boat Ramp:									
FY2022: 7/1/21-6/30/22	49,445.38	\$	58,953.93	\$	48,419.24	\$			
FY2023 1st Half: 7/1/22-12/31/22	37,643.98	\$	43,687.12	\$	29,009.34	\$	71,575	\$	81,819
Shellfish Upweller									
FY2022: 7/1/21-6/30/22						\$			
FY2023 1st Half: 7/1/22-12/31/22						\$	\$10,000	\$	10,000.00
Recreation:									
FY2022: 7/1/21-6/30/22	680,529.16	\$	572,050.93	\$	209,774.93	\$			
FY2023 1st Half: 7/1/22-12/31/22	666,883.05	\$	238,458.35	\$	137,687.49	\$	500,766	\$	715,500
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Revolving Fund Report

Revolving Fund		Beg Balance		Receipts	Salary & Benefits		Expenditures		Ending Balance	FY2023 Request	FY2024 Request	Variance
Other												
Vocational/Technical Services:												
FY2022:	7/1/21-6/30/22	\$	214,304.79	\$	264,459.19	\$	10,086.45	\$	204,393.90	\$	264,283.63	
FY2023 1st Half:	7/1/22-12/31/22	\$	264,283.63	\$	116,236.64			\$	112,400.97	\$	268,119.30	\$
Plymouth Beach:												
FY2022:	7/1/21-6/30/22	\$	361,583.29	\$	467,868.75	\$	272,893.75	\$	66,761.77	\$	489,796.52	
FY2023 1st Half:	7/1/22-12/31/22	\$	489,796.52	\$	230,821.75	\$	176,001.18	\$	38,240.77	\$	506,376.32	\$
Cemetery Repair & Beautification:												
FY2022:	7/1/21-6/30/22	\$	99,053.24	\$	28,425.00			\$	83,740.00	\$	43,738.24	
FY2023 1st Half:	7/1/22-12/31/22	\$	43,738.24	\$	12,425.00			\$	9,969.95	\$	46,193.29	\$
Council on Aging Programs:												
FY2022:	7/1/21-6/30/22	\$	2,422.18	\$	44,387.45			\$	42,889.21	\$	3,920.42	
FY2023 1st Half:	7/1/22-12/31/22	\$	3,920.42	\$	32,254.00			\$	29,592.95	\$	6,581.47	\$
Council on Aging Meals on Wheels:												
FY2022:	7/1/21-6/30/22	\$	1,909.33	\$	12,748.19			\$	7,933.00	\$	6,724.52	
FY2023 1st Half:	7/1/22-12/31/22	\$	6,724.52	\$	7,581.60			\$	3,077.60	\$	11,228.52	\$
Fire Safety & Prevention:												
FY2022:	7/1/21-6/30/22	\$	253,544.27	\$	246,782.04	\$	26,486.68	\$	214,812.42	\$	259,027.21	
FY2023 1st Half:	7/1/22-12/31/22	\$	259,027.21	\$	96,875.20	\$	16,115.70	\$	53,550.04	\$	286,236.67	\$
Fire Alarm Services:												
FY2022:	7/1/21-6/30/22	\$	59,628.15	\$	59,400.00	\$	35,241.34	\$	46,812.80	\$	36,974.01	
FY2023 1st Half:	7/1/22-12/31/22	\$	36,974.01	\$	58,500.00	\$	20,399.29	\$	17,411.17	\$	57,663.55	\$
Fire Local Hazardous Waste:												
FY2022:	7/1/21-6/30/22	\$	0.67							\$	0.67	
FY2023 1st Half:	7/1/22-12/31/22	\$	0.67							\$	0.67	
Fire Cedarville Community Room:												
FY2022:	7/1/21-6/30/22	\$	5,722.94	\$	135.00			\$	295.00	\$	5,562.94	
FY2023 1st Half:	7/1/22-12/31/22	\$	5,562.94	\$	135.00			\$	540.00	\$	5,157.94	\$

## Revolving Fund Report

Revolving Fund	Other						Variance
	Beg Balance	Receipts	Salary & Benefits	Expenditures	Ending Balance	FY2023 Request	FY2024 Request
<b>Memorial Hall:</b>							
FY2022:	7/1/21-6/30/22	\$ 362,987.95	\$ 219,858.72	\$ 96,377.24	\$ 469,275.01		
FY2023 1st Half:	7/1/22-12/31/22	\$ 469,275.01	\$ 115,647.20	\$ 17,194.42	\$ 513,748.59	\$ 150,248	\$ 250,425
							\$ 100,177
<b>Compost Bins:</b>							
FY2022:	7/1/21-6/30/22	\$ 17,520.95	\$ 946.00		\$ 18,466.95		
FY2023 1st Half:	7/1/22-12/31/22	\$ 18,466.95	\$ 688.00		\$ 19,154.95	\$ 5,160	\$ 5,220
							\$ 60
<b>Hedges Pond Recreation:</b>							
FY2022:	7/1/21-6/30/22	\$ 184,130.48	\$ 56,304.50	\$ 20,312.89	\$ 214,620.50		
FY2023 1st Half:	7/1/22-12/31/22	\$ 214,620.50	\$ 6,585.00	\$ 27,492.48	\$ 193,713.02	\$ 50,000	\$ 55,000
							\$ 5,000
<b>CPA Conservation Land Revolving</b>							
FY2022:	7/1/21-6/30/22	\$ 3,650.62		\$ 172.39	\$ 3,478.23		
FY2023 1st Half:	7/1/22-12/31/22	\$ 3,478.23		\$ 3,478.23	\$ -	\$ 800	\$ -
							\$ (800)
<b>1820 Court House</b>							
FY2022:	7/1/21-6/30/22				\$ -		
FY2023 1st Half:	7/1/22-12/31/22				\$ -	\$ 1	\$ 1
							\$ -
<b>Plymouth County Outreach (PCO)</b>							
FY2022:	7/1/21-6/30/22	\$ 21,908.73	\$ 3,200.00	\$ 13,154.75	\$ 11,953.98		
FY2023 1st Half:	7/1/22-12/31/22	\$ 11,953.98	\$ 11,300.00	\$ 3,370.50	\$ 19,883.48	\$ 20,000	\$ 20,000
							\$ -
<b>Little Red Schoolhouse</b>							
FY2022:	7/1/21-6/30/22	\$ 28,020.20	\$ 2,671.50		\$ 30,691.70		
FY2023 1st Half:	7/1/22-12/31/22	\$ 30,691.70	\$ 1,391.00		\$ 32,082.70	\$ 30,000	\$ 30,000
							\$ -
Authorizations Requested						\$ 2,107,547.00	\$ 2,478,871.33
							\$ 371,324.33

<b>ARTICLE 4:</b>
-------------------

**ARTICLE 4:** To see what action the Town will take pursuant to Chapter 173 of the General By-Laws regarding the formation, reformation, organization, continuation or discharge of existing Committees created by vote of Town Meeting, or take any other action relative thereto.  
**SELECT BOARD**

**RECOMMENDATION: Approval (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 4. Approval of this article will authorize the 1749 Court House Committee, Plymouth Energy Committee, and the North Plymouth Steering Committee to continue to operate for the next three years, with a further review in three years at the 2026 Annual Town Meeting.





**TOWN OF PLYMOUTH  
FINANCE DEPARTMENT**

TO: Select Board  
Advisory and Finance Committee

FROM: Jeanette White  
Budget Analyst

RE: Article 4 – Town Meeting Committees

DATE: December 15, 2022

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Attached please find data sheets corresponding to the Town Meeting Committees scheduled for review at the 2023 Annual Town Meeting - Article 4.

**1749 Court House Committee**

Continue for review in three years at the 2026 Annual Town Meeting with no changes.  
A report will be placed on file with the Town Clerk to be included in the Annual Town Report.  
Please see the attached data sheet.

**Plymouth Energy Committee**

Continue for review in three years at the 2026 Annual Town Meeting with no changes.  
A report will be placed on file with the Town Clerk to be included in the Annual Town Report.  
Please see the attached data sheet.

**North Plymouth Steering Committee**

Continue for review in three years at the 2026 Annual Town Meeting with no changes.  
A report will be placed on file with the Town Clerk to be included in the Annual Town Report.  
Please see the attached data sheet.

## TOWN MEETING COMMITTEES

<u>Committee:</u>	<b>1749 Court House Committee</b>		
<u>Article/Year:</u>	Art. 27 - 1966 Annual Art. 102 - 1967 Annual Art. 64 - 1972 Annual		
<u>Term:</u>	Indefinite		
<u>Members:</u>	5		
<u>Appointing Authority:</u>	Select Board		
<u>Purpose:</u>	“...To explore the possibility of raising funds for the restoration of the interior of the building, by gifts from private and public sources, and if such financing is found, then the Committee, with the approval of the Board of Selectmen may accept such financing and proceed with the plans for restoration, in accordance with the terms of such gift or financing...(102,67)" and further "...the maintenance and continued restoration of said building, and furnishings therein...(64,72)".		
<u>Temporary/Permanent:</u>	Permanent		
<u>Review Dates:</u>	1987 ATM 1990 ATM 1993 ATM 1996 ATM 1999 ATM 2002 ATM	2005 ATM 2008 ATM 2011 ATM 2014 ATM 2017 ATM 2020 ATM	2023 ATM
<u>Next Review Date:</u>	2026 ATM		
<u>Term:</u>	Annual Appointment		
<u>Report Required:</u>	Oral report at Town Meeting or written report placed on file with Town Clerk for inclusion in Annual Report of the town.		
<b><u>2023 Recommendation:</u></b>	<b>Continue for review at the 2026 Annual Town Meeting.</b>		

## TOWN MEETING COMMITTEE

<u>Committee:</u>	<b>Plymouth Energy Committee</b>	
<u>Article/Year:</u>	Article 27 - 2004 FATM Article 19 - 2005 FATM	
<u>Members:</u>	9	
<u>Appointing Authority:</u>	Board of Selectmen	
<u>Purpose:</u>	“to investigate the municipalization and/or aggregation of electric power and/or distribution and to review energy usage and sources for recommendation”	
<u>Temporary/Permanent:</u>	Temporary	
<u>Review Dates:</u>	2008 2011 ATM 2014 ATM 2017 ATM	2020 ATM 2023 ATM
<u>Next Review Date:</u>	2026 ATM	
<u>Term:</u>	3- year overlapping terms	
<u>Report Required:</u>	Oral report at Town Meeting or a written report placed on file with Town Clerk for inclusion in Annual Report of the town.	
<u>2023 Recommendation:</u>	<b>Continue for review at the 2026 Annual Town Meeting.</b>	

## TOWN MEETING COMMITTEES

Committee: **North Plymouth Steering Committee**

Article/Year: Art. 7 - 12/7/92 STM

Members: 7

Appointing Authority: 6 - Planning Board  
1 - Selectmen

Any Town Meeting members who live within the defined North Plymouth Village Service Area who are not appointed to the committee shall be non-voting "ex-officio" members.

Purpose: "...implementing the recommendations outlined in the North Plymouth Village Master Plan. The Committee to be advisory in nature and its primary function to assist in the implementation of the North Plymouth Village Master Plan, and to advocate for the needs of the area."

Temporary/Permanent: Permanent

<u>Review Dates:</u>	1996 ATM	2014 ATM
	1999 ATM	2017 ATM
	2002 ATM	2020 ATM
	2005 ATM	2023 ATM
	2008 ATM	
	2011 ATM	

Next Review Date: 2026 ATM

Term: 3-year overlapping terms

Report Required: Oral report at Town Meeting or written report placed on file with Town Clerk for inclusion in Annual Report of the town.

**2023 Recommendation: Continue for review at the 2026 Annual Town Meeting.**

<b>ARTICLE 6:</b>
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**ARTICLE 6:** To see what action the Town will take pursuant to G.L. c.41, §108 with regard to fixing the salaries of elected Town Officials, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$22,500 (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will set the annual stipends for the Select Board and Town Moderator. There are no changes to the stipend amounts this year. The Chair of the Select Board will receive a stipend of \$4,500, the four remaining Select Board members will receive \$4,000 each, and the Moderator will receive \$2,000. The funding for these stipends are included in Article 7A – The General Fund Budget.



TOWN OF PLYMOUTH  
26 Court Street  
Plymouth, MA 02360  
(508) 747-1620

OFFICE OF TOWN MANAGER  
MEMORANDUM

---

To: Select Board  
Advisory and Finance Committee Members

From: Derek Brindisi, Town Manager

Date: December 15, 2022

Re: Annual Town Meeting, Article \_\_ – Fixing the Salaries of Elected Officials

*ARTICLE \_\_: To see what action the Town will take pursuant to G.L. c.41, §108 with regard to fixing the salaries of elected Town Officials, or take any other action relative thereto.*

**SELECT BOARD**

In order to comply with MGL Chapter 41, Section 108, the Town of Plymouth must annually vote at town meeting the salary and compensation of all elected officers.

There are no changes to the salaries of elected officials for FY24, therefore I am recommending the following:

\$4,500 – Chairman of the Select Board

\$4,000 – Select Board Member

\$2,000 - Moderator

Thank you for your consideration.





## **ARTICLE 7A:**

**ARTICLE 7A:** To see what action the Town will take to provide a reserve fund and to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town, including debt and interest, for the ensuing twelve-month period beginning July 1, 2023, or take any other action relative thereto.

### **SELECT BOARD**

#### **Sub-Committee Report A's Section of the Budget**

**RECOMMENDATION: Approval \$15,770,749 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report A.

#### **Sub-Committee Report B's Section of the Budget**

**RECOMMENDATION: Approval \$83,999,062 (9-1-2)**

The Advisory & Finance Committee recommends Town Meeting approve an appropriation of \$83,999,062 for this section of the Budget. This figure incorporates the recommendations made by Budget Sub-Committee B in their report and an increase of \$860,000 to the Salary Reserve Fund that was recommended at the Advisory & Finance Committee's Annual Budget Hearing. This \$860,000 increase is comprised of \$800,000 designed to prevent any layoffs of School Department personnel that may have otherwise been necessary if their budget was funded to be consistent with the Town's financial planning efforts, as recommended and described in Budget Sub-Committee F's report, and \$60,000 designed to permit the potential hiring of a library outreach position, as described in the Library section of Budget Sub-Committee E's report during FY24 should the Town's financial health allow it.

#### **Sub-Committee Report C's Section of the Budget**

**RECOMMENDATION: Approval \$34,173,647 (Unanimous, 11-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report C.

#### **Sub-Committee Report D's Section of the Budget**

**RECOMMENDATION: Approval \$13,253,080 (6-5-2)**

The Advisory & Finance Committee recommends Town Meeting approve an appropriation of \$13,253,080 for this section of the Budget.

#### **Sub-Committee Report E's Section of the Budget**

**RECOMMENDATION: Approval \$5,022,520 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve an appropriation of \$5,022,520 for this section of the Budget.

#### **Sub-Committee Report F's Section of the Budget**

**RECOMMENDATION: Approval \$113,887,523 (Unanimous, 12-0-0)** The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report F.



**FY2024 BUDGET SUB-COMMITTEE LISTING**

**A: ADMINISTRATION**

**INSPECTIONAL SVS**

**FIXED COSTS**

*Gail Butler (Chair), Christine Richards, Robert Zupperoli & Lou Cabana*

123 Town Manager	241 Building/Zoning	910 Member Benefits
152 Human Resources	510 Public Health	945 All Town Insurance
161 Town Clerk		
165 Elections & Town Meeting		

**B: FINANCE & IT DEPT**

**FIXED COSTS**

**DEBT**

*Christine Richards (Chair), Steve Keith, Steve Nearman & Ashley Shaw*

133 Finance & Accounting	129 Salary Reserve Fund	710 Long Term Debt
138 Procurement	132 Reserve Fund	750 Long Term Interest
141 Assessing	158 Tax Title Foreclosures	752 Short Term Interest
146 Treasury & Collections	911 Pension Contributions	753 Misc. Interest
155 Information Technology	913 Unemployment Trust	755 Bond Issuance
	914 Member Insurance	
	915 OPEB Trust	
	916 Compensated Absences	

**C: PUBLIC SAFETY**

**MARINE & ENVIRON**

*Kevin Canty (Chair), Steve Keith, Bethany Rogers & Evelyn Strawn*

210 Police	292 Animal Control
220 Fire	295 Harbor Master
291 Emergency Management	427 Natural Resources

**D: PUBLIC WORKS**

*Joe Lalley (Chair), Brian Dunn, Larry McGrath, Bruce Howard & Tim Lawlor*

411 Engineering	425 Fleet Maintenance
420 Highway	433 Solid Waste General Fund
421 Administration	490 Crematory
422 Building Maintenance	491 Cemetery
423 Snow & Ice	492 Parks & Forestry

**E: PLANNING & DEVELOPMENT**

**COMMUNITY RESOURCES**

*Evelyn Strawn (Chair), Ashley Shaw, Lou Cabana & Larry McGrath*

175 Community Planning	541 Center for Active Living
189 Redevelopment Authority	543 Veterans Services
	549 Disabilities
	610 Library
	695 1749 Court House
	630 Recreation

**F: SCHOOLS**

**FIXED COSTS**

*Robert Zupperoli (Chair), Brian Dunn, Kevin Canty, Tim Lawlor & Bethany Rogers*

300 Plymouth Schools	390 Medicaid Reimbursements
	391 Out of District Transport

**G: ENTERPRISE FUNDS**

*Steve Nearman (Chair), Gail Butler & Joe Lalley*

433 Solid Waste Enterprise	450 Water Enterprise	123 Cable Public Access
440 Sewer Enterprise	482 Airport Enterprise	

# **Sub-Committee A**

***Gail Butler (Chair), Lou Cabana, Christine Richards, & Robert Zupperoli***

To: Advisory & Finance Committee  
From: Budget Sub-Committee A – Administration/Inspectional Services/Fixed Costs  
Gail Butler, Chair  
Committee Members: Christine Richards, Lou Cabana, Robert Zupperoli  
Date: January 30, 2023  
Subject: Sub-Committee A - FY2024 Budget Review & Recommendations

**Budget Summary: Town Manager**

Proposed FY2024 Budget	Total:	\$1,392,399	Personnel:	\$816,834	Other:	\$575,565
FY2023 Budget	Total:	\$1,649,751	Personnel:	\$1,070,840	Other:	\$578,911
FY2022 Actual	Total:	\$1,258,660	Personnel:	\$786,198	Other:	\$472,463

**Department Synopsis**

The Town Manager provides for the professional day-to-day management of town government as well as carrying out the policies and directives set by the Select Board. The Town Manager's office includes six full time personnel. Asst. Town Manager Brad Brothers met with the Sub-Committee.

**Budget Observations**

The requested town manager's budget shows an overall decrease of 10% from the 2023 budget. The primary reasons for the decrease are a reduction of 1 personal assistant and the transfer of the grant writer to the Finance organization. A new investment in grant seeking capability amounts to a \$4,000 increase.

**Recommendations**

The Sub-Committee recommends a reduction of \$88,463 to the Select Board Recommended Budget, to accommodate the Town Manager's re-organization of the Town Manager and Finance Department, as requested. This reduction is the result of the Grant Writer position being moved to the Finance Department. The Sub-Committee recommends approval of an amended Town Manager's budget of \$1,392,399.

**Budget Summary: Human Resources**

Proposed FY2024 Budget	Total:	\$562,293	Personnel:	\$427,118	Other:	\$135,175
FY2023 Budget	Total:	\$536,407	Personnel:	\$313,607	Other:	\$222,800
FY2022 Actual	Total:	\$383,669	Personnel:	\$270,364	Other:	\$113,305

**Department Synopsis**

The Human Resources Department oversees all Human Resources of the Town. This includes hiring, benefits, in-service medical evaluations and managing healthcare and benefit consultants. The department consists of three full time personnel. Silvio Genao is the Human Resources Director.

**Budget Observations**

Human Resources Manager Silvio Genao spoke of an overriding goal of Efficiency for the organization but being challenged in meeting that goal by a significant understaffing in the Department. This budget addresses that need by adding an Asst. Human Resources Manager, resulting in shuffling of positions within the department, by hiring within. Offsetting the \$113,511 increase in Personnel costs is a reduction of \$87,625 in other spend primarily in Technical and Medical Services.

**Recommendations**

The Sub-Committee recommends approval of the budget at \$562,293.

### **Budget Summary: Town Clerk**

Proposed FY2024 Budget	Total:	\$593,131	Personnel:	\$392,951	Other:	\$200,180
FY2023 Budget	Total:	\$775,582	Personnel:	\$503,922	Other:	\$271,660
FY2022 Actual	Total:	\$620,037	Personnel:	\$362,536	Other:	\$257,501

### **Department Synopsis**

The Town Clerk's office has six full time personnel who perform services related to the administration and maintenance of all public records. These records include town meeting warrants and minutes, vital records, meeting postings and minutes, vote certification, town census, as well as dog registration and enforcement. Kelly McElreath is the Town Clerk. Elections and Town Meeting expenses are being shown separately for purposes of visibility.

### **Budget Observations**

The budget requested by the Town Clerk's office is \$593,131 which is a decrease of 24% from FY2023.

This reduction is largely as a result of the separate handling of Elections and Town Meeting expenses.

### **Recommendations**

The Sub-Committee recommends a budget amount of \$593,131.



### **Budget Summary: Building and Zoning**

Proposed FY2024 Budget	Total:	\$1,077,904	Personnel:	\$1,057,780	Other:	\$20,124
FY2023 Budget	Total:	\$1,027,416	Personnel:	\$1,014,176	Other:	\$13,240
FY2022 Actual	Total:	\$726,546	Personnel:	\$721,047	Other:	\$5,499

### **Department Synopsis**

The Building Department is responsible for ensuring that buildings are constructed and repaired safely. The Department issues zoning, building, electrical, gas and plumbing permits that allow the construction, reconstruction, repair, alteration and demolition of buildings and structures as well as the installation of equipment. The Department annually inspects restaurants, lodgings, and other places of assembly. The Department includes 13 (FTE) employees, 1 part-time and 4 alternates and is headed by Nick Mayo, Director of Inspectional Services.

### **Budget Observations**

The proposed budget represents a 4.9% increase over FY 2023. An open inspector position has now been filled.

Upgrades to software packages are planned as is an acquisition of tablets for use in the field in place of books as a productivity measure.

### **Recommendations**

The Sub-Committee recommends approval of the Building and Zoning budget at \$1,077,904.

### **Budget Summary: Public Health**

Proposed FY2024 Budget	Total:	\$406,820	Personnel:	\$323,920	Other:	\$82,900
FY2023 Budget	Total:	\$411,522	Personnel:	\$328,622	Other:	\$82,900
FY2022 Actual	Total:	\$339,255	Personnel:	\$275,680	Other:	\$63,575

### **Department Synopsis**

The Board of Health provides medical and inspection services. Inspection services include Title V inspections, PERC tests and food safety inspections. Medical services focus on communicable disease follow-ups, a change from prior years when the Board of Health provided flu vaccinations, blood pressure clinics and other health awareness programs. The Department employs 5 people, including the department head, and one part-time Animal Inspector. The Board of Health is managed by Karen Keane.

### **Budget Observations**

The overall budget for FY 2024 shows a reduction of 1.1% year to year. Contributing to this plan is a reduction of 1 part-time employee. A vacation buyback of \$2059 is an increase.

### **Recommendations**

The Sub-Committee recommends the proposed budget of \$406,820.

**Budget Summary: Member Benefits**

Proposed FY 2024 Budget	Total:	\$9,331,685	Personnel:	0	Other:	\$9,331,685
FY2023 Budget	Total:	\$8,830,905	Personnel:	0	Other:	\$8,830,905
FY2022Actual	Total:	\$8,167,549	Personnel:	0	Other:	\$8,167,549

**Department Synopsis**

The Member Benefits budget funds programs that provide benefits and coverage for town employees. Programs include employment coverage for Workers Compensation, disability insurance, life insurance and healthcare coverage for retirees. Other programs include a deferred compensation match, a wellness program and benefits for in-service injury and illness. Silvio Genao is the Human Resources Director.

**Budget Observations**

The FY 2024 budget shows an increase of \$500,780 or 5.7%. The FY 2023 budget had increased by 8.4%. This budget includes a new position to control injury claims. Also, there is an intention to focus on building the Wellness Program accounting for a \$10,000 increase. The Managed Blue Health Insurance option remains very popular accounting for an increase of \$439,404. The employer share of Medicare Part B amounts to 1.45%. No Medicare Part B premiums for future retirees will be paid as of June FY2023 bringing these costs down year by year going forward.

**Recommendations**

The Sub-Committee recommends the member benefits be approved as submitted at \$9,331,685.

### **Budget Summary: Town Insurance**

Proposed FY 2024 Budget	Total:	\$2,106,524	Personnel:	0	Other:	\$2,106,524
FY2023 Budget	Total:	\$1,881,146	Personnel:	0	Other:	\$1,881,146
FY2022 Actual	Total:	1,606,073	Personnel:	0	Other:	\$1,606,073

### **Department Synopsis**

This budget covers the Town's property and liability insurance costs.

### **Budget Observations**

Total budget requested shows an increase of 12% or \$225,378. The increase in FY2023 was 25.6%. The value of Town owned property has increased, plus the increased costs in employee liability, vehicles, equipment, and claim history. A plan is in place to put property and liability coverage out to bid.

### **Initiatives & Opportunities**

The town takes advantage of a 3% discount by paying the insurance premium in early July. The town also takes advantage of the power of the Massachusetts Interlocal Insurance Association (MIIA), which many municipalities in Massachusetts utilize, to negotiate for best pricing. Plymouth also receives other discounts via training sessions they participate in periodically.

### **Recommendations**

The Sub-Committee recommends the town insurance budget be approved for \$2,106,524.

### **Budget Summary: Elections and Town Meeting**

Proposed FY 2024 Budget	Total:	\$299,993	Personnel:	\$168,076	Other:	\$131,917
FY2023 Budget	Total:	\$0	Personnel:	\$0	Other:	\$0
FY2022 Actual	Total:	\$0	Personnel:	\$0	Other:	\$0

### **Department Synopsis**

This department has 90 people assigned when needed and covers the expenses pertaining to all town elections and Town Meetings.

### **Budget Observations**

Personnel services includes \$48,000 for police details and \$44,000 for overtime pertaining to Mail-in balloting. Postage and printing run \$45,852. An investment in Apple iPads – 2 per precinct - accounts for most of the Department Equipment expenditure of \$34450.

### **Recommendations**

The Sub-Committee recommends the approval of the Charter Commission's budget of \$299,993.

# Sub-Committee B

*Christine Richards (Chair), Steve Nearman, & Ashley Shaw*

To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman, and Ashley Shaw

Date: January 17, 2023  
Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary** :#129 Salary Reserve Fund

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$80,820	\$0	\$0	\$80,820
FY2023 Revised Budget	\$0	\$231,548	\$0	\$231,548
FY2022 Actual Budget	\$0	\$60,727	\$0	\$60,727

**Department Synopsis**

The Salary Reserve Fund is used for potential contract settlements, reclassifications, or other contractual issues that may come up in any particular year.

**Budget Observations**

The decrease in the FY2024 budget is \$150,728, a 65.1% decrease from FY2023. The FY2024 budget represents decreases due to the settlement of contracts. All contracts were mostly settled through FY2024. There are still lingering reclassifications that still need to be reconciled. This amount should cover those items.

**Recommendations**

The Sub-Committee recommends approval of the Select Boards budget of \$80,820

To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman,  
and Ashley Shaw

Date: January 17, 2023

Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#132 FinCom Reserve Fund

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$0	\$150,000	\$0	\$150,000
FY2023 Revised Budget	\$0	\$129,700	\$0	\$129,700
FY2022 Actual Budget	\$0	\$73,800	\$0	\$73,800

**Department Synopsis**

The FinCom (Advisory & Finance Committee) Reserve Fund is used to fund unexpected emergency town expenses due to unforeseen circumstances. Examples include special elections, fuel, and utilities, etc. Requests for funds are made to the Advisory & Finance Committee, and if they are approved, the funds are transferred from this fund to the appropriate account.

**Budget Observations**

This is a level-funded budget

**Recommendations**

The Sub-Committee recommends approval of the Select Board's budget of \$150,000.



To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman,  
and Ashley Shaw

Date: January 17, 2023

Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#133 Finance & Accounting Division

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$814,187	\$121,792	\$0	\$935,979
FY2023 Revised Budget	\$696,059	\$130,095	\$0	\$826,154
FY2022 Actual Budget	\$605,933	\$122,788	\$0	\$728,721

**Department Synopsis**

The Finance and Accounting department is responsible for maintaining the town's financial records and budget analysis. The town's internal auditor reports to this division administratively.

**Budget Observations**

The Grant Writer position was transferred from the Town Manager Department to the Finance Department. This has increased the salary line item by \$81,888, the Sick-LTIA by \$1,575, and the addition of a line item Grant Finder Subscription in the amount of \$4,000. The change amounts to \$88,463. In addition, the printing line item in the amount of \$14,000. which was allocated to the Finance Dept. in the past for Town Meetings has been shifted to the new Elections and Town Meeting Department. The net increase in the Finance & Accounting budget is 11.7%.

**Recommendations**

The Sub-Committee recommends approval of the Finance & Accounting Dept. budget of \$935,979. as presented during the Sub-Committee B meeting.

To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman,  
and Ashley Shaw

Date: January 17, 2023

Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#138 Procurement

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$211,814	\$227,985	\$0	\$439,799
FY2023 Revised Budget	\$202,206	\$213,427	\$0	\$415,633
FY2022 Actual Budget	\$167,373	\$287,933	\$0	\$455,306

**Department Synopsis**

The Procurement Department is responsible for organizational purchasing services for the Town. Organizational purchasing is substantially different from consumer purchasing. Within the constraints of legal and statutory regulations organizational purchasing has the objective of ensuring effective operations, strategic planning, and competitiveness. The core principles of centralized purchasing are economies of scale, standardization of products, consolidations of supplies, purchasing policies, financial controls, and common information.

**Budget Observations**

The total budget reflects an increase of 5.8% or \$24,166. The increase reflects contractual salary obligations including sick leave buyback. Reflective on the past two years of expenses related to advertising, that line item decreased by 33%. Courier services were increased due to gas prices. Data plans for cell phones were required to be upgraded, increasing the cell phone budget by 16.7% or \$6,000. High-security shredders were purchased for the Police Dept. and the Human Resources Dept. due to the sensitive nature of the documents being destroyed. In addition, office furniture was purchased for the Police Dept. and the Water Dept. These purchases increased the budget by 757.3% or \$22,720.

The total budget for the Procurement Dept. was increased by 5.8%.

**Recommendations**

The Sub-Committee recommends approval of the Select Board's budget of \$439,799.

To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman,  
and Ashley Shaw

Date: January 17, 2023  
Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#141 Assessing

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$635,758	\$124,462	\$0	\$760,220
FY2023 Revised Budget	\$601,481	\$124,049	\$0	\$725,530
FY2022 Actual Budget	\$425,030	\$74,319	\$0	\$499,349

**Department Synopsis**

The Assessing Department works with the 5-member appointed Board of Assessors and is responsible for valuing all real and personal property. It is also responsible for annually submitting a tax rate recapitulation summary (recap sheet) for approval by the Massachusetts Department of Revenue, and recertify the value of the town by doing field and data reviews of the community every five years in an attempt to maintain equitable values. Additionally, the department is responsible for motor vehicle excise bills.

**Budget Observations**

The total budget reflects an increase of 4.8% or \$34,690. The increase reflects contractual salary obligations including sick leave buyback. The new initiative part-time employee was made permanent to continue to assist in fieldwork. Ms. Barrett spoke about the importance of the Assessing Department in capturing the revenue for the Town.

**Recommendations**

The Sub-Committee recommends approval of the Select Board's budget of \$760,220.

To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman,  
and Ashley Shaw

Date: January 17, 2023

Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#146 Treasurer & Collector

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$805,422	\$92,669	\$0	\$898,091
FY2023 Revised Budget	\$765,410	\$99,985	\$0	\$865,395
FY2022 Actual Budget	\$581,644	\$86,211	\$0	\$667,855

**Department Synopsis**

The Treasurer and Collector department is responsible for collecting property taxes, vehicle excise, beach and dump sticker fees, and most other taxes and fees the town collects. In addition, the department is responsible for the treasury functions of the town, including cash management, debt issuance, and investing town funds.

**Budget Observations**

The total budget reflects an increase of 3.8% or \$32,696. The increase reflects contractual salary obligations and an increase in seasonal employees. Additional step increases due to new staff. Select Board requested to return from an online-only model of beach sticker sales enacted during COVID to both online and in-person. Reduction in stock of stickers and printing was a result of online sales.

**Recommendations**

The Sub-Committee recommends approval of the Select Board's budget of \$898,091.

To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman,  
and Ashley Shaw

Date: January 17, 2023

Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#155 Information Technologies

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$751,199	\$1,582,355	\$18,750	\$2,352,304
FY2023 Revised Budget	\$768,360	\$1,531,008	\$33,530	\$2,332,898
FY2022 Actual Budget	\$581,791	\$1,005,806	\$0	\$1,587,597

**Department Synopsis**

The Information Technologies (IT) Department has a staff of 8. This includes one employee primarily responsible for supporting the Police Department and another employee responsible for the Fire Department. The goals of the IT Department are: to maintain a municipal area network connecting all town buildings; train town personnel on the use of new computer technologies; support and maintain the town's municipal area network; provide a stable infrastructure on which to build; and implement technologies allowing other departments to more efficiently accomplish their goals.

**Budget Observations**

The total budget reflects only a slight increase of 0.8% or \$19,406. The increase essentially reflects a level-funded budget. New Initiative "Archive Social" software for archiving social media accounts. Reduced funding for consulting and departmental equipment.

**Recommendations**

The Sub-Committee recommends approval of the Select Board's budget of \$2,352,304.

To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman,  
and Ashley Shaw

Date: January 17, 2023

Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#158 Tax Title and Foreclosures

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$0	\$261,000	\$0	\$261,000
FY2023 Revised Budget	\$0	\$296,000	\$0	\$296,000
FY2022 Actual Budget	\$0	\$141,375	\$0	\$141,375

**Department Synopsis**

This budget covers the costs of land court recordings and legal services. These costs, primarily associated with real estate tax liens and foreclosures, are usually recovered by the town when the taxes are ultimately paid.

**Budget Observations**

The total budget reflects a decrease of 11.8% or \$35,000. The department has been successful in collections and has performed most of the work in-house without having to utilize outside legal assistance.

**Recommendations**

The Sub-Committee recommends approval of the Select Board's budget of \$261,000.

**Department of Finance – 710-755 Debt and Interest**

	FY22 Actual	FY23 Revised	FY24 Proposed
710 Long Term Debt	\$9,848,983	\$9,672,799	\$9,502,539
750 Long Term Interest	\$6,295,731	\$6,001,616	\$5,554,235
752 Short Term Interest	\$0	\$463,759	\$1,219,022
753 Misc Interest	\$407	\$5,000	\$5,000
755 Bond Issuance Costs	\$10,746	\$25,000	\$0
Total	\$16,155,867	\$16,168,174	\$16,280,796

**Budget Observations**

The decrease in the Long-Term Debt budget for FY2024 is \$170,260 a 1.8% decrease from FY2023. This budget reflects principal payments due on existing debt.

The decrease in the Long-Term Interest budget for FY2024 is \$447,381, a 7.5% decrease from FY2023. This budget reflects the interest on existing long-term debt.

The increase in the Short-Term Interest budget for FY2024 is \$1,138,522, a 1,414.3% increase from FY2023. This budget reflects the interest on new approved projects in their early stages before a long-term bond is issued.

The Miscellaneous Interest budget is level funded for FY2024. This budget is primarily for interest paid on tax abatements.

The Bond issuance Costs budget is unfunded for FY2024. This budget reflects the costs of issuing bonds and Bond Anticipation Notes paid up front, such as legal, printing, etc., that are not covered by bond premiums.

**Recommendations**

The sub-committee recommends approval of the Select Board budget amounts for each of the debt and interest budgets listed above.

To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman, and Ashley Shaw

Date: January 17, 2023

Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#911 Pension Contributions

	Town	School	Total
Proposed FY2024 Budget	\$13,816,851	\$4,601,852	\$18,418,703
FY2023 Revised Budget	\$12,449,141	\$4,585,057	\$17,034,198
FY2022 Actual Budget	\$11,866,955	\$4,335,173	\$16,202,128

**Department Synopsis**

This budget (comprised of both the town and non-educational-based School Department pension contributions) represents the town's normal pension funding based on current employees and retirees using actuarial calculations, plus an amount needed to amortize the unfunded prior liability.

**Budget Observations**

The increase in the FY2024 budget is \$1,384,505, an 7.8% increase from FY2023.

This budget is produced using the state schedule with a long-term goal of being fully funded by 2035. The chart above reflects the town employees and non-education-based school employees.

The Trust is managed and invested by the Plymouth Retirement Board, a 5-member board that meets on a regular basis.

**Recommendations**

The Sub-Committee recommends approval of the Select Board's budget of \$18,418,703.



To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman,  
and Ashley Shaw

Date: January 17, 2023

Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#913 Unemployment

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$0	\$20,000	\$0	\$20,000
FY2023 Revised Budget	\$0	\$125,000	\$0	\$125,000
FY2022 Actual Budget	\$0	\$225,000	\$0	\$225,000

**Department Synopsis**

This budget represents a transfer to the Unemployment Compensation Trust. The Trust is used to cover unemployment compensation claims.

**Budget Observations**

This budget has decreased by \$105,000. CARES Act reimbursement was helpful in replenishing the unemployment trust fund. Positions that are being cut this year are unfilled positions. Any positions that may be cut will be offered an opportunity to fill vacant positions that remain open.

**Recommendations**

The Sub-Committee recommends approval of the Select Board's budget of \$20,000.

To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman,  
and Ashley Shaw

Date: January 17, 2023

Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#914 Member Insurance

	Town	School	Total
Proposed FY2024 Budget	\$15,463,518	\$25,780,341	\$41,243,859
FY2023 Revised Budget	\$14,764,275	\$25,147,430	\$39,911,705
FY2022 Actual Budget	\$13,683,746	\$23,469,298	\$37,153,044

**Department Synopsis**

This budget represents the taxpayer-funded employer contributions to the Healthcare Trust Funds (one for Medical and one for Dental).

**Budget Observations**

The increase in the FY2024 budget is \$1,332,154 a 3.3% increase from FY2023.

This increase appears appropriate given Plymouth's claims trend and the balance projections for the Health Insurance Trust Fund.

The proposed budget increase reflects a conservative approach to funding the Health Insurance Trust Fund by minimizing premium increases for employees and ensuring adequate funding of the Trust to pay estimated claims.

**Recommendations**

The Sub-Committee recommends approval of the Select Board's budget of \$41,243,859.

To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman,  
and Ashley Shaw

Date: January 17, 2023

Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#915 OPEB Trust Funding

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$0	\$1,172,491	\$0	\$1,172,491
FY2023 Revised Budget	\$0	\$1,149,501	\$0	\$1,149,501
FY2022 Actual Budget	\$0	\$1,109,956	\$0	\$1,109,956

**Department Synopsis**

This budget puts aside funds for the Other Post-Employment Benefits obligations of the town to its employees. The primary component of that liability is retiree health insurance benefits.

**Budget Observations**

The increase in the FY2024 budget is \$22,990, a 2.0% increase from FY2023.

The FY2023 funding is based on 1% of the estimated payroll.

**Recommendations**

The Sub-Committee recommends approval of the Select Board's budget of \$1,172,491.

To: Advisory & Finance Committee  
From: Budget Sub-Committee B: Christine Richards (Chair), Steve Keith, Steve Nearman,  
and Ashley Shaw

Date: January 17, 2023

Subject: Sub-Committee B FY2024 Budget Review & Recommendations:

**Budget Summary:**#916 Compensated Absences

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$0	\$125,000	\$0	\$125,000
FY2023 Revised Budget	\$0	\$125,000	\$0	\$125,000
FY2022 Actual Budget	\$0	\$125,000	\$0	\$125,000

**Department Synopsis**

This fund serves to pay out unused vacation and, if applicable, sick time to employees who exit their jobs.

**Budget Observations**

This budget is level funded for FY2024.

**Recommendations**

The Sub-Committee recommends approval of the Select Board's budget of \$125,000.

# Sub-Committee C

*Kevin Canty (Chair), Steve Keith, Bethany Rogers & Evelyn Strawn*

To: Advisory & Finance Committee  
 From: Budget Sub-Committee C: Kevin Canty, Chair; Bethany Rogers, Evelyn Strawn, Steve Keith  
 Date: February 15, 2023  
 Subject: Sub-Committee C FY2024 Budget Review & Recommendations: Police Department

### **Budget Summary: Police Department**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 15,388,613	\$ 974,404	\$ 549,360	\$ 16,912,377
FY2023 Revised Budget	\$ 14,932,125	\$ 559,514	\$ 567,110	\$ 16,058,749
FY2022 Actual	\$ 12,160,489	\$ 518,405	\$ 465,613	\$ 13,144,507

### **Department Synopsis**

Chief Dana Flynn leads the Plymouth Police Department, which is charged with delivering police protection and carrying out various law enforcement responsibilities within the Town of Plymouth.

### **Budget Observations**

The Budget approved by the Select Board recommends a \$853,628 (5.3%) overall increase to the Police Department. The Personnel Services section of the budget sees an overall increase of \$456,488 (3.1%) due to contractual obligations contained in the collective bargaining agreements settled this past year. The Police Department will be eliminating one officer position via attrition (not a layoff) in this fiscal year, bringing the headcount to 127 total officers (from Chief down to the newest patrol officer). Other Expenses sees an overall increase of \$414,890 (74.2%). Notable sources of this increase include: an increase to Professional Services of \$401,250 (1,294.4%) in anticipation of consolidating dispatch services of Plymouth Police & Fire Departments with Plymouth County (intended to increase efficiency and collaboration between the departments); a \$2,000 (100.0%) increase to Marine Fuel driven by the rising price of fuel; and a \$3,600 (25.7%) increase to the Telephone line item to equip job roles that need phones with said phones, such as detectives; and a \$15,000 (27.9%) increase to Meetings, Education, and Training due to rising costs of required trainings in this upcoming fiscal year. The Departmental Equipment section sees an overall reduction of \$17,750 (3.1%) from last year. The Department has to replace a certain number of cruisers every year to keep the fleet operational (cruisers typically last about 3 years each), but given the economic situation the Department plans to replace a maximum of 8 cruisers this year instead of the maximum of 10 it had originally planned to replace.

### **Initiatives & Opportunities**

There are no new initiatives or opportunities to report.

### **Recommendations**

The Sub-Committee recommends a budget for this Department consistent with that approved by the Select Board.

### **Comments / Other**

The Sub-Committee believes this division is well run and serves the Town effectively.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee C: Kevin Canty, Chair; Bethany Rogers, Evelyn Strawn, Steve Keith  
 Date: February 15, 2023  
 Subject: Sub-Committee C FY2024 Budget Review & Recommendations: Fire Department

**Budget Summary: Fire Department**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 14,957,730	\$ 490,334	\$ 260,264	\$ 15,708,328
FY2023 Revised Budget	\$ 14,652,100	\$ 434,629	\$ 197,732	\$ 15,284,461
FY2022 Actual	\$ 13,352,215	\$ 477,241	\$ 137,782	\$ 13,967,238

**Department Synopsis**

Chief Neil Foley leads the Plymouth Fire Department, which is charged with providing fire protection and a variety of emergency medical services within the Town of Plymouth.

**Budget Observations**

The Budget approved by the Select Board recommends a \$423,867 (2.8%) overall increase to the Fire Department. The Personnel Services section sees an overall increase of \$305,630 (2.1%) that is due to contractual obligations contained in the collective bargaining agreements settled this past year. The Fire Department will be eliminating one firefighter position via attrition (not a layoff) in this fiscal year, bringing the headcount to 138 total firefighters. One firefighter position is being eliminated. The Other Expenses section sees an overall increase of \$55,705 (12.8%). Notable sources of this increase include: a \$2,740 (34.7%) increase to Information Technology Supplies driven by the rising costs of batteries in defibrillators and other essential equipment; a \$16,541 (153.9%) increase to Training Supplies to pay for new software that will streamline the Department's training verification and reporting process to the Insurance Services Office, which impacts residents' property insurance rates; and a \$18,864 (15.0%) increase to Vehicle Maintenance Supplies driven by the rising cost of materials. This year also sees some things, such as the \$4,000 being shifted from the R&M Equipment line item to the R&M Communication Lines line item, being shifted from one line item in this section to another line item that more accurately reflects actual activity, which explains some of the other increases and decreases in this section. Departmental Equipment sees a \$62,532 (31.6%) increase that is driven largely by 20 sets of turnout gear being shifted from the Turnout Gear line item in Other Expenses into Departmental Equipment. The rising cost of portable radios and other equipment accounts for other increases to the Departmental Equipment section.

**Initiatives & Opportunities**

There are no new initiatives or opportunities to report.

**Recommendations**

The Sub-Committee recommends a budget for this Department consistent with that approved by the Select Board.

**Comments / Other**

The Sub-Committee believes this division is well run and serves the Town effectively.

To: Advisory & Finance Committee  
From: Budget Sub-Committee C: Kevin Canty, Chair; Bethany Rogers, Evelyn Strawn, Steve Keith  
Date: February 15, 2023  
Subject: Sub-Committee C FY2024 Budget Review & Recommendations: Emergency Management

**Budget Summary: Emergency Management**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 51,954	\$ 54,900	\$ --	\$ 106,854
FY2023 Revised Budget	\$ 68,439	\$ 59,900	\$ --	\$ 128,339
FY2022 Actual	\$ --	\$ 54,408	\$ --	\$ 54,408

**Department Synopsis**

The Office of Emergency Management is a division of the Plymouth Fire Department. Christian Horvath serves as the Emergency Management Director. The responsibilities of this division include the activation of the Emergency Operations Center, acting as liaison with local, state, and federal public safety and law enforcement and emergency management officials. The division also performs post-incident debris management work.

**Budget Observations**

The Budget approved by the Select Board sees an overall decrease of \$21,485 (16.7%). Personnel Services sees a decrease of \$16,485 (24.1%). This is due to the elimination of the Administrative Assistant position via attrition (not a layoff) in this fiscal year. The Other Expenses section sees an overall decrease of \$5,000 (8.3%) entirely attributable to a \$5,000 (12.5%) reduction in the Debris Management line item. These reductions were undertaken purely in response to the Town's fiscal situation.

**Initiatives & Opportunities**

The Town is taking on an additional 10% of this division's operational expenses for this upcoming fiscal year. Last year, 50% of the division's operational expenses were shifted onto the Town. The division was historically funded by grants from the operator/owner of Pilgrim Nuclear Power Station, but will not be receiving any further funding from Holtec. The division plans to shift an additional 10% each year onto the Town's rolls until the division is entirely Town-funded, using remaining grant funds it already has to make up the difference during the transition.

**Recommendations**

The Sub-Committee recommends a budget for this Division consistent with that approved by the Select Board.

**Comments / Other**

The Sub-Committee believes this division is well run and serves the Town effectively.



To: Advisory & Finance Committee  
From: Budget Sub-Committee C: Kevin Canty, Chair; Bethany Rogers, Evelyn Strawn, Steve Keith  
Date: February 15, 2023  
Subject: Sub-Committee C FY2024 Budget Review & Recommendations: Animal Control

**Budget Summary: Animal Control**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 186,739	\$ 6,800	\$ --	\$ 193,539
FY2023 Revised Budget	\$ 196,230	\$ 6,800	\$ --	\$ 203,030
FY2022 Actual	\$ 164,421	\$ 6,448	\$ --	\$ 170,869

**Department Synopsis**

This is one of three divisions within Marine and Environmental Affairs. David Gould is the Director of Marine and Environmental Affairs. This division employs three animal control officers. This division runs the Town's animal shelter, enforces the Town's animal by-laws and provides support for resident encounters with wildlife.

**Budget Observations**

The Budget approved by the Select Board contains a \$9,491 (4.7%) overall decrease. This decrease is situated entirely in the Personnel Services section of the budget and is caused by the retirement of a longtime employee and the hiring of two new employees at a lower salary step. The retirement also reduced the longevity pay and sick buyback line items. All other line items and sections of this Budget are level-funded from the prior fiscal year.

**Initiatives & Opportunities**

There are no new initiatives or opportunities to report.

**Recommendations**

The Sub-Committee recommends a budget for this division of Marine & Environmental Affairs that is consistent with that approved by the Select Board.

**Comments / Other**

The Sub-Committee believes this division is well run and serves the Town effectively.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee C: Kevin Canty, Chair; Bethany Rogers, Evelyn Strawn, Steve Keith  
 Date: February 15, 2023  
 Subject: Sub-Committee C FY2024 Budget Review & Recommendations: Harbormaster

**Budget Summary: Harbormaster**

	Personnel Expenses	Other Expenses	Fuel & Utilities	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 466,321	\$ 45,800	\$ 25,000	\$ --	\$ 537,121
FY2023 Revised Budget	\$ 466,649	\$ 45,800	\$ 25,000	\$ --	\$ 537,449
FY2022 Actual	\$ 413,362	\$ 47,786	\$ 17,902	\$ 13,586	\$ 492,635

**Department Synopsis**

This is one of three divisions within Marine and Environmental Affairs. David Gould is the Director of Marine and Environmental Affairs, and Chad Hunter serves as the Harbormaster. The Harbormaster works to protect life, property, and natural resources upon and within Plymouth's waterways. This division is responsible for search and rescue operations, responding to boating emergencies, enforcement of boating laws and by-laws, and manages moorings, docks, and the town piers.

**Budget Observations**

Given the Town's financial situation, the Department of Marine & Environmental Affairs was originally asked to eliminate a Natural Resource Warden position. However, David Gould and Chad Hunter reviewed the budgets of the Harbormaster and Natural Resource divisions and were able to reduce certain line items in both divisions and increase the Long Beach Revolving Fund offset in order to save the Natural Resource Warden position. As a result, this Budget, as approved by the Select Board, contains a \$328 (0.1%) total decrease over last year, which is entirely located in the Personnel Services section of the Budget. The seasonal Salaries & Wages line item was reduced by \$14,000 (12.8%) as part of the initiative to save the Natural Resource Warden position, though it is expected the same number of seasonal workers will be hired (with the gap in funding intended to be closed via drawing from the revolving fund). Other Expenses, Marine Fuel, and Departmental Equipment were all level-funded from last fiscal year due to the Town's financial situation.

**Initiatives & Opportunities**

There are no new initiatives or opportunities to report.

**Recommendations**

The Sub-Committee recommends a budget for this division of Marine & Environmental Affairs that is consistent with that approved by the Select Board.

**Comments / Other**

The Sub-Committee believes this division is well run and serves the Town effectively.

To: Advisory & Finance Committee  
 From: Budget Sub-Committee C: Kevin Canty, Chair; Bethany Rogers, Evelyn Strawn, Steve Keith  
 Date: February 15, 2023  
 Subject: Sub-Committee C FY2024 Budget Review & Recommendations: Natural Resources

### **Budget Summary: Natural Resources**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 622,328	\$ 64,200	\$ 28,900	\$ 715,428
FY2023 Revised Budget	\$ 616,653	\$ 85,340	\$ 14,000	\$ 715,993
FY2022 Actual	\$ 542,139	\$ 85,340	\$ --	\$ 627,479

### **Department Synopsis**

This is one of three divisions within Marine and Environmental Affairs. David Gould is the Director of Marine and Environmental Affairs. This division is tasked with protecting Plymouth's natural resources. Responsibilities include monitoring of Long Beach, inland fisheries, and Plymouth's numerous lakes and ponds. The division conducts biological and nutrient monitoring programs, water sampling, and other water testing. The division also coordinates Hazardous Waste collection days each Fall and Spring.

### **Budget Observations**

As mentioned in the preceding Harbormaster section, certain salary line items of the Budget of this division and the Harbormaster were reduced to prevent a Natural Resource Warden position from being eliminated this fiscal year. As a result, this Budget, as approved by the Select Board, sees a total reduction of \$565 (0.1%). Several reductions in the Personnel Services section (such as to the Overtime and Longevity Pay line items) are in relation to this goal. Personnel Services sees a net increase of \$5,675 (0.9%) with all increases being contractual increases attributable to the collective bargaining agreements approved last year. Other Expenses sees a total decrease of \$21,140 (24.8%). This decrease is primarily attributable to a \$15,000 (30.0%) decrease to the Hazardous Waste Cleanup line item and a \$5,000 (50.0%) decrease to the White Horse Beach Management line item. The cut to the Hazardous Waste line item means that the division will still be able to hold its semiannual household hazardous waste collection events, but will be unable to assist other Town departments with hazardous waste remediation. The cut to the White Horse Beach Management line item means the division will be able to manage their own responsibilities there, but will be unable to assist the Parks or Recreation departments as they have in the past. Departmental Equipment sees a \$14,900 (106.4%) increase to replace a 20 year old mower due to its age.

### **Initiatives & Opportunities**

This division is not undertaking any new initiatives this upcoming fiscal year.

### **Recommendations**

The Sub-Committee recommends a budget for this division of Marine & Environmental Affairs that is consistent with that approved by the Select Board.

### **Comments / Other**

The Sub-Committee believes this division is well run and serves the Town effectively.

# Sub-Committee D

*Joe Lalley (Chair), Brian Dunn, Larry McGrath, Bruce Howard & Tim Lawlor*

## Report for Sub-Committee D – Public Works

**To:** Advisory & Finance Committee  
**From:** Budget Sub-Committee D - Public Works  
**Date:** February 15, 2023  
**Subject:** Report for Sub-Committee D – **411 D - Engineering**

### **Budget Summary 411 D - Engineering:**

Division	1-Personnel	2-Other Expenses	4-Departmental Equipment	Grand Total
<b>411 D - Engineering</b>				
FY22 Actual	\$436,094	\$81,515	\$16,805	\$534,414
FY23 Revised	\$602,149	\$83,861	\$0	\$686,010
FY24 Select Board Proposed	\$621,866	\$83,862	\$0	\$705,728

### **Department Synopsis**

The Engineering Division is led by Sheila Sgarzi, Town Engineer. Ms. Sgarzi reported that the Town was successful in filling the Town Surveyor positions. They are seeking to fill the still vacant Town Engineer position. The Division remains short staffed. The Division is responsible for providing design/engineering, field surveying services, project and technical support related to town-owned land, rights of way and infrastructure. The overall change in the FY24 Select Board proposed budget versus FY23 Revised is an increase of 2.9% driven by increases to Personnel Expense.

### **Budget Observations**

88% of the budget is Personnel Expense. Pavement marking is the largest component of the Other Expenses line. The overall change in the FY24 Select Board proposed budget versus FY23 Revised is an increase of 2.9%.

### **Discussion**

Ms. Sgarzi noted that the bulk of the Pavement Marking expenses are incurred in the second half of the fiscal year.

### **Recommendation**

Mr Lawlor made a motion to approve the FY24 Select Board Budget as presented. Mr. Howard seconded that motion. The motion was approved by a vote of 4 Yes, 0 No and no abstentions.

## Report for Sub-Committee D – Public Works

**To:** Advisory & Finance Committee  
**From:** Budget Sub-Committee D - Public Works  
**Date:** February 15, 2023  
**Subject:** Report for Sub-Committee D – 420 D – Highway

### **Budget Summary 420 D – Highway:**

Division	1-Personnel	2-Other Expenses	3-Fuel and Utilities	4-Departmental Equipment	Grand Total
<b>420 D - Highway</b>					
FY22 Actual	\$1,621,848	\$197,193	\$29,303	\$28,387	\$1,876,731
FY23 Revised	\$2,186,571	\$235,570	\$36,180	\$9,471	\$2,467,792
FY24 Select Board Proposed	\$2,148,662	\$239,070	\$36,180	\$10,720	\$2,434,632

### **Department Synopsis**

Tim Balboni, Highway Manager, presented the budget for the Highway Division. The Highway Division provides repairs, road maintenance and construction services for approximately 430 miles of public and private roadways in Plymouth. The Division provides logistics support for numerous special events held in the Town of Plymouth

### **Budget Observations**

88% of the budget is Personnel Expense. The reduction in Other Expenses for FY24 includes a \$25K amount for every other year crusher expenses to process Construction and Demolition C&D waste generated by Town work. The recycled material is used for road base in the town.

The overall change in the FY24 Select Board proposed budget versus FY23 Revised is a decrease of 1.3%.

### **Discussion**

There were questions about impact of reducing the Highway Department Equipment request from \$29,624 to the Select Board recommendation of \$10,720. Jodie Volta, Business Manager for the Public Works Department explained that she had reviewed with staff the proposed cuts with staff. She reports that the staff feel it is possible to get by for another year with the aging equipment that needs frequent repairs.

There was significant discussion about the intent of the Department Request for New Initiative in

## **Report for Sub-Committee D – Public Works**

the amount of \$16,427. This amount, when added to a position line included in Salaries and Wages, is intended to bring a proposed Assistant Operations Manager position up to market rates. This position is meant to assist the Highway Manager in the day-to-day operation of this very large and complex department.

Mr. Lawlor subsequently made a motion to add the New Initiative amount of \$16,427 back into the FY 24 Select Board Proposed budget, increasing the total proposed budget from \$2,434,632 to \$2,451,059, an increase of \$16,427. Mr. Howard seconded the motion.

During ensuing discussion on the motion, it became clear that this was not the desired outcome by some members of the committee. The motion failed on a vote of 0-3 with Mr. Lawlor voting Yes and Mr. Dunn, Mr. Howard and Mr. Lalley voting No.

### **Recommendations**

After further discussion, Mr. Dunn made a motion that the Sub-Committee recommend to the Select Board that they fund the New Initiative budget line at \$16,427 and decrease Other Expenses by \$16,427 as detailed and highlighted in Table 1, resulting in total budget of \$2,434,632, the same total as proposed by the Select Board. Mr. Howard seconded the motion. There was no further discussion.

The motion passed on a vote of 4-0 with Mr. Dunn, Mr. Howard, Mr. Lalley and Mr. Lawlor voting Yes. There were no abstentions.

## Report for Sub-Committee D – Public Works

Table 1		
GENERAL FUND		Recommended Revisions To FY24 Select Board Budget
<b>420 D</b>	<b>DPW HIGHWAY</b>	
511001	SALARIES AND WAGES- PERMANENT	\$ 1,976,650
511002	OUT OF GRADE PAY	\$ 4,196
511099	NEW INITIATIVE	\$ 16,427
513000	OVERTIME	\$ 120,700
514005	LONGEVITY PAY	\$ 23,150
515002	CELL PHONE REIMBURSEMENT	\$ 400
519004	SICK-LTIA BUYBACK	\$ 3,736
519006	ATTENDANCE BONUS	\$ 1,000
519010	VACATION-EARNED BUYBACK	\$ 18,830
	<b>PERSONNEL SERVICES</b>	<b>\$ 2,165,089</b>
520009	CRUSHING SERVICE	\$ -
524009	SIGNAL MAINTENANCE	\$ 20,000
524100	R&M - ROADS	\$ 25,000
527300	EQUIPMENT RENTAL	\$ 10,000
530101	MEETINGS, EDUC & TRAINING	\$ 2,500
543002	EQUIPMENT MAINT SUPPLIES	\$ 30,000
543003	HAND AND POWER TOOLS	\$ 7,573
550000	FIRST AID SUPPLIES	\$ 400
553000	PRIVATE ROAD MAINTENANCE SUPPL	\$ 16,000
553001	SIDEWALK MAINTENANCE SUPPLIES	\$ 2,000
553002	PUBLIC RD MAINTENANCE SUPPLIES	\$ 71,000
553003	SIGNAGE AND PAINT SUPPLIES	\$ 25,000
558013	UNIFORM SUPPLIES	\$ 2,000
572001	MILEAGE REIMBURSEMENT	\$ 120
573000	DUES AND MEMBERSHIPS	\$ 1,050
584004	GUARD RAIL/FENCE	\$ 10,000
	<b>OTHER EXPENSES</b>	<b>\$ 222,643</b>
524303	R&M STREET LIGHTS	\$ 36,180
	<b>FUEL &amp; UTILITIES</b>	<b>\$ 36,180</b>
580013	DEPARTMENTAL EQUIPMENT	\$ 10,720
	<b>DEPARTMENTAL EQUIPM</b>	<b>\$ 10,720</b>
	<b>TOTAL DPW HIGHWAY</b>	<b>\$ 2,434,632</b>



## Report for Sub-Committee D – Public Works

**To:** Advisory & Finance Committee  
**From:** Budget Sub-Committee D - Public Works  
**Date:** February 15, 2023  
**Subject:** Report for Sub-Committee D – **421 D – Administration**

Division	1-Personnel	2-Other Expenses	Grand Total
<b>421 D - Administration</b>			
FY22 Actual	\$576,065	\$11,823	\$587,888
FY23 Revised	\$864,441	\$41,132	\$905,573
FY24 Select Board Proposed	\$854,164	\$41,132	\$895,296

### Department Synopsis

Sheila Sgarzi, Assistant Director, presented the budget for Public Works Administration. The Department of Public Works Administrative Division consists of four employees including Director Jonathan Beder, Assistant Director Sheila Wood, Business Manager and M. Newell, OSHA Officer.

### Budget Observations

95% of the budget is Personnel Expense. The OSHA training continues to be a very successful program for the town. The overall change in the FY24 Select Board proposed budget versus FY23 Revised is a decrease of 1.1%.

### Recommendations

Mr Dunn made a motion to approve the FY24 Select Board Budget as presented. Mr. Lawlor seconded that motion. The motion was approved by a vote of 4 Yes, 0 No and no abstentions.

## Report for Sub-Committee D – Public Works

**To:** Advisory & Finance Committee  
**From:** Budget Sub-Committee D - Public Works  
**Date:** February 15, 2023  
**Subject:** Report for Sub-Committee D – **422 D - Building Maintenance:**

Division	1-Personnel	2-Other Expenses	3-Fuel and Utilities	Grand Total
<b>422 D - Building Maintenance</b>				
FY22 Actual	\$770,837	\$1,060,753	\$1,328,379	\$3,159,969
FY23 Revised	\$1,001,204	\$967,272	\$1,328,700	\$3,297,176
FY24 Select Board Proposed	\$1,090,647	\$1,011,107	\$1,348,500	\$3,450,254

### Department Synopsis

Nicholas Hill, Facilities Manager, presented the budget. The Division maintains various Town buildings including the seven Fire Stations, the Police Station, Town Hall, Memorial Hall, two libraries, the DPW Facility and Annex and Maritime Facility. Mr. Hill pointed out that the Purchases of Services line is decreasing from \$175K to \$100K for FY24.

### Budget Observations

The proposed FY24 budget is comprised of 32% for Personnel Expense, 29% for Other Expenses, and 39% for Fuel and Utilities. The overall change in the FY24 Select Board proposed budget versus FY23 Revised is an increase of 4.9%.

### Discussion

Mr. Howard and Mr. Lawlor asked regarding streetlights if the Town had a program to comply the “Dark Sky” program. Mr. Hill responded that the Town has been doing some LED Retrofits but does not have a program to reduce nighttime light pollution.



Mr. Lalley asked if the Town has investigated opportunities for funding available through the federal Inflation Reduction Act. Mr. Hill has begun investigating that potential opportunity.

### Recommendations

Mr Dunn made a motion to approve the FY24 Select Board Budget as presented. Mr. Howard seconded that motion. The motion was approved by a vote of 4 Yes, 0 No and no abstentions.

## Report for Sub-Committee D – Public Works

**To:** Advisory & Finance Committee  
**From:** Budget Sub-Committee D - Public Works  
**Date:** February 15, 2023  
**Subject:** Report for Sub-Committee D – **423 D – Snow & Ice:**

Division	 1-Personnel	2-Other Expenses	Grand Total
 <b>423 D - Snow and Ice</b>			
FY22 Actual	\$335,496	\$1,212,802	\$1,548,298
FY23 Revised	\$125,638	\$555,000	\$680,638
FY24 Select Board Proposed	\$144,484	\$561,154	\$705,638

### Department Synopsis

Tim Balboni, Highway Manager, presented the budget for DPW Snow and Ice. This budget is a Fixed Cost item. This budget is used for the removal of Snow and Ice from Plymouth roads and Town public facilities. DPW contracts with numerous independent contractors to use their private vehicles to plow the snow.

Mr. Balboni noted the 15% proposed increase in the Personnel Expenses line for FY24 is driven by an anticipated contractual increase in personnel.

### Budget Observations

The proposed FY24 budget is comprised of 20% for Personnel Expense, and 80% for Other Expenses. The overall change in the FY24 Select Board proposed budget versus FY23 Revised is an increase of 3.7%.

### Recommendations

Mr Dunn made a motion to approve the FY24 Select Board Budget as presented. Mr. Howard seconded that motion. The motion was approved by a vote of 4 Yes, 0 No and no abstentions.

## Report for Sub-Committee D – Public Works

**To:** Advisory & Finance Committee  
**From:** Budget Sub-Committee D - Public Works  
**Date:** February 15, 2023  
**Subject:** Report for Sub-Committee D – **Budget Summary 425 D - Fleet Maintenance:**

Division	1-Personnel	2-Other Expenses	3-Fuel and Utilities	4-Departmental Equipment	Grand Total
<b>425 D - Fleet Maintenance</b>					
FY22 Actual	\$423,195	\$426,149	\$773,131	\$20,234	\$1,642,709
FY23 Revised	\$475,467	\$458,090	\$1,109,700	\$0	\$2,043,257
FY24 Select Board Proposed	\$486,347	\$473,320	\$1,109,700	\$17,514	\$2,086,881

### **Department Synopsis**

Sheila Sgarzi, Assistant Director, presented the budget for the Fleet Maintenance Division. The Division is responsible for the maintenance and repair of all Town owned vehicles necessary to perform a variety of Town functions and responsibilities. including Police, Fire and Public Works vehicles.

### **Budget Observations**

The proposed FY24 budget is comprised of 23% for Personnel Expense, 23% for Other Expenses, 53% for Fuel and Utilities and 1% Departmental Equipment. The overall change in the FY24 Select Board proposed budget versus FY23 Revised is an increase of 2.1%.

### **Recommendations**

Mr Lawlor made a motion to approve the FY24 Select Board Budget as presented. Mr. Howard seconded that motion. The motion was approved by a vote of 4 Yes, 0 No and no abstentions.

## Report for Sub-Committee D – Public Works

**To:** Advisory & Finance Committee  
**From:** Budget Sub-Committee D - Public Works  
**Date:** February 15, 2023  
**Subject:** Report for Sub-Committee D – **433 D - Solid Waste Operations**

Division	1-Personnel	2-Other Expenses	4-Departmental Equipment	Grand Total
433 D - Solid Waste Operations				
FY22 Actual	\$71,072	\$151,807		\$222,879
FY23 Revised	\$73,998	\$195,720		\$269,718
FY24 Select Board Proposed	\$107,516	\$198,190	\$14,000	\$319,706

### Department Synopsis

Sheila Sgarzi, Assistant Director, presented the budget for Solid Waste Operations. The budget covers expenses for the disposal of solid waste generated by Plymouth Schools and public buildings. It includes the Operations, landfill monitoring, and contracts with SEMASS to convert Plymouth's solid waste into energy. This budget does not include the enterprise operation at the Manomet Transfer Station

### Budget Observations

The proposed FY24 budget is comprised of 34% for Personnel Expense, 62% for Other Expenses, and 4% for Departmental Equipment. The increase to Personnel Expense is driven by contractual obligations. Other Expenses include landfill monitoring expenses. The overall change in the FY24 Select Board proposed budget versus FY23 Revised is an increase of 18.5%

### Discussion

The increase to Personnel Expense is driven by contractual obligations. The increase for Departmental Equipment is needed to support replacement of old dumpsters that need frequent repair and/or are structurally failing.

### Recommendations

Mr Lawlor made a motion to approve the FY24 Select Board Budget as presented. Mr. Howard seconded that motion. The motion was approved by a vote of 4 Yes, 0 No and no abstentions.

## Report for Sub-Committee D – Public Works

**To:** Advisory & Finance Committee  
**From:** Budget Sub-Committee D - Public Works  
**Date:** February 15, 2023  
**Subject:** Report for Sub-Committee D – **Budget Summary 490 D – Crematory**

Division	1-Personnel	2-Other Expenses	Grand Total
490 D - Crematory			
FY22 Actual	\$179,195	\$30,502	\$209,697
FY23 Revised	\$227,308	\$50,100	\$277,408
FY24 Select Board Proposed	\$240,289	\$50,100	\$290,389

### Department Synopsis

Ken King, Superintendent, presented the Town Crematory Division overview and budget.

### Budget Observations

Personnel accounts for 83% of the budget. The overall change in the FY24 Select Board proposed budget versus FY23 Revised is an increase of 4.7% is driven by is driven by contractual obligations

### Recommendations

Mr. Howard made a motion to approve the FY24 Select Board Budget as presented. Mr. Lawlor seconded that motion. The motion was approved by a vote of 4 Yes, 0 No and no abstentions.

## Report for Sub-Committee D – Public Works

**To:** Advisory & Finance Committee  
**From:** Budget Sub-Committee D - Public Works  
**Date:** February 15, 2023  
**Subject:** Report for Sub-Committee D – **Budget Summary 491 D - Cemetery**

Division	1-Personnel	2-Other Expenses	4-Departmental Equipment	Grand Total
491 D - Cemetery				
FY22 Actual	\$434,602	\$49,420	\$18,513	\$502,535
FY23 Revised	\$739,902	\$82,831	\$28,000	\$850,733
FY24 Select Board Proposed	\$765,591	\$57,536	\$14,519	\$837,646

### **Department Synopsis**

Ken King, Superintendent, presented the Town Cemetery Division overview and budget. The Cemetery Division maintains the Town Cemetery. Mr. King noted that Superintendent and Administrative Assistant positions are split between the Cemetery and Crematory Divisions. The Division filled five (5) new positions this year.

### **Budget Observations**



Personnel accounts for 88% of the budget. The overall change in the FY24 Select Board proposed budget versus FY23 Revised is a decrease of 1.5% is driven by a 61% reduction in the Cemetery Maintenance line that the Division feels is not needed in the coming year. Overtime is driven by the demand for weekend services. There is a revenue stream associated with the account.

### **Recommendations**

Mr. Dunn made a motion to approve the FY24 Select Board Budget as presented. Mr. Lawlor seconded that motion. The motion was approved by a vote of 4 Yes, 0 No and no abstentions.

## Report for Sub-Committee D – Public Works

**To:** Advisory & Finance Committee  
**From:** Budget Sub-Committee D - Public Works  
**Date:** February 15, 2023  
**Subject:** Report for Sub-Committee D – **Budget Summary 492 D - Parks and Forestry:**

			4-Departmental		
Division		1-Personnel	2-Other Expenses	Equipment	Grand Total
 492 D - Parks and Forestry					
FY22 Actual		\$1,062,426	\$241,332	\$0	\$1,303,758
FY23 Revised		\$1,228,117	\$252,578	\$0	\$1,480,695
FY24 Select Board Proposed		\$1,259,388	\$262,713	\$4,809	\$1,526,910

### **Department Synopsis**

Superintendent and Tree Warden, Nick Faiella, presented the budget for the Forestry and Parks Division. The Division is responsible for the maintenance of 35 areas including parks, beaches, and sports complexes.

### **Budget Observations**

The proposed FY24 budget is comprised of 83% for Personnel Expense and 17% for Other Expenses. The increase in R&M Grounds line is an adjustment to reflect historic costs. The decrease of the Equipment Rental line is due to the purchase of trailer mounted restrooms for use at White Horse Beach, eliminating the rental cost of portable toilets. The overall change in the FY24 Select Board proposed budget versus FY23 Revised is an increase of 3.1%

### **Recommendations**

Mr. Howard made a motion to approve the FY24 Select Board Budget as presented. Mr. Lawlor seconded that motion. The motion was approved by a vote of 4 Yes, 0 No and no abstentions.



# **Sub-Committee E**

***Evelyn Strawn (Chair), Ashley Shaw, & Larry McGrath***

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Evelyn Strawn (Chair), Ashley Shaw, Larry McGrath  
Date: January 27, 2023  
Subject: Sub-Committee E FY2024 Budget Review & Recommendations: Planning & Development

**Budget Summary: Planning & Development**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 749,956	\$ 188,609	\$ 0	\$ 938,565
FY2023 Revised Budget	\$ 722,611	\$ 186,145	\$ 7,500	\$ 916,256
FY2022 Actual	\$ 652,170	\$ 187,994	\$ 0	\$ 840,164

**Department Synopsis**

The mission of the Department of Planning and Development is to coordinate the planning, community, and economic development activities of all Town government agencies. This department provides a comprehensive vision of the Town's long-range goals and endeavors to administer local development controls in fair and equitable manner. The Department is led by Director of Planning & Development, Lee Hartmann.

The nine staff provide support to a number of boards and committees including the Planning Board, Zoning Board of Appeals, Conservation Commission, Affordable Housing Trust, Open Space Committee and the Energy Committee.

**Budget Observations**

Personnel Services have increased \$25,905 or 3.8%. This is due to contractual obligations. Other Expenses have increased \$2,464 or 1.3%. There is an increase to \$29,954 for the Energy Efficiency Budget. These funds are generally appropriated to items such as maintenance of electric vehicle charging stations and increasing energy efficient street lighting. There is no Departmental Equipment request.

**Initiatives & Opportunities**

The Director of Planning & Development continues to stress the value of a new Town Master Plan. Although sections of the Master Plan have been updated in recent years (e.g., Village Steering Committee Master Plans), the overall Master Plan has not been updated since 2006. The Planning Board is working on developing a capital request for a future Town Meeting. They have appointed a Master Plan committee that will be developing a scope of service. It is estimated that such a plan could cost \$500,000. Consideration is being given to moving forward on this plan in incremental steps.

**Recommendations**

The Sub-Committee recommends approval of the Town Manager/Select Board recommended budget of \$938,565.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Evelyn Strawn (Chair), Ashley Shaw, Larry McGrath  
Date: January 27, 2023  
Subject: Sub-Committee E FY2024 Budget Review & Recommendations: Redevelopment Authority

**Budget Summary: Redevelopment Authority**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 0	\$ 23,880	\$ 0	\$ 23,880
FY2023 Revised Budget	\$ 0	\$ 23,185	\$ 0	\$ 23,185
FY2022 Actual	\$ 0	\$ 22,510	\$ 0	\$ 22,510

**Department Synopsis**

The Plymouth Redevelopment Authority (PRA) is independent of the town and the budget provides partial funding for the PRA's staff and activities. In addition, the town supports the operation of the PRA through the provision of office space and use of Town equipment such as computers, printers, fax and copiers. The budget is managed by the Director of Community Development, Paul Nocivelli. Services provided by the PRA include counseling programs for residents on subjects such as HUD, reverse mortgages, first-time homebuyer, and foreclosure. The Authority also participates in active programs such as the Massachusetts Housing Rehabilitation Agency's Get the Lead Out program and the Plymouth Community Housing Inc.'s affordable housing projects. Staff participate in the Affordable Housing Trust. In addition to the Town's budget appropriations, the Plymouth Redevelopment Authority receives funds from a variety of State and Federal programs, including a HUD grant, and from consulting fees. The town's contribution represents a 25% match for these grants.

**Budget Observations**

The budget chiefly consists of technical services of \$11,670, which provides partial compensation for the executive director, who performs grant and program management services, administrative services of \$12,094 which provide funds to compensate a part-time administrative assistant, and surety bonds of \$116. There is a 3% increase in this years proposed budget.

**Recommendations**

The Sub-Committee recommends approval of the Town Manager/Select Board recommended budget of \$23,880.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Evelyn Strawn (Chair), Ashley Shaw, Larry McGrath  
Date: January 27, 2023  
Subject: Sub-Committee E FY2024 Budget Review & Recommendations: Center for Active Living

**Budget Summary: Center for Active Living**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 537,023	\$ 154,150	\$ 0	\$ 691,173
FY2023 Revised Budget	\$ 571,344	\$ 166,293	\$ 3,770	\$ 741,407
FY2022 Actual	\$ 393,316	\$ 115,128	\$ 7,752	\$ 516,196

**Department Synopsis**

The Center for Active Living-CAL provides a variety of services to Plymouth's older residents to "provide our community with a safe, trusted, physical and virtual environment where information and access to programs and services foster a healthy and vital lifestyle throughout the aging process." The department is led by Michelle Bratti, Director of Elder Affairs. Forty percent of Plymouth residents are 55+.

This has been an exciting year for CAL due to the successful launch of the CAL Café. They are looking forward to the possibility of outdoor dining and cooking classes. Since the last report, they have also successfully launched the CAL Express in conjunction with GATRA so that seniors can access transportation to and from CAL. They have provided 2000 rides since last June. This has been funded through a donation.

**Budget Observations**

The overall budget decreased by 6.8% for FY 2024 primarily due to a reduction in both the personnel services and other expenses accounts. There is no Departmental Equipment request included in this year's budget.

**Initiatives & Opportunities**

CAL would like to expand their marketing and outreach. They will be looking at grants to fund this position.

The CAL is transitioning Repair and Maintenance of grounds and equipment (R&M) responsibilities to the town. Due to the complexity of the HVAC contract and specialized costs associated with the CAL Café, \$47,400 remains in the Repair and Maintenance line. This represents a 17.1% reduction.

**Recommendations**

The Sub-Committee recommends approval of the Town Manager/Select Board recommended budget of \$691,173.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Evelyn Strawn (Chair), Ashley Shaw, Larry McGrath  
Date: January 27, 2023  
Subject: Sub-Committee E FY2024 Budget Review & Recommendations: Veteran's Services

**Budget Summary: Veteran's Services**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 150,665	\$ 512,530	\$ 0	\$ 663,195
FY2023 Revised Budget	\$ 149,339	\$ 612,530	\$ 0	\$ 761,869
FY2022 Actual	\$ 131,230	\$ 420,137	\$ 0	\$ 551,367

**Department Synopsis**

Veterans Services are provided in Massachusetts communities in accordance with MGL Chapter 115, which specifies a program of services to its resident, eligible, veteran population. Massachusetts is the only state in the country that provides additional Veteran support services in this manner. Large communities, such as Plymouth, have a Veterans Agent that coordinates and operates the programming. Roxanne Whitbeck, the Director of Veterans' Services in Plymouth, is also Plymouth's Veterans' Agent. Her primary responsibilities and duties are to advise and assist resident veterans and their dependents about Federal and/or State benefits they are eligible for and in disbursing and administering the State benefits they are eligible for (including financial and medical benefits). The Department has two employees, Ms. Whitbeck and an administrative assistant.

**Budget Observations**

In FY 2023 the Veterans Services benefits budget was \$600,000. The current demand is lower given the loss of some veterans in the past year and less demand from younger veterans who are more focused on accessing VA benefits. Therefore, that amount has been reduced to \$500,000. This amount can be reconsidered during the fiscal year if there is a significant increase in demand.

It is important to note that 75% Veterans Benefits line item is eligible for reimbursement by the state.

**Recommendations**

The Sub-Committee recommends approval of the Town Manager/Select Board recommended budget of \$663,195.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Evelyn Strawn (Chair), Ashley Shaw, Larry McGrath  
Date: January 27, 2023  
Subject: Sub-Committee E FY2024 Budget Review & Recommendations: Disabilities

**Budget Summary: Disabilities**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 0	\$ 300	\$ 0	\$ 300
FY2023 Revised Budget	\$ 0	\$ 200	\$ 0	\$ 200
FY2022 Actual	\$ 0	\$ 0	\$ 0	\$ 0

**Department Synopsis**

The Department serves as a resource to the Plymouth community to address accessibility, equal rights, and other issues of concern to people with disabilities. Paul McGee is the Chair of the Commission. There are no paid employees.

**Recommendations**

The \$300 is allotted entirely to meetings, education and training. Sub-Committee recommends approval of the Town Manager/Select Board recommended budget of \$200.

**Comments / Other**

50% of the handicap parking violation fines collected by PGDC are forward to a fund that it set up for projects by the Disabilities department and can be used for beach wheelchairs, beach mats, etc.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Evelyn Strawn (Chair), Ashley Shaw, Larry McGrath  
Date: January 27, 2023  
Subject: Sub-Committee E FY2024 Budget Review & Recommendations: Recreation

**Budget Summary: Recreation**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 577,921	\$ 22,925	\$ 2,400	\$ 603,246
FY2023 Revised Budget	\$ 609,605	\$ 21,750	\$ 11,200	\$ 642,555
FY2022 Actual	\$ 472,677	\$ 20,953	\$ 3,746	\$ 497,377

**Department Synopsis**

The Recreation Division Provides recreational opportunities for the residents of Plymouth, as well as scheduling 28 recreational fields, supervising staff at five town beaches, managing Memorial Hall, and overseeing the operation of the Manomet Youth Center and the Hedges Pond Recreation area. The Department's director is Anne Slusser-Huff.

There had been a high demand for outdoor activities during the pandemic. There continues to be growth in the number of registrations for their sponsored activities including flag football and at the Manomet Youth Center

The Recreation division has 3 revolving funds: The Recreation Revolving Fund, the Memorial Hall Revolving Fund and the Hedges Pond Revolving fund. These funds are used to pay the salaries of full-time and seasonal staff as well as teaching staff. They can also be used to pay for some capital expenses.

**Budget Observations**

Mandatory minimum wage continues to increase. In order to cope with this increase, the recommended budget has a decrease in the number of seasonal employees that will be hired in FY 24. There have been increases in permanent salaries due to contractual obligations. The funding for the full time Memorial Hall Manager has been shifted entirely to the revolving fund. These changes have resulted in a 5.2% reduction in the personnel services account.

There is an overall reduction of 7.9% in the recommended Recreation budget

**Initiatives & Opportunities**

The town would like to increase the day camp at Hedges Pond from parttime to fulltime. This will necessitate a usable shelter. The proposal is to demolish the existing building and replace it with a pavilion.

**Recommendations**

The Sub-Committee recommends approval of the Town Manager/Select Board recommended budget of \$603,246.

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Evelyn Strawn (Chair), Ashley Shaw, Larry McGrath  
Date: January 27, 2023  
Subject: Sub-Committee E FY2024 Budget Review & Recommendations: 1749 Court House

**Budget Summary: 1749 Court House**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 18,135	\$ 6,000	\$ 0	\$ 24,135
FY2023 Revised Budget	\$ 17,022	\$ 6,000	\$ 0	\$ 23,022
FY2022 Actual	\$ 10,233	\$ 5,483	\$ 0	\$ 15,716

**Department Synopsis**

The 1749 Court House, a free museum in town center, provides residents and tourists a unique opportunity to learn the entirety of Plymouth's history through interesting displays of historic artifacts. It also is the oldest free-standing wooden building and the longest-used municipal building in America. The museum is open from June to October and has 2 part-time employees. It also opens for special occasions such as Thanksgiving celebration and the tree lighting.

**Budget Observations**

The 1749 Court House Personnel expenses rose in FY2023 due to an increase in minimum wage. There is no increase over the FY2023 amount for building supplies/maintenance.

**Recommendations**

The Sub-Committee recommends approval of the Town Manager/Select Board recommended budget of \$24,135.



To: Advisory & Finance Committee  
 From: Budget Sub-Committee E  
 Evelyn Strawn (Chair), Ashley Shaw, Larry McGrath  
 Date: January 27, 2023  
 Subject: Sub-Committee E FY2024 Budget Review & Recommendations: Library

**Budget Summary: Library**

	Personnel Expenses	Other Expenses	Departmental Equipment	Total
Proposed FY2024 Budget	\$ 1,606,321	\$ 522,675	\$ 9,030	\$ 2,138,026
FY2023 Revised Budget	\$ 1,704,525	\$ 537,614	\$ 12,975	\$ 2,255,114
FY2022 Actual	\$ 1,348,071	\$ 536,983	\$ 0	\$ 1,885,055

**Department Synopsis**

The Library Division is responsible for the operation and maintenance of the Main Library and the Manomet Branch. The division is staffed with Librarians, Associate Librarians, Technicians, Pages, a Literacy Coordinator and two Custodians. Staff are overseen by Kelly Casey, Library Director and Kathleen Gomes, Assistant Director.

The library has expanded its lending capacity to include such non-traditional items as crafting equipment including looms, musical instruments, carpet cleaner and a power washer. There is a high demand for these items.

**Budget Observations**

The proposed budget was decreased 7.9% or \$177,088 less than the prior year. Although town meeting approved an additional librarian in order to reduce the use of overtime and move to a seven (7) day schedule this did not happen. The Library was asked to reduce one librarian.

The library's biggest non-personnel expenditure is "Books and Periodicals" which is requested at \$337,497 for FY 2024. This complies with the accreditation requirement that at least 12% of the overall budget must be spent on materials.

**Initiatives & Opportunities**

Because Plymouth is so large the library has been exploring ways to be more accessible to parts of the town that are distant from the two branches. They have been doing outreach at farmers markets and Algonquin Heights as well as books by mail and home drops/swaps. The Select Board's proposed budget did not include a position that could focus on this outreach nor did it include staff that would allow the library to be open on Sundays. The Sub-committee believes that the library should be able to fill an additional position.

**Recommendations**

The Sub-Committee recommends an increase of \$60,00 to the Personnel Services over that proposed by the Select Board. The recommendation is therefore \$2,138,026.

# **Sub-Committee F**

***Robert Zupperoli (Chair), Brian Dunn, Kevin Canty, Tim Lawlor, & Bethany Rogers***

To: Advisory & Finance Committee  
From: Budget Sub-Committee F Plymouth Public Schools  
Robert A. Zupperoli; Chair, Kevin Canty, Brian Dunn, Bethany Rogers, Tim Lawlor

Date: February 15, 2023  
Subject: Sub-Committee F; FY2024 Budget Review & Recommendations: Plymouth Public Schools

**Budget Summary:**

	Personnel Expenses	Other Expenses	Total
Proposed FY2024 Budget	\$ 87,585,505	\$ 25,905,265	\$ 113,490,770
FY2023 Revised Budget	\$ 86,308,134	\$ 23,033,069	\$ 109,341,203
FY2022 Actual	\$ 82,994,895	\$ 22,500,468	\$ 105,495,363

**Department Synopsis**

The Plymouth Public Schools Budget is developed to meet the increasing needs of students, faculty, and staff as the educational and social-emotional needs of students and staff continue to increase as we continue to respond to the challenges of the pandemic and as the community continues to recover from the pandemic. The budget is also developed to respond to the maintenance needs of the facilities that the School Department uses to educate our students and house the various programs necessary to ensure an equitable, free, public, and least restrictive environment essential for our students to succeed. Under the direction of Dr. Christopher Campbell, Plymouth Public Schools Superintendent, and the Plymouth School Committee, priority has been given to developing a fiscally responsible budget while maintaining level services. These commitments include reducing the budget by approximately 1% for 2 - 3 years, after assuming all contractual obligations in order to avoid the need for an override of the operational budget.

As the community continues to make its way through the COVID-19 Pandemic and the challenges that have presented themselves from the health crisis unique challenges have presented themselves to the Plymouth Schools. These include increased costs in utilities, supplies, and fuel; increases in the English as a Second Language, and English Language Learner student population, increased demands in our special education population services as well as the social-emotional needs of all students and families; and the continual challenges brought about by unfunded and underfunded state mandates.

Current enrollment in the Plymouth School System is 7,085 students. Of these, approximately 23.7% of these students are on a free or reduced lunch program.

**Budget Observations**

The proposed Board of Selectmen Budget of \$113,490,770.00 reflects an \$800,00.00 reduction in the proposed Plymouth School Committee Budget of \$114,290,770.00. This is an additional reduction from the original School

Committee reduction of \$2,217, 755 which would have still allowed for a Level Service Budget for FY24.

**Budget Reduction Scenarios:**

- FY24 Recommended Budget from Plymouth School Committee (\$114,290,770.00)
  - Reduction of 15 active positions through attrition (certificated and non-certificated positions)
  - Anticipated retirement savings
  - supply reductions
  - using grants to offset contracted services reductions
- Additional \$450K Cut (\$113,840,770.00)
  - (All of the above)
  - Reduction in Force:
    - 4 Administrative Positions
- Additional \$350K Cut (\$113,490,770)
  - (All of the above) including
  - Reduction in Force:
    - 7 certificated positions
    - 7 - 10 additional non-certificated positions
    - (or a combination there of)

**Salary Expenses for FY24: (Proposed School Committee increase of 2.41%)**

- Certificated Salaries increase 1.39%
- Clerical Salaries increase 3.17%
- Other Salaries increase 7.69%

**Non- Salary Expenses for FY24: (Proposed School Committee increase of 12.47%)**

- Contracted Services increase 13.54%
- Supplies and Materials increase 5.14%
- Other Expenses increase 11.96%

**Chapter 70 State Aid** increase by only \$233,040.00 for FY24

**Operational Service Division (OSD)** which is part of the executive branch of the Commonwealth of Massachusetts estimated rate of inflation for FY23/24 has been set at 14.0% which means that Plymouth Public Schools will need an additional \$1.2 million dollars to pay for the increase in private school and special education tuition.

Significant budget drivers include; transportation and fuel escalation, Special Education Placements, Utility Rates and the cost of oil are up 206% over the highest rates in FY21; supply, and material costs have significantly increased, for example, a pallet of paper has increased from \$975 to \$1600, and school security has increased. Plymouth's ESL and ELL population has also increased by 222% since FY19

**Initiatives & Opportunities**

In order to meet the increased costs presented in FY24, the School Department has undertaken initiatives and opportunities to meet these rising costs while still maintaining quality educational services for students these include: hiring to additional ESL teachers, providing EL services at 2 additional schools, reducing the need to transport students at \$19K/student, investing in our in-district special educational programs; partnering with the

Plymouth Police Department to increase school safety (SRO) while reducing overall costs; and using ESSER funds when applicable towards the purchase materials, supplies, and one-time expenditures.

### Challenges

There are several challenges that have been identified for the Plymouth Public Schools, these include:

- An additional \$800K reduction in the school operating budget
- The Plymouth School System needs to continue to research and find ways to reduce the contract transportation within the district, Plymouth is not eligible for reimbursement from transportation costs as smaller regionalized school systems
- Increasing the need for early intervention and preschool services
- Increasing the need to support our ELL and ESL Student populations
- Continuing to improve our facilities facility improvements
- Continuing to offer competitive nature of hiring and retaining faculty and staff
- Increasing the need to offer academic support and recovery to our student's needs post-pandemic including learning loss, social-emotional needs, and the custodial needs of students and their families

### Recommendations

The Sub-Committee recommends:

**That the Advisory and Finance Committee adopt the following recommendation: to approve the school budget consistent with the Select Board's recommendation of \$113,490,770; and to increase the Salary Reserve line item of Sub-Committee B's area of the budget by \$800,000.00. The subcommittee is making this recommendation to avoid any reduction in force.**

### Comments / Other

To: Advisory & Finance Committee  
From: Budget Sub-Committee F Plymouth Public Schools  
Robert A. Zupperoli; Chair, Kevin Canty, Brian Dunn, Bethany Rogers, Tim Lawlor

Date: February 15, 2023  
Subject: Sub-Committee F; FY2024 Budget Review & Recommendations: Medicaid Program

**Budget Summary:**

	Personnel Expenses	Other Expenses	Total
Proposed FY2024 Budget	\$ 264,599	\$ 54,738	\$ 319,337
FY2023 Revised Budget	\$ 262,130	\$ 54,800	\$ 316,930
FY2022 Actual	\$ 252,294	\$ 39,185	\$ 291,479

**Department Synopsis**

The Medicaid Program cost center budget reflects the costs associated with the Medicaid Reimbursement program operated by the Plymouth Public Schools. Some medical services are provided to students by the school district and are reimbursed by Medicaid. The costs of pursuing reimbursement are captured in this cost center.

**Budget Observations**

Historically, this program generates between \$2.50 and \$3.50 in Medicaid reimbursement for every \$1 appropriated in the budget. A contracted billing service (UMASS) receives 4% of the reimbursed funds as its fee for service.

**Initiatives & Opportunities**

**Recommendations**

The Sub-Committee recommends:

That the Budget Sub-Committee F (Plymouth Public Schools) approve the Medicaid budget consistent with the Select Board's recommendation of \$319,337.00.

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**Comments / Other**

To: Advisory & Finance Committee  
From: Budget Sub-Committee F Plymouth Public Schools  
Robert A. Zupperoli; Chair, Kevin Canty, Brian Dunn, Bethany Rogers, Tim Lawlor

Date: February 15, 2023  
Subject: Sub-Committee F; FY2024 Budget Review & Recommendations: Out of District Transportation

**Budget Summary:**

	Personnel Expenses	Other Expenses	Total
Proposed FY2024 Budget	\$ 77,416	\$ -	\$ 77,416
FY2023 Revised Budget	\$ 35,220	\$ -	\$ 35,220
FY2022 Actual	\$ 33,823	\$ -	\$ 33,823

**Department Synopsis**

The Out of District Transportation cost center reflects the costs associated with transporting students to other schools that offer educational programs not offered in Plymouth. This includes vocational-technical curriculum placements. By state mandate, Plymouth is required to pay transportation costs for students who need to be educated outside of the curricular services not offered in Plymouth.

**Budget Observations**

Costs for Out-of-District Transportation fluctuate from year to year and depend on the number of students being educated out of the district.

**Initiatives & Opportunities**

**Recommendations**

The Sub-Committee recommends:

**That the Advisory and Finance Committee adopt the following recommendation: to approve the Out of District Transportation budget consistent with the Select Board's recommendation of \$77,416.**

**Comments / Other**

<b>ARTICLE 7B:</b>
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**ARTICLE 7B:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the water enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2023, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$5,434,171 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report G – Water Enterprise.





To: Advisory & Finance Committee  
From: Budget Sub-Committee G - ENTERPRISE FUNDS – Steve Nearman (Chair), Gail Butler, Joe Lalley

Date: February 7, 2023  
Subject: Sub-Committee G FY2024 Budget Review & Recommendations: WATER

**Budget Summary:**

	Personnel Expenses	Other Expenses	Dept Equipment	Debt Service	OPEB	Budget Appropriation	Indirect Costs	Total Fund Expense
Proposed FY2024 Budget	\$1,635,158	\$1,400,423	\$ -	\$2,385,269	\$ 13,321	\$ 5,434,171	\$1,621,014	\$7,055,185
FY2023 Revised Budget	\$1,606,835	\$1,319,123	\$ -	\$2,187,936	\$ 13,060	\$ 5,126,954	\$1,555,267	\$6,682,221
FY2022 Actual	\$1,305,687	\$1,089,234	\$ -	\$2,240,527	\$ 16,746	\$ 4,652,194	\$1,276,599	\$5,928,793

**Department Synopsis**

The Water Division of the DPW is responsible for the operation and maintenance of Plymouth's water treatment, transmission and distribution systems, including 12 wells, 10 pump houses and 4 booster stations. The head of the Division is Peter Gordon, Water Superintendent.

**Budget Observations**

The primary source of revenue for this Enterprise Fund is from the rate payers who get their water from the Town. This revenue stream is strong and continues to grow. Costs are higher across the board, especially electricity, heat, propane and increased mandated water testing.

**Initiatives & Opportunities**

The Department continues to work on development of Plymouth's water supply and water delivery network. As the Town grows, so does the demand for water. As demand grows, new supplies must be secured. Sustainable maintenance and growth of the system is a constant driving force of the Division.

**Recommendations**

The Sub-Committee recommends:

- Approval of the Select Board's recommended budget for the Water Enterprise Fund.

**Comments / Other**

Actual expenses of the Enterprise Fund are higher than the annual budget appropriation because they include indirect costs that are budgeted to the General Fund and then charged back to the Enterprise Fund. Indirect costs include various costs and benefits associated with the employees of the Enterprise Fund.

The Sub-Committee's budget includes the indirect costs and the Total Fund Expense in the table above.



<b>ARTICLE 7C:</b>
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**ARTICLE 7C:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the sewer enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2023, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$7,954,770 (Unanimous, 12-0-0 )**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report G – Sewer Enterprise.



To: Advisory & Finance Committee  
 From: Budget Sub-Committee G - ENTERPRISE FUNDS – Steve Nearman (Chair), Gail Butler, Joe Lalley

Date: February 7, 2023  
 Subject: Sub-Committee G FY2024 Budget Review & Recommendations: SEWER

**Budget Summary:**

	Personnel Expenses	Other Expenses	Dept Equipment	Debt Service	OPEB	Budget Appropriation	Indirect Costs	Total Fund Expense
Proposed FY2024 Budget	\$388,528	\$4,954,566	\$ -	\$2,609,559	\$ 2,117	\$ 7,954,770	\$454,438	\$8,409,208
FY2023 Revised Budget	\$376,250	\$4,697,463	\$ -	\$3,095,736	\$ 1,368	\$ 8,170,817	\$438,991	\$8,609,808
FY2022 Actual	\$283,636	\$4,399,961	\$ 4,724	\$3,037,850	\$ 2,002	\$ 7,728,173	\$366,739	\$8,094,912

**Department Synopsis**

The Sewer Division of the DPW is responsible for the operation and maintenance of the town's sanitary sewer collection and treatment systems. The Division is headed by Wastewater Manager Doug Pinard.

**Budget Observations**

The primary source of revenue for the Enterprise Fund is the rates paid by the sewer system users. Fees paid by septage haulers are another significant source of revenue. Budget shows increases due to increasing cost of living adjustments and increased costs for the wastewater treatment plant due to increased costs of disposal.

**Initiatives & Opportunities**

Capital requests to address treatment plant discharges out into the Bay as among a number of initiatives for the Sewer Enterprise Fund.

**Recommendations**

The Sub-Committee recommends:

- Approval of the Select Board's recommended budget for the Sewer Enterprise Fund.

**Comments / Other**

Actual expenses of the Enterprise Fund are higher than the annual budget appropriation because they include indirect costs of \$454,438 estimated for FY2024 that are budgeted to the General Fund and then charged back to the individual Enterprise Funds. Indirect costs include various costs and benefits associated with the employees of the Enterprise Fund.

The Sub-Committee's budget includes the indirect costs and the Total Fund Expense in the table above.



<b>ARTICLE 7D:</b>
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**ARTICLE 7D:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the solid waste enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2023, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval \$867,598 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report G – Solid Waste Enterprise.





To: Advisory & Finance Committee  
 From: Budget Sub-Committee G - ENTERPRISE FUNDS – Steve Nearman  
 (Chair), Gail Butler, Joe Lalley

Date: February 7, 2023  
 Subject: Sub-Committee G FY2024 Budget Review & Recommendations: SOLID WASTE OPERATIONS

**Budget Summary:**

	Personnel Expenses	Other Expenses	Dept Equipment	Debt Service	OPEB	Budget Appropriation	Indirect Costs	Total Fund Expense
Proposed FY2024 Budget	\$ 289,337	\$ 575,586	\$ -	\$ -	\$ 2,675	\$ 867,598	\$ 328,923	\$1,196,521
FY2023 Revised Budget	\$ 293,746	\$ 538,770	\$ -	\$ -	\$ 2,192	\$ 834,708	\$ 309,142	\$1,143,850
FY2022 Actual	\$ 236,420	\$ 452,095	\$ -	\$ -	\$ 2,411	\$ 690,926	\$ 295,376	\$986,302

**Department Synopsis**

The Solid Waste Division of the Department of Public Works is responsible for the management, operation and maintenance of the Manomet Transfer Station with recycling, materials transport, administration of sticker sales, and violation processing. It is headed by Jonathan Beder, DPW Director.

**Budget Observations**

Use of the Manomet transfer station remains fairly consistent. However, challenges in the greater waste disposal and recycling industries continue to present themselves as well as rising expenses. The Sub-Committee believes this Enterprise Fund is well run.

**Initiatives & Opportunities**

Neither the Department nor the Sub-Committee has identified any new initiatives.

**Recommendations**

The Sub-Committee recommends:

- Approval of the Select Board's recommended budget for the Solid Waste Operations Enterprise Fund.

**Comments / Other**

Actual expenses of the Enterprise Fund are higher than the annual budget appropriation because they include indirect costs that are budgeted to the General Fund and then charged back to the Enterprise Fund. Indirect costs include various costs and benefits associated with the employees of the Enterprise Fund.

The Sub-Committee's budget includes the indirect costs and the Total Fund Expense in the table above.



<b>ARTICLE 7E:</b>
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**ARTICLE 7E:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the airport enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2023, or take any other action relative thereto.

**SELECT BOARD**

**RECOMMENDATION: Approval 3,669,491 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report G – Airport Enterprise.



To: Advisory & Finance Committee  
 From: Budget Sub-Committee G - ENTERPRISE FUNDS – Steve Nearman (Chair), Gail .Butler, Joe Lalley  
 Date: February 7, 2023  
 Subject: Sub-Committee G FY2024 Budget Review & Recommendations: AIRPORT

**Budget Summary:**

	Personnel Expenses	Other Expenses	Dept Equipment	Debt Service	OPEB	Budget Appropriation	Indirect Costs	Total Fund Expense
Proposed FY2024 Budget	\$ 705,733	\$2,919,750	\$ -	\$ 38,400	\$ 5,608	\$ 3,669,491	\$ 340,000	\$4,009,491
FY2023 Revised Budget	\$ 683,807	\$2,702,550	\$ -	\$ 39,650	\$ 5,498	\$ 3,431,505	\$ 218,805	\$3,650,310
FY2022 Actual	\$ 587,179	\$2,018,113	\$ -	\$ 40,900	\$ 3,144	\$ 2,649,336	\$ 212,432	\$2,861,768

**Department Synopsis**

The Plymouth Municipal Airport, home to more than 30 businesses that collectively employ more than 250 people, has been in operation since 1934. Many of these businesses operate from privately constructed buildings located on Airport property, adding considerably to Plymouth's tax base. The types of businesses range from flight schools and maintenance facilities to law enforcement and medical air ambulance services.

Matt Cardillo recently replaced long-time Airport Manager Tom Maher who retired.

The Airport Enterprise Fund provides for development, operation and maintenance of the Plymouth Municipal Airport in a safe, efficient and fiscally responsible manner that promotes general aviation. The airport helps stimulate the local economy and supports the community. Airport management is responsible for adhering to all federal, state and local regulations. Revenue for the operation of the airport is primarily generated through sale of aviation fuel to aircraft owners (approximately 80% of total revenue), landing and tie-down fees, and land leases.

**Budget Observations**

The budget shows an 23.5% increase in the cost of aviation fuel, but that will be offset by the increased price charged to consumers of the fuel. Vehicle fuel used by airport staff also is projected to increase 20%, along with heat and electricity, all due to economic factors. Salary savings by replacing the long-time manager with a new manager.

**Initiatives & Opportunities**

None were identified.

**Recommendations**

The Sub-Committee recommends:

- Approval of the Select Board's recommended budget for the Airport Enterprise Fund.

**Comments / Other**

Actual expenses of the Enterprise Fund are higher than the annual budget appropriation because they include indirect costs that are budgeted to the General Fund and then charged back to the Enterprise Fund. Indirect costs include various costs and benefits associated with the employees of the Enterprise Fund.

The Sub-Committee's budget includes the indirect costs and the Total Fund Expense in the table above.



<b>ARTICLE 7F:</b>
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**ARTICLE 7F:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the cable public access enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2023, or take any other action relative thereto.  
**SELECT BOARD**

**RECOMMENDATION: Approval \$1,561,000 (Unanimous, 12-0-0)**

The Advisory & Finance Committee recommends approval of this section of the Budget as detailed in Sub-Committee Report G – Cable Public Access Enterprise.





To: Advisory & Finance Committee  
 From: Budget Sub-Committee G ENTERPRISE FUNDS – Steve Nearman (Chair), Gail Butler, Joe Lally  
 Date: February 7, 2023  
 Subject: Sub-Committee G FY2024 Budget Review & Recommendations: Cable Access

**Budget Summary:**

	Personnel Expenses	Other Expenses	Dept Equipment	Debt Service	OPEB	Budget Appropriation	Indirect Costs	Total Fund Expense
Proposed FY2024 Budget	\$ -	\$1,556,000	\$ 5,000	\$ -	\$ -	\$ 1,561,000	\$ -	\$1,561,000
FY2023 Revised Budget	\$ -	\$1,490,000	\$ 5,000	\$ -	\$ -	\$ 1,495,000	\$ -	\$1,495,000
FY2022 Actual	\$ -	\$1,480,585	\$ -	\$ -	\$ -	\$ 1,480,585	\$ -	\$1,480,585

**Department Synopsis**

This Fund acts principally as a financial pass-through fund for receipts received from Verizon and Comcast. The monies are derived from fees received from their customers for cable usage. Those receipts are disbursed to PACTV and the Plymouth Public Schools for costs associated with governmental and educational programming produced by those organizations. The Fund also receives approximately \$10,000 annually in franchise fees that are retained by the Town.

**Budget Observations**

The bulk of the funds received by the Fund are transmitted to PACTV and the Plymouth Public Schools to support public access television production. Revenue is generated from Verizon and Comcast is steadily declining due to the increasing popularity of streaming services over cable services.

**Initiatives & Opportunities**

None were identified.

**Recommendations**

The Sub-Committee recommends:

- Approval of the Select Board's recommended budget for the Cable Access Enterprise Fund.

**Comments / Other**

The Sub-Committee's budget DOES NOT include indirect costs as this Enterprise Fund is not apportioned such costs.



## ARTICLE 9:

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

ITEM	DEPARTMENT	PROJECT DESCRIPTION
A1	Information Technology	Public Safety MDT Replacements
A2	Information Technology	Municipal Network Expansion
A3	Information Technology	Records Digitization
A4	Information Technology	VOIP Implementation Completion
A5	Information Technology	MFA Implementation
A6	Information Technology	Cyber Posture Assessment & Implementation
A7	Information Technology	Expand Wireless Infrastructure
A8	Police Department	Crime Scene Vehicle Replacement
A9	Police Department	Fuel Pump Replacement
A10	Police Department	Training / Roll Call Room A/V Update
A11	Fire Department	Self-Contained Breathing Apparatus Replacements
A12	Fire Department	Fire Prevention / Code Enforcement Vehicle Replacements
A13	School Building Repair Program	Repair and Paint Walls - NMES
A14	School Building Repair Program	Brick and Window Seal Repair - MES
A15	School Building Repair Program	Sidewalk Repairs - CSES
A16	School Building Repair Program	Replace Gymnasium Floor - NMES
A17	School Building Repair Program	Lot Paving and Lining - PSMS
A18	School Building Repair Program	Track Resurfacing - PNHS
A19	School Vehicle & Equip Replacement Program	Kubota with Mower and Snow Blower
A20	School Building Repair Program	Replace Gymnasium Floor - HES
A21	School Vehicle & Equip Replacement Program	Ford F250 Utility with Plow
A22	School Vehicle & Equip Replacement Program	Ford 7D Van
A23	School Vehicle & Equip Replacement Program	Ford F250 Utility with Plow
A24	School Vehicle & Equip Replacement Program	Ford Econovan
A25	DPW - Highway	Ford F350 Replacement

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

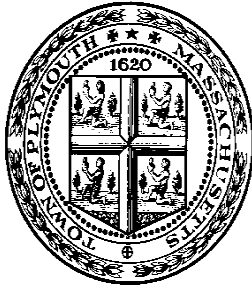
or take any other action relative thereto.

## **SELECT BOARD**

### **RECOMMENDATION: Approval \$11,118,327 (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 9. The Town Manager recommended funding \$11,118,327 worth of capital items requested for FY24. The Advisory & Finance Committee agrees with this recommendation. (See pages 19-21) for the CIC spreadsheet). The recommended capital items fall within the following two overarching categories:

- **General Fund items** totaling \$7,092,172 to be funded with \$6,317,553 from Free Cash, \$67,558 from the Fire Prevention Revolving Fund, \$110,000 from the Environmental Affairs Fund, \$120,000 from the DMEA Waterways fund, \$430,000 from Sale of Lots and \$47,061 from other available funds.
- **Enterprise Fund items** totaling \$4,026,155 to be funded with \$1,271,179 from Sewer Enterprise Fund Retained Earnings, \$2,186,976 from Water Enterprise Fund Retained Earnings, \$24,000 from Airport Enterprise Fund Retained Earnings, \$544,000 from other available funds.



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

TO: SELECT BOARD  
ADVISORY & FINANCE COMMITTEE

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: ATM ARTICLE 9 – CAPITAL REQUESTS &  
RECOMMENDED PROJECTS

DATE: JANUARY 26, 2023

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

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

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

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

Thank you for your support of Article 9 capital requests.



<b>ARTICLE 10:</b>
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**ARTICLE 10:** To see if the Town will vote to replace the existing Town of Plymouth Classification and Compensation Plan and Personnel Bylaw approved at the April 2022 Spring Town Meeting, or take any other action relative thereto.

**HUMAN RESOURCES**

**RECOMMENDATION: Approval (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 10. Approval of this article will provide the executive branch of the Town the ability to manage non-union personnel in a manner consistent with both the management practices for the rest of the Town's personnel and other bylaws and the responsibilities given to the executive branch by the Town Charter. This change will also give the Town the ability to respond more quickly to its personnel management needs.







# TOWN OF PLYMOUTH

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

## MEMO

**To:** Derek Brindisi – Town Manager

**From:** Silvio Genao – Human Resources Director

**cc:** Brad Brothers – Assistant Town Manager

**Date:** December 21, 2022

**Re:** Art. 10 2023 Spring Town Meeting – Personnel Bylaw Changes and/or Updates

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This memorandum provides backup information for requests to change and/or update the Personnel Bylaw document. The requested changes and/or updates are as follows:

### **Changes to the Personnel Bylaw and Creation of a Personnel Code**

The current framework for managing staff whose positions do not fall under a collective bargaining agreement (so called “non-union” staff) is established by the Personnel Bylaw.

As bylaws are only able to be amended or updated by legislative (Town Meeting) action, there might be situations requiring immediate changes (such as statutory changes that may contradict the bylaw) which cannot not be implemented until the next Town Meeting, potentially leaving the Town in a liable position until such changes can be enacted due to the current framework.

To avoid this, the typical framework for implementation of the Town Meeting intent is having bylaws that allow for the creation of codes and/or regulations that can adapt to the ever-changing conditions and environment in which said bylaws are implemented. Unlike other existing bylaws in the Town of Plymouth, the personnel bylaw does not explicitly allow for the creation of said code or regulations and therefore acts as an overencompassing and de-facto regulation.

The statutory power of Town Meeting to appropriate funding already provides a measure of oversight, and a check-and-balance between Town branches, within the laws of our Commonwealth but there are other management-related items within the bylaw that are not related to appropriations (such as managing employee accrued leave time, the ability to have performance reviews for managers, employee discipline, etc.) that should fall under the executive branch as managers of the non-union staff roster in consistency with the Town’s Charter.

Therefore, the purpose of this request is to provide the executive branch of the Town the ability to manage non-union personnel in a manner consistent with the management practices for the rest of the Town’s personnel and other bylaws, in accordance with responsibilities afforded to the executive branch by the Charter of the Town of Plymouth, and in a practical manner that can better adapt to the changing personnel management environment.

Thank you for your consideration



<b>ARTICLE 11:</b>
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**ARTICLE 11:** To see if the Town will vote to amend the Town of Plymouth Classification and Compensation Plan and Personnel Bylaw contained therein, or take any action other action relative thereto.

**HUMAN RESOURCES**

**RECOMMENDATION: Approval (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 11. This article will only be necessary if Town Meeting does not approve Article 10. Approval of this article will change the long term illness account (LTIA) usage requirements, reclassify the Benefits Administrator, and increase the Seasonal personnel rates beginning in May 2023 to allow the allow the Town to be more competitive with other local communities in attracting seasonal staff.





# TOWN OF PLYMOUTH

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

## MEMO

**To:** Derek Brindisi – Town Manager

**From:** Silvio Genao – Human Resources Director

**cc:** Brad Brothers – Assistant Town Manager

**Date:** December 21, 2022

**Re:** Art. 11 2023 Spring Town Meeting – Personnel Bylaw Changes and/or Updates (PLACEHOLDER)

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This memorandum provides backup information for requests to change and/or update the Personnel Bylaw document in the event that a previous article request to change the Personnel Bylaw and create a Personnel Code does not pass. The requested changes and/or updates are as follows:

### **Changes to Section 15 Earned Time**

1. Strike the following language from subsection 1c. Usage as follows:

#### *c. Usage*

- (1.) *Requests for earned leave will be charged to an employee's accrued earned time account except for the following:*
  - *absences for which employee is not entitled to be paid*
  - ~~- *at the employee's option, absences due to illness that extend beyond two consecutive workdays*~~*All such earned leave must be authorized by the Department Head or the Town Manager.*

*Once per fiscal year, the Executive may buy back up to 5 days of earned time at his/her current rate of pay – effective January 1st 2017.*

2. Strike the first sentence of the second paragraph in subsection 2. Long Term Illness as follows:

~~*These accumulated days may be used at the employee's option when an absence for illness extends beyond two consecutive days. The Town Manager may require a medical examination of an employee who uses more than five days of LTIA before additional leave is authorized for this purpose. Up to 5 LTIA days per year may be used for family illness. The use of LTIA for a family member will be allowed past the five (5) days when in compliance with FMLA or Parental Leave Act.*~~

The intent of that sentence seems to have been to prevent abuse of the Long Term Illness Account (LTIA) by employees but in practicality we have noticed that it ends up affecting employees with legitimate medical issues who are in need of LTIA by requiring them to use Earned Time prior to using the LTIA. The Town of Plymouth

**FY24 Budget – Personnel Bylaw Changes and/or Updates**

already has procedures in place to ensure there is no abuse of accrued leave so the language redundant and impractical.

**Reclassify the Benefits Administrator/HR Assistant from EM2 to EM4:**

Due to the disparity shown in the HRS Compensation and Benefits study, this position was submitted for a reclassification during the previous year's budget review but was ultimately overlooked. The study showed a negative 15% disparity in comparison to the salaries offered by the comparable communities reviewed by the study. Based on this, I recommend that the position is upgraded from Executive Management grade 2 Executive Management grade 4 which results in only a 7% change in salary between grades. This change would result in a potential cost of \$2,481 when compared to the expected salary of the current holder of this position for the new fiscal year.

**Seasonal Laborers – Public Works Department – Park & Forestry Division**

With today's competitive job market, it has become evident that finding seasonal help is a challenge, especially at the current salary rate that we offer in the Parks & Forestry Division (\$14.25-\$15.75 per hour). This request is to raise the hourly rate by \$2 from \$15.75 to an hourly rate of \$17.75 per hour. Raising the hourly rate of pay would increase the probability of filling the five seasonal positions currently funded within the Parks Division.

During the Spring and Summer season of 2022, we were only able to obtain two of the five qualified applicants. This made it very difficult for the Parks staff to maintain their workload, especially attending to the increasing volume of litter/trash on our parks and beaches. The seasonal employee's main role is to work weekdays and weekends, early morning, and afternoons, to police our parks and beaches for litter and replace bags throughout hundreds of trash barrels within the various Parks.

Please keep in mind that the employees who occupy these positions do not receive benefits from the Town, as a result their compensation is based solely on their hourly wage.

Please consider raising the hourly rate to the amount of \$17.75 per hour, so that the Parks Division can be in a better position to recruit the necessary seasonal staff and keep our parks and beaches clean and safe for public use.

**Seasonal Staff – Finance Department – Treasurer/Collector Office**

This request is to amend the Classification and Compensation Plans for Seasonal Staff, Miscellaneous D. This amendment would bring the rates inline with the current clerical staff and allow us to attract more qualified candidates for sales of both Beach and Transfer Station passes. Currently, the salary schedule ranges from \$15 to \$17 hourly and was established at the 2015 Fall Annual Town meeting. The requested schedule below would be more in line with the economic climate, as follows:

Seasonal Staff beginning May 2023

Rate 2015	January 1, 2023	January 1, 2024
	2%	2%
15.0000	19.3226	19.7090
15.7912	20.2314	20.6361
16.4400	20.9767	21.3962
17.0500	21.6774	22.1109

Thank you for your consideration.

## ARTICLE 12:

**ARTICLE 12:** To see if the Town will vote to accept and expend such sum or sums of money allotted or to be allotted to the Town from the Commonwealth of Massachusetts under the provisions of M.G.L. Chapter 90 or under any other state roadway reimbursement programs for FY 2024, and to authorize the Board of Selectmen to enter into a contract or contracts with the Massachusetts Department of Transportation Highway Division for such purposes; and further, to authorize the Treasurer with the approval of the Board of Selectmen, to borrow in anticipation of 100% reimbursement of said amounts, or to take any other action relative thereto.

### **DEPARTMENT OF PUBLIC WORKS—ENGINEERING DIVISION**

#### **RECOMMENDATION: Approval (Unanimous, 13-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 12. Approval of this article will enable the Town to accept State Highway (Chapter 90) Funds for repairs and reconstruction of public roads. While the estimated amount of Chapter 90 funds for FY2024 was not known at the time this report was prepared, Plymouth did receive more than \$1.5 million for FY2023. The Town expects a similar amount in FY2024 unless there is change in policy and/or the state's financial health.





# TOWN OF PLYMOUTH

Department of Public Works  
Engineering Division  
26 Court Street  
Plymouth, Massachusetts 02360

## MEMO

**To:** Advisory & Finance Committee

**From:** Sheila Sgarzi, P.E., Assistant Director of Public Works SS✓

**Through:** Jonathan Beder, Director of Public Works

**CC:** Derek Brindisi, Town Manager

**Date:** January 3, 2023

**Subject:** 2023 Spring Annual Town Meeting  
Article 12 - Accepting Chapter 90 Funds

---

Please be advised that this Annual Article authorizes the Town to accept funding provided by the Commonwealth of Massachusetts under G.L., Chapter 90 for the maintenance of public roads. In the previous round of Fiscal Year 2023 appropriations, the Town received \$1,596,234.00. The estimated amount for Fiscal Year 2024 is currently unknown. However, the Town can expect a similar amount in Fiscal Year 2024 unless there is a change in policy and/or the Commonwealth's financial health.

There is not any need for funding Article 12.

The DPW recommends that the Advisory & Finance Committee members vote to support Article 12 as presented.



## **ARTICLE 13:**

**ARTICLE 13:** To see if the Town will vote to appropriate from the Town Promotion Fund created pursuant to Chapter 4 of the Acts of 1993, a sum of money for programs and projects that enhance the beautification, recreational resources, public safety, promotional and marketing activities, events, services and public improvements, or take any other action relative thereto.

### **SELECT BOARD**

#### **RECOMMENDATION: Approval \$1,246,406 (Unanimous, 9-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 13. Approval of this article will allow expenditures from the Town's Promotion Fund. The Promotion Fund, created by special legislation, is funded with 45% of the receipts from the Hotel/Motel Tax. The Visitor Services Board oversees expenditures from this fund. Expenditures include funding special events and celebrations. The Town Promotion Fund is also used to pay a marketing and promotions contract with See Plymouth/Destination Plymouth, which provides the Town with television and print advertising around the country (and abroad), maintains a waterfront information booth, and provides for the operation of the See Plymouth website.



# Memo

To: Board of Selectmen  
Advisory and Finance Committee

From: Lee Hartmann, Director of Planning and Development

Re: FY24 Town Promotion Fund – 2023 ATM

Date: January 4, 2023

The receipts collected through the 6% Hotel/Motel Tax increased by 16% from last year (\$2,769,791 compared to FY 23 which was \$2,388,507). The Town, by a special act, places 45% of the total Hotel/Motel Tax into its Promotion Fund. The total FY24 funding to be approved for the Town Promotions budget is \$1,246,406 which is an \$136,477 increase from last year's appropriation.

The Visitor Services Board over sees expenditures from the Promotion Fund.

This year's fixed costs are \$568,445 and include:

- The Town Promotions and Water Street Visitors Information Center operation contract with Destination Plymouth is \$443,205
- Public Improvements at \$124,640 which is 10% of the budget as required by the Home Rule Petition.
- Salaries/Equipment (\$600)

Other costs include (\$677,961)

- Event Funding and Additional Marketing (\$672,961)
- Distinguished Visitors (\$5,000 last year)

The FY24 budget is as follows:

Salaries and Wages (Admin. Support) .....	\$600
Contractual Services (Promotions and Info Center) .....	\$443,205*
Public Improvements .....	\$124,640*
Event Funding, Distinguished Visitors, Special Events, Exhibit Grants & Additional Marketing .....	\$677,961
Total .....	\$1,246,406

\*Fixed costs

The following is a list of Celebrations (special events and exhibit grants) funding from FY23:

**Special Events**

Bark in the Park	\$3,500	Pilgrim Progress	\$1,200
*CranFest	\$2,500	Polar Plunge	\$500
First Friday	\$5,000	PorchFest	\$3,000
Halloween on Main	\$4,000	Project Arts Concert Series	\$15,000
Herring Run Festival	\$1,560	Sip and Stroll Restaurant Week	\$3,000
Hometown Stroll	\$3,500	Two Worlds, One Concert	\$50,000
July 4th Fireworks	\$10,000	TG Patriot Concert	\$20,000
July 4 <sup>th</sup> Parade	\$10,000	TG Waterfront Activites	\$20,000
July 4th Philharmonic	\$20,000	Thanksgiving Parade	\$20,000
L. Knife & Son Concert Series	\$1,500	Thanksgiving Phil Concert	\$15,000
Myles Standish State Forest RR	\$3,000	The Thirsty Pilgrim	\$875
Plymouth Public Library Arts Festv	\$2,500	Waterfront Festival	\$10,000

**Misc**

America's Hometown Thanksgiving Parking & Shuttle	\$20,000
Ambassador Program	\$5,000
Banner Poles	\$20,000
DPW- Promenade	\$200,000
Parks Dept - Flower Baskets	\$7,698
Parks Dept – Celebration Light Pole String	\$3,000
Parks Dept -Holiday Linden Tree Lights	\$1,500
Parks Dept – Live Holiday Wreaths	\$3,187.50
Plimoth Patuxet "Welcoming Visitors to Plymouth	\$20,000
Parks Dept – Labor to maintain Celebration Lights	\$10,000
Plymouth Bay Cultural District - Event Boards	\$3,000
Plymouth Bay Cultural District – Adirondack Chairs	\$13,200
Plymouth Recovery Task Force – Downtown	\$5,000
See Plymouth – Additional Kiosks	\$7,000
See Plymouth – Ride Circuit	\$20,000
See Plymouth – Visitors Information Center	\$125,000
Town Hall Restrooms	\$10,000

\*Canceled Events

Thank you.

## ARTICLE 15:

**ARTICLE 15:** To see if the Town will vote to appropriate Four Hundred Thousand Dollars (\$400,000), for the purposes of financing the following water pollution abatement facility projects: sewer tie-ins or the repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners; including without limitation, the payment of all costs thereof as defined in Section 1 of Chapter 29C of the General Laws and all costs incidental or related thereto, and to determine whether this amount shall be raised by borrowing or otherwise; or take any other action relative thereto.

### **PLANNING AND DEVELOPMENT**

#### **RECOMMENDATION: Approval \$400,000 (Unanimous, 9-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 15. Approval of this article will allow the Town to borrow \$400,000 through the Massachusetts Clean Water Trust to fund the Title V Betterment Loan Program. These low-interest loans are available to Town residents meeting certain income criteria on a first-come, first-served basis to fund septic system replacement or repair. Historically, the funding for this program has been refreshed as funds are depleted.





# Memo

To: Town Manager  
Board of Selectmen  
Advisory and Finance Committee

From: Lee Hartmann, Dir. of Planning & Development

Date: November 4, 2022

Re: Septic System Repair program – 2023 April Annual Town Meeting - Article 15

---

To see if the Town will vote to raise and appropriate, transfer or borrow \$400,000, for the purposes of financing the following water pollution abatement facility projects: sewer tie-ins or the repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners; including without limitation, the payment of all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; and to meet this appropriation the Treasurer with approval of the Board of Selectmen is authorized to borrow \$400,000 under G.L. c.44 or any other enabling authority, which amount may be borrowed through the Massachusetts Water Pollution Abatement Trust or otherwise; and that the Board of Selectmen is authorized to take any other action necessary to carry out this project.

## TITLE V BETTERMENT LOAN PROGRAM

Town Meeting has approved fifteen prior rounds (eleven at \$200,000 three at \$300,000 and one at \$400,000) for this greatly needed and successful septic system improvement program. Due to the popularity of the program, the funds are expended quickly (all current funds have been allocated). The Department of Planning and Development is recommending that the Town Treasurer borrow \$400,000 from the Massachusetts Water Pollution Abatement Trust. The state provides these funds to the Town at a 2% interest rate. The funds are made available to local homeowners for sewer hook-ups, septic system repair or replacement (systems must be failed to qualify). In cases where Town sewer is available, these funds can also be used to cover the costs associated with sewer connections. Loans up to \$35,000 are available per household at 5% interest (interest charge covers the Town's cost of administering the program). Loans are recorded as liens on the property and are billed by the Assessors' Office as a tax bill attachment. Terms of the loan range from five to fifteen years.

To date, this program has enabled 296 homeowners to repair/replace their failed systems. This program is administered by the Office of Community Development on behalf of the Town.



## ARTICLE 17:

**ARTICLE 17:** To see if the Town will vote to amend Chapter 1, § 1-4. Fine Schedule, by adding the underlined and italicized and deleting strikethroughs text as follows:

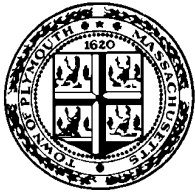
Section	Subject	Fine
14-6A	False alarm service	
	First 3 offenses	No fine
	Fourth offense	<del>\$25</del> — <u><i>\$50</i></u>
	Fifth offense	<del>\$50</del> — <u><i>\$125</i></u>
	Subsequent offenses	<del>\$75-</del> <u><i>\$200</i></u>

### POLICE DEPARTMENT

**RECOMMENDATION: Approval (Unanimous, 11-0-1)**

The Advisory & Finance Committee recommends Town Meeting approve Article 17. Approval of this article will increase the fines for repeat false alarm offenses, with the intent of encouraging alarm system owners to upgrade and/or repair their systems to prevent false and accidental alarms calls, which can hinder the department's ability to respond to other incidents in a timely manner.





## Plymouth Police Department

# Memo

**To:** Brad Brothers, Assistant Town Manager  
**From:** Dana Flynn, Chief of Police  
**Date:** 12/20/22  
**Re:** Article 17 - Accidental/False Burglar Alarm Fee Increase

---

The police department is requesting an increase in fees associated with police response to false/accidental burglar alarms. The intent of this increase is to encourage alarm system owners to upgrade, service, or repair their systems to avoid faulty calls.

The current bylaw allows for 3 police responses to accidental/false burglar alarms before enactment of a \$25 fine. A fifth response allows for the issuance of a \$50 fine and a sixth and subsequent responses result in a \$75 fine. The requested increase would keep the first 3 responses free, increase the fourth response to \$50, fifth response to \$125 and sixth response and beyond to \$200 each occurrence.

From 2020 through 2022 the police department responded to 5645 burglar alarms. These responses required 829-man hours from arrival time to clearing the call. This does not account for response time or multiple officer response.

Of the 5645 reported burglar alarms 5551 were determined to be false/accidental. The reasons for these alarms range from user error, unsecured doors, weather conditions, power outages, HVAC systems, and pets. One local business is responsible for 29 responses to false/accidental alarms while another is responsible for 28. With limited resources and increased calls for service, response to false alarms reduces our ability to respond to other incidents in a timely manner.

A request for alarm fines was sent out to local police departments. The results ranged from \$25-\$300 in a similar tier structure as Plymouth.

We appreciate your support of this article.



## ARTICLE 18:

**ARTICLE 18:** To see if the Town will vote to amend of the Town General Bylaws by adding the following, or take any other action relative thereto:

*B. Further, the Town will charge a late fee of \$15 to be paid by owners or keepers of record each year who license said dog or dogs on or after April 1. All money received from issuance of dog licenses by the Town of Plymouth or recovered as fines or penalties by said Town under provisions of MGL c. 140 relating to dogs, shall be paid into the general fund of the Town. The late fee will be waived for any new dogs to the community registered after the deadline.*

### **TOWN CLERK**

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

The Advisory & Finance Committee recommends Town Meeting approve Article18. Approval of this article will amend the Town's General Bylaw, Chapter 23, § 23-11 - License fees to permit the Town to charge a late registration fee in regard to dog licensing. Any monies recovered as fines or penalties shall be paid into the general fund of the Town.







# TOWN OF PLYMOUTH

## Town Clerk

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

December 20, 2022

Brad Brothers  
Assistant Town Manager

I would like to submit 2 articles to change Town of Plymouth's General Bylaws for the Annual Town Meeting.

**Article 18:** To see if the Town will vote to amend Chapter 23, § 23-11. License fees of the Town General Bylaws by adding:

*B. Further, the Town will charge a late fee of \$15 to be paid by owners or keepers of record each year who license said dog or dogs on or after April 1. All money received from issuance of dog licenses by the Town of Plymouth or recovered as fines or penalties by said Town under provisions of MGL c. 140 relating to dogs, shall be paid into the general fund of the Town. The late fee will be waived for any new dogs to the community registered after the deadline.*

Justification: Currently there is not a late fee for dog licenses. Updating the bylaw will allow residents 3 months to obtain a new dog license. On/after April 1, dog owners will be charged the late fee to obtain an updated license.

Sincerely,

Kelly A. McElreath  
Town Clerk



## ARTICLE 19:

**ARTICLE 19:** To see if the Town will vote to amend 3 sections of Chapter 173 of the Town General Bylaws:

- §173-1. Ballot voting,
- §173-3. Meeting and election dates
- §173-11. Number of Town Meeting members; terms of office. [Added 4-5-1980 STM by Art. 5; amended 4-6-1987 ATM by Art. 14; amended by Section 2-2-1 of 1999 Charter]

by adding the underlined and italicized and deleting strikethroughs text as follows, or take any other action relative thereto:

§ 173-1. Ballot voting.

A. The Town Meeting shall always operate in open session-  
~~Secret ballots shall be used on any questions only by a two-thirds vote of those present and voting. (Contained in the Town Charter.<sup>1</sup>)~~

B. The Moderator may take all votes requiring a two-thirds majority in the same manner in which he or she conducts the taking of a vote when a majority is required. [Added 10-27-1997 STM by Art. 2]

§ 173-3. Meeting and election dates. [Amended 11/2/99 by Article 18]

The Town Meeting shall meet annually on the first Saturday in April and at such other times as may be determined by vote of the Town Meeting. The regular election for all town offices shall be by official ballot held on the ~~second~~third Saturday in May of each year. (Contained in the Town Charter) The Fall Annual Town Meeting shall convene on the [Deleted 4/19/12 ATM by Article 22] ~~fourth Monday in October~~ [Added 4/19/12 ATM by Article 22] the third Saturday in October; provided, however, the Board of Selectmen may, consistent with G.L. c39, §9, delay the date of said Fall Annual Town Meeting to a date no later than November 30. [Last Sentence Added 11/2/99 by Article 18]

§ 173-11. Number of Town Meeting members; terms of office. [Added 4-5-1980 STM by Art. 5; amended 4-6-1987 ATM by Art. 14; amended by Section 2-2-1 of 1999 Charter]

The number of Town Meeting members shall be fixed at ~~104~~162, ~~eight~~nine from each of the ~~13~~18 precincts, and members shall be elected for three-year overlapping terms. This section shall become effective for the ~~1988~~2021 Annual Town Election. (Section 2-1-1, Chapter 2, Plymouth Town Charter.) (Section 2-2-1 of the 1999 Charter effectively amends this Section by eliminating the fixed total of Town Meeting Members, the number from each precinct, and the fixed number of precincts.)

**TOWN CLERK**

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

The Advisory & Finance Committee recommends Town Meeting approve Article 19. Approval of this article will amend the Town's General Bylaw, Chapter 173, to update the number of precincts and Town Meeting members to be consistent with Plymouth's recent redistricting and make the bylaw language related to the date of Town elections consistent with the election dates specified in the Town Charter.



# TOWN OF PLYMOUTH

## Town Clerk

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

December 20, 2022

Brad Brothers  
Assistant Town Manager

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

**Article 19:** To see if the Town will vote to amend 3 sections of Chapter 173 of the Town General Bylaws:

- §173-1. Ballot voting,
- §173-3. Meeting and election dates
- §173-11. Number of Town Meeting members; terms of office. [Added 4-5-1980 STM by Art. 5; amended 4-6-1987 ATM by Art. 14; amended by Section 2-2-1 of 1999 Charter]

by adding the underlined and italicized and deleting strikethroughs text as follows:

§ 173-1. Ballot voting.

A. The Town Meeting shall always operate in open session. ~~Secret ballots shall be used on any questions only by a two-thirds vote of those present and voting. (Contained in the Town Charter.<sup>1</sup>)~~

B. The Moderator may take all votes requiring a two-thirds majority in the same manner in which he or she conducts the taking of a vote when a majority is required. [Added 10-27-1997 STM by Art. 2]

§ 173-3. Meeting and election dates. [Amended 11/2/99 by Article 18]

The Town Meeting shall meet annually on the first Saturday in April and at such other times as may be determined by vote of the Town Meeting. The regular election for all town offices shall be by official ballot held on the ~~second~~ third Saturday in May of each year. (Contained in the Town Charter) The Fall Annual Town Meeting shall convene on the [Deleted 4/19/12 ATM by Article 22] ~~fourth Monday in October~~ [Added 4/19/12 ATM by Article 22] the third Saturday in October; provided, however, the Board of Selectmen may, consistent with G.L. c39, §9, delay the date of said Fall Annual Town Meeting to a date no later than November 30. [Last Sentence Added 11/2/99 by Article 18]

§ 173-11. Number of Town Meeting members; terms of office. [Added 4-5-1980 STM by Art. 5; amended 4-6-1987 ATM by Art. 14; amended by Section 2-2-1 of 1999 Charter]

The number of Town Meeting members shall be fixed at ~~104~~ 162, ~~eight~~ nine from each of the ~~13~~ 18 precincts, and members shall be elected for three-year overlapping terms. This section shall become effective for the ~~1988~~ 2021 Annual Town Election. (Section 2-1-1, Chapter 2, Plymouth Town Charter.) (Section 2-2-1 of the 1999 Charter effectively amends this Section by eliminating

the fixed total of Town Meeting Members, the number from each precinct, and the fixed number of precincts.)

Justification: These edits update the General Bylaws to reflect what is stated in the Charter for the Town of Plymouth and how many precincts the Town of Plymouth currently has.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly A. McElreath", written in a cursive style.

Kelly A. McElreath  
Town Clerk

## **ARTICLE 20:**

**ARTICLE 20:** To see if the Town will vote to amend the status of 73 Colchester Dr. (attached map circled lot #81) parcel # 096-000-019-081 to a buildable lot. This lot is a virtual duplicate to surrounding lots with houses and was deemed buildable from the development of Micajah Heights in 1960, sold as a buildable lot in 1960, again in 1968, seized by Plymouth as buildable lot in 1972 attempted to be auctioned by Plymouth as buildable in 1975, or to take any other action relative thereto:

**BY PETITION: William P. Tolland Jr., et al**

**RECOMMENDATION: No Action.**





**From:** [Brad F. Brothers](#)  
**To:** [Jeanette White](#)  
**Cc:** [Steve Triffetti](#)  
**Subject:** FW: Warrant Article 20-Spring Town Meeting  
**Date:** Wednesday, January 25, 2023 8:31:03 AM

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**From:** Kate McKay <kate@rblawma.com>  
**Sent:** Tuesday, January 24, 2023 4:15 PM  
**To:** billytoland@gmail.com  
**Cc:** Brad F. Brothers <bbrothers@plymouth-ma.gov>; Lee Hartmann <LHartmann@plymouth-ma.gov>; Michael A. Bergeron <michael@rblawma.com>; Fst@plymouthlaw.com  
**Subject:** Warrant Article 20-Spring Town Meeting

**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Mr. Toland,

It was a pleasure meeting you this afternoon. Regarding Article 20 (in reference to 73 Colchester Drive), there is no action that can be taken at the Spring Town Meeting as Article 20 is written. The two lots have been combined for zoning purposes pursuant to M.G.L. c.40a Section 6.

As we indicated in the meeting, please do not hesitate to reach out in the future if follow-up is needed.

Regards,

Kate McKay  
Reservitz Bergeron and Associates  
25 Rockwood Road, 2nd Floor  
Marshfield, MA 02050  
(781) 834-7877  
[kate@rblawma.com](mailto:kate@rblawma.com)