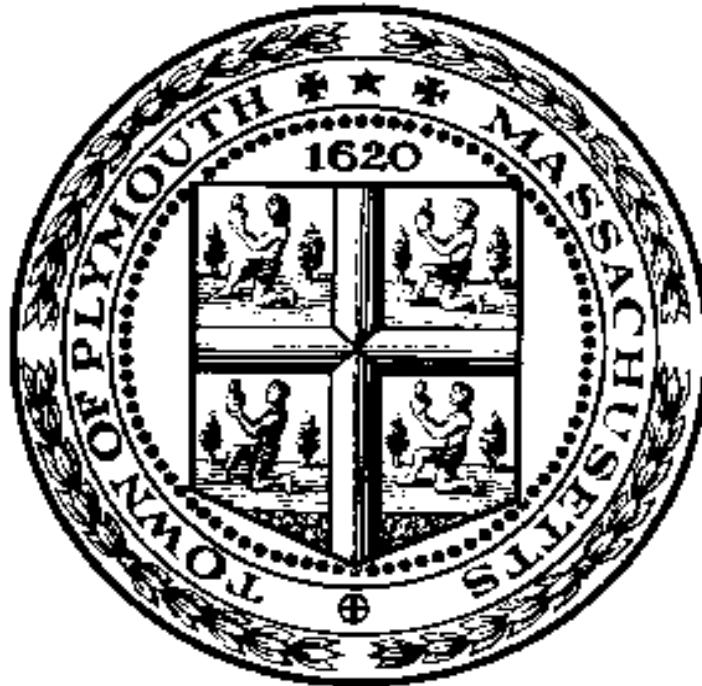


TOWN OF PLYMOUTH

REPORT
& RECOMMENDATIONS
OF THE
ADVISORY AND FINANCE
COMMITTEE



Presented at the
October 16, 2021

FALL
TOWN MEETING

FALL TOWN MEETING

October 16, 2021

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REPORT & RECOMMENDATIONS

REPORT & RECOMMENDATIONS OF THE ADVISORY & FINANCE COMMITTEE

Fall Town Meeting – October 16, 2021

ARTICLE 1: To see if the Town will vote to amend the Classification and Compensation Plans and the Personnel By-Law and Collective Bargaining Agreements contained therein, or take any other action relative thereto.

SELECT BOARD

1A – Personnel By-law

RECOMMENDATION: Approval (12-0-1)

The Advisory & Finance Committee recommends Town Meeting approve Article 1A. Approval of this article will adopt the Personnel Bylaw Changes as outlined in the included memorandum.

1B – Fire Fighters MOA

RECOMMENDATION: Approval (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 1B. Approval of this article will adopt the negotiated MOA for this employee bargaining unit.

ARTICLE 2A: To see if the Town will vote to amend the vote taken under Article 7A of the 2021 Spring Annual Town Meeting, and, as necessary, to raise, appropriate, transfer or borrow funds for the purpose of supplementing departmental expenses, and/or to reduce certain departmental expenses or otherwise amend said vote, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval \$2,009,285 (12-0-1)

The Advisory & Finance Committee recommends Town Meeting approve Article 2A. Approval of this article will increase the FY22 General Fund Operating Budget by \$2,009,285 as detailed in the following table:

Department	Budget Line Item	Line #	Description of Item	A & F Town Meeting Recommendation
Sub-Committee A				
Town Manager	Personal Services	1	Grant Writer	\$ 35,000
Town Clerk	Personal Services	7	Special Election	\$ 16,284
Town Clerk	All Other Expenses	8	Special Election	\$ 5,071
Member Benefit	All Other Expenses	12	Workers Comp	\$ (86,000)
Member Benefit	All Other Expenses	12	Deferred Compensation Match	\$ 24,000
Member Benefit	All Other Expenses	12	Life Insurance	\$ 55,000
Member Benefit	All Other Expenses	12	Managed Blue	\$ 91,000
All Town Insurance	All Other Expenses	13	Property & Casualty Insurance	\$ (135,325)
Total Sub-Committee A				\$ 5,030
Sub-Committee B				
Finance	Personal Services	14	Internal Auditor Restoration	\$ 21,200
Treasury	Personal Services	14	2 Full Time SEIU ½ year	\$ 45,792
Finance	Personal Services	14	Charter Commission	\$ 7,000
Finance	All Other Expenses	15	Charter Commission	\$ 3,500
Salary Reserve	Personal Services	19	Contract Settlements	\$ 948,432
Debt Service	All Other Expenses	28	Debt Service GF	\$ (737,087)
Total Sub-Committee B				\$ 288,837
Sub-Committee C				
Fire	All Other Expenses	33	New Transmission Eng 9	\$ 10,830
Fire	All Other Expenses	33	Communications Tower Rental	\$ 9,000
Total Sub-Committee C				\$ 19,830
Sub-Committee D				
Crematory	Personal Services	40	New Part-Time Admin. Asst.	\$ 5,218
Cemetery	Personal Services	40	New (5) Positions	\$ 84,785
Total Sub-Committee D				\$ 90,003
Sub-Committee F				
School	Personal Services	63	2% Cola	\$ 1,605,585
Total Sub-Committee F				\$ 1,605,585
Total Article 2A Supplemental Budget Recommendation to Town Meeting				\$ 2,009,285

ARTICLE 2B: To see if the Town will vote to amend the votes taken under Article 7B, 7C, 7D and 7E of the 2021 Spring Annual Town Meeting, and, as necessary, to raise, appropriate, transfer or borrow funds for the purpose of supplementing enterprise departmental expenses, and/or to reduce certain departmental expenses or otherwise amend said vote, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval (\$227,934) Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 2B. Approval of this article will decrease the FY22 Water Enterprise Fund Debt Service, decrease the FY22 Sewer Enterprise Fund Debt Service and increase the FY22 Airport Enterprise Fund as detailed in the following table:

Department	Budget Line Item	Line #	Description	Amount
Sub-Committee G				
Water	Water Enterprise Debt	69	Debt Service Water Fund	\$ (102,426)
Sewer	Sewer Enterprise Debt	74	Debt Service Sewer Fund	\$ (166,453)
Airport	Personal Services	80	Reinstate Cut OM-3 Position	\$ 40,945
				Total Sub-Committee G \$ (227,934)
				Article 2B Supplemental Enterprise Budget Requests: \$ (227,934)

ARTICLE 3: To see if the Town will vote to raise and appropriate or transfer a sum of money to pay certain unpaid bills, including bills of a prior fiscal year, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval \$21,550.08 Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 3. Approval of this article will authorize the Finance Department to process the outstanding invoices from FY21 as detailed in the following table:

Department	Vendor	Description	Amount Due
CPC	Golden Gull Studios	Shrink wrap maps	\$ 132.37
CPC	Jeffrey M. Metcalfe Architect	Existing Conditions Drawings	\$ 5,000.00
Human Resources	Cabot Risk Strategies	Claims processing	\$ 16,417.71
		Total Article 3	\$ 21,550.08

ARTICLE 4: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the construction and/or repair and/or purchase and/or lease and/or replacement of departmental buildings and/or equipment and/or capital facilities and/or for feasibility studies and other types of studies for the various departments of the Town, including all other costs incidental and related thereto, including authorizing lease/purchase agreements for terms of up to or in excess of three years, substantially as follows:

ITEM	DEPARTMENT	PROJECT DESCRIPTION
A1	Police Dept.	TruNarc Handheld Narcotics Analyzer
A2	Police Dept.	Portable Radio Replacement - Cruisers
A3	School Dept.	Replace Tech Van 1
A4	School Dept.	Nathaniel Morton Roof Replacement
A5	DPW - Crematory	Rebuild Retort #1
A7	DPW - Cemetery	1-ton Pickup Truck
A8	DPW - Cemetery	Mini Excavator

A9	DPW - Cemetery	Heavy Duty Utility Cart
A10	Center for Active Living	Upgrade for Public Wi-Fi Access
A11	Marine & Environmental	Bartlett Road Bridge Engineering
B1	DPW - Engineering	Brook Rd. Bridge Design & Construction

or take any other action relative thereto.

SELECT BOARD

ARTICLE 4 A1 – 4 A11

RECOMMENDATION: Approval \$2,761,849 Unanimous (14-0-0)

The Advisory & Finance Committee recommends Town Meeting approve the Article 4 A1 thru 4 A11 Capital appropriations listed below:

ITEM	PROJECT DESCRIPTION	APPROPRIATION
A1	TruNarc Handheld Narcotics Analyzer	\$ 30,836
A2	Portable Radio Replacement - Cruisers	\$ 231,037
A3	Replace Tech Van 1	\$ 39,167
A4	Nathaniel Morton Roof Replacement	\$ 2,000,000
A5	Rebuild Retort #1	\$ 105,750
A7	1-ton Pickup Truck	\$ 111,487
A8	Mini Excavator	\$ 58,740
A9	Heavy Duty Utility Cart	\$ 43,832
A10	Upgrade for Public Wi-Fi Access	\$ 17,000
A11	Bartlett Road Bridge Engineering	\$ 124,000
Total for Article 4 A1- 4 A11 Items		\$ 2,761,849

ARTICLE 4 B1

RECOMMENDATION: Approval \$1,350,000 (12-1-0)

The Advisory & Finance Committee recommends Town Meeting approve the Article 4 B1 Capital appropriation listed below:

ITEM	PROJECT DESCRIPTION	APPROPRIATION
B1	Brook Rd. Bridge Design & Construction	\$ 1,350,000
Total for Article 4 B1		\$ 1,350,000

ARTICLE 5: To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money for the design, construction, equipping and furnishing of a renovated fire station #2 at Samoset Street, West Plymouth, shown at Assessor's Map 103 Lot 41A, including but not limited to site preparation, demolition, and all other costs incidental and related thereto; or to take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval \$9,200,000 Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 5. Approval of this article will allow for the extensive renovation needed at West Plymouth Fire Station #2 on Samoset Street. The existing living quarters are uninhabitable and the firefighters are utilizing temporary trailers due to the discovery of asbestos and other harmful carcinogens in the aging station.

ARTICLE 6: Withdrawn

ARTICLE 7: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of conducting an eDNA study at Town Brook/Billington Sea, including all other costs incidental and related thereto, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval \$10,000 Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 7. The eDNA study will establish a pre-construction data line of aquatic organisms within the Town Brook watershed before the dam repairs and fish bypass channel are constructed and provide valuable data on the ecological impacts of the project.

ARTICLE 8: To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, an amount of money to be expended under the direction of Building Committee for roof replacements at Federal Furnace Elementary School located at 860

Federal Furnace Road, Plymouth, Massachusetts, 02360; West Elementary School located at 170 Plympton Road, Plymouth, Massachusetts, 02360; and Indian Brook Elementary School located at 1181 State Road, Plymouth, Massachusetts, 02360 which proposed repair projects would materially extend the useful life of the schools and preserve an asset that otherwise is capable of supporting the required educational programs and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”). This phase of the project will execute the entire scope of the project including labor, material procurement, and project management in accordance with drawings, bid documents, project cost estimates, and project timelines. The Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town. Any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of fifty and fifty eight one hundredth percent (50.58 %) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, or take any other action relative thereto.

SCHOOL COMMITTEE

RECOMMENDATION: Approval \$11,600,000 Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 8. These roofs are over three decades old, have sections that are beyond repair, and need to be replaced to ensure the integrity of the building interior. It is important to note that though the Town must borrow the full \$11,600,000 for this project the School has received approval by the Massachusetts School Building Authority (MSBA) for reimbursement of 50.58% of these projects upon completion, which will substantially reduce the actual cost to the Town.

Article 8 Items		
ITEM	PROJECT DESCRIPTION	APPROPRIATION
8	Federal Furnace Roof	3,800,000
	Indian Brook Roof	4,000,000
	West Elementary Roof	3,800,000
Article 8 Total		11,600,000

ARTICLE 9A: To see if the Town will vote to rescind the vote taken under Article 16B of the April 2021 Annual Town Meeting, to revise the funding sources for the restoration of the historic National Memorial Pilgrim Meeting House or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval Unanimous (14-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 9A. Approval of this article will rescind the vote taken under Article 16B of the April 2021 Town Meeting regarding borrowing for the

National Memorial Pilgrim Meeting House. The original plan for how to structure the borrowing has changed, and the new plan will be more favorable to the Town. The following article deals with how to pay for the new approach.

ARTICLE 9B: To see if the Town will vote to amend the vote taken under Article 16F of the April 2021 Annual Town Meeting, and, as necessary, to appropriate from the Community Preservation Fund Fiscal Year 2022 estimated annual revenues or from available Community Preservation Reserves a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2022, and to set aside sums for future appropriation for purposes as recommended by the Community Preservation Committee, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval \$806,936 Unanimous (14-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 9B. Approval of this article will amend Article 16F of the April 2021 Town Meeting to increase the Debt Service Budget by \$806,936 to pay the principal and interest on the note involved in the previous article. The funding sources for the increase are \$151,046 from Historic Reserves and \$655,890 of the FY22 Estimated CPA Revenues to be added to the Budgeted Reserve.

ARTICLE 9C: Withdrawn

ARTICLE 9D: Withdrawn

ARTICLE 9E: Withdrawn

ARTICLE 9F: Withdrawn

ARTICLE 9G: Withdrawn

ARTICLE 10: To see if the Town will vote to authorize the Select Board to accept temporary and permanent easements for access, construction, sewer, drainage, and utility purposes on, over, across, under and through portions of the properties located off Spring Lane, Plymouth, Massachusetts and known as Plymouth Assessor's Parcels 019-000-000C-005A and 019-000-000C-0005B and shown on a plan on file with the Town Clerk, and further to authorize the Select Board to acquire by gift, purchase, eminent domain, or otherwise, and upon such terms and conditions as it deems appropriate, such interests in said land sufficient to use said land for access, construction, sewer, drainage, and utility purposes, and to authorize the board or commission currently having care, custody, management and control of Plymouth Assessor's Parcel 018-000-043-000 to grant a temporary or permanent easement on a portion thereof for purposes of placement and use of a trash dumpster or receptacle including access thereto, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 10. Town Meeting approval of the easements outlined in this article would enable the Department of Marine & Environmental Affairs (DMEA) to continue working with the consulting engineer, town counsel and the adjacent property owners to complete the necessary formal survey, easement language and recording at the Registry of Deeds prior to the onset of construction activities relative to the repairs to the Jenney Pond Dam and the installation of a new sewer main.

ARTICLE 11: To see if the Town will vote to authorize the Select Board to accept permanent easements for access and utility purposes on, over, across, under and through portions of the properties located off Herring Pond Road, Plymouth, Massachusetts and shown on Plymouth Assessor's Map 56, Lot 52-44, and Map 56, Lot 52-2, and on a plan on file with the Town Clerk, and further to authorize the Select Board to acquire by gift, purchase, eminent domain or otherwise, and upon such terms and conditions as it deems appropriate, such interests in said land sufficient to use said land for access and utility purposes, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 11. Town Meeting approval of the easement outlined in this article will allow for the Town and public to gain legal access to the Cedarville Cemetery.

ARTICLE 12: To see if the Town will vote to rescind the following amounts that have been authorized to be borrowed, but which are no longer needed for the purposes for which they were approved:

<u>Unissued Amount to be Rescinded</u>	Date of Approval	Warrant Article Number	Original Purpose
\$40,000	October 22, 2018	9D	National Memorial Meeting House
\$988,000	April 11, 2015	9B1	School Street Retaining Wall
\$72,000	April 8, 2019	9B2	Market Street Bridge Repair
\$155,077	April 1, 2017, April 7, 2018, October 22, 2018	9BC, 17, 5	Library Roof, Chillers, Ducts
\$5,000	April 2, 2016	9B2	Newfield Street Bridge
\$815,000	October 15, 2016	4E	Plymouth Beach Revetment Rehab
\$900,000	April 7, 2018	10	Hedge Road Fire Station
\$305,000	April 8, 2019	9B5	Cordage Gravity Interceptor Relocation
\$1,605,000	April 7, 2018	9B4	Forges Field Well/System Expansion

Or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 12. These projects have either come in under budget, had their original scope changed in a way that did not require the use of the full amount originally funded for them, or received some funding via a grant so as to reduce the Town's share, and as such the unused borrowing authority is no longer needed and should be rescinded as a housekeeping measure.

ARTICLE 13: Withdrawn

ARTICLE 14: To see if the Town will vote to amend the General Bylaws, Chapter 143, Departmental Revolving Funds, by adding to Column "C" of the chart therein with respect to the Plymouth Beach Fund the underlined text and deleting the strikethrough text as follows:

<u>A</u> Revolving Fund	<u>B</u> Department, Board, Committee, Agency or Officer Authorized to spend from the Fund	<u>C</u> Fees, Charges or other Receipts Credited to Fund	<u>D</u> Program or Activity Expenses Payable from Fund
Plymouth Beach Fund	Director of Marine & Environmental Affairs	Those identified as <u>seventy-five</u> <u>percent (75%)</u> <u>of all</u> non-resident parking receipts at Plymouth Beach, in addition to one- hundred percent (100%) of Plymouth Beach 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.

Or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION:Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 14. Approval of this article will formalize the Town's current policy for receipts credited to the Plymouth Beach Revolving Fund.

ARTICLE 15: To see if the Town will vote to accept the last paragraph of G.L. c. 40, sec. 5B which provides that, notwithstanding the provisions of G.L. c. 44, sec. 53 or any other general or special law to the contrary, a town that accepts this paragraph may dedicate, without further appropriation, all, or a percentage not less than 25 per cent, of a particular fee, charge or other receipt to any stabilization fund established pursuant to this section; provided, however, that the receipt is not reserved by law for expenditure for a particular purpose; and further, that the Town dedicate 100 percent of the Extended Maintenance Fee assessed upon the issuance of street opening permits to the Pavement Management Stabilization Fund, such dedication to be effective as of Fiscal Year 2023; or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 15. Approval of this article will allow the Town to earmark the fees collected when recently paved roads (within the last 5 years) are cut into so that the fees can go directly into the Pavement Management Stabilization Fund.

ARTICLE 16: To see if the Town will vote pursuant to G.L. c.44, §53E ½ to establish a new revolving fund, to be known as the Little Red Schoolhouse Revolving Fund; and further, to amend General Bylaws Chapter 143: Departmental Revolving Funds, particularly §143-5, by inserting a new row at the end of the Table of Authorized Revolving Funds, as follows:

Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to spend from Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses, Payable from Fund	Fiscal Years
Little Red Schoolhouse	Town Managers Office and/or Finance Office	Usage fee from building reservations	Maintenance, repairs, supplies, and/or improvements to the building	Fiscal Year 2022 and subsequent years

And further, to establish the fiscal year 2022 spending limit for this revolving fund at \$30,000.

Or take any other action relative thereto.

SELECT BOARD**RECOMMENDATION: Approval Unanimous (14-0-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 16. Approval of this article will establish a revolving fund to deposit fees collected from renting the Little Red Schoolhouse to various groups and establish a \$30,000 spending limit for the fund for FY22.

ARTICLE 17: To see if the Town will vote, pursuant to the provisions of G. L. c.59, §38H, to authorize the Board of Selectmen and Board of Assessors to negotiate and enter into an agreement for payments in lieu-of-taxes (“PILOT”), for a 999.6 Kilowatt DC (more or less) solar photovoltaic energy generating facility for Black Cat Solar 1, LLC (or its affiliates, successors or assigns) to be located on a eleven-acre parcel (more or less) off Black Cat and watercourse Roads, currently shown on Plymouth Assessor’s Map 90 Lot 35D, 43-1 and 43A, upon such terms and conditions as the Board of Selectmen and Board of Assessors shall deem to be in the best interest of the Town, or take any other action relating thereto.

SELECT BOARD**RECOMMENDATION: Approval (13-1-0)**

The Advisory & Finance Committee recommends Town Meeting approve Article 17. Approval of this payment-in-lieu-of-taxes (PILOT) agreement will be for personal property tax associated with a ground mounted solar farm development located off Black and Watercourse Roads, shown as lots 35D, 43-1 and 43A on Assessors Map 90. The farm is located on approximately 11.276 acres and can produce up to 999.6 KW. The terms of this agreement would be \$20,000 per MW DC with an escalation of 2.5% per year for 20 years. These terms are similar to the terms in our other Solar PILOT agreements.

ARTICLE 18:Withdrawn

ARTICLE 19: To see if the Town will vote to accept the provisions of G.L. c. 59, §5K, which authorizes the Select Board to establish a Senior Citizen Property Tax Work-Off Abatement Program whereby an individual over 60 years of age volunteers his or her services to the Town and earns a reduction in his or her property tax bill; and further, to accept the provisions of G.L. c. 59, §5N, which authorizes the Select Board to establish a Veteran Property Tax Work-Off Abatement Program whereby a veteran or spouse of a deceased or disabled veteran volunteers his or her services to the Town and earns a reduction in his or her property tax bill; said programs to be available as of July 1, 2022; or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 19. Approval of this article will update the Town's existing senior tax work-off abatement program to comply with new state guidelines on that program and also create a tax work-off abatement program for veterans in Town.

ARTICLE 20: Withdrawn

ARTICLE 21: To see if the Town will vote to accept the provisions of G.L. c. 59, §5, Clause Twenty-second H (inserted by Chapter 218 of the Acts of 2018 known as an Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and the Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and Veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veteran Affairs or a branch of the armed forces that was a proximate cause of their death; or (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further, that the surviving parents or guardians shall have been domiciled in the Commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or Veteran was domiciled in the Commonwealth for not less than 6 months before entering service. Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier, sailor, member of the National Guard or Veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation; or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 21. Approval of this article will accept provisions of the BRAVE Act which provide a property tax exemption for the surviving parents or guardians of all Armed Services and National Guard veterans who lost their lives as the result of active duty service pursuant to the eligibility requirements detailed herein.

ARTICLE 22: To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation as follows:

Section 1. Notwithstanding section 58A of chapter 31 of the General Laws or any other general or special law to the contrary, no person shall be eligible to have his or her name certified for original appointment to the position of police officer in the Town of Plymouth if such person has reached his fortieth birthday on the date of the entrance examination

Section 2. This act shall take effect upon its passage.

And to authorize the General Court to make clerical or editorial changes of form only to any bill so filed unless approved in advance by the Select Board, and to authorize the Select Board to approve such revisions as fall within the public purpose of this vote; or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (14-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 22. Approval of this article will increase the minimum age for original appointment to the position of police officer in the Town of Plymouth to age 40.

ARTICLE 23: To see if the Town will vote to adopt the provisions of G.L. c. 40, §8E, which provides for a Youth Commission for the purpose of carrying out programs which may be designed or established to meet the opportunities, challenges and problems of youth of the Town in conjunction with any similar or related programs of any agency of the Commonwealth or any agency of the federal government, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 23. Approval of this article will provide an opportunity for the youth of the community to get involved in Town government and give them a channel through which to advocate for themselves and the issues important to their demographic in our community.

ARTICLE 24: Withdrawn

ARTICLE 25: To see if the Town will vote to amend the Town of Plymouth General Bylaws by deleting in its entirety Sections 51-2. Indecent Language and Section 51-3. Indecent marks; defacing property, as on file with the Town Clerk or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval (13-1-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 25. Approval of this article will amend the Town of Plymouth General Bylaws, consistent with the recommendations of Town counsel, by deleting sections dealing with Indecent Language and Indecent Marks. These sections are outdated, vague, and essentially unenforceable as written, and retaining them may open the Town up to costly legal challenges. State law will still provide protection against and enforceable penalties for the misconduct outlined in the sections targeted for deletion.

ARTICLE 26: Withdrawn

ARTICLE 27: To see if the Town will vote to adopt the provisions of G.L. c.40, §8L – Municipal Agricultural Commission, as it applies to the expansion of duties and responsibilities of the Plymouth Agricultural Committee or take any other action relative thereto.

PLANNING AND DEVELOPMENT

RECOMMENDATION: Approval (12-2-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 27. Approval of this article will adopt the provisions of G.L. c.40, §8L and transition the Plymouth Agricultural Committee to an Agricultural Commission for the purpose of promoting, developing, and monitoring the agricultural resources of the Town.

ARTICLE 28: To see if the Town will vote to transfer the care, custody, management, and control of the parcels listed below as on file with the Town Clerk, from the Town Treasurer for tax title purposes to the Conservation Commission for conservation purposes pursuant to G.L. C. 40, §8C; and further to authorize the Conservation Commission to execute any and all instruments as may be necessary to effectuate the vote taken hereunder, or take any other action relative thereto.

Parcel ID	Location	Legal Reference	Recording Date
050-000-004H-000	Off Center Hill Road	Final Judgement: Bk. 16323, Pg. 90	June 23, 1998
050-000-004J-000	Off Center Hill Road	Final Judgement: Bk. 13685, Pg. 251	July 10, 1995

CONSERVATION COMMISSION

RECOMMENDATION: Approval Unanimous (14-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 28. Approval of this article will transfer the listed parcels from the Town Treasurer to the Conservation Commission for Protection under Article 97 of the Massachusetts Constitution. Both parcels were taken by the Town through a tax lien proceeding in the mid-90's. The parcels comprise approximately 5 acres of unbuildable land off Center Hill Road.

ARTICLE 29: To see if the Town will vote to amend the Zoning Bylaw Section 201.3 Definitions and to create a new section entitled Accessory Dwelling Units to allow studio and one bedroom accessory apartments by special permit, under certain conditions and subject to criteria, in all Residential and Mixed Use Zoning Districts as well as amend any other definitions, procedures, and provisions for said installations, or take any other action relative thereto. The full text of this amendment is on file at the Office of Planning and Development at Town Hall during normal business hours and is posted on the Town's website at https://www.plymouth-ma.gov/sites/g/files/vyhlif3691/f/uploads/kp-778765-v1-plym_accessory_apt_vote_final_finals.pdf.

PLANNING BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 29. Approval of this article will amend the Zoning Bylaw to allow Accessory Dwelling Units by special permit. This is intended to increase the number of moderately-priced long term rental units in the Town and to allow residents on fixed incomes who wish to remain in their homes to supplement their income through the rental of such a unit.

ARTICLE 30: To see if the Town will vote to adopt the following bylaw to be inserted into the Plymouth Zoning Bylaws:

§207-12. Mandatory Roof-Mounted Solar Photovoltaic Systems (MRMSPS).

- A. Intent.** It is the intent of the Town of Plymouth to increase the production of solar energy within the boundaries of the Town.
- B. Means.** Any project of 10,000 s.f. or more or 10 or more residential units shall include a solar energy system equivalent to 50% of the roof area of buildings as well as 90% of uncovered area of parking structures in accordance with Massachusetts Solar Access law Chapter 184: Section 23C.
- C. Standards.** The following standards shall apply to all MRMSPS:
 - 1.** Height: MRMSPS shall not exceed the height of the ridge of the roof.
 - 2.** Design: A MRMSPS shall be installed at 4 to 8 inches above the plane of the roof parallel to that plane.
- D. Information Required with Zoning Permit for all RMSPS:**

- 1. Drawings.** A site Plan prepared by a registered Surveyor and a roof plan, elevations and sections prepared by a Registered Architect.
- 2. Materials.** Manufacturer's specifications for a proposed MRMSPS shall be provided for all equipment and attendant facilities and include documentation of the major system components to be used, including panels, mounting system, rated name plate capacity, colors, inverter and interconnection details.
- 3. Safety.** The MRMSPS Owner and Operator shall submit a copy of the project summary, electric schematic to the Building Commissioner, with a copy for review by the Fire Chief. Instructions to deenergize the system shall be made available to public safety personnel. The owner or operator shall identify a responsible person for public inquiries throughout the life of the MRMSPS.
- 4. Compliance.** All MRMSPS shall be installed in compliance with the Massachusetts Building Code.
- 5. Definitions**
 1. Solar Energy System: A device or structural design feature, a substantial purpose of which is to provide for the collection, storage and distribution of solar energy for space heating or cooling, electricity generation, or water heating. a. Solar Energy System, Active: A solar energy system whose primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means.
 - b. Solar Energy System, Ground-Mounted/Canopy: An Active Solar Energy System that is structurally mounted to the ground and is not roof-mounted.
 - c. Solar Energy System, Roof-Mounted: An Active Solar Energy System that is structurally mounted to the roof of a building or structure.

2. Solar-ready zone: The solar-ready zone area is 50% of the roof area that is either flat or oriented between 110 degrees and 270 degrees of true north, exclusive of mandatory access or set back areas as required by the MA Fire Code.

(b) Requirements:

Development requiring site plan review approval in all districts greater than or equal to ten thousand (10,000) gross square feet or containing ten (10) or more residential units shall include a solar energy system that is equivalent to a minimum of 50% of the roof area of all buildings. In cases where a site includes an uncovered parking structure the structure shall also have a solar energy system installed to cover a minimum of 90% of its top level.

(c) Solar Energy System Assessment:

A solar assessment shall be submitted and the assessment must include, at a minimum:

1. An analysis for solar energy system(s) for the site detailing layout and annual production.
2. Include the maximum feasible solar zone area of all structures and potential ground-mounted canopies.
3. An initial solar energy system assessment shall be submitted with the required application for Site Plan Review.
4. A final solar installation plan must be reviewed and approved by the Department of Community Development and Planning, prior to the issuance of a Building Permit.

(d) Exemptions:

A project will not be required to install a solar energy system on the roof when there is no solar ready zone, or the solar-ready zone is shaded for more than 50 percent of daylight hours annually, or for building conversions with insufficient structural load capacity. Further, in the case of a

mixed or ground mounted installation the requirement may be reduced or waived if the assessment determines there is not a viable location to meet the solar requirement.

(e) Safety and Locations Guidelines:

1. Emergency Access – Solar energy systems shall be located in such a manner as to ensure emergency access to the roof, provide pathways to specific areas of the roof, provide for smoke ventilation opportunities, and provide emergency egress from the roof, as required by the MA Fire Code, as updated.
2. Safety – No roof-mounted solar energy system shall be located in a manner that would cause the shedding of ice or snow from the roof into a porch, stairwell or pedestrian travel area.

III. Proposed language to clarify solar canopy installation by adding the following notes in Section 5.04 – Dimensional Regulations.

1. **Coverage:** Solar energy systems shall not be included in calculations for building coverage or impervious cover as identified in Section 5.04 – Table of Dimensional Regulations

or to take any other action relative thereto.

BY PETITION: Anatol Zukerman, et al

RECOMMENDATION: NO MOTION NO ACTION

ROLL CALL VOTING CHARTS

ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART

Y - For

N - Against

A - Abstain R - Recuse

X - Absent

Ch - Chair did not vote

ARTICLES

		Eugene Blanchard Gail Butler Kevin Carty Brian Dunn Robert Eisenstein Karen Hamilton Joseph Lally William Marani Lawrence McGrath Steve Nearman Donald Piatr Ashley Shaw Scott Stephenson Evelyn Strawn Robert Zupperoli																VOTE TOTAL FOR-AGAINST-ABSTAIN		
	Collective Bargaining Agreement			Ch																
1	1A Personnel Bylaw MOA	Y	Y		Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y			13-0-0		
	1B Fire Fighters MOA	Y	Y		Y	X	Y	Y	Y	Y	Y	X	Y	Y	Y			12-0-0		
2A	Sub-Committee A			Ch																
	Sub-Committee B			Ch																
	Sub-Committee C	Y	Y	Ch	Y	X	Y	Y	Y	Y	Y	A	Y	Y	Y			12-0-1		
	Sub-Committee D			Ch																
	Sub-Committee F			Ch																
2B	Sub - Committee G	Y	Y	Ch	Y	X	Y	Y	Y	Y	Y	Y	Y	Y	Y			13-0-0		
3	Unpaid Bills	Y	Y	Ch	Y	X	Y	Y	Y	Y	Y	Y	Y	Y	Y			13-0-0		
4	A1 TruNarc Handheld Narcotics Analyzer			Ch																
	A2 Replace Portable Radio-Cruisers			Ch																
	A3 Replace Tech Van 1			Ch																
	A4 Nathaniel Morton Roof Replacement			Ch	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y					
	A5 Rebuild Retort #1			Ch																
	A7 1-ton Pickup Truck	Y	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			14-0-0		
	A8 Mini Excavator			Ch																
	A9 Heavy Duty Utility Cart			Ch																
	A10 Upgrade Public WiFi Access			Ch																
	A11 Bartlett Road Bridge Engineering			Ch																
	B1 Brook Rd. Bridge Design & Construction	Y	N	Ch	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			12-1-0		

ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART

Y - For

N - Against

A - Abstain R - Recuse

X - Absent

Ch - Chair did not vote

ARTICLES

			Eugene Blanchard	Gail Butler	Kevin Canty	Brian Dunn	Robert Eisenstein	Karen Hamilton	Joseph Lalley	William Marani	Lawrence McGrath	Steve Nearman	Donald Piatl	Ashley Shaw	Scott Stephenson	Evelyn Strawn	Robert Zupperoli	VOTE TOTAL FOR-AGAINST-ABSTAIN
5	Fire Station #2 Construction	Y	Y	Ch	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	13-0-0
7	eDNA Study - Town Brook	Y	Y	Ch	Y	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	13-0-0
8	MSBA School Roofs	Y	Y	Ch	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	13-0-0
9A	Rescind Art 16B April 2021 ATM	Y	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	14-0-0
9B	Amend Art 16F April 2021 ATM	Y	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	14-0-0
10	Easement - Jenney Grist Mill	Y	Y	Ch	Y	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	13-0-0
11	Easement - Off Herring Pond	Y	Y	Ch	Y	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	13-0-0
12	Rescind Unused Borrowing Authority	Y	Y	Ch	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	12-0-0
14	Bylaw -Revise Plymouth Beach Revolving Fund	Y	Y	Ch	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	12-0-0
15	Earmark Fee to Pavement Management Fund	Y	Y	Ch	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	12-0-0
16	Little Red Schoolhouse Revolving Fund	Y	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	14-0-0
17	Solar Pilot	Y	Y	Ch	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	13-1-0
19	Senior/Veteran Tax Work Off Program	Y	Y	Ch	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	12-0-0
21	Gold Star Tax Abatement	Y	Y	Ch	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	12-0-0
22	Police Minimum Age	Y	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	14-0-0
23	Youth Commission	Y	Y	Ch	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	12-0-0
25	Bylaw - Indecent Language	Y	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	13-1-0

ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART

Y - For

N - Against

A - Abstain R - Recuse

X - Absent

Ch - Chair did not vote

ARTICLES

																	VOTE TOTAL FOR-AGAINST-ABSTAIN		
																	VOTE TOTAL FOR-AGAINST-ABSTAIN		
		Eugene Blanchard	Gail Butler	Kevin Canty	Brian Dunn	Robert Eisenstein	Karen Hamilton	Joseph Lalley	William Marani	Lawrence McGrath	Steve Nearman	Donald Piatt	Ashley Shaw	Scott Stephenson	Evelyn Strawn	Robert Zupperoli			
27	Agricultural Commission	Y	N	Ch	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	12-2-0		
28	Conveyance of Tax Title Property to Conservation	Y	Y	Ch	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	14-0-0		
29	Zoning Bylaw - Accessory Dwelling Units	Y	Y	Ch	Y	X	Y	Y	Y	Y	X	Y	Y	Y	Y	Y	12-0-0		
30	Petitioned: Zoning Bylaw - Rooftop Solar			Ch													NO MOTION NO ACTION		

GENERAL FUND SOURCES & USES

Town of Plymouth
General Fund Budget
Sources Uses - Budget 2022 update FATM 2021

GENERAL FUND REVENUES							
	Final Budget 2020	Final Budget 2021	Budget Projection 2022	Changes	FATM Final Budget	Dollar Change over Prior Year	% Change over Prior Year
Property Taxes							
Prior Year Tax Levy Limit	170,642,498	179,332,150	188,298,109		188,298,109		
Amended Prior Year New Growth							
2.5% Allowance	4,266,062	4,483,304	4,707,453		4,707,453		
New Growth	4,423,590	4,482,655	3,000,000		3,000,000		
Operational Override							
Levy Limit	179,332,150	188,298,109	196,005,562	0	196,005,562		
Debt Exclusion	8,066,208	7,841,843	7,646,476	(365,031)	7,281,445		
Other							
Maximum Allowable Levy Limit	187,398,358	196,139,952	203,652,037	(365,031)	203,287,006		
Unused Levy Capacity	(3,935,060)	(5,744,209)	(6,436,454)	(782,222)	(7,218,676)		
Total Property Taxes Raised	183,463,299	190,395,743	197,215,583	(1,147,253)	196,068,330	5,672,587	2.98%
Tax Rate	\$16.35	\$16.16	\$16.74	(\$0.10)	\$16.64	0.48	2.98%
Values	11,220,996,817	11,781,914,884	11,781,914,884	11,781,914,884	11,781,914,884	NO Change in Value	
State Aid - Cherry Sheet							
Chapter 70	26,369,547	26,369,547	26,369,547	231,240	26,600,787		
Charter School Reimbursement	1,251,323	1,358,466	1,358,466	(644,383)	714,083		
School Lunch		0	0		0		
Lottery		0	0		0		
Hold Harmless Lottery		0	0		0		
General Municipal Aid	4,160,905	4,160,905	4,160,905	145,632	4,306,537		
Police Career Incentive		0	0		0		
Veterans Benefits	439,380	482,239	482,239	(15,114)	467,125		
Exemptions - Vets, Blind		0	0		0		
Exemptions - Elderly		0	0		0		
Exemption Reimbursement Total	373,700	428,239	428,239	3,746	431,985		
State Owned Land	698,033	716,193	716,193	104,987	821,180		
Public Libraries	68,994	87,622	87,622	10,810	98,432		
Total	33,361,882	33,603,211	33,603,211	(163,082)	33,440,129	(163,082)	-0.49%
State Aid - MSBA							
School Construction Reimbursement	1,636,804	657,278	0		0		
Total	1,636,804	657,278	0	0	0	(657,278)	-100.00%
Local Receipts							
Motor Vehicle Excise	8,652,538	8,334,522	8,459,540	684,460	9,144,000		
Other Excise	920,000	740,000	751,100	728,900	1,480,000		
Penalties & Interest	910,000	852,000	864,780	38,220	903,000		
Payments in Lieu	75,000	72,000	73,080		73,080		
Fees	690,000	621,000	630,315	21,685	652,000		
Rentals	865,000	870,000	883,050	(33,050)	850,000		
Departmental Revenue - Recreation	175,000	159,300	161,690	41,310	203,000		
Departmental Revenue - School Medicaid	435,000	435,000	441,525	(221,525)	220,000		
Departmental Revenue - Cemetery	80,000	77,000	78,155	845	79,000		
Departmental Revenue - Crematory	245,000	250,000	253,750	70,250	324,000		
Other Dept Revenue	450,000	420,000	426,300	48,700	475,000		
Licenses & Permits	3,000,000	2,560,000	2,598,400	201,600	2,800,000		
Fines & Forfeits	350,000	285,000	289,275	(15,275)	274,000		
Miscellaneous - Medicare D / Fringe / MOA's	1,275,000	1,157,000	1,174,355	31,145	1,205,500		
PGDC Parking Deck Reimbursement for Debt	158,208	158,800	161,182		161,182		
Investment Income	745,000	227,448	230,860	(40,860)	190,000		
Total	19,025,747	17,219,070	17,477,356	1,556,405	19,033,761	1,814,691	10.54%
Other Sources							
Sewer Fund Indirect Costs	402,599	444,606	366,739		366,739		
Water Fund Indirect Costs	1,283,026	1,352,886	1,276,599		1,276,599		
Airport Indirect Costs	217,196	207,251	212,432		212,432		
Solid Waste Fund Indirect Costs	243,697	265,131	295,376		295,376		
Total	2,146,517	2,269,874	2,151,146	0	2,151,146	(118,728)	-5.23%

Town of Plymouth
General Fund Budget
Sources Uses - Budget 2022 update FATM 2021

	Final Budget 2020	Final Budget 2021	Budget Projection 2022	Changes	FATM Final Budget	Dollar Change over Prior Year	% Change over Prior Year
Available Funds							
Title V Loan Program - Debt Service - Art 7	160,170	163,033	163,567		163,567		
Title V Loan Program - Administration - Art 7	31,491	29,492	31,052		31,052		
State Boat Ramp Revolving - Art 7	11,177	12,932	3,174		3,174		
Recreation Revolving - Art 7	32,496	31,866	33,313		33,313		
Memorial Hall Revolving - Art 7	11,462	27,761	13,024		13,024		
Plymouth Beach Revolving - Art 7	10,154	11,592	10,816		10,816		
Fire Safety & Prevention Revolving - Art 7	5,947	6,287	8,835		8,835		
Fire Alarm Maint Revolving - Art 7	10,151	10,731	10,773		10,773		
Cemetery Perpetual Care Art 7	22,511	35,000	35,000		35,000		
Municipal Waterways - Article 7	130,000	142,000	130,000		130,000		
Municipal Waterways - Article 7 - Debt	84,763	82,763	85,763		85,763		
Cemetery Perpetual Care - Dept Equip	0	0			0		
Municipal Waterways - Dept Equip	0	0			0		
Fire Prevention Revolving - Dept Equip	0	0			0		
Projects Funds less than \$50,000 for Debt Service	0	5,308		92,836	92,836		
Pavement Management Debt Fund	576,199	614,731	1,034,000	(185,203)	848,797		
Meals Tax for Town Hall Project	1,792,844	1,798,344	1,191,426		1,191,426		
Premium for Debt Exclusion	168,550	158,517	148,484	(148,484)	0		
Free Cash OPEB & Stabilization for TH Debt	1,028,000	515,000	500,000	600,667	1,100,667		
Total	\$4,075,915	3,645,356	3,399,227	359,816	3,759,043	113,687	3.12%
Grand Total	\$243,710,163	247,790,533	253,846,523	605,886	254,452,410	6,661,877	2.69%
GENERAL FUND BUDGETS							
Administrative Services	2,786,409	2,961,063	2,952,895	56,355	3,009,250	(8,168)	-0.28%
Department of Finance	3,412,949	1,937,538	2,030,408	77,492	2,107,900	92,870	4.79%
Department of Information Technology		1,691,190	1,809,446		1,809,446	118,256	6.99%
Department of Community Resources	3,665,866	3,736,038	3,753,983		3,753,983	17,945	0.48%
Department of Inspectional Services	1,100,456	1,132,204	1,189,784		1,189,784	57,580	5.09%
Department of Planning & Development	984,612	911,817	847,399		847,399	(64,418)	-7.06%
Department of Public Safety	25,705,776	27,500,463	27,712,663	19,830	27,732,493	212,200	0.77%
Department of Marine & Environmental Affairs	1,202,127	1,287,299	1,278,950	0	1,278,950	(8,349)	-0.65%
Department of Public Works	8,131,979	10,203,076	10,393,103	90,003	10,483,106	190,027	1.86%
Fixed Costs	65,121,430	64,154,688	67,784,479	897,107	68,681,586	3,629,791	5.66%
Debt Service	18,097,215	16,427,166	16,962,273	(737,087)	16,225,186	535,107	3.26%
School	100,220,185	104,082,663	103,889,778	1,605,585	105,495,363	(192,885)	-0.19%
Total	230,429,004	236,025,205	240,605,161	2,009,285	242,614,446	6,589,241	2.79%
General Articles							
Article 8 Dept Equip & Art 9					0		
Public & Private Gravel Roads	1,000,000				0		
Other Articles					0		
Unpaid Bills					0		
Total	\$1,000,000	0	0	0	0	0	#DIV/0!
Off-Budget Expenditures							
Cherry Sheet Assessments	10,704,238	10,556,780	11,295,754	(1,287,448)	10,008,306		
Cherry Sheet Offsets	68,994	87,622	87,622	10,810	98,432		
Court Judgments	45,175	3,000	0		0		
Appropriation Deficits - Snow & Ice	304,873	0	657,986	(134,261)	523,725		
Appropriation Deficits - Other (Ch44,S31)	21,500	0	0		0		
Charter Commission Exps				7,500	7,500		
Overlay Reserve	1,136,379	1,117,926	1,200,000		1,200,000		
Total	\$12,281,160	11,765,328	13,241,362	(1,403,399)	11,837,964	72,636	0.62%
Total	\$243,710,164	\$247,790,533	\$253,846,523	\$605,886	\$254,452,410	6,661,877	2.69%
Revenues Over (Under) Expenditures	(0)	(0)	0	(0)	(0)	(0)	
Debt Service as % Budget	7.85%	6.96%	7.05%	-36.68%	6.69%		

CAPITAL
IMPROVEMENTS
COMMITTEE
RECOMMENDATIONS

TOWN OF PLYMOUTH - FY22 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON 1/4, 2/25 and 8/26/2021

CIC COMMITTEE RANKINGS PER 8/26/21 MEETING IN RED (WJ)
CIC COMMITTEE RANKINGS PER 1/4/21 MEETING IN RED (WJ)
CIC Committee RANKINGS PER 2/25/21 MEETING IN RED (WJ)

DEPT ACCOUNT	DEPT PRIORITY	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	April Fall		TOWN MANAGER RECOMMENDED PROJECT FUNDING	TAX LEVY	FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND	SOLID WASTE FUND	REVOLVING FUND	OTHER	DEBT	
						R A N K	R A N K											
210	1	<i>Police Department</i>	Portable Radio Replacement		\$267,350	5		\$267,350		\$267,350								
	2		Storage Building Insulation/HVAC/Loft Addition		\$37,259	6		\$37,259		\$37,259								
	FATM	Article 4	8/26/21 - TruNarc Handheld Narcotics Analyzer		\$30,836	3		\$30,836		\$30,836								
	FATM	Article 4	8/26/21 - Portable Radio Replacement - Cruisers		\$231,037	10		\$231,037		\$149,607								\$81,430 Article 20219A1
155	1	<i>IT Townwide Project</i>	Townwide Camera System		\$222,189	12		\$222,189		\$222,189								
220	1	<i>Fire Department</i>	Replace Truck Body Fire Alarm Bucket Truck		\$47,495	14		\$47,495										\$47,495
	2		Replace and Equip C8 Maintenance Vehicle		\$68,489	21		\$68,489										\$68,489
	Special		Town-wide Department and Station Feasibility Study (FY 21)		\$185,000	3a		\$185,000		\$185,000								
	FATM	Article 5	8/26/21 - Substantial Rehab to Station 2 (West Ply)		\$9,200,000	1		\$9,200,000										\$9,200,000
300	1	<i>School Department</i>	School Building Repair Program		\$2,118,622	1		\$671,900		\$671,900								
	1.01	PCIS, SES, WES, FFES	Phase 1 Roof Exposed Gas Lines Replace/Repair		\$200,000													
	1.02	FFES	Phase 2 Windows		\$161,784													
	1.03	CSES	Removal and Replacement of Asbestos Tile		\$115,000													
	1.04	PCIS, PECC	Install Vertical Blinds		\$50,000													
	1.05	DW	Facilities Condition Assessment		\$145,116													
	1.06	PSMS	PSMS Bleacher Replacement		\$85,708													
	1.07	IBES	Phase 1 Windows		\$128,914													
	1.08	NMES	NMES Gutter Replacement and Roof Repair		\$58,850													
	1.09	PCIS	PCIS HVAC Refurbish		\$630,050													
	1.10	PCIS	Replace Gymnasium Floor		\$262,000													
	1.11	Hedge	Replace Gymnasium Floor		\$94,800													
	1.12	NMES	Replace Gymnasium Floor		\$186,400													
300	2	<i>School Department</i>	School Vehicle & Equipment Replacement Program TOTAL		\$299,284	10		\$102,118		\$102,118								
	2.01		Replace Truck 940 Rack Truck		\$65,745													
	2.02		Replace 2008 Ford Explorer		\$36,373													
	2.03		Replace Truck 949 Utility		\$67,753													
	2.04		Replace Truck 945 Utility		\$51,079													
FATM	Article 4		8/26/21 - Replace Tech Van 1		\$39,167	12		\$39,167		\$39,167								
			8/26/21 - Replace Tech Van 2		\$39,167	14												
300	3.00	<i>School Department</i>	Bonded Projects Total		\$17,180,000	2	5	\$35,000		\$35,000								
FATM	Article 8		8/26/21 - West Elementary Roof Replacement		\$3,800,000	5a		\$3,800,000										\$3,800,000
FATM	Article 8		8/26/21 - Indian Brook Roof Replacement		\$4,000,000	5b		\$4,000,000										\$4,000,000
FATM	Article 8		8/26/21 - Federal Furnace Roof Replacement		\$3,800,000	5c		\$3,800,000										\$3,800,000
3.04			South Elementary Roof Top Unit Replacement Design and Pr		\$35,000													
3.05			South Elementary Roof Top Unit Replacement		\$3,045,000													
FATM	Article 4		8/26/21 - Nathaniel Morton Roof Replacement		\$2,500,000	2		\$2,500,000		\$2,000,000								\$500,000 ESSER II

TOWN OF PLYMOUTH - FY22 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY THE CAPITAL IMPROVEMENTS COMMITTEE ON 1/4, 2/25 and 8/26/2021

DEPT ACCOUNT	DEPT PRIORITY	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	R A N K	TOWN MANAGER RECOMMENDED PROJECT FUNDING	TAX LEVY	FREE CASH	AIRPORT FUND	SEWER FUND	WATER FUND	SOLID WASTE FUND	REVOLVING FUND	OTHER	DEBT	
DPW - Engineering																	
411	FATM	Article 4	8/26/21 - Brook Road Bridge Design and Construction	\$1,850,000	3	6	\$1,850,000									\$500,000	\$1,350,000
	2		Traffic Sign and Signal Asset Management	\$150,000	15		\$150,000										
	3		Manomet Ave Wicking Wells	\$450,000	23												
420	1	DPW - Highway	Town Vehicle & Equipment Replacement Program	\$1,402,845													
	2		Replace Truck H348	\$69,976		8		\$69,976									
	3		Replace Truck H38	\$69,976		17											
425	1	DPW - Fleet	Replace Truck H345	\$107,109		18											
	2		Fuel Efficiency Program	\$134,379		19		\$134,379									
	3		Service/Fuel Truck Replacement	\$69,977		7		\$69,977									
			Update Truck Radios	\$298,650		20											
Marine & Environmental																	
427	FATM	Article 4	8/26/21 - Natural Resources Truck	\$67,000	22	15	\$67,000		\$67,000								
491	Special	Cemetery	3/4 Ton Pickup with Plow (FY21 special)	\$45,868		26		\$45,868								\$45,868	Cemetery Beautification
	FATM	Article 4	8/26/21 - 1 Ton Pick Up Truck (2 Qtny)	\$222,973		8		\$111,487								\$111,487	Cemetery Perpetual Care
	FATM	Article 4	8/26/21 - Mini Excavator	\$58,740		13		\$58,740								\$58,740	Cemetery Beautification & Repair
	FATM	Article 4	8/26/21 - Heavy Duty Utility Cart	\$43,832		16		\$43,832								\$43,832	Cemetery Perpetual Care
492	1	DPW - Parks	(2) Commercial Zero Turn Mowers	\$30,059		11		\$30,059		\$30,059							
	2		Compact Utility Loader with Attachments	\$77,197		24											
	3		6-Wheel Truck	\$107,109		25											
Center For Active Living																	
541	FATM	Article 4	8/26/21 - Upgrade For public WIFI Access	\$17,000		4		\$17,000		\$17,000							
427	1	Environmental	Town Wharf Bulkhead Reconstruction	\$1,331,000	4		\$1,331,000										
	2		Dredging Town Wharf	\$2,600,000	13		\$2,600,000									\$2,600,000	Environmental Affairs Fund
	FATM	Article 4	8/26/21 - Bartlett Road Bridge Engineering	\$224,000		11		\$224,000								\$124,000	Grant
	FATM	Article 4	8/26/21 - Long Beach Coastal Access Project	\$68,000		17		\$68,000								\$100,000	Environmental Affairs Fund
491	1	Cemetery	Chiltonville Cemetery Headstone Repair Old Section	\$125,050	16		\$140,000										
	2		Chiltonville Niche Walls/Upgrades	\$140,000	9											\$140,000	Sale of Lots
	FATM	Article 4	8/26/21 - Rebuild Retort #1	\$105,750.00		7		\$105,750		\$105,750							
TOTAL GENERAL FUND PROJECTS								\$32,354,908		\$0	\$5,715,567		\$0		\$0	\$0	\$115,984
																	\$1,773,357
																	\$24,750,000

TOWN OF PLYMOUTH - FY22 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITY BY THE CAPITAL IMPROVEMENTS COMMITTEE ON 1/4, 2/25 and 8/26/2021

ARTICLE
SUPPORTING
DOCUMENTATION

ARTICLE 1:

ARTICLE 1: To see if the Town will vote to amend the Classification and Compensation Plans and the Personnel By-Law and Collective Bargaining Agreements contained therein, or take any other action relative thereto.

SELECT BOARD

1A – Personnel By-law

RECOMMENDATION: Approval (12-0-1)

The Advisory & Finance Committee recommends Town Meeting approve Article 1A. Approval of this article will adopt the Personnel Bylaw Changes as outlined in the included memorandum.

1B – Fire Fighters MOA

RECOMMENDATION: Approval (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 1B. Approval of this article will adopt the negotiated MOA for this employee bargaining unit.



TOWN OF PLYMOUTH

26 Court Street
Plymouth, Massachusetts 02360
(508) 747-1620

DATE: August 26, 2021

TO: Melissa Arrighi, Town Manager
Select Board

FROM: Marie Brinkmann, Director of Human Resources

RE: Personnel Bylaw Changes and/or Updates

CC: Marlene McCollum, Assistant Town Manager
Lynne Barrett, Finance Director
Advisory and Finance Committee

Marie Brinkmann
Marie Brinkmann

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:

- Reclassify the non-union Administrative Assistant position in Human Resources from A-5 to A-6. This change in classification will result in an additional cost of \$1,301 in FY22. I believe this reclassification is appropriate due to the increased level of responsibility, as well as several new duties and functions required of the position. These new duties include the management of a new asbestos testing program, as well as the management of a new Clearinghouse program mandated by the Federal Department of Transportation. This program requires employers to query a real-time Clearinghouse database prior to hiring a safety sensitive driver, as well as run annual queries on our existing drivers, to discover any alcohol or drug violations. The Clearinghouse must also be updated with alcohol and drug violations and return-to-duty information. In addition, the employee in this position is now expected to complete (and has completed) an MCAD "train the trainer" program and will conduct Discriminatory Harassment training for new employees, as well as refresher training for existing employees. In the past, the Town has hired vendors to perform this task. These new tasks increase the responsibilities and expectations of the position to more closely align with positions currently classified as A-6 in the non-union classification schedule.
- Add positions of Director of Information Technology and Assistant Director of Information Technology to the Classification of Positions section. Per an IT study supported by the Select Board, these positions were funded by recent Town Meeting action.

- Add position of OSHA Safety Officer to the Classification of Positions section. This position was supported and funded by recent Town Meeting action.
- Remove the position of Business Manager from the Classification of Positions section. Per agreement with the OPEIU bargaining unit, this position was to return to OPEIU upon the retirement of the former holder of the position.
- Add language to confirm Building Department substitutes will be paid at the minimum rate of compensation for that grade level. This will keep the hourly rate consistent with the hourly rate of permanent employees, and mirrors the process in place for bargaining units (Library substitutes for example).
- Update the Holidays section to change the name of Washington's Birthday to President's Day, and add Juneteenth to the list of recognized holidays.
- In order to accurately reflect practice, update the Compensation Plan section with language confirming non-union Fire personnel receive the same medical stipend and certifications as union Fire personnel.
- Update the List of Collective Bargaining Agreements to reflect one recent change in group affiliation and one bargaining unit elimination.

Thank you for your consideration.

From: [Lynne Barrett](#)
To: [canty Kevin](#)
Cc: [Jeanette White](#); [Melissa Arrighi](#); [Marlene McCollem](#)
Subject: Fire CBA Cost
Date: Wednesday, September 15, 2021 4:01:32 PM
Attachments: [image.png](#)

Hi Kevin - I know it is short notice but just in case there are any questions tonight on the estimated cost of the FIRE CBA in Article 1, I will provide the numbers below. I would have sent these earlier but just completed them yesterday . The cost for Year 1 is in the Article 2A supplement budget. These are an estimate and will get fine- tuned as the budgets for each following year are prepared by the department based on eligible individuals. Each year is cumulative from the previous year as to the new cost versus the previous contract.

A	B	C	D	E
Description	2022	2023	2024	Total
Base COLA	192,485.00	388,819.70	589,081.09	1,170,385.79
Certifications	-	64,000.00	128,000.00	192,000.00
Education		30,840.00	60,840.00	91,680.00
EMT Certification		20,800.00	20,800.00	41,600.00
Medical Stipend		364,500.00	364,500.00	729,000.00
Total	192,485.00	868,959.70	1,163,221.09	2,224,665.79

You can share with your committee, or we can answer questions as they arise.

Thanks - Lynne

*Lynne A Barrett
Director of Finance
Town of Plymouth
26 Court Street
Plymouth, MA 02360*

508-747-1620 X 10177
Lbarrett@plymouth-ma.gov

Memorandum of Agreement
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS – IAFF LOCAL 1768
And
The Town of Plymouth
For the Collective Bargaining Agreement
Dated July 1, 2021 – June 30, 2024

1. All Stipends shall be paid as part of each regular payroll. This language will not be incorporated into the CBA. (*implementation as soon as practicable*)
2. Holidays will be paid at the “weighed rate” inclusive of all stipends, etc. This language will not be incorporated into the CBA. (*implementation as soon as practicable*)
3. Amend AGREEMENT (p. 4) as follows:
Pursuant to the provisions of Chapter 150E of the General Laws entitled “Labor Relations: Public Employees,” this agreement is made and entered into between the Town of Plymouth, acting by and through its Board of Selectmen, and Local 1768, International Association of Fire Fighters, AFL-CIO, to be effective as of July 1, ~~2018~~ 2021.
4. Amend Article III as follows:
B. Twenty-four (24) Hour Shift
 1. ~~Effective December 1, 2011;~~
 1. 1/2/1/4 configuration;
 2. ~~Effective July 1, XXXX~~, “50-Hour Rule”
 - a. Personnel are prohibited from working more than 50 consecutive hours at any time, unless this restriction is waived by the Chief, or his/her designee, based on the needs of the Department.
 - b. Upon reaching 50 consecutive work hours, eight (8) consecutive “rest hours” must pass before the firefighter may return to additional duty.
 - c. Personnel are responsible for tracking their hours of work and shall not accept shifts that will put them over 50 consecutive work hours. Excessive hours that would trigger the “50-hour rule” should not be worked prior to a regularly scheduled assigned shift.
 - d. Personnel recalled to duty who are in jeopardy of working more than 50-hours shall immediately notify their Company Officer and the Shift Commander. The Shift Commander shall request that the Chief waive the “50-hour rule” or relieve the member from duty to ensure the minimum rest period.
4. ~~Sick time, personal leave and vacation leave may be used in ten (10) and/or fourteen (14) hour segments; and~~
~~5. A ten (10) or fourteen (14) hour shift segment shall count as one (1) sick leave day. A twenty four (24) hour shift shall be credited as two (2) sick leave days.~~

5. Amend Article III.G

The staff positions of Fire Prevention Lieutenant, **Fire Prevention Captain**, Fire Prevention Battalion Chief and Training Battalion Chief will each be scheduled for forty (40) hours per week consisting of four (4) consecutive ten (10) hour days.

6. Amend Article III as follows:

Strike language from G.6 and move it to Article XII – Salaries and Compensation.

7. Amend Article III.7 as follows:

~~The minimum service periods for the incumbents in these positions as of April 17, 2001 shall be computed from the date of their respective assignments at the beginning of the six month trial period which began on that date.~~

8. Delete Article IV in its entirety and replace with the following language:

ARTICLE IV
PAID TIME OFF – VACATION & PERSONAL LEAVE, COMPENSATORY TIME

Paid time off shall accrue to each member every year as follows:

Length of Continuous Service	Vacation Hours	Personal Hours
Less than 30-weeks of service prior to July 1 of initial year of employment	0	8 hours for each full month of service completed prior to July 1, but not to exceed 48 hours total
Completed 30-weeks of service prior to July 1 of initial year of employment	0	96
FY in which 5-years is completed	48	96
FY in which 10-years is completed	96	96
FY in which 15-years is completed	144	96

1. Firefighters must give twenty-four (24) hours' notice in advance of using vacation leave to the Fire Chief or his designee. Firefighters must request their personal time no less than 1.5 hours prior to scheduled shift start time.

2. Upon the death of an employee who is eligible for vacation and personal time under these rules, payment shall be made to the estate of the deceased in an equal amount to the vacation and personal time allowance as accrued in the year prior to the employee's death but which has not been granted. In addition, payment shall be made for the unused balance of any vacation and

personal time allowance earned in the year during which the employee died up to the time of his separation from the payroll.

3. Employees who are eligible for vacation and personal leave under these rules and those whose services are terminated by dismissal through no fault or delinquency of their own, or by retirement, or by entrance into the Armed Forces, shall be paid an amount equal to the vacation and personal time allowance as earned, and not granted, in the vacation year prior to such dismissal, retirement or entrance into the Armed Forces. In addition, payment shall be made for the unused balance of any vacation and personal time allowance earned in the year during which such dismissal, retirement or entrance into the Armed Forces occurs up to the time of the employee's separation from the payroll.

4. Absences on account of sickness in excess of that authorized under the rules therefore or for personal reasons as provided for under other leave may, at the discretion of the Chief, be charged to either vacation or personal leave.

5. An employee, unless receiving pay for such a day or date under the provisions of Section 57A of Chapter 48 of the General Laws, shall be granted an additional day of vacation, while on vacation leave, or an additional day of personal time, while on personal leave, if a designated holiday occurs which falls on or is legally observed on Monday, Tuesday, Wednesday, Thursday, or Friday.

6. Personal time and vacation time are separate in terms of use, they cannot be combined to equal a full shift segment.

7. Vacation and personal time allowances provided under the terms of this section will be calculated on a 12-month period commencing on July 1st and ending on June 30th, and these allowances must be taken in the 12-month period that immediately follows. In unusual circumstances, exceptions may be granted by the Chief. Vacation and personal time leave shall be granted by the Chief at such times as, in his opinion, will cause the least interference with the performance of the regular duties of the Department.

8. Such vacation or personal leave may be taken as day tours of 10-hours or night tours of 14-hours and may be taken either a tour (or tours) at a time or on a weekly basis or in any combination thereof. In addition, members shall be permitted to take earned vacation or personal time in segments of 4-hours or more in order to attend classes, courses, workshops, training sessions or seminars that qualify for educational increments under Article XIX with the administrative procedures for implementing the procedure being mutual developed by the Chief and the Union. Any employee with fewer than 10-hours of vacation or 10-hours of personal time remaining to his/her credit at the end of any fiscal year shall be reimbursed for any such unused vacation hours at his then regular hourly rate of pay. Such employees shall receive the reimbursement for their unused vacation and/or personal hours by the first full pay period in July.

9. The privates shall select their vacation and/or personal leave on the basis of their seniority which shall be determined by the date of the commencement of their employment in the

Department. In those stations in which four (4) or more individuals are assigned per shift, two (2) privates on any given shift may be on vacation leave simultaneously, and two (2) privates may also be on personal leave simultaneously. The officers – Captains and Lieutenants – shall select their vacation and personal leave on the basis of their seniority which shall be determined by the date of the commencement of their employment in the Fire Department.

Members who are not eligible to earn vacation time shall be exempt from this restriction.

10. Employees may at their option, upon 7-days' notice, or unless in the case of extraordinary circumstances, and with the approval of the Chief, may sell back any unused vacation and/or personal time, not to exceed 96-hours in total. Payout of any vacation or personal time will occur at the end of the Fiscal Year and be included in the last payroll in June.

11. If a Firefighter is out of work due to IOD at the end of a fiscal year, and is prevented from using his/her accrued vacation or personal time because IOD status, any remaining balance will be paid out in the last payroll in June.

Compensatory Time

The following compensatory time may be accumulated for new hires during their first 18 months (or less) of employment and then the ability to earn compensatory time ceases:

- a. A maximum of 48-hours of comp time may be accrued during a six-month period and the time must be used within 6-months of earning it, or it will automatically be paid out as overtime.
- b. Once an employee accrues 96-hours (2-weeks) of personal time they are no longer eligible to earn comp time.
- c. Firefighters must request their comp time no less than 1.5 hours prior to scheduled shift start time.

9. Amend Article V. A as follows:

Add **Juneteenth** to the list of paid holidays.

10. Amend Article V.B as follows:

Members of the Bargaining unit shall have the option of receiving their holiday pay for each of the aforesaid holidays separately during the week following the holiday or in a lump sum payment that is payable, ~~at the members' option, either during the first week in December or during the first week in~~ **during the last payroll in June. (Effective July 1, 2022)**

11. Amend Article VI as follows:

CLOTHING ALLOWANCE
Effective July 1, 2016

12. Amend Article VII as follows:

C. An employee in continuous employment shall be credited with the unused portion of leave granted under Section A up to a maximum of 200 days (**180 days if Long-Term Disability benefit is selected by the member**) during the term of this Agreement.

13. Amend Article VII as follows:

H. The Fire Department shall maintain a record for each employee showing all of his/her used and accumulated sick leave **and that record is available to each employee. During the month of July each year, the Fire Department shall supply a written statement setting for the number or the accumulated sick leave tours for each full time permanent uniformed member of the Fire Department.**

14. Amend Article VII as follows:

L. Sick Time Incentive: ~~To begin July 1, 2016~~ Any employee covered...

15. Amend Article VIII as follows:

E. ~~As of July 1, 2016~~ All exchange of duty (swaps)...

16. Delete Article X – Prorated Benefits in its entirety.

17. Amend Article XI. A as follows:

~~However, shall be subject to being pro rated to the extent that is specifically set forth in this Agreement.~~

18. Amend Article XI.C as follows:

~~unless the injured fire fighter subsequently designates him as such.~~

~~From among the staff physicians in that specialty at the Massachusetts General Hospital, the Brigham and Women's Hospital and/or University Hospital in Boston.~~

19. Delete Article XI. D, E, F and G in their entirety.

20. Amend Article XII. A as follows:

The salary schedules to be in effect during the term of this Agreement, which incorporate the across-the-board increases listed below, are set forth in Appendix A which is attached hereto:

FY22 (effective July 1, 2021)	2.0%
FY23 (effective July 1, 2022)	2.0%
FY24 (effective July 1, 2023)	2.0%

21. Delete Article XII. B in its entirety and replace it with:

The employees in the staff positions shall receive, in addition to their regular salaries, an annual payment of three-hundred dollars (\$300) for each month, or portion thereof, that they are assigned to that position.

22. Amend Article XII.C as follows:

The night shift differential shall be included in an employee's base salary for retirement purposes, ~~but not for overtime computational purposes.~~

23. Amend Article XII. E as follows:

~~In recognition of the many additional services provided by the members of the Fire Department, as required by the Chief, all members shall receive an Auxiliary Duty Stipend of \$3000. (effective July 1, 2022)~~

24. Amend Article XIII.B.2 as follows:

~~The Town will pay eighty percent (80%) of the premiums for the employees' medical insurance benefits and ninety-nine percent (99%) of the premiums for the employees' life insurance benefits. The employees' twenty percent (20%) share of the health insurance premiums shall be deducted from their pay on a pre tax basis, pursuant to the applicable state and federal laws permitting the pre tax deduction of the employees' share of such medical insurance premiums.~~

25. Amend Article XIII.C as follows:

~~Attached hereto as Appendix B is a side letter on Health Insurance.~~

26. Amend Article XV as follows:

ASSOCIATION BUSINESS LEAVE
Effective July 1, 2016

27. Amend Article XV.D as follows:

The President of the Association or his designee and members of its Executive Board shall be granted Association Business leave from duty for conferences with the Board of Selectmen, Town Manager or Chief of the Department without loss of pay or benefits and without the requirement of making up any such loss of time, provided that employees of equal rank fill their positions. ~~At least once per month, the President, or designees, shall meet on a regular date and time with the Town Manager, or designee, and the Chief of the Department, or designee, with the intention of maintaining harmonious Labor/Management Relations. Any of the three officials identified above may call for a meeting at any time and may invite any other guests to participate in discussions.~~

28. Amend Article XV.H as follows:

Time off for Association Business leave shall not exceed ~~two hundred (200)~~ ~~400 hundred (400)~~ hours per fiscal year, cumulative for all on duty personnel.

29. Amend Article XVI as follows:

~~B. If an employee is required to make a court appearance arising out of or in the course of his/her employment at a time when s/he would otherwise be on his/her regular tour of duty, his/her position shall be filled by a called-back employee.~~

30. Delete Article XIX in its entirety and replace it as follows:

EDUCATIONAL INCENTIVE AND CERTIFICATIONS

- A. Members who have obtained Firefighter I/II, or upon serving 20-years in the uniformed force for the Town of Plymouth, shall receive an annual educational incentive stipend of \$1,200. *(effective July 1, 2023)*
- B. If a member also obtains an Associate's Degree in Fire Science, or an approved bachelor's degree as listed for promotional consideration, an additional annual educational incentive stipend of \$2,500 shall be paid to that member. *(effective July 1, 2022)*
- C. If a member obtains a Bachelor's Degree in Fire Science, the annual educational stipend shall be paid at \$5,000. *(effective June 30, 2024)*
- D. At no time shall total payment for degree(s) exceed \$5,000 per year.
- E. A member who maintains an EMT Certification shall receive an annual stipend of \$2,000. *(effective July 1, 2022)*
 - a. Any member required to take an EMT course while not scheduled for duty will be paid to attend at their overtime (1.5) rate.
- F. Firefighters of all ranks who maintain the following professional certifications shall be paid a stipend of \$1,000 for each, with a maximum payment of \$4,000. *(effective July 1, 2022)*
 - a. Professional Licensure – no more than 1 and not eligible for the use of Professional Development time,
 - Construction Supervisor
 - Electrician
 - Plumbing
 - Hoisting
 - USCG Captain
 - b. Fire Department Certifications
 - Incident Qualification Card for wildlands (Red Card)
 - Driver/Operator Pumper
 - Driver/Operator Aerial
 - Rescue Technician Rope I
 - Rescue Technician Rope II
 - Rescue Technician Confined Space I
 - Rescue Technician Confined Space II
 - Rescue Technician Trench I
 - Rescue Technician Trench II
 - Fire Officer I
 - Fire Officer II
 - Fire Officer III
 - Fire Investigator
 - Public Fire Educator I

- Fire Instructor I
- Fire Instructor II
- Haz Mat Operations Core
- Haz Mat Operations Mission Specific: PPE & Product Control
- Haz Mat Technician
- Haz Mat First Responder Operations
- FD Incident Safety Officer: Fire Suppression
- FD Incident Safety Officer: Haz Mat Operations
- c. Dive Team Certifications – no more than 2
 - Rapid Deployment Search & Rescue/Recovery
 - Rapid Deployment Ice Diving Rescue/Recovery
 - Large Area Rapid Deployment Search and Rescue Recovery
 - Moving Water Dive Specialist
 - Under Water Vehicle Extrication Specialist
 - Public Safety Dry Suit Diving
 - Surface Supply Contaminated Water Diving
- G. Officers who maintain the following professional certifications shall be paid a stipend of \$1,000 for each.
 - a. **Those holding the rank of Lieutenant and certified as Fire Officer I (effective July 1, 2023)**
 - b. **Those holding the rank of Captain and certified as Fire Officer II (effective July 1, 2023)**
 - c. Those holding the rank of Battalion Chief and certified as Fire Inspector I or Fire Trainer I.
 - d. Those holding the rank of Battalion Chief and certified as Fire Inspector II or Fire Trainer II.
- H. Additional Massachusetts/National trainings shall be eligible for the stipend payment with the advanced approval of the Chief.
- I. The Town of Plymouth will actively attempt to host trainings as frequently as possible.
- J. Upon promotion, the Department will schedule/send Officers to relevant training classes as soon as practicable.

31. Amend Article XXVI as follows:

- A. No employee shall have his/her station or group assignment changed without having been given at least one (1) week's written notice of the change either in person, **by email**, or by mail at his/her home address.

32. Amend Article XXIX – Duration as follows:

This Agreement shall be effective as of July 1, **2018 2021** and shall continue in full force and effect through June 30, **2021 2024**.

33. Amend Article XXX as follows:

DEFERRED COMPENSATION
(Effective July 1, 2016)

34. Amend Article XXX as follows:

The Town of Plymouth will match 15% of the employee's weekly contribution. This match will be based on the maximum amount an employee can contribute ~~evenly over a 52 week period~~

35. Amend Article XXXI as follows:

PROFESSIONAL DEVELOPMENT
(Effective July 1, 2019)

36. Amend Article XXXIII.A to add the following final sentence:

(For lateral transfers into the Department see Article XXXIV for conditions of employment)

37. Add Article XXXIV – Lateral Transfers

Conditions of employment for the Plymouth Fire Department

- A. No less than 5 continuous years of full-time Civil Service firefighting experience.
- B. Must be Massachusetts Firefighter I/II certified.
- C. The Union President, and designee, shall attend all interviews and be part of the decision-making process for any lateral transfers.
- D. Must have completed a formal municipal fire academy.

38. Delete Appendix B: Side Letter on Health Insurance in its entirety.

Plymouth Board of Selectmen

For the Union

Richard Quintal, Chairman

Brian Baragwanath, President

Betty Cavacco, Vice-Chairman

Stephen Murphy, Bargaining Chairman

Patrick Flaherty

Date

Harry Helm

Charlie Bletzer

Date

ARTICLE 2A:

ARTICLE 2A: To see if the Town will vote to amend the vote taken under Article 7A of the 2021 Spring Annual Town Meeting, and, as necessary, to raise, appropriate, transfer or borrow funds for the purpose of supplementing departmental expenses, and/or to reduce certain departmental expenses or otherwise amend said vote, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION:Approval \$2,009,285 (12-0-1)

The Advisory & Finance Committee recommends Town Meeting approve Article 2A. Approval of this article will increase the FY22 General Fund Operating Budget by \$2,009,285 as detailed in the following table:

Department	Budget Line Item	Line #	Description of Item	A & F Town Meeting Recommendation
Sub-Committee A				
Town Manager	Personal Services	1	Grant Writer	\$ 35,000
Town Clerk	Personal Services	7	Special Election	\$ 16,284
Town Clerk	All Other Expenses	8	Special Election	\$ 5,071
Member Benefit	All Other Expenses	12	Workers Comp	\$ (86,000)
Member Benefit	All Other Expenses	12	Deferred Compensation Match	\$ 24,000
Member Benefit	All Other Expenses	12	Life Insurance	\$ 55,000
Member Benefit	All Other Expenses	12	Managed Blue	\$ 91,000
All Town Insurance	All Other Expenses	13	Property & Casualty Insurance	\$ (135,325)
Total Sub-Committee A				\$ 5,030
Sub-Committee B				
Finance	Personal Services	14	Internal Auditor Restoration	\$ 21,200
Treasury	Personal Services	14	2 Full Time SEIU ½ year	\$ 45,792
Finance	Personal Services	14	Charter Commission	\$ 7,000
Finance	All Other Expenses	15	Charter Commission	\$ 3,500
Salary Reserve	Personal Services	19	Contract Settlements	\$ 948,432
Debt Service	All Other Expenses	28	Debt Service GF	\$ (737,087)
Total Sub-Committee B				\$ 288,837
Sub-Committee C				
Fire	All Other Expenses	33	New Transmission Eng 9	\$ 10,830
Fire	All Other Expenses	33	Communications Tower Rental	\$ 9,000
Total Sub-Committee C				\$ 19,830
Sub-Committee D				
Crematory	Personal Services	40	New Part-Time Admin. Asst.	\$ 5,218
Cemetery	Personal Services	40	New (5) Positions	\$ 84,785
Total Sub-Committee D				\$ 90,003
Sub-Committee F				
School	Personal Services	63	2% Cola	\$ 1,605,585
Total Sub-Committee F				\$ 1,605,585
Total Article 2A Supplemental Budget Recommendation to Town Meeting				\$ 2,009,285

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

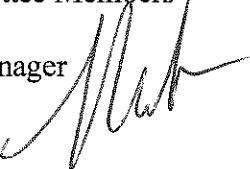
OFFICE OF TOWN MANAGER
MEMORANDUM

To: Select Board Members
Advisory and Finance Committee Members

From: Melissa G. Arrighi, Town Manager

Date: August 24, 2021

RE: Article 2A – Supplemental Budget – Establish a Grant Writer



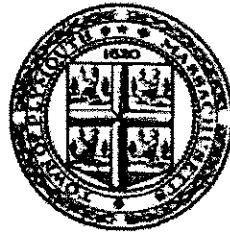
ARTICLE 2A: To see if the Town will vote to amend the vote taken under Article 7A of the 2021 Annual Town Meeting warrant, and, as necessary, to raise and appropriate, transfer or borrow funds for the purpose of supplementing departmental expenses....

At a recent Select Board meeting, the Board started setting their goals and one of the goals they voted was to establish a grant writer immediately. The Human Resources Director has been working on a job description and that Draft is attached. Additionally, the Select Board thought the Grant Writer would be a non-union position, however, we will discuss that with OPEIU representatives once we begin table bargaining.

Please see the relevant minutes from the Select Board meeting (attached).

If this is approved at Town Meeting, the position will be posted at the end of October and we hope to have someone on board by the end of the calendar year.

Thank you for your consideration.



TOWN OF PLYMOUTH JOB DESCRIPTION

Title: Grant Writer	Classification:
Department: Town Manager	Grade:
Reports to: Town Manager	FLSA Status: Non-Exempt
Effective Date: August, 2021	Union Status:

Summary

Under the direction and supervision of the Town Manager, responsible for locating funding opportunities for projects and departments of the Town of Plymouth and writing proposals and solicitations in order to secure funding. The Grant Writer will also provide skilled writing that supports communications and department needs.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Study and understand the history, structure, objectives, programs and financial needs of the departments of the Town of Plymouth.

Research and identify funding sources and opportunities from a broad range of sources, linking their compatibility with Town needs.

Communicate with Town departments to confirm their interest in collaborating with fund providers offering grant opportunities.

Draft and/or review grant proposals that make compelling need for financial support and address identified organizational funding priorities based on the requirements of the project and/or the department. Develop proposals by assembling information including project nature, objectives/outcomes/deliverables, implementation methods, timetable, staffing, budget standards of performance, and evaluation.

Gather, edit and create content and collateral that supplement proposals.

Submit grant proposals and/or reports with strict adherence to each funder's unique requirements, including deadlines, proposal and budget formats and all mandatory attachments.

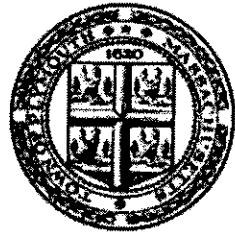
Maintain a Town wide grants deadline calendar.

Communicate regularly with appropriate departments on the status of pending proposals, keep stakeholders apprised of availability of funds or changing requirements for eligibility and applications. Respond to internal and external queries on drafted and submitted proposals.

Maintain positive relationships with departments, fund providers and other stakeholders.

Town of Plymouth, MA

Grant Writer



TOWN OF PLYMOUTH JOB DESCRIPTION

Maintain records and, working with Finance and other Town departments to assure timely and accurate reporting, prepare and submit periodic reports related to grant opportunities and in compliance with grant requirements.

Accomplish Town goals by accepting ownership for identifying new and different sources of funding.

Performs similar or related work as required by law or the Town's policies and procedures and/or as assigned by the Town Manager.

Supervision Received and Exercised

Works under the general direction of the Town Manager. Functions independently with work requested/directed by supervisor; referring problems to supervisor only when clarification or interpretation of policy or procedure is required. Employee provides direction to others in areas of expertise but does not supervise employees.

Qualifications

Education, Training and Experience

Bachelor's Degree in English, Journalism, Communications, or a related field; a minimum of two years professional grant writing experience along with a successful record of grant solicitations at local, state, and federal level; or an equivalent combination of education, training and experience.

Knowledge: Excellent knowledge of proposal submission process; knowledge of grant application process and administration; knowledge of information and funding sources.

Ability: Ability to study and understand programs and funding requirements of the Town; ability to handle confidential matters with integrity; ability to communicate clearly and effectively; ability to apply for and administer grants on behalf of the Town; ability to complete work within mandated timelines; ability to work as part of a diverse team and build collaborative relationships within teams across the Town; ability to keep accurate notes and records.

Skill: Excellent planning and organizational skills; multitasking and time management skills; strong research skills and knowledge of information sources; grant writing and administration skills; demonstrated proficiency in Microsoft Office applications (including Word, Excel and Outlook).

Licensing/Certifications: Valid Massachusetts Class D Driver's License required.

Job Environment

Most work is performed under typical office conditions with moderate noise, fluorescent lighting, carpeted floors and air conditioning. Requires attendance at meetings, including occasional after-hours meetings, at various locations throughout the Town of Plymouth. Errors in administrative decisions could result in the loss of possible grant funds.

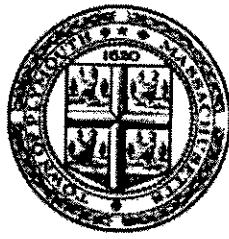
Physical Requirements

Town of Plymouth, MA

Grant Writer

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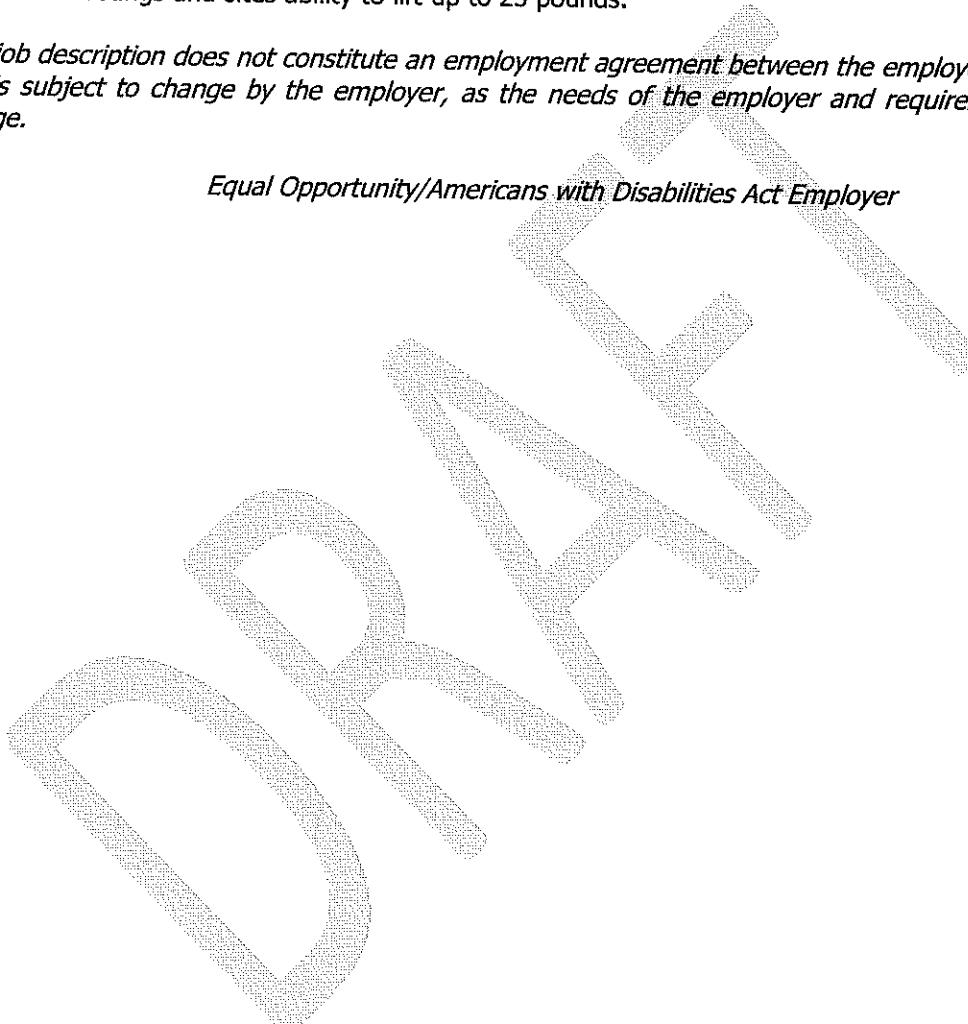
TOWN OF PLYMOUTH JOB DESCRIPTION

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires the ability to access, input and retrieve information from a computer at efficient speed and view computer screens for an extended period of time. The employee is frequently required to convey information at meetings with staff and others. Sufficient mobility to travel throughout the Town of Plymouth to various meetings and sites ability to lift up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Equal Opportunity/Americans with Disabilities Act Employer



Town of Plymouth, MA

Grant Writer

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6:29PM – SELECTMEN’S GOALS

Chairman Quintal said he requested that each Board Member put together a list of goals for the upcoming year. He said Vice Chairman Cavacco took the time and put them into one list so the Board could discuss each one and prioritize them as they see fit.

Vice Chairman Cavacco said she took all of the goals that were submitted and some of them were duplicated so she put those at the top of the list. She then said she would like to read the goals into the record, and she did so as follows:

1. Grant Writer/Climate planner, Customer service receptionist/collectors’ office/new initiatives
2. Streamlining Permit process
3. Create a task force, along the lines of Patrick's environmental study group, to examine the difficulties facing Plymouth's senior citizen's and recommend policies to assist these important residents of our town.
4. Forensic Audit
5. Recommend a funding mechanism for the Building Maintenance Fund to take to Spring '23 Town Meeting. Maintenance Stabilization fund with the same amount as FY 2022 (\$2.5 million).
6. Consolidation/school and town, Reorganization/reclassification, streamline depts
 - a. School, IT, Facilities, HR
 - b. Departments Within the Town itself
7. Long Range planning
8. Meet regularly with Boards and Committees
9. Create a Working Group to focus on making recommendations for policy that will lead to a 30% Commercial contribution to tax revenues.
10. Recommend a FY 2023 budget to Spring Town Meeting that aligns with the Select Board’s current fiscal policy of a 1% reduction from the expected level service budget.
11. Reverse the decline in morale of town employees. Goal being to increase retention and lower legal fees
12. Establish a Plymouth Youth Commission to provide an opportunity to foster civic engagement and public service with youth in our community by adopting MA General Law Chapter 40 Section 8E through Fall Town Meeting
13. That the Select Board establish a closer working relationship with the Plymouth Regional Economic Development Foundation by scheduling joint meetings to align on our shared goals.
14. Create a written policy of Accountability and Transparency to guide Town Administration.
15. Rezoning/Holtec
16. Town Manger evaluations/Contractual

Vice Chairman Cavacco then said she would like to go through these one by one and discuss them in detail. She said she would like to begin with number one which are the new positions and new initiatives.

Melissa Arrighi said she wanted to remind the Board that the current budget has been set so if they wanted any of these positions or initiatives to go to this Fall's Town Meeting then it would have to be done under a supplemental budget.

Vice Chairman Cavacco said she is prepared to make a motion to put the Grant Writer position on the Fall Town Meeting as a non-union position, to which Melissa Arrighi said certain positions have to qualify for non-union personnel bylaws. She said she believes we have grant writing work that is done by union employees so it may not be able to be created as a non-union position.

Vice Chairman Cavacco said she supports this new position as long as it does not adversely affect any current staff that is currently writing grants for the Town, to which Melissa Arrighi said she would need direction from the Board as to where this position would fall and what the salary structure would be.

Chairman Quintal said he agrees that this should be a non-union and maybe be on the fourth floor and to possibly consolidate this position with the School Department so they could write grants for the Town and School sides, to which Melissa Arrighi said she supports adding staff but isn't sure this would qualify for non-union status.

Selectman Helm said he supports this position as well but said if we are moving this to this Fall Town Meeting which closes this Friday is it possible to write feasible warrant language to present to Town Meeting, to which melissa Arrighi said that she would need clear direction from the Board. She also said she is thinking it would be an OPEIU position under the supplemental budget. She said she would then get an actual dollar amount for the position as well as benefits and supplies needed such as equipment and office space. She said they start presenting in September so there isn't a lot of time to get all of this done.

Vice Chairman Cavacco said that she would be willing to help get all of this information together for Town Meeting. She said a Grant Writer could really benefit the Town.

Selectman Flaherty asked how he sees this position fit into other departments, to which Melissa Arrighi said current Grant Writers are both union and non-union but thinks some of the unions will question this if we decide to try to make this a non-union position.

Selectman Flaherty said he thinks this position is very important, but he also thinks it is just as important to set this position up correctly. He said he will happily support this new position but is concerned about roadblocks getting in the way if we move too fast.

Chairman Quintal said he does not think this is rocket science and we already have staff that we pay to create these positions, to which Selectman Flaherty said he agrees but we have to figure out where this position will fit in, and not just create the position.

Vice Chairman Cavacco said it is very simple because we have Department Heads that write grants, and they would not have to stop. She said they can support this new position and enhance the grant writing for the Town.

Selectman Helm asked what the funding mechanism would be if passed by Town Meeting, to which Melissa Arrighi said we would just add the salary amount to whatever department you decide that this position would fall under and then they would present their supplemental budget at Town Meeting.

Selectman Helm then asked Selectman Flaherty if he was still going to try to get the Climate Sustainability Planner Position on the Fall Town Meeting Warrant, to which Selectmen Flaherty said knowing that any new position needs to be vetted thoroughly he is not going to push to get that position on the Fall Town Meeting Warrant. He said he still has an issue with who this Grant Writer will answer to and work under. He said he wants to make sure the

Climate Planner position is set up to be successful and there is a lot more thought that needs to go into that before he brings it forward. He said for the Grant Writer we have to keep this in mind, so it is a complete package for Town Meeting so it's successful.

Selectman Helm asked Vice Chairman Cavacco if she was confident that we can put this Grant Writer on the Fall Town Meeting Warrant and create an Article that won't get ripped to shreds when it is presented, to which Vice Chairman Cavacco said yes, she has no doubt that this can be done successfully.

Selectman Flaherty asked the Town Manager if the points that were brought up regarding the Grant Writer off base and are we over thinking this, to which Melissa Arrighi said when we create a new position we will have the structure, salary, where it will fall under, along with other information and then present it to the unions. She said she would try to get that done in a week, but she cannot answer that fairly because there are a lot of variables.

Selectman Flaherty said if everyone feels that we can get this pulled together to ensure a successful Article then he will support this wholeheartedly, to which Chairman Quintal said if something goes drastically wrong then we can always pull the Article.

On a motion by Betty Cavacco and seconded Richard Quintal, the Board voted to create a Grant Writer Position under a supplemental budget item and move it to the October 16, 2021 Fall Town Meeting. *Voted 4/0*

MEMO

TO: **Marlene McCollem**
Lynne Barrett

FROM: **Pearl Sears**

DATE: **08/17/2021**

SUBJECT: **Request for supplemental funds**

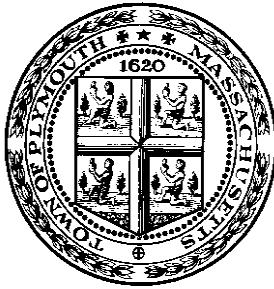
The Clerk's Office FY22 budget was sufficient to cover the expenses of the May 2022 election. Due to the August Special Election, funds for the May 2022 election have been expended and I am requesting funds to supplement the Clerk's Office FY22 budget.

Town Clerk's Office, Special Election expenses:

Election Worker salaries:	\$13,579.00
Overtime:	\$1,204.95
School Custodian Overtime:	\$1500.00
ES&S (Automark programming)	\$559.35
LHS Assoc. (ICP coding & ballot printing)	\$4512.05

The total amount requested is \$21,355.00

Please let me know if you need additional information.



TOWN OF PLYMOUTH

FINANCE DEPARTMENT

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 2 – SUPPLEMENTAL BUDGET – MEMBER BENEFITS & ALL TOWN INSURANCE

DATE: AUGUST 17, 2021

I am requesting adjustments to the following Fixed Costs Budgets for both Town & School:

Department	Description Line Item	Increase (Decrease)	Notes
Member Benefits	Workers Comp	(86,000.00)	Decrease from Estimate
Member Benefits	Deferred Compensation Match	24,000.00	Increased participation
Member Benefits	Life Insurance	55,000.00	New \$15,000 Active Plan Town & School
Member Benefits	Managed Blue	91,000.00	Increased participation during open enrollment
	Sub-total	84,000.00	
All Town Insurance	Property & Casualty Insurance	(135,325.00)	Decrease from Estimate
	Sub-total	(135,325.00)	

Thank you for your consideration in this matter.

To: Select Board Members and Advisory and Finance Committee Members

From: Bill Abbott, Chair Charter Commission

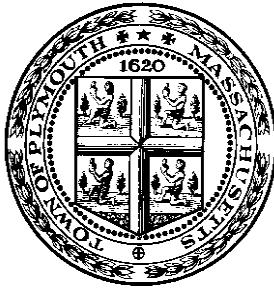
Date: August 20, 2021

Re: Supplemental Budget – Charter Commission FY22

Good Morning,

Bill Abbott and I have reviewed the Charter Commission Budget and the Commission has requested the following:

ORG	OBJECT	DESCRIPTION	BUDGET	BALANCE A/O 8-19-21	FY22 Additional \$ Requested until 6/30/22
00101155	51300	OVERTIME	\$2,000.00	\$143.98 A/O 8/19/21	\$7,000.00
00101156	530500	LEGAL SVCS	\$5,000.00	\$5000.00	\$3,000.00
00101156	534004	PRINTING	\$0.00		\$500.00
0001156	570000	OTHER CHARGES & EXPENDITURES	\$500.00	\$444.83	\$0.00
		Totals	\$7,500.00		\$10,500.00



TOWN OF PLYMOUTH

FINANCE DEPARTMENT

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 2 – SUPPLEMENTAL BUDGET – FINANCE SALARIES & WAGES

DATE: AUGUST 13, 2021

I am requesting restoral of the full-time Internal Auditors position in the Finance Department. Last year due to the COVID 19 pandemic we reduced the hours of this full-time position to 20 hours. We initially thought we could wait until Fiscal 2023's budget to restore this position but have noticed that this is just not possible. The need for this position is even greater with the number of special audits and other work that is getting behind.

Just one example, during the past year the number of hours that has been spent on auditing the State Unemployment invoices has been overwhelming. Due to the pandemic, there were hundreds of claims that needed to be reviewed, disputed, determined eligibility for CARES, etc. before the Town paid them.

We strongly need this position restored to full time and will need **\$21,200** to do this starting in November. This position is an OPEIU – Management – Grade 2 step 4 – annual salary of \$67,430.

Thank you for your consideration in this matter.

**Town of Plymouth
Finance Division-Treasurer/Collector's Office**

DATE: August 25, 2021

TO: Melissa Arrighi, Town Manager
Members of the Select Board
Members of the Advisory & Finance Committee
Marie Brinkmann, Human Resources Director

FROM: Pamela L. Borgatti, Treasurer/Collector
Lynne A. Barrett, Director of Finance

RE: **FY2022 FATM Request for (2) New Positions**

This memorandum is to request two full-time C-5 clerks in the Treasurer/Collector's Division. Assuming an anticipated start date of January 1, 2022, the amount required to fund the budget would be \$45,792. I will attempt to provide you with information regarding the number of items processed and other work beyond the processing of bills that will outline the need for additional staff. The Treasurer/Collector's Division has not seen an increase in the number of staff for over 20 years. As a result, it is becoming more and more difficult to maintain a level of service that is expected and should be provided to our residents.

The office of the Treasurer/Collector has taken on additional duties over the years, most recently new technology has been implemented for both the town and school department to provide residents with online access for payment of bills and school program registrations. We have also added the new Kiosk for customer convenience which has added to additional processing and added responsibilities for this office. In addition, we have seen significant growth throughout the town, based on the most recent 2020 Census numbers which show new properties being built, currently Plymouth has a total of 28,000+ housing units, not including commercial units. Also, based on the Census, Plymouth's total population is over 61,000 which is an increase of over 9,500 people in 20 years.

In addition, the office has seen a significant increase in incoming telephone calls. Prior to the pandemic in September of 2019, we received 10,424 calls and the next highest call volume was Inspectional Services with calls totaling 2,827. In May of 2021 we received 18,639 calls and Inspectional services receiving 2,593 calls. Combined calls for Inspectional Services, the switchboard, Health, and the Assessor's Office in May 2021 were 4,879, significantly less than the volume received by the Collector's making it is virtually impossible to keep up with returning the volume of calls we are experiencing, even if that were our only task.

We handle tax lien cases to ensure maximum revenue collection to which we send approximately 1,200 to 1,500 letters at the end of the fiscal year to warn residents of impending additional legal action, both to collect revenue and to save the residents potential legal costs and public advertisement and embarrassment. We also handle foreclosures, and bankruptcy cases to ensure maximum revenue collection for the town. In conjunction with the accounting office, we handle the printing of payroll and vendor checks, all wire transfers, loading files to the banks and balancing of over 100 bank accounts for both the town and the

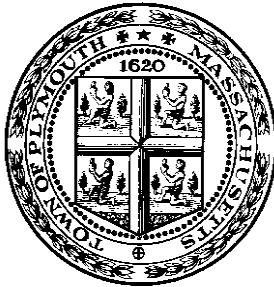
school department. We are responsible for mooring, dockage and waterways payments and maintaining the Harbormasters' database. Although beach stickers and transfer station passes are being issued by a third-party vendor, we are still required to process file downloads daily as well as reconciliations. The result for this office is additional responsibility such as file downloads, new software applications, reconciliations, and working with departments to offer online payment processing technology and to ensure smooth transitions for both the department and resident. The caliber of work performed to keep the Town solvent has become overwhelming, labor intensive and extremely challenging. Should errors occur, it could be financially devastating for the Town. For these reasons I feel the need to increase the number of staff to keep the work flowing adequately and accurately to ensure consistent cash flow to the town and quality service to our residents.

Thank you for your consideration of the addition of two additional staff members to this extremely busy office. Please do not hesitate to contact me should you have any questions.

RECEIPTS COMMITTED/COLLECTED FOR FY2020/2021

- Total receipts collected \$360,042,268.89.
- Committed \$182,600,558.92, Collected \$179,181,706.95, or 98.13% collection rate.

	2010		2020	COMMENTS
2010 Population	56,468	2020 Population	61,217	
Real Estate Tax 25,344 – Quarterly	101,376	Real Estate Tax 29,073 – Quarterly	116,292	RE bills are mailed 2 times per year, due quarterly.
Real Estate Tax Demands		Real Estate Tax Demands Approx. 2,500 – Annual	2,500	Demands are sent annually in June for real estate.
Motor Vehicle Excise Tax	61,374	2020 Motor Vehicle Excise Tax	70,540	There are nine commitments from the RMV for MVE.
		2020 Motor Vehicle Excise Tax Demands Approx. 13,500 – Annual	13,500	Demands are sent out 2-weeks after the due date for each of the 9 commitments.
Personal Property Tax 3929- Quarterly	15,716	Personal Property Tax 3,227-Quarterly	12,908	Threshold Changed at Town Meeting in 2019
		Personal Property Tax Demands Approx. 800- Annual	800	Demands are sent annually in June for personal property.
Boat Excise Tax	1,205	Boat Excise Tax	1,362	Annual billing.
		Boat Excise Tax Demands Approx. 170 - Annual	170	Demands are sent out 30 days after the due date.
Water/Sewer	28,217	Water/Sewer	57,938	Billing changed to quarterly
Water/Sewer Demands		Water/Sewer Demands Approx. 2,127 Quarterly	8,500	Demands are sent out 2-weeks after the due date.
2013 Municipal Liens Certificates	2,863	2021 Municipal Lien Certificates	5,865	We've seen a significant increase in MLC requests due to low rates.
Inspectional Services, switchboard, Health, and the Assessor's combined for May 2021.			4,879 calls combined	
Incoming customer calls to Collectors, for May 2021.			18,639 incoming calls	



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

To: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

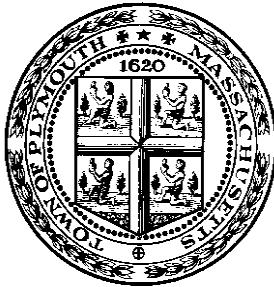
SUBJECT: SUPPLEMENTAL BUDGET - SALARY RESERVE

DATE: AUGUST 13, 2021

The following breakdown is requested to be set aside in the Salary Reserve for contract settlements as part of Article 2 Supplemental Budgets. This request also includes the additional holiday for Juneteenth as adopted by the federal and state governments for those groups who receive holiday pay.

Thanks for your consideration.

Town Groups	COLA 2%
Dispatchers	8,717
DPW	95,859
Fire	192,485
Library	14,352
Non-Union	47,764
OPEIU	126,461
Patrolmen	124,928
SEIU	38,328
Superiors	44,007
All Groups - Pay Types affected by COLA (Including Juneteenth)	255,531
Grand Total	948,432



TOWN OF PLYMOUTH

FINANCE DEPARTMENT

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 2 – SUPPLEMENTAL BUDGET – DEBT SERVICE BUDGETS

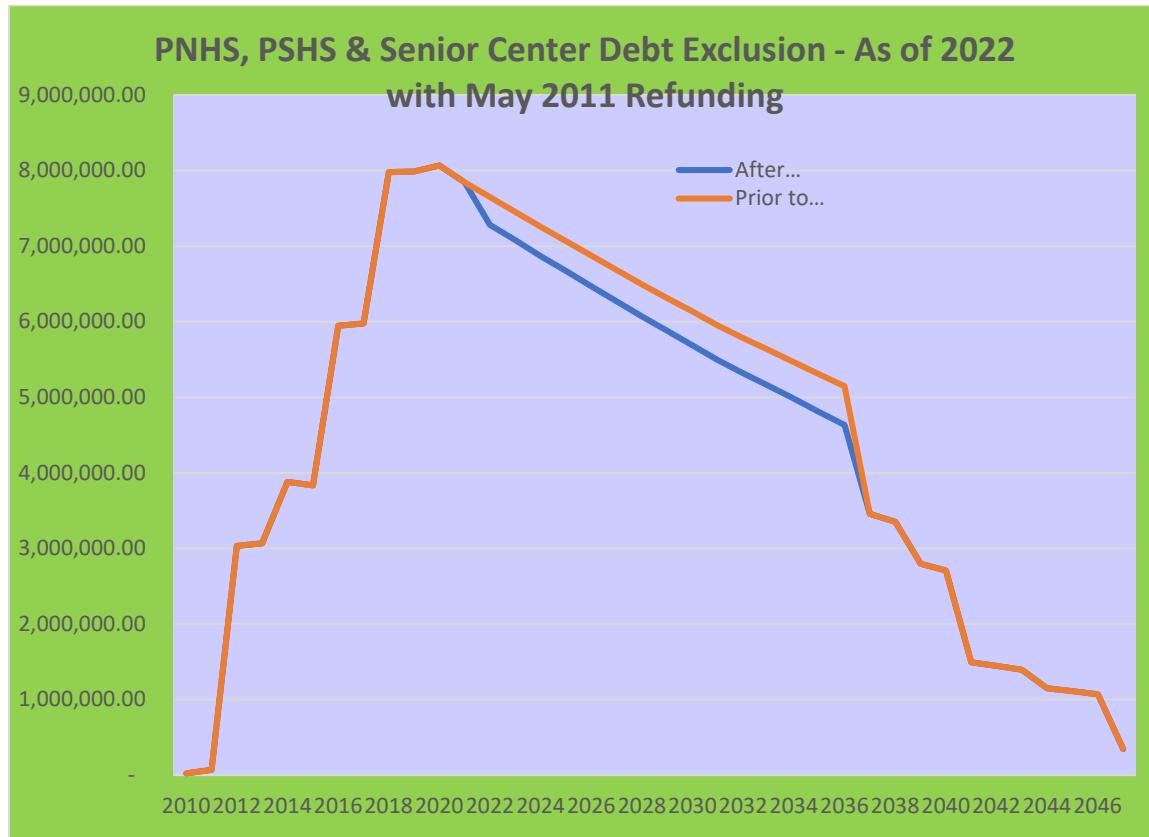
DATE: AUGUST 13, 2021

I am requesting adjustments to the following debt service budgets based on the Town's long-term borrowing and refunding that occurred this past spring. The Town undertook several borrowing initiatives which resulted in an overall decrease to the debt service budget of \$1,005,966. The savings is summarized below by fund and by borrowing initiative.

Borrowing Initiative	General Fund Art 2A	Sewer Fund Art 2B	Water Fund Art 2B	Grand Total
New Loan 2021	(208,298.00)	(37,904.00)	(81,726.00)	(327,928.00)
Refunding of 2011	(527,784.00)	(13,719.00)	(20,700.00)	(562,203.00)
MCWT - Title V & Sewer Emergency	(1,005.00)	(114,830.00)		(115,835.00)
Total	(737,087.00)	(166,453.00)	(102,426.00)	(1,005,966.00)

I would like to specifically point out the Refunding of the 2011 bond issue. The refunding savings, over the remaining life of the loan (15 yrs), is over \$8 million with an annual debt service savings of over ½ million each year. This issue included Prop 2 1/2 excluded debt on PNHS and the Senior Center which will result in a savings to taxpayers, over the remaining life of the loan, of over \$6.5 million.

The chart below depicts the excluded debt over time, before and after the refunding.



As far as the Sewer Emergency Debt this is the final borrowing on that project; please see timeline below on borrowings, principal forgiveness, and settlements with Veolia:

Sewer Emergency Project Costs	48,200,000
Veolia Settlement Funding	(83,953)
1st Loan with MCWT - Sept 2018	(11,305,843)
Principal Forgiveness 1st Loan - MCWT	(744,157)
Settlement from Court Action - Oct 2019	(22,825,000)
2nd Loan & Final with MCWT - May 2021	13,241,047

If you have any questions regarding this, please let me know. Specific information regarding the June borrowing of new money and refunding can be found on the Finance Department website at <https://www.plymouth-ma.gov/finance-department/pages/debt-information>.

Thank you for your consideration in this matter.



Town of Plymouth
Fire Department
114 Sandwich Street
Plymouth, Massachusetts 02360
508-830-4213
Fax 508-830-4174

To: Selectboard
Advisory and Finance Committee

From: Deputy Chief Neil Foley

Date: August 12, 2021

RE: Fall Annual Town Meeting Supplemental Funding Request – Vehicle Maintenance
Org. 00102206
Obj. 548001
Request of \$10,830.00.00

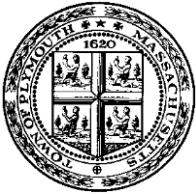
Vehicle Maintenance:

The Department is seeking to increase the vehicle repair budget by **\$10,830.00** to cover the cost of unanticipated repairs to our Pumping Engine 9 following a catastrophic failure of the transmission.

With such a large expense this early in the fiscal year we anticipate overspending this account by the amount that was quoted in the transmission repair.

Transmission failures are not common with modern fire apparatus and is not part of the matrix for developing annual fiscal planning by the department nor is there any additional preventative maintenance that we could perform to identify these failures before they become this severe.

Engine 9 is a 2007 Pierce Contender Pumping engine utilizing a 1250 gallon per minute pump carrying 1000 gallons of water. This engine is powered by a Detroit Diesel DT570E engine with 5045 engine hours which is equivalent to 212,268 road miles. Engine 9 was placed in service on April 17, 2007, as a frontline engine until it was placed in reserve as a reliable spare in November 2017.



Town of Plymouth
Fire Department
114 Sandwich Street
Plymouth, Massachusetts 02360
508-830-4213
Fax 508-830-4174

To: Selectboard
Advisory and Finance Committee

From: Deputy Chief Neil Foley

Date: August 13, 2021

RE: Fall Annual Town Meeting Supplemental Funding Request – Communications
Org. 00102206
Obj. 530303
Request of \$9,000.00

Communications:

The Department is seeking to increase the communications budget by **\$9,000.00** to cover the cost of the temporary communications tower located at Fire Headquarters for three additional months.

In FY 22 \$18,000.00 was budgeted to lease the temporary tower through January of 2022. If construction was started today, and there were no delays the project would take a minimum of 60 days. Industry-wide there has been a trend of significant delays for numerous reasons but ultimately related to the pandemic.

While we have a signed bid as of today and are ready to start construction, we do not have a start date from the contractor and will be working with our project manager to firm that up in the next several days. The good news is we have much of the required material in our possession, such as the tower structure itself, the generator, and the shelter building. What we don't have is the nearly 8,800 feet of PVC conduit needed for this project which we know is a problem nationwide and has the potential to significantly affect the timeline. We will also be subject to the schedule of the utility company to inspect and then connect the tower to the grid upon completion of the conduit installation. While this is one example, there are always other unknowns that will have to be managed to minimize delays.

It is our hope the tower project will be completed by the end of December and that we won't need to use these additional funds.

.



**TOWN OF PLYMOUTH
DEPARTMENT OF PUBLIC WORKS**
159 Camelot Drive
Plymouth, Massachusetts 02360
(508) 830-4162
Fax (508) 830-4165

MEMO

Date: August 11, 2021

To: Melissa Arrighi, Town Manager

cc: Lynne Barrett, Finance Director
Marlene McCollem, Assistant Town Manager
Jeanette White, Budget Analyst

Through: Jonathan Beder, Director of Public Works

From: Ken King, Cemetery & Crematory Superintendent *K.K.*

Re: FY22 CEMETERY/CREMATORY, Proposed Service Initiatives

The following initiatives are being requested at the Fall annual Town Meeting to enhance current service levels provided by the DPW. Daily maintenance, operations, and proper delivery of services in our Cemeteries and at the Crematory, can be enhanced with the following:

Administrative Secretary-DPW Crematory/Cemetery

New part-time position, SEIU (C4) \$20,872

\$10,436-Crematory(\$5,218) & Cemetery Lines(\$5,218) (00104915/00104905-511001)

New Admin. Asst. (19 hours/6 months)

Reinstate the part-time (19 hours) administrative position equally between the Crematory and Cemetery Divisions. Calendar year 2021 is on target to have significant increases in cremations performed. The Cremation Association of North America predicts annual increases of approximately 2% per year. In 2016 the number of cremations dropped to 720 and now we anticipate 1,300 cremations will take place this year. Currently, the DPW Office Manager fills in as needed and this has been taking away from other DPW functions. Funding this position will address administrative deficiencies due to workload.

Laborer (gravedigger)-DPW Cemetery

Increase Staffing, COBRA (OM-1) \$41,955 x 5 positions = \$209,775 (full year)

\$78,682-Cemetery Line (00104915-511001) includes deducting \$25,000 from remaining FY22 Seasonal line item=\$103,682 (5 positions/6 months)

This request would add 5 laborer positions to the Cemetery Division to address required routine grounds maintenance, internments, foundations, and other core functions in keeping the active cemeteries functioning properly. We are responsible for 22 cemeteries in which 7 are active. The amount of acreage the cemetery department maintains, and the challenges of the landscape being dealt with necessitates this request. In FY19 & 20 there were 140 full burials and 180 cremates. Each full burial takes two staff about 8 hours of labor following OSHA rules. Staff time is spent waiting for funerals to come in and then to clear so graves can be backfilled. Cremate burials take half the time but also requires significant staff time between the 7 different cemeteries. As part of the request, we would be able to eliminate the need for seasonal staff which has become unreliable.

Construction Maintenance Leadman – DPW Cemetery

Upgrade position, COBRA (from OM4 to OM5)

\$885-Cemetery Salaries (00104915-51101) for 6 months

When the Cemetery Foreman position was reclassified to an OM6 in 2019 the Leadman position should have been reclassified. Currently all COBRA DPW Leadman are at OM5. This position should be one level below the Foreman as it is in the other DPW divisions.

To support these initiatives, the following Capital items will be necessary:

1. New F-550 pickup truck's (2)-\$240,000.00
2. New mini excavator-\$70,000.00
3. New Utility Cart-\$45,000.00



PLYMOUTH PUBLIC SCHOOLS
Administration Building
253 South Meadow Road
Plymouth, Ma., 02360
PHONE (508)-224-5039
FAX (508)-746-1873

Brad Brothers
Business Administrator

TO:	Select Board A&F Committee
FROM:	Brad Brothers, School Business Administrator <i>(BB)</i>
DATE:	8/11/2021
Re:	Article 2 Supplemental School Budget

Below you will find the breakdown of the \$1,605,585 supplemental budget request which represents a 2% COLA.

FY22	2% COLA
Building Admin Assistants	\$39,370
Paraprofessionals	\$102,767
Teachers	\$1,203,984
Administrators	\$53,128
Business/HR Clerical	\$13,489
Non-Affiliated	\$98,429
Custodians/Head Custodians	\$86,005
Skilled Craftsmen	\$8,413
Supplemental Budget Request	\$1,605,585

ARTICLE 2B:

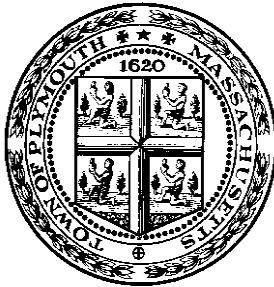
ARTICLE 2B: To see if the Town will vote to amend the votes taken under Article 7B, 7C, 7D and 7E of the 2021 Spring Annual Town Meeting, and, as necessary, to raise, appropriate, transfer or borrow funds for the purpose of supplementing enterprise departmental expenses, and/or to reduce certain departmental expenses or otherwise amend said vote, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval (\$227,934) Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 2B. Approval of this article will decrease the FY22 Water Enterprise Fund Debt Service, decrease the FY22 Sewer Enterprise Fund Debt Service and increase the FY22 Airport Enterprise Fund as detailed in the following table:

Department	Budget Line Item	Line #	Description	Amount
Sub-Committee G				
Water	Water Enterprise Debt	69	Debt Service Water Fund	\$ (102,426)
Sewer	Sewer Enterprise Debt	74	Debt Service Sewer Fund	\$ (166,453)
Airport	Personal Services	80	Reinstate Cut OM-3 Position	\$ 40,945
			Total Sub-Committee G	\$ (227,934)
			Article 2B Supplemental Enterprise Budget Requests:	\$ (227,934)



TOWN OF PLYMOUTH

FINANCE DEPARTMENT

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 2 – SUPPLEMENTAL BUDGET – DEBT SERVICE BUDGETS

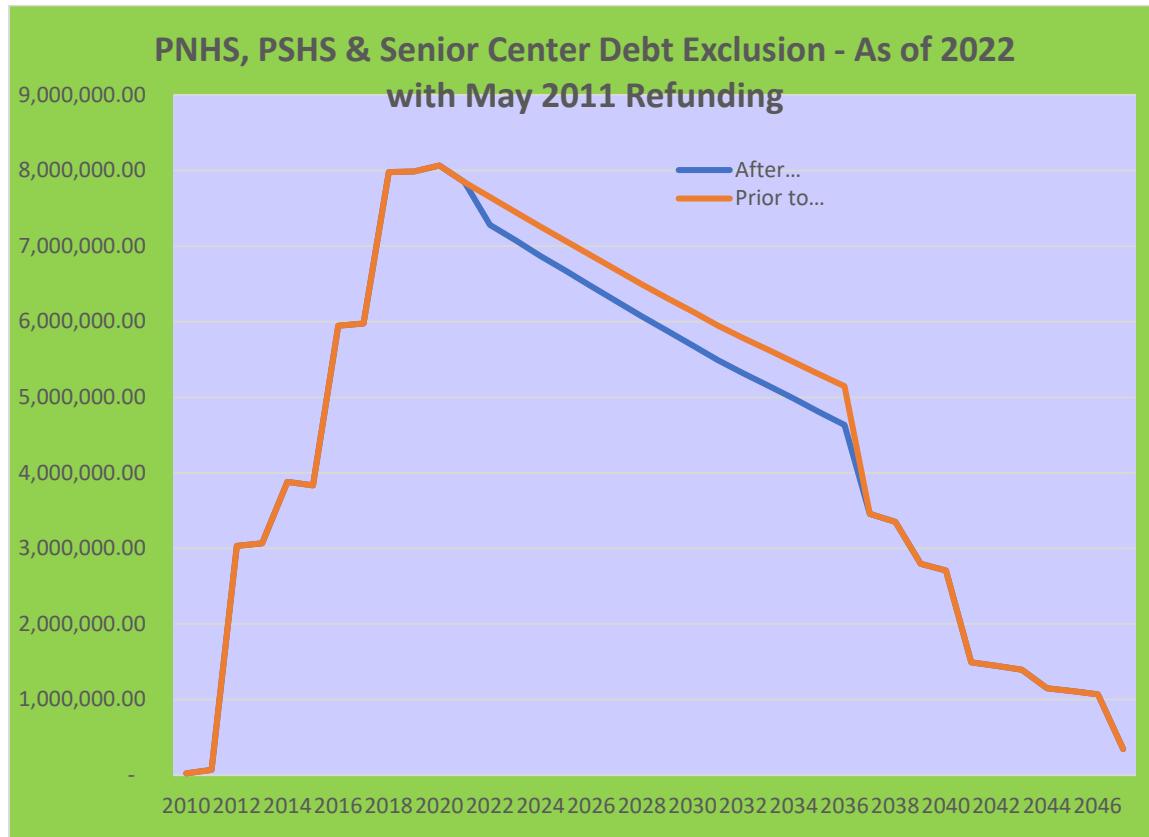
DATE: AUGUST 13, 2021

I am requesting adjustments to the following debt service budgets based on the Town's long-term borrowing and refunding that occurred this past spring. The Town undertook several borrowing initiatives which resulted in an overall decrease to the debt service budget of \$1,005,966. The savings is summarized below by fund and by borrowing initiative.

Borrowing Initiative	General Fund Art 2A	Sewer Fund Art 2B	Water Fund Art 2B	Grand Total
New Loan 2021	(208,298.00)	(37,904.00)	(81,726.00)	(327,928.00)
Refunding of 2011	(527,784.00)	(13,719.00)	(20,700.00)	(562,203.00)
MCWT - Title V & Sewer Emergency	(1,005.00)	(114,830.00)		(115,835.00)
Total	(737,087.00)	(166,453.00)	(102,426.00)	(1,005,966.00)

I would like to specifically point out the Refunding of the 2011 bond issue. The refunding savings, over the remaining life of the loan (15 yrs), is over \$8 million with an annual debt service savings of over ½ million each year. This issue included Prop 2 1/2 excluded debt on PNHS and the Senior Center which will result in a savings to taxpayers, over the remaining life of the loan, of over \$6.5 million.

The chart below depicts the excluded debt over time, before and after the refunding.



As far as the Sewer Emergency Debt this is the final borrowing on that project; please see timeline below on borrowings, principal forgiveness, and settlements with Veolia:

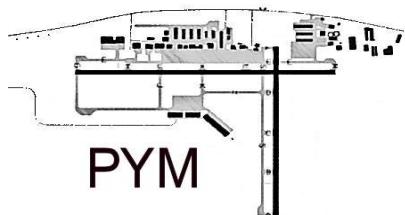
Sewer Emergency Project Costs	48,200,000
Veolia Settlement Funding	(83,953)
1st Loan with MCWT - Sept 2018	(11,305,843)
Principal Forgiveness 1st Loan - MCWT	(744,157)
Settlement from Court Action - Oct 2019	(22,825,000)
2nd Loan & Final with MCWT - May 2021	13,241,047

If you have any questions regarding this, please let me know. Specific information regarding the June borrowing of new money and refunding can be found on the Finance Department website at
<https://www.plymouth-ma.gov/finance-department/pages/debt-information>.

Thank you for your consideration in this matter.

508- 746-2020

508-747-4483 fax



**Plymouth
Municipal Airport**

To: **Advisory and Finance**

From: **Thomas Maher, Airport Manager**

RE: **Article 2 Supplemental Budget requests FTM**

Date: **July 29, 2021**

The Plymouth Airport Commission is requesting an Article 2 Supplemental Budget requests be placed on the warrant for the 2021 Fall Town Meeting regarding an increase budget request for \$40,945 into the Airport's enterprise account to fund the personnel line item of the vacant Airport Operations/Lineman position OM-3-1.

The OM-3 position would bring the airport back to pre-pandemic staffing levels. With the pandemic of FY-21 and into the current FY-22, fuel sales at the airport were lower to the extent that the airport was required to layoff one of the Airport Operations positions. Towards the latter half of FY-21, activity and fuel sales have returned towards per-pandemic levels to the extent that the airport requires the staffing level to return to pre-pandemic levels. The activity has improved to the extent that the Enterprise account is able to support the additional costs.

The Airport endeavors to operate in as safe and efficient manner as possible. In my judgment, returning the staffing levels to previous levels is appropriate. This return would allow to better service and maintenance of the airport and it's operations. The funding of this increase is supportable within the airport enterprise account.

Sincerely

Thomas Maher
Airport Manager

ARTICLE 3:

ARTICLE 3: To see if the Town will vote to raise and appropriate or transfer a sum of money to pay certain unpaid bills, including bills of a prior fiscal year, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval \$21,550.08 Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 3. Approval of this article will authorize the Finance Department to process the outstanding invoices from FY21 as detailed in the following table:

Department	Vendor	Description	Amount Due
CPC	Golden Gull Studios	Shrink wrap maps	\$ 132.37
CPC	Jeffrey M. Metcalfe Architect	Existing Conditions Drawings	\$ 5,000.00
Human Resources	Cabot Risk Strategies	Claims processing	\$ 16,417.71
Total Article 3			\$ 21,550.08



TOWN OF PLYMOUTH

26 Court Street
Plymouth, Massachusetts 02360
(508) 747-1620

DATE: September 9, 2021

TO: Melissa Arrighi, Town Manager
Select Board
Advisory & Finance Committee

FROM: Marie Brinkmann, Director of Human Resources

RE: FTM Article 3 – Unpaid Bills

CC: Marlene McCollum, Assistant Town Manager
Lynne Barrett, Finance Director

Submitted for your consideration is a request to pay unpaid bills for 111F (Police and Fire Injured on Duty) claims paid in FY21 in the Member Benefits Budget. The total amount requested is \$16,417.71.

The Town purchases an insurance policy to cover most 111F claims; however some claims are not covered by the policy. As the 111F Administrator, Cabot Risk Strategies rates Police and Fire accident medical bills and provides claims management/nurse consultation for claims covered by the policy. Claims not covered by the policy continue to be processed by the 111F Administrator, but should be paid separately.

Cabot recently performed a reconciliation and discovered they had not invoiced the Town for claims they paid on our behalf in FY21 that were not covered by the policy. They have acknowledged their error and provided the Town with the attached statement of funds owed by the Town. Cabot has assured the Town that they have modified their process in order to prevent similar issues in the future.

The Town encumbered \$95,491.74 of remaining FY21 funds in the Member Benefits Budget; however an additional \$16,417.71 is required to pay the total \$111,909.45 paid by Cabot on behalf of the Town.

Thank you for your consideration.

To: Marie Brinkman, Lynne Barrett, Melissa Arrighi
From: Jim Dunlap, Director of Claims, Cabot Risk
Date: September 2, 2021
Re: Plymouth Deductibles & Other Due

As you are all aware, Cook and Company handled claims for Plymouth through 6/30/19. Cabot Risk Strategies assumed the handling of all prior Cook claims, as well as future claims 7/1/19.

At the conclusion of the 2020 policy year, Cabot has completed a reconciliation, noting that funds paid for claims are due in the amount of \$111,909.45.

Effective with the 2021 policy year, Plymouth will continue to pre fund the deductible of \$125,000, but NO FUNDS will be used for payment of previous years claims.

Cabot has also stopped this practice with the remaining \$6,398.79 funded for the 2019 year (\$125,000 - \$118,601.21).

Cabot has also instituted a quarterly reconciliation reporting policy to Plymouth to ensure a situation as this does not repeat itself.

The breakdown of the funds due follows:

Claims Paid from 5/1/20 - 6/30/21

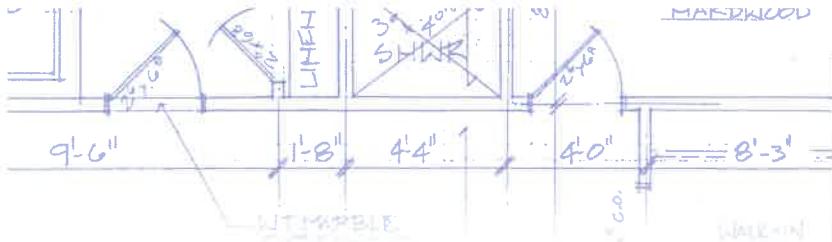
Fire Department	\$57,127.15
Police Department	\$6,300.67
2019 Claims Paid 5/1/20 - 6/30/21	<u>\$79,121.88</u>
	\$142,549.70
less payments due from IAIC	\$(9,259.71)
	\$(11,357.28)
less duplicate payment	\$(16,513.70)
plus amount paid under deductible	<u>\$6,490.44</u>
	\$111,909.45

February 12, 2021

INVOICE #1001

Bill Keohan
Town of Plymouth
Community Preservation Committee
26 Court Street
Plymouth, MA
02360

Shrink wrapping
services.....\$132.37



44 Jan Marie Drive New Construction
 Plymouth, MA 02360 Remodeling
 phone/fax 508.746.9244 Site Planning
 cell 774.454.7316 Residential
 jmilesra@gmail.com Commercial
 jeffreymetcalfe.com Retail



Jeffrey M. Metcalfe
 Registered Architect

9 July 2021

INVOICE

Bill Keohan, Chairman
 Community Preservation Committee
 Plymouth Town Hall
 26 Court Street
 Plymouth, MA 02360

**RE: Cherry Hill
 134 Court Street
 Plymouth, MA**

For Architectural/Engineering Services rendered thru 11 June 2021:

EX0-EX8 Existing Condition Drawings – dated 30 May 2021

Per Verbal Agreement

	<i>Per Contract</i>	<i>Paid to Date</i>	<i>Work done to date</i>	<i>Balance</i>
Retainer	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Ex Conditions	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 0.00
Prelim Drawings	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Working Drawings	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Elec Layout	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Control Const	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Const. Admin.	\$ 100/Hr.	\$ 0.00	\$ 0.00	\$ 0.00
ComCheck	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Structural Eng.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Elec Engineer	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revisions	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Reproductions	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 5,000.00	\$ 0.00	\$ 5,000.00	\$ 0.00
Total Due		\$ 5,000.00		

ARTICLE 4:

ARTICLE 4: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the construction and/or repair and/or purchase and/or lease and/or replacement of departmental buildings and/or equipment and/or capital facilities and/or for feasibility studies and other types of studies for the various departments of the Town, including all other costs incidental and related thereto, including authorizing lease/purchase agreements for terms of up to or in excess of three years, substantially as follows:

ITEM	DEPARTMENT	PROJECT DESCRIPTION
A1	Police Dept.	TruNarc Handheld Narcotics Analyzer
A2	Police Dept.	Portable Radio Replacement - Cruisers
A3	School Dept.	Replace Tech Van 1
A4	School Dept.	Nathaniel Morton Roof Replacement
A5	DPW - Crematory	Rebuild Retort #1
A7	DPW - Cemetery	1-ton Pickup Truck
A8	DPW - Cemetery	Mini Excavator
A9	DPW - Cemetery	Heavy Duty Utility Cart
A10	Center for Active Living	Upgrade for Public Wi-Fi Access
A11	Marine & Environmental	Bartlett Road Bridge Engineering
B1	DPW - Engineering	Brook Rd. Bridge Design & Construction

or take any other action relative thereto.

SELECT BOARD

ARTICLE 4 A1 – 4 A11

RECOMMENDATION: Approval \$2,761,849 Unanimous (14-0-0)

The Advisory & Finance Committee recommends Town Meeting approve the Article 4 A1 thru 4 A11 Capital appropriations listed below:

ITEM	PROJECT DESCRIPTION	APPROPRIATION
A1	TruNarc Handheld Narcotics Analyzer	\$ 30,836
A2	Portable Radio Replacement - Cruisers	\$ 231,037
A3	Replace Tech Van 1	\$ 39,167
A4	Nathaniel Morton Roof Replacement	\$ 2,000,000
A5	Rebuild Retort #1	\$ 105,750
A7	1-ton Pickup Truck	\$ 111,487
A8	Mini Excavator	\$ 58,740
A9	Heavy Duty Utility Cart	\$ 43,832
A10	Upgrade for Public Wi-Fi Access	\$ 17,000
A11	Bartlett Road Bridge Engineering	\$ 124,000
Total for Article 4 A1- 4 A11 Items		\$ 2,761,849

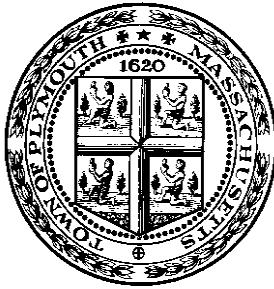
ARTICLE 4 B1**RECOMMENDATION: Approval \$1,350,000 (12-1-0)**

The Advisory & Finance Committee recommends Town Meeting approve the Article 4 B1 Capital appropriation listed below:

ITEM	PROJECT DESCRIPTION	APPROPRIATION
B1	Brook Rd. Bridge Design & Construction	\$ 1,350,000
	Total for Article 4 B1	\$ 1,350,000

The following supporting documentation is in summary form. For the full Department submission please visit the Town website at:

<https://www.plymouth-ma.gov/procurement-division/pages/fy22-fall-atm-capital-requests>



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

To: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 4 – 5 – 6 – 8 CAPITAL REQUESTS FOR TOWN MEETING

DATE: SEPTEMBER 8, 2021 **REVISED**

There were several departmental capital requests for the Fall Town Meeting totalling \$35,397,502; these were reviewed and ranked by the Capital Improvements Committee on August 26th. The Fiscal 2022 CIC spreadsheet from the spring town meeting has been updated to include these projects and they are highlighted in blue and bold, please see attached.

The backup for these request can be found on the Town of Plymouth's website, Procurement Department, at this link, <https://www.plymouth-ma.gov/procurement-division/pages/fy22-fall-atm-capital-requests>. Some of these were previous requests that have been brought back with updated numbers and specifications. The Town Manager is recommending **\$26,146,849** be funded at this time:

Funding Source	Amount	Article Requiring Vote
Borrowing:		
Brook Road Bridge	\$1,350,000	Art 4
West Plymouth Fire Station	\$9,200,000	Art 5
School Roofs (3 MSBA Funded)	\$11,600,000	Art 8
Free Cash	\$2,409,360	Art 4
Old Articles	\$81,430	Art 4
Cemetery Perpetual Care	\$155,319	Art 4
Cemetery Beautification & Repair Revolving	\$58,740	Art 4
Environmental Affairs Fund	\$192,000	Art 4
Grant Funding	\$1,100,000	No Vote Required
Total Recommended	\$26,146,849	

Thanks, for your consideration in this matter and if there are any questions, please let me know.

TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL FALL TOWN MEETING REQUEST FORM

4 A1

Department: Police Department	Priority #:	
Project Title and Description: TruNarc Handheld Narcotics Analyzer	Total Project Cost:	\$ 30,835.99

Department/Division Head: **Chief Flynn**

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

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

List any funding sources and amounts already granted:

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY22</i>		
<i>Labor and Materials</i>			<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>	\$ 30,835.99		<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>					
Total Capital	\$ 30,835.99				

Project Justification and Objective: See Attached

For Capital Project Requests:

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

Yes No
 Yes No

For Capital Equipment Requests:

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

What is the expected lifespan of this new/replacement equipment: 5+ Years

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

The TruNarc Handheld Narcotics Analyzer will aid the Plymouth Police Department and its Officers with the need to quickly and safely identify suspected narcotics in the field to help keep drugs and drug dealers, off the streets. The analyzer allows Officers to scan more than 498 suspected controlled substances in a single definitive test. Officers will be able to scan directly through plastic or glass for most drug test samples to minimize contamination, reduce exposure and preserve evidence.

The global drug problem is increasing, with trafficking of methamphetamines, heroin, fentanyl and carfentanil impacting the Plymouth community. The TruNarc Analyzer will drastically minimize the hazardous risk of exposure to lethal substances currently facing Plymouth Officers while utilizing the current methods of field testing. Current methods involve the Officer handling a dangerous substance while performing a field test. Often times, the substance is not readily known and may need to be tested, utilizing 2 or 3 different test kits, creating a greater exposure risk and economic impact. Current test kits cannot be reused.

TruNarc Handheld Narcotics Analyzer is currently being utilized by 33 Law Enforcement agencies in Massachusetts, to include the DEA, FBI, Boston, Quincy and Cambridge PD's. The TruNarc unit is accepted by the Mass Trial Courts as an effective tool used to aid in the identification of Narcotics. Other manufacturers of handheld analyzers add features to their detectors which would not be utilized by Plymouth Police. The TruNarc detector we are looking to purchase is specific for Narcotics Investigations.

The unit would include a 5 year warranty, software updates, technical support, training and 100 Solution Kits for Type H (Heroin).

Sales Quotation

Quote Number	Created Date	Exp. Delivery Terms	Page
00248108	08/04/2021	ARO	1 / 8
Contact:	Phone	Payment Term	Valid To
Michael Nagle		Net 30	11/30/2021
Inco Terms		Shipping Method	
FOB Origin - Tewksbury		Fed Ex 2nd Day	

Thermo Scientific Portable
Analytical Instruments Inc.

2 Radcliff Rd
Tewksbury, Massachusetts 01876
United States

GSA
Quote

Submitted To:

Dennis Reimer
Plymouth Police Department
20 Long Pond Rd.
Plymouth, Massachusetts 02360
United States

Phone: 5088304218 Ext 236
Email: ltreimer@plymouthpolice.com

THANK YOU FOR YOUR INTEREST IN THERMO SCIENTIFIC
INSTRUMENTATION

To Place an Order:
Contact: Mike Nagle
Phone: (617) 716-9831
Fax:
Email: michael.nagle@thermofisher.com
Additional instructions, terms & conditions on last page

GSA Contract No. GS-07F-6099R

Contract period: March 26, 2010 - September 28, 2025
SIN 334519
SIN 339999E

When placing a purchase order against this quote, please use the Mandatory PO language for state/local orders using the Cooperative Purchasing Program as follows:

"This order is placed under GSA contract number GS-07F-6099R under the authority of the GSA Cooperative Purchasing Program. In the event of a conflict between the terms of this order and those of the GSA Schedule, GSA's terms shall govern."

Pos.	Product Code	Product Name	Sales Price	Quantity	Total Price
1.00	800-01045-01	TruNarc, Unlimited, Warranty - 5 Yrs, Train-12	USD 30,265.99	1.00	USD 30,265.99
	GSA Item	TruNarc Unlimited Model with 5 years of warranty. Includes factory repair, loaner units when available and 24/7 technical support. Companion PC TruNarc admin software, unlimited access to TruNarc eLearning course and free basic software updates to core narcotics library are provided for the life of the instrument. Includes TruNarc on-site instructor led training for up to 12 students within the Continental United States (CONUS) - expires 9 months after date of purchase.			
2.00	810-01462-01	TruNarc Solution Kit (Type H) - 100, English	USD 570.00	1.00	USD 570.00
	Open Market Item	TruNarc Solution Kit (Type H) for identification of Heroin and other special narcotics. Kit includes 100 Test Sticks and 100 Solution Vials with Ethanol. Note that because of the Ethanol, this product ships as a Hazardous Goods shipment. The shelf life for Type H-sticks is approximately one year from shipment.			
3.00	820-01052-01	TruNarc, Unlimited, Warranty Renewal - 2 Yrs	USD 0.00	1.00	USD 0.00

When applicable, commodities, technology, or software to be provided in furtherance of this order shall be exported from the United States in accordance with applicable U.S export laws or regulations. Diversion contrary to US law prohibited. Unless otherwise agreed to in writing, Thermo Scientific Portable Analytical Instruments Inc. terms and conditions shall apply and take precedence.

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL FALL TOWN MEETING REQUEST FORM**

4 A2

Department: Police	Priority #:	
Project Title and Description:	Total Project Cost:	\$231,037.40

Department/Division Head: **Chief Dana Flynn**

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

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

List any funding sources and amounts already granted:

Partial funding would be from savings (approx. \$81,000) realized through rebates from Motorola through purchase of new Portable radios purchased in FY21 and FY22

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY22</i>		
<i>Labor and Materials</i>			<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>	\$231,037.40		<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>					
Total Capital	\$231,037.40				

Project Justification and Objective: _____

For Capital Project Requests:

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

Yes No
Yes No

For Capital Equipment Requests:

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

2012 XTL2500Mobile Radios. These units are end of life and no longer supported by Motorola.

What is the expected lifespan of this new/replacement equipment: _____

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



Quote Number: QU0000525235
Effective: 04 AUG 2021
Effective To: 03 OCT 2021

Bill-To:

PLYMOUTH POLICE DEPT, TOWN OF
20 LONG POND RD
PLYMOUTH, MA 02360
United States

Ultimate Destination:

PLYMOUTH POLICE DEPT, TOWN OF
20 LONG POND RD
PLYMOUTH, MA 02360
United States

Attention:

Name: RYAN RUGGIERO
Email: ruggiero@plymouthpolice.com

Sales Contact:

Name: Kevin Jay
Email: kjay@cybercomminc.com
Phone: 7816471010

Contract Number: ITTS7 MA STATE

Freight terms: FOB Destination

Payment terms: Net 45

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	55	M25SSS9PWIAN	APX6500 UHF R2 MID POWER	\$2,633.00	\$2,001.08	\$110,059.40
(Notes)APX6500 REMOTE MOUNT, B5 CONTROL HEAD.						
1a	55	G444AB	ADD: APX CONTROL HEAD SOFTWARE			
1b	55	G490AD	ADD: ANT 1/4 WAVE 470-512 MHZ	\$14.00	\$10.64	\$585.20
1c	55	G831AD	ADD: SPKR 15W WATER RESISTANT	\$60.00	\$45.60	\$2,508.00
1d	55	GA00235AA	ADD: NO GPS ANTENNA NEEDED			
1e	55	G48BD	ENH: CONVENTIONAL OPERATION APX6500	\$500.00	\$380.00	\$20,900.00
1f	55	W22BA	ADD: STD PALM MICROPHONE APX	\$72.00	\$54.72	\$3,009.60
1g	55	G78AT	ADD: 3Y ESSENTIAL SERVICE	\$176.00	\$176.00	\$9,680.00
1h	55	G193AK	ADD: APP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)			
1i	55	G806BE	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$391.40	\$21,527.00
1j	55	GA01670AA	ADD: APX B5 CONTROL HEAD	\$652.00	\$495.52	\$27,253.60
1k	55	G67BC	ADD: REMOTE MOUNT MID POWER	\$297.00	\$225.72	\$12,414.60
2	2750	SVC03SVC0115D	SUBSCRIBER PROGRAMMING	\$1.00	\$1.00	\$2,750.00
(Notes)PROGRAMMING SERVICES						
3	13750	SVC03SVC0124D	SUBSCRIBER INSTALL - CUST LOCATION	\$1.00	\$1.00	\$13,750.00
(Notes)INSTALLATION SERVICES NO REMOVAL SERVICES NEEDED						
4	6600	SVC03SVC0124D	SUBSCRIBER INSTALL - CUST LOCATION	\$1.00	\$1.00	\$6,600.00
(Notes)REMOVAL SERVICES OF EXISTING MOBILES (IF REQUIRED).						

Total Quote in USD

\$231,037.40

1. Terms subject to ITT57 as modified by the clarifications and terms/conditions. For a full list of terms/conditions please contact your Motorola representative.

2. PO Issued to Motorola Solutions Inc. must:

The Police Department is asking for \$231,037.40 in funding towards the purchase of 57 mobile two-way public safety radios for the fleet of police cruisers. The department is asking for the purchase of mobile radios after receiving \$81,000 in rebates from Motorola Solutions for the purchase of portable radios in fiscal years FY21, and FY22. This rebate amount will allow us to offset the cost of the 57 mobile radios. The current mobile radios are close to 10 years old purchased in FY13. This purchase will allow us in a timelier manner to enhance the overall quality and usage of Plymouth Public Safety radio network which is used by both Police and Fire.

TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL FALL TOWN MEETING REQUEST FORM

Department: School	Priority #: 4
Project Title and Description: Tech Van Replacement	Total Project Cost: \$39,167.31

Department/Division Head: Christina Renaud and Mark Loranger

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

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

List any funding sources and amounts already granted:

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY22</i>		
<i>Labor and Materials</i>			<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>	\$39,167.31	CMG quoted a 10% cost increase from 2021	<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>					
Total Capital	\$39,167.31				

Project Justification and Objective: Replace aged student transport vans for the Tech Studies department. This van is 13 years old and requires many mechanical repairs annually. It also has rust/rot on the frame and the body.

For Capital Project Requests:

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan Yes No
 Can this project be phased over more than one fiscal year? Yes No

For Capital Equipment Requests:

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

2008 Ford Express van with rust and corrosion on body and frame, recurring mechanical issues, van is 13 years old. VIN 1FMNE11W78DA14428 (29)(30) Vehicle number 960(961)(963). There are three 2008 vans, if this capital is approved we will remove the one in the worst condition at the time of arrival of the new van. See sample pictures attached.

What is the expected lifespan of this new/replacement equipment: 8-10 years

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



Estimate

Date: 10/14/2020
Customer ID: Plymouth Schools

TO: Town of Plymouth - School Department
11 Lincoln Street
Plymouth, MA 02360
Attn: Keith Malagutti Budget Estimate
Salesperson: William Lennon

Special Instructions:

Custom or Special Orders are Non-Refundable
This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.
Estimate is Based on Current Information From Client About the Project Requirements

Subtotal	\$ 32,611.65
Upfit Total	\$ 2,995.00
Grand Total	\$ 35,606.65

Actual Cost May Change Once Project Elements are Finalized

Thank you for your business

Quality Van Sales, Inc.

10/27/2020

349 Old Colony Rd.
Norton, MA 02766
1-800-408-8550 or Fax 1-508-226-3702

QUOTATION

Quote #:

Prepared By: Lori-Beth Schofield

Customer Information:

Name: CMG / Plymouth Public Schools
Attn: Bill Lennon

<u>Quantity:</u>	<u>Specifications:</u>
1	Customer Supplied Van: 2021 Ford Transit 150 LR
Safety Equipment	
1	Child Check-Mate System - Installed After Van is Built
1	Fire Ext. w/ Hose - 2A10BC Rating - Mounted in Van - 7D Requirement
1	Safety Triangles
1	First Aid Kit
1	Bloodborne Pathogen Protection Kit - Complete
2	Chock Block (Each)
1	Back Up Alarm
1	Seat Belt Cutter
1	Door Ajar Warning Light
1	School Bus Flip-Up Sign w/ Flasher for Transits

QUALITY VAN SALES, INC.

349 Old Colony Rd.
Norton, MA 02766

(800)408-8550
Fax - (508) 226-3702

Sales Rep: Lori-Beth Schofield

Customer Information:

CMG / Plymouth Public Schools

Phone: 508-317-5007

Attn: Bill Lennon

Email: wlennon@buycmg.com

Net Total	\$	2,278.00
Basic 7D Lettering Requirements	\$	500.00
Net After Applicable Rebates	\$	2,778.00

Quotes reflect current Ford rebate program - prices subject to change

We hereby propose to furnish material and labor - complete in accordance with the above specifications, for the sum of:

<u>Dollars \$</u>	<u>2,778.00</u>
-------------------	-----------------

Payment to be made as follows:

10% Deposit with signed proposal and company P.O. Balance due upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature


10/27/20

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Upon notification of the completion of your vehicle, final payment must be made within 7 days to avoid an automatic \$15/day additional storage fee added to your bill.

Signature: _____

Date of Acceptance: _____

Signature: _____

Pictures of Tech Vans



TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL FALL TOWN MEETING REQUEST FORM

4 A4

Department: School	Priority #: 1
Project Title and Description: Nathaniel Morton Roof Replacement	Total Project Cost: \$2,500,000

Department/Division Head: Christina Renaud and Michael Spencer

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

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

List any funding sources and amounts already granted: \$500k from ESSER 2 funds, (\$500k requested from CPC but not granted)

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>	\$300,000		<i>FY22</i>		
<i>Labor and Materials</i>	\$1,455,600		<i>FY23</i>		
<i>Administration</i>	\$244,400	Project Management	<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>			<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>	\$500,000	ADA, Discovery, Supply Cost Fluctuations, HAZMAT			
Total Capital	\$2,500,000				

Project Justification and Objective: Replace aged and damaged flat and sloped roof at Nathaniel Morton Elementary school with similar materials to prevent further damage. This work will also allow the schools to plan repairs of internal damage caused by the roof and gutter condition at the school. Please refer to the attached roof evaluation.

For Capital Project Requests:

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan Yes No
 Can this project be phased over more than one fiscal year? Yes No

For Capital Equipment Requests:

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

What is the expected lifespan of this new/replacement equipment: _____ 25-35 years _____

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



EXECUTIVE SUMMARY

In accordance with our contract, Gale Associates, Inc. (Gale) has provided this evaluation to the Plymouth Public Schools (PPS) to present them with an understanding of the conditions of the existing roof systems and associated components at the Nathaniel Morton Elementary School (NMES), located at 6 Lincoln Street in Plymouth, Massachusetts. This evaluation is augmented with photographic documentation, preliminary cost estimates, reduced roof plan drawings, as well as a discussion of our findings and options for repair and replacement.

Based on our evaluation of the low sloped single ply membrane roofs, and the reported leaks inside the building below these areas, the single ply membrane roof assemblies are at the end of their useful service lives and are in need of immediate replacement. The roof membrane is in aged condition and exhibits widespread deficiencies and repairs, including but not limited to, membrane punctures, and tears in the roof membrane. Gale's destructive test cuts and leak audit confirmed that moisture was present within portions of the existing roof components, and therefore, the PPS should consider removing and replacing the low slope single ply membrane roof areas with a new thermally efficient single ply thermoplastic membrane roof system.

Following our visual evaluation of the steep sloped asphalt shingle roofs, it appears that not all areas of the asphalt shingle areas and associated components require immediate repair or replacement at this time. However, the asphalt shingles exhibited deficiencies, including, but not limited to, missing, damaged and loose shingles, widespread loss of granule surfacing, cracked and cupped shingles, and repaired/replaced shingles throughout. Should budget be a primary factor, PPS may consider addressing the Short-Term Priority Repairs which should be performed immediately to help extend the serviceable life of the shingle roofs. Due to the moisture infiltration occurring at the deteriorated and damaged gutter assembly and associated components located over the Auditorium (south side of Roof A) and the potential for interior moisture infiltration at the missing gutter assembly located over the north side of the original building (Roof Area B), these gutters should be removed and replaced as a part of the Short-Term Priority Repairs. In addition, the reglet step flashings at rising masonry parapet walls at Roof A should be replaced with through wall flashings, and the parapet cladding should be replaced, in conjunction with the Short-Term Priority Repairs to address conditions associated with moisture infiltration inside the building.

Long-Term Repair of the asphalt shingle roofs, consisting of the complete removal and replacement of the shingle roof system down to the roof deck, should be performed over the next three (3) to five (5) years. The Long-Term Repairs would include the removal and replacement of the remaining gutter assemblies, repairs to chimneys, replacement of slate shingle cladding at south mansard roof, and painting repairs to the cupola.

As part of Gale's evaluation, material samples were collected and tested by an independent hazardous materials consultant for the presence of asbestos. Test results revealed asbestos containing materials (ACM) were found in the sealants and mastics used to seal various components of the existing above roof conditions, including chimneys, parapet cladding and gutters. Material samples were also collected and tested for the presence of lead. Test results revealed lead in the exterior yellow paint at the Cupola above the shingle Roof A and lead in the exterior white paint on the wood trim and fascia along the gutters. Test results also revealed lead at the interior white paint and plaster samples taken at the Auditorium and Third Floor Corridors where interior leaks have caused damages. Hazardous materials, which are expected to be disturbed during the roof replacement, will need to be properly abated by a licensed hazardous materials contractor.



Based on our findings, Gale estimates the construction budget to complete all the above referenced roof repair and replacement and associated work is as follows:

• Sloped Shingle Roof: Short-Term Priority Repairs	\$90,000.00
• Sloped Shingle Roof: Long-Term Repairs	\$526,800.00
• Low Sloped Membrane Roof: Long-Term Repairs	\$573,600.00
• Gutter and Soffit Replacement: Long-Term Repairs	\$265,200.00

These estimates include a twenty (20) percent design contingency if unforeseen conditions are encountered during the design development phase of the project. This preliminary budget does not include interior renovations, permitting, administration of the project (by either PPS or other state agencies), nor architectural/engineering fees beyond that which has already been presented.

Based on the proposed roof replacement scope of work and preliminary estimated construction costs, the proposed work is anticipated to be equal to or more than \$500,000 but less than 30% of the full and fair cash value, which is assessed as just over \$7.1 million (based on the Town of Plymouth's online assessor data base). Therefore, the accessibility components of the building, which include the designated parking, accessible entrance, toilets and drinking fountain, must be reviewed to confirm whether upgrades are required in order for these components to be in compliance with the Massachusetts State Building Code (MSBC) requirements of the 521 CMR: Massachusetts Architectural Access Board (MAAB) and the Americans with Disabilities Act (ADA).

Gale has performed a preliminary accessibility study of the existing designated accessible parking, entrance, toilets, drinking fountain located on the second floor, as well as signage, and determined that these areas of the existing building are not fully compliant with the MAAB. It should also be noted that there is currently no existing accessible route or parking spaces provided on the project site. Therefore, Gale has developed a list of non-compliant items that the PPS would be required to address in order to comply with minimum accessibility requirements. This scope of work would include modifications or complete replacement of the existing entrance ramp and railings, repairs to the accessible building entrance, the addition of accessibility signage and parking spaces, and modifications to the designated accessible toilets located on the second floor.

As the design of MAAB upgrades are not included in Gale's current contract, should the PPS authorize Gale to proceed with the above described MAAB upgrades in the Design Submission, Gale will provide a Contract Amendment for design fees associated with MAAB upgrades. This proposal would include a revised construction cost estimate as the full scope of work associated with the proposed MAAB upgrades has yet to be developed.



PRELIMINARY COST ESTIMATES

The cost estimates presented below are compiled from various sources and are based on our experience with projects similar to this type. The estimates are preliminary as the actual construction schedule, scope of work and construction details have not been fully defined. These estimates are intended to give PPS an indication as to what construction costs may be given the existing conditions and Gale's recommendations.

The recommended scopes of work include the general requirements, mobilization, bonds, insurance, overhead and profit. Gale has broken down these estimates based on the recommended repairs and replacement options presented for consideration. Should funding be of concern, additional alternates can be generated to complete specific scopes of services requested. We have included a twenty percent (20%) design contingency within the recommended construction budget cost in the event that unforeseen conditions are encountered during the design development phase of this project. The intent of the project is to address the active leaks within both facilities and make the necessary repairs and/or replacement based on the above noted field observations and testing.

The following is a preliminary budget for the short and long-term repairs at the Nathaniel Morton Elementary School:

Short-Term Priority Repairs

• Steep-Sloped Roof Repairs <i>(Includes re-cladding parapet walls)</i>	\$50,000.00
• Gutter Repairs <i>(Includes North and South Mansard gutters, north gutter Roof B)</i>	\$25,000.00
• 20% Design Contingency	\$15,000.00
Estimated Construction Cost: Short Term Priority Repairs	\$90,000.00

Long-Term Repairs

• Steep Sloped Roof A Replacement	\$198,000.00
• Steep Sloped Roof B Replacement	\$241,000.00
• Low Sloped Roof C Replacement	\$382,000.00
• Low Sloped Roof D Replacement	\$65,000.00
• Low Sloped Roof E Replacement	\$31,000.00
• Gutter and Soffit Replacement	\$221,000.00
• 20% Design Contingency	\$227,600.00

Estimated Construction Cost: Long Term Repairs	\$1,365,600.00
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Please note that the estimated cost noted does not include any special permitting fees which may or may not be required for this project, additional engineering fees, PPS' monitoring of the project, interior renovations beyond those that are described within this report, a construction trailer/office space, or soft costs associated with working with Plymouth Public Schools. Again, these recommended budgets are preliminary, and should not be used for sensitive budgeting, as the final scope of work, and detailing has not been confirmed at this time.

Thank you for your attention. Should you have any questions or comments, please do not hesitate to contact us at this office.

Best regards,

GALE ASSOCIATES, INC.

Robert F. Mimmo /pmw

Robert F. Mimmo
Staff Engineer

RFM:pmw

cc: Jason Wagner – Gale
Brian Neely – Gale

I:\837950\01 Evaluation\report\837950 Nathaniel Morton ES Roof Condition Evaluation 2021 0526.docx

TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL TOWN MEETING REQUEST FORM

Department: Crematory Division	Priority #:	1
Project Title and Description: Retort # 1 Full Rebuild and PLC Upgrades	Total Project Cost:	\$ 105,750.15

Department/Division Head: Ken King

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

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

List any funding sources and amounts already granted:

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY22</i>		
<i>Labor and Materials</i>	\$85,500.00		<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>	\$10,636.50		<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>	\$9,613.65	10%			
Total Capital	\$ 105,750.15				

Project Justification and Objective: This Matthews retort is one of the original units when the crematory first opened in May of 2009 and needs a complete rebuild. The last two inspections revealed that the refractory was rated to be in fair to poor condition. The main cremation burner area is failing and has become a safety issue. The floor is being patched with a product that only lasts for a short time. Also the PLC touch screens that control the unit need to be updated as parts are not available. This unit has provided more than 5,384 cremations to date and has been a reliable unit. The Division has seen a large increase in cremations because of the COVID – 19 pandemic and those choosing cremation in general. This unit is listed in the 5 year plan for FY 23 but because of its poor condition it is being brought to the Fall ATM. The crematory is also on track to do almost 1300 cremations this year which is almost double the amount from 2016.

For Capital Project Requests:

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

Yes No
 Yes No

For Capital Equipment Requests:

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

What is the expected lifespan of this new/replacement equipment: 6-10 Years
Attach backup information, estimates, or justification to support this request.



CREMATION EQUIPMENT

REPAIR QUOTE

Date: 7/13/2021 Quote#: 07132021-A03

Quote#: 07132021-A03

Client: Town of Plymouth

WO#

Contact Name: Mr Ken King

Phone #: 774-205-3105

E-Mail: kking@townhall.plymouth.ma.us

<p>Emergency Service (TME)</p> <table> <tr> <td><u>Response Time</u></td> <td><u>Rates</u></td> </tr> <tr> <td>1-7 Days</td> <td>\$199/hr</td> </tr> <tr> <td>8-14 Days</td> <td>\$149/hr</td> </tr> <tr> <td>15+ Days</td> <td>\$99/hr</td> </tr> </table>		<u>Response Time</u>	<u>Rates</u>	1-7 Days	\$199/hr	8-14 Days	\$149/hr	15+ Days	\$99/hr	<p>Client to verify the information below is correct</p> <p>Job Site Address: 102 Samoset Street Plymouth, MA 02360</p> <p>Billing Address:</p> <p>Facility Hours of Operation:</p>	
<u>Response Time</u>	<u>Rates</u>										
1-7 Days	\$199/hr										
8-14 Days	\$149/hr										
15+ Days	\$99/hr										

Scope of Work:

- **SHIPPING OF ALL MATERIALS**
- All Materials
- Demo Existing Materials
- Replace Cremation Chamber Floor, Door , & Divider Wall
- Replace Primary & Secondary Walls
- Replace Roof Including Throat Area Roof w/Stack Receiver
- Replace Throat Wall and Lintels
- Replace Entire Back End
- Install New Insulation
- Local Tool/Equipment Rentals & Supplies (excl crane & dumpster)
- USCE to Cure New Refractory w/Test Cremation
- 2 USCE Factory Certified USCE Technicians

Client Notes:

Install 2x burner tiles that are onsite



August 10, 2021

Ken King
Vine Hills Cemetery
102 Samoset St.
Plymouth, MA 12360

Dear Mr. King,

Thank you for the opportunity to submit the following proposal on your #1 PPII cremation equipment.

We propose to send one technician and the necessary materials to your location to perform the following services:

- Remove and replace the modules, touchscreen, controls and scanners.

The cost to provide the above repairs, labor for one technician, materials, travel and subsistence is quoted at \$10,130.00 plus a 5% Covid surcharge (\$506.50) and are subject to applicable state and local taxes. *The quoted price does not include freight charges they will be billed separately.*

Policy regarding repairs over \$10,000.00 will require a deposit before scheduling and shipment of materials to your location. The balance of the repair cost including taxes and remaining freight charges will be due NET30 upon completion of the work. Unpaid balances beyond thirty days will be subject to a 1% per/month penalty. After checking your open credit limit with corporate the deposit required for this repair will be \$5318.25 (see acceptance page). *Please acknowledge this by initialing here _____.*

Insurance Disclaimer:

For every work order, Matthews Cremation carries a \$1,000,000 disability and \$2,000,000 liability coverage for our certified technicians and client security. In using anyone other than Matthews to perform this critical service, make certain any/all vendors supply proof of insurance before they set foot in your crematory. Failure to carry both disability and liability insurance places your company and employees at risk, completely liable for damages. Work performed on Matthews's equipment outside of our employee's voids any/all warranties.

We will ship the necessary materials to your location by Fedex.

Matthews Environmental Solutions
2045 Sprint Boulevard | Apopka, Florida 32703
O: 407-886-5533 | F: 407-886-5990 | www.matthewsenvironmentalsolutions.com

Matthews
ENVIRONMENTAL SOLUTIONS

Matthews Environmental Solutions is a (MATW) Matthews International company

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL TOWN MEETING REQUEST FORM**

4 A7

Department: Cemetery Division	Priority #:	1
Project Title and Description: 1-Ton Pick Up Truck (2)	Total Project Cost:	\$ 222,973.20

Department/Division Head: Ken King

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

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

List any funding sources and amounts already granted: Perpetual Care Fund, Sale of Lots & Cemetery Repair and Beatification

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY22</i>		
<i>Labor and Materials</i>			<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>	\$185,811.00	\$92,905.50 (x 2)	<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>	\$37,162.20	20% \$18,581.10 (x2)			
Total Capital	\$222,973.20				

Project Justification and Objective: The Division currently only has two dump trucks with one being 8 years old. At times when there are breakdowns of the trucks this becomes an issue with hauling our equipment for burials. The trucks are used for the hauling of heavy loads of dirt, Storm debris, along with leaf removal from over 22 cemeteries. Currently the Division only has one leaf box and this unproductive and one of these trucks will be fitted with a larger box to assist with the amount of leaves the division deals with. With the Division looking at adding more staff (5) along with adding burial space the trucks will be needed. The trucks will be fitted with plows to assist the town with winter plowing needs.

For Capital Project Requests:

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

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

Yes No

Yes No

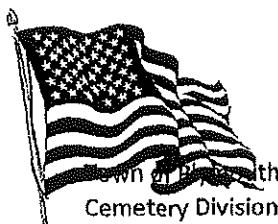
For Capital Equipment Requests:

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

--

What is the expected lifespan of this new/replacement equipment: 10 – 12 Years

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



Liberty Chevrolet



August 17, 2021

Town of Plymouth
Cemetery Division
Attn: Ken King
102 Samoset Street
Plymouth, MA 02360

Dear Sir,

Liberty Chevrolet has a contract with Greater Boston Police Council for various vehicles and equipment. All vehicles offered under this contract come with a 5 year/100,000-mile powertrain warranty. We are pleased to quote you the following:

2021	Chevrolet Silverado CK56403 4WD Reg Cab	\$49,141.00
GZG	Silverado 5500 HD Medium Duty GVW 19,500lbs	\$2,255.00
MJO	Allison A1750HS Transmission	\$550.00
HD1	Rear Axle 15,000lbs	\$675.00
FU7	Rear Suspension Bar 15,500lbs	\$50.00
XDY	Front Traction Good Year Tires 225/70R/19.5 G	\$300.00
YAO	Rear Traction Good Year Tires 225/70R/19.5 G	\$595.00
ZBP	Spare Traction Good Year Tires 225/70R/19.5 G	\$425.00
IOB	Chevrolet Infotainment System 7" Diagonal Color Touch Screen, Bluetooth & Streaming AM/FM	\$275.00
VYU	Snowplow Prep Package	\$340.00
748	1300 CCA Dual Batteries	\$85.00
BTN	Battery Jump Start Stub	\$50.00
F59	Front Stabilization Bar	\$175.00
G68	Rear Shocks	\$65.00
G86	Limited Slip Rear Axle	\$350.00
JL1	Trailer Brake Controller	\$275.00
UY7	Trailering Wire Harness	\$30.00
V76	Front Recovery Hooks	\$25.00
DPN	Outside Heated/Power Trailering Mirrors	\$355.00
EON	Assist Steps Aluminum	\$200.00
V46	Front Chrome Bumper	\$100.00
VK3	Front License Plate Kit	\$15.00
5H1	Two (2) Spare Keys	\$45.00
A31	Power Windows & Locks	\$290.00
K14	Power Outlet 110 Volt AC	\$125.00
UVC	Rear Vision Camera	\$200.00

3% Contract Discount on Options (-235.50)

Liberty Chevrolet, Inc.

90 Bay State Road • Wakefield, MA 01880 • Main 781-246-1919 • Fax 781-245-8987 • www.libertychevy.com

Truck Equipment

5007	11' Steel 3/4 Yard Dump with Electric Hoist	\$11,800.00
7033	11' Chipper Top, Aluminum Slide-in with Vented front	\$10,500.00
5078	Fisher 9' HC Snow Plow System	\$ 8,000.00
5023	Manual Roll up Load Cover	\$ 650.00
5029	Plate Mounted Combination Pintel/Ball Hitch	\$ 750.00
5579	LED Warning System, 2 Rear and 2 Cab Shield Mounted Flashers	\$ 1,600.00
Repaint Unripened Green Metallic w Jambs		\$2,850.00
Total Truck with Body Options		\$92,905.50

Thank you for your consideration of Liberty Chevrolet. If you have any questions concerning our proposal, please do not hesitate to contact me at 508-450-9993.

Sincerely,


Wayne Wardwell
General Fleet Manager

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL TOWN MEETING REQUEST FORM**

4 A8

Department: Cemetery Division	Priority #:	3
Project Title and Description: New Mini Excavator	Total Project Cost:	\$ 58,740.00

Department/Division Head: Ken King

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

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

List any funding sources and amounts already granted: Perpetual Care Fund , Sale of Lots & Cemetery Repair and Beatification

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY22</i>		
<i>Labor and Materials</i>			<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>	\$ 53,400.00		<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>	\$5,340.00	10%			
Total Capital	\$ 58,740.00				

Project Justification and Objective: The Divisions mini excavator is almost nine years old and there is no back up unit within the Division. With multiple requests for burials coming in as we only have one unit to dig with. There are at least 6 cemeteries that we still perform full burials across Plymouth. This unit would also be able to back fill burials if our skid steer is down or unavailable. These units assist with lifting up downed headstones and tree damage from storms and can get into tight spots when access is an issue.

For Capital Project Requests:

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

Yes No
Yes No

For Capital Equipment Requests:

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

--

What is the expected lifespan of this new/replacement equipment: 12 to 15 Years

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



Main Office
80 Southbridge Rd (Rt. 20)
PO Box 578
North Oxford, MA 01537
508-987-8786
fax (508) 987-3578

Thursday, August 12, 2021

Prepared for

TOWN OF PLYMOUTH CEMETERY DIV (# 4323)

KEN KING
159 CAMELOT DRIVE
PLYMOUTH, MA 02360

Quote # 27147 Prepared by

Edward Hull
mobile # : 508-989-5697
EdHull@SchmidtEquipment.com

Machine Specifications

2022 JOHN DEERE 30G Stock #: 32933 Serial #: TBD Hours: 0

Purchase Price \$53,400

30G. 300MM RUBBER TRACK. SUSPENSION SEAT - CLOTH. 3'10"(1.7M) STANDARD ARM. CAB WITH
HEATER & AIR CONDIT. DIG BKT. GRADING BKT. AND HYD. THUMB

Sales Tax	\$0.00
Quote Amount	\$53,400.00
Cash or Financed Amount	\$53,400.00

Finance Details / Other Options

PURCHASE PRICE REFLECTS MA. FAC116 STATE CONTRACT DISCOUNT.

Warranty

Standard John Deere 24 Month Comprehensive Warranty, up to 2000 hours total. Warranty details available upon request.

Quote Terms & Conditions

This quote is good for 30 days, subject to prior sale. Any financing offered requires finance company documentation and approvals. Quote values may be rounded to whole dollars, however Actual invoice values will include cents. We will provide assembly and delivery to your site, unless otherwise specified. We will instruct your personnel on maintenance and the safe operation of this machine. We suggest any operator of this unit read the operator's manual before operating this machine.

TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL FALL TOWN MEETING REQUEST FORM

4 A9

Department: Cemetery Division	Priority #:	2
Project Title and Description: New Heavy Duty Utility Cart	Total Project Cost:	\$ 43,832.08

Department/Division Head: Ken King

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

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

List any funding sources and amounts already granted: Perpetual Care Fund & Sales of Lots

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY22</i>		
<i>Labor and Materials</i>			<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>	\$ 39,847.35		<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>	\$3,984.73	10%			
Total Capital	\$ 43,832.08				

Project Justification and Objective: The Divisions backup utility cart is 15 years old and is still being used but has reached the end of its useful life. The unit is starting to rust from under the cab and that has been an issue with the servicing the unit. A new unit will benefit the Division and help with covering multiple burials at the same time. This will allow for quicker backfilling of burials and the transport of staff when it is a better choice than using a truck.

These units are used on a regular basis for general maintenance including foundations and veteran markers along with getting into areas trucks can not access. This unit was placed in the CIC 5 year plan in FY 23 but is being looked at earlier because of the condition and age of the current utility cart.

For Capital Project Requests:

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

Yes No
 Yes No

For Capital Equipment Requests:

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

Unit will still be used but will be placed in the Manomet cemetery for burials and maintenance there. Will cover as needed

What is the expected lifespan of this new/replacement equipment: 15 Years

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



turf products

157 Moody Road • PO Box 1200 • Enfield, CT 06082
Main Office: (800) 243-4355 • FAX: (860) 763-5550

QUOTE

Prepared For: Ken King
TOWN OF PLYMOUTH
11 LINCOLN STREET; PLYMOUTH,
Massachusetts 2360 United States

Ship To: Q29244
Quote Number: 08/13/2021
Quoted Date: Dave Beauvals
Prepared By: dbeauvals@turfproductscorp.com
508-243-9675

Qty	Model #	Description	Award	Extended
1	07387	Workman HDX - 4WD Diesel (Kubota)	\$31,167.87	\$31,167.87
1	07392	ROPS Certified Cab	\$4,597.01	\$4,597.01
1	07393	Cab Door Kit	\$1,339.84	\$1,339.84
1	136-1997	Door Mounted Mirror Kit	\$280.66	\$280.66
1	130-5449	Interior Mirror	\$50.72	\$50.72
1	07349	Cab Heater	\$787.63	\$787.63
1	119-0817	4WD Manual Control Kit	\$72.06	\$72.06
1	07316	High Flow Hydraulics Kit	\$1,551.56	\$1,551.56
				\$39,847.35

Please anticipate a 5% price increase by November 1st 2021

Toro Total:	\$39,847.35
Non - Toro Total:	\$0.00
Set Up:	\$0.00
Freight:	\$0.00
Trade Ins:	(\$0.00)
State Sales Tax:	\$0.00
Total Price:	\$39,847.35

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST
FORM FY22 ANNUAL FALL TOWN MEETING REQUEST FORM**

4 A10

Department: <i>Center For Active Living</i>	Priority #: 1	
Project Title and Description: Upgrade For public WIFI Access	Total Project Cost: \$17,000	

Department/Division Head: **Michelle Bratti**

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

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

List any funding sources and amounts already granted: ***We are hoping that project will qualify for ARPA funding.***

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY22</i>		
<i>Labor and Materials</i>	1,032		<i>FY23</i>		
<i>Administration</i>	7,200		<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>	8,768		<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>					
Total Capital					

Project Justification and Objective: **Public Wi-Fi system at CAL needs to be replaced. The system is based on relays which allow patrons to access WIFI points throughout the building. Due to its age the system cannot be upgraded with current technology. This public system is also used by staff to run virtual and in person programs like movies & classes.**

For Capital Project Requests:

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

Yes No
Yes No

For Capital Equipment Requests:

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

It is to replace initial public WIFI system which is now more than 8 years old and cannot be upgraded for new software

What is the expected lifespan of this new/replacement equipment: **5-8 years**

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

VoDaVi Technologies LLC
 212 S. Meadow Rd, Unit 1
 Plymouth, MA 02360 US
 (508)746-5777
 Accounting@VoDaViTech.Com
<http://www.VoDaViTechnologies.Com>

Estimate 1734



ADDRESS	SHIP TO	DATE	TOTAL	EXPIRATION DATE
Caitlyn Correa Plymouth Center for Active Living 44 Nook Road Plymouth, MA 02360	Caitlyn Correa Plymouth Center for Active Living 44 Nook Road Plymouth, MA 02360	06/30/2021	\$16,893.20	07/30/2021

DATE	ACTIVITY	AMOUNT
	Aruba-534 Aruba 530 series AP with External Antenna mounts - List Price \$1,570 - 39% off list ITT 72 (41% given), 4 @ \$926.30	3,705.20
	HPE-JW009A JW009A AP-ANT-1W 2.4/5G 4/6dBi Omni - List price \$35 - 39% off list ITT 72, 16 @ \$21.35	341.60
	Aruba AP MNT AP-MNT-B AP mount bracket individual, 4 @ \$21.35	85.40
	Aruba 2930M Aruba 2930M 48G PoE+ 1-slot Switch - ITT72 Contract Pricing - List Price \$6,660 - 39% off List (41% given), 1 @ \$3,929.00	3,929.00
	Q9Y58AAE Aruba Central AP Fnd 1yr Sub E-STU, 4 @ \$150.00	600.00
	VDV- NI-SR-MHEC Networking Integration - Senior Engineer List Price \$185/Hour ITT 72 Discount Applied, 8 @ \$129.00	1,032.00
	Managed Services VoDaVi Managed IT Support Services - Supporting 8 computers, WIFI network and Switch - Monthly cost based on annual commitment., 12 @ \$600.00	7,200.00

This Estimate is valid for 30 days. Please provide a signed Purchase Order if you would like to proceed with the work. Thank you.

TOTAL **\$16,893.20**

THANK YOU.

TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL FALL TOWN MEETING REQUEST FORM

4 A 11

Department: Marine and Environmental Affairs	Priority #:	2
Project Title and Description: Bartlett Road Bridge Engineering	Total Project Cost:	\$224,000

Department/Division Head: **David Gould/Chad Hunter**

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

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

List any funding sources and amounts already granted: \$100,000 from the MA Division of Ecological Restoration. DMEA proposes to utilize \$120,000 from the Environmental Affairs Fund to match the state grant monies.

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>	\$124,000		<i>FY22</i>		
<i>Labor and Materials</i>			<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>			<i>FY26</i>		
<i>Engineering Oversight</i>					
<i>Contingency</i>					
Total Capital	\$124,000				

Project Justification and Objective: In 2015, prior to DER's restoration at Tidmarsh Farms which is adjacent to Fresh Pond Dam, the Town removed one side of boards in Fresh Pond Dam to allow flow from Fresh Pond, down the unnamed tributary to DER's restoration site for fish passage. Previous to 2015, Fresh Pond Dam impounded water and was considered a significant jurisdictional dam in poor condition. This dam is unique as it is downstream of Fresh Pond and was used to dam the unnamed tributary for agricultural water use at Tidmarsh Farms. Due to the current height of the dam with the weir boards removed it is no longer considered jurisdictional, however, it is still in poor condition with limited ecological function. Fresh Pond Dam is located on Bartlett Road, a public way, in Plymouth, south of Route 3A. The dam is in poor condition and has a structural height of 5 feet with a 7.5 ft wide by 6ft tall concrete box culvert with stop logs on one side of the dam. Fresh Pond is a freshwater pond that feeds via an unnamed tributary into Beaver Dam Brook, site of DER's Restoration Project. Mass Department of Fish and Game have documented American Eels on multiple survey's in Fresh Pond. Following the removal of one side of the boards in the dam, river herring were documented entering Fresh Pond even given the limited river function. The existing dam does not provide adequate ecological function for proper fish passage nor does it provide any wildlife habitat passage.

In 2005 the Town of Plymouth placed a weight restriction on the crossing the Bartlett Road/Fresh Pond Dam due to the poor condition of the structure. Since then, the Town of Plymouth has had this project on capital list

of projects, however it had not been prioritized or funded by the Town Meeting process. On August 28, 2012 Tighe and Bond conducted an Inspection and Evaluation Report for Fresh Pond Dam and the dam was classified in poor condition. Due to the boards on one side of the structure being removed, the dam is no longer considered a jurisdictional dam with ongoing inspections. On February 18, 2021, SLR Consulting conducted a visual inspection with recommendations of complete replacement. Some of the visual findings included the superstructure with spalling of the concrete encasement of the grinders/ stringers revealed surface oxidation on the exposed surfaces. Sounding of the remaining encasement yielded hollow spots along the bottom of the flanges where concentrated cracking was observed. The substructure was found to be in fair to poor condition. Scaling within three feet of the waterline was observed at both the east and west abutments. Both abutments had minor hairline cracking and honeycombing. The approaches to the bridge were considered in poor to critical condition. Roadway alignment of both approaches is located along a curve with a bridge width of 18 feet for two lanes of traffic. The east and west approach pavement exhibited minor alligator cracking and roadway settlement of 1-2 feet at the east abutment. The bridge railing consists of steel guard rail section unsupported along the approximate 8 foot length of the structure. The current support condition of the bridge rail is not considered to provide adequate protection for vehicular traffic. Approach guardrails and end treatments are present although the guard rail posts appear misaligned and hence they are not in compliance with current standards nor do they provide adequate protection to vehicular traffic on the bridge.

The necessary easements to align the road, install a larger bridge and undertake stormwater treatment have already been acquired as part of the land acquisition by Mass Audubon.

For Capital Project Requests:

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

Yes No
Yes No

For Capital Equipment Requests:

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

What is the expected lifespan of this new/replacement equipment: _____

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

PROFESSIONAL FEES

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

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

STANDARD TERMS AND CONDITIONS

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

EXCLUSIONS AND LIMITATIONS

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

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

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

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

TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL FALL TOWN MEETING REQUEST FORM

4 B1

Department: DPW, Engineering Division	Priority #:	1
Project Title and Description: Brook Road Bridge Design & Construction	Total Project Cost:	\$1,850,000.00

Department/Division Head: **Sheila Sgarzi, Town Engineer**

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

For project re-submittals, list prior year(s): **FY16, FY17, FY18, FY19, FY20, FY21**

List any funding sources and amounts already granted: **\$500,000 existing MassDOT Small Municipal Bridge Grant**

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>	\$200,000.00	Small Municipal Bridge Grant to fund this \$200,000. Existing Engineering Contract is \$147,900; All design engineering expenditures to-date have been funded through the Small Bridge Grant.	<i>FY22</i>		
<i>Labor and Materials</i>	1,190,000.00	Small Municipal Bridge Grant to fund \$300,000 of this total.	<i>FY23</i>		
<i>Administration</i>	\$140,000.00	Construction Inspection & Administration	<i>FY24</i>		
<i>Land Acquisition</i>	\$80,000.00	Please refer to the attached cost estimate prepared by the Plymouth Engineering Division for additional detail.	<i>FY25</i>		
<i>Equipment</i>			<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>	\$240,000.00	25% Construction Contingency			
Total Capital	\$1,350,000.00	\$500,000 has been deducted from the total to account for the existing Small Municipal Bridge Grant funding. The Total Project Cost is \$1,850,000; the Total Capital Request is \$1,350,000.			

Project Justification and Objective: **The proposed Brook Road Bridge project will replace the existing one-lane bridge with a new steel and concrete structure, to include an 18'-wide travel lane and a new 8" ductile iron water main. The Brook Road Bridge dates back to the 19th century. Improvements were made to the bridge in 1926 when the wooden floor was replaced with steel I beams. Bridge inspection reports over the past ten years have rated the deck and superstructure in the range of fair to satisfactory condition and the substructure in the range of poor to satisfactory condition. On July 7, 2021, the Town of Plymouth closed the bridge to vehicular traffic upon receiving results of a load analysis that showed the bridge is stressed beyond allowable limits. Prior to the closure of the structure, the posted weight limit**

precluded school buses, fire engines and garbage trucks from crossing the bridge. The 1937 cast iron water main that crosses the bridge is hydraulically restricted due to tuberculation and is in need of replacement. The roadway approaches are constructed within the floodway of Beaver Dam Brook; this alignment exacerbates the potential for upstream flooding. The proposed bridge replacement project will address the current deficiencies with the existing bridge and will enable vehicular traffic, including fire trucks, ambulances, and school busses, to safely cross the bridge.

For Capital Project Requests:

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

Yes No

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

Yes No

For Capital Equipment Requests:

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

What is the expected lifespan of this new/replacement equipment: > 75 years, MassDOT standard

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

BROOK ROAD BRIDGE REPLACEMENT PROJECT

Plymouth, MA

Alternate No. 1



18-foot paved roadway with timber faced bridge rails

Cost: \$1.69M

Alternate No. 2



22-foot paved roadway with an 18-foot travelway and fog lines two-foot offset from the timber faced bridge rails

Cost: \$1.84M

Alternate No. 3



18-foot paved roadway with a three-foot raised concrete sidewalk and timber faced bridge rails

Cost: \$1.73M

Alternate No. 4



14-foot paved roadway for one-way traffic with a four-foot-wide raised mountable sidewalk and timber faced bridge rails

Cost: \$1.65M

Alternate No. 5a



18-foot paved roadway with a three-foot-wide concrete sidewalk, timber faced bridge rails and timber truss bolted to the fascia

Cost: \$1.76M

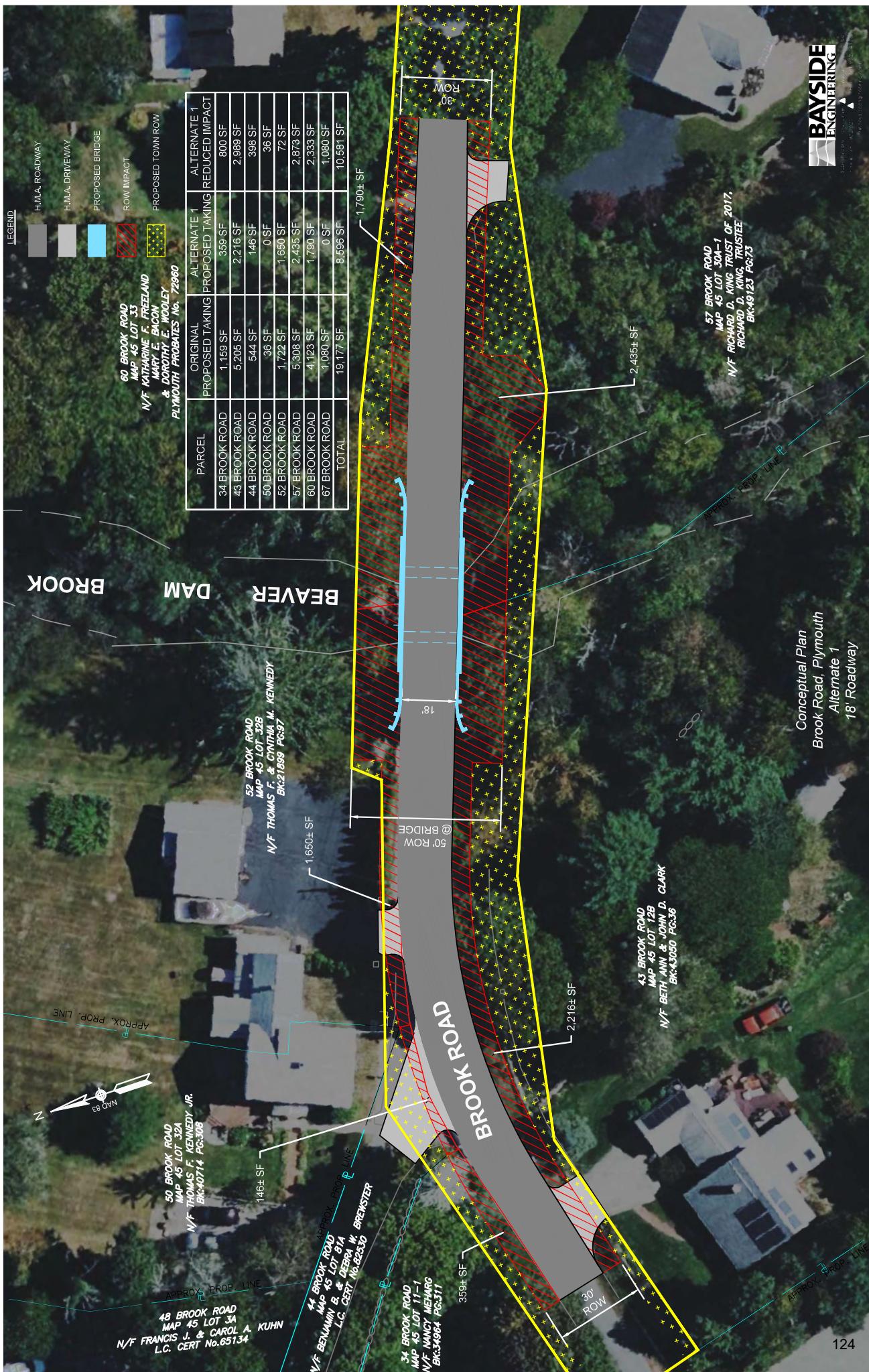
Alternate No. 5b



18-foot paved roadway with a three-foot-wide concrete sidewalk, timber faced bridge rails and steel truss bolted to the fascia

123

Cost: \$1.79M



ARTICLE 5:

ARTICLE 5: To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum of money for the design, construction, equipping and furnishing of a renovated fire station #2 at Samoset Street, West Plymouth, shown at Assessor's Map 103 Lot 41A, including but not limited to site preparation, demolition, and all other costs incidental and related thereto; or to take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval \$9,200,000 Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 5. Approval of this article will allow for the extensive renovation needed at West Plymouth Fire Station #2 on Samoset Street. The existing living quarters are uninhabitable and the firefighters are utilizing temporary trailers due to the discovery of asbestos and other harmful carcinogens in the aging station.

TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL FALL TOWN MEETING REQUEST FORM

Department: Fire Department	Priority #:	1 (\$9.2M requested)
Project Title and Description: Substantial Rehab of Station 2 (West)	Total Project Cost:	10,985,114

Department/Division Head: **G. Edward Bradley, Fire Chief**

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

For project re-submittals, list prior year(s): **Continuation of August 10, 2020 Town Meeting Articles 5&6**

List any funding sources and amounts already granted: 8.10.2020: Article 5 (\$500,000) for feasibility & conceptual design for various Stations. Article 6 (\$3M) for renovations at Stations 2, 4 & 5. \$496,000 requested in ARPA funds for HVAC system.

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>	\$1,247,354	Soft Costs	<i>FY22</i>		
<i>Labor and Materials</i>	\$8,257,613	Hard Costs	<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>	\$481,500	Owner supplied	<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>	\$998,647	10%			
Total Capital					

Project Justification and Objective: Currently the firefighters at Station 2 have been relocated to a temporary mobile living unit while the station awaits renovation. Previous funds were allocated to determine if the station could be reused & rehabilitated, or if it must be replaced. Upon study, it is recommended that the apparatus space be renovated, and the living quarters be torn down and replaced with new construction.

For Capital Project Requests:

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

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

Yes No

Yes No

For Capital Equipment Requests:

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

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What is the expected lifespan of this new/replacement equipment: 30+ years – restored to a “like new” condition.

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



MEMORANDUM

To: SELECT BOARD

CC: MELISSA ARRIGHI, TOWN MANAGER
LYNNE BARRETT, FINANCE DIRECTOR

FROM: G. EDWARD BRADLEY, FIRE CHIEF *MEB*
NEIL FOLEY, DEPUTY FIRE CHIEF *NF*
MARLENE MCCOLLEM, ASSISTANT TOWN MANAGER *MM*

SUBJECT: FIRE STATIONS UPDATE

DATE: 17 AUGUST 2021

At the August 10, 2020, Special Town Meeting, two articles provided funding to begin investigating the replacement or renovation of Fire Stations 2 (West), 4 (Bourne Road), 5 (Manomet) and Headquarters (Sandwich Street). Article 5 allocated \$500,000 for feasibility and conceptual design and Article 6 set aside \$3,000,000 to begin preliminary construction tasks.

Headquarters – Sandwich Street

Currently none of the above funds have been spent on Headquarters. A recommendation on the best course of action has not yet been developed, and a capital override question has not been placed on a ballot for consideration. The Fire Department utilized grant funding to complete a town-wide Response Time Study to determine the optimal station locations which was just completed earlier this month. This study found that the Town should consider relocating Headquarters to the south and west of the current location.

Furthermore, at the Special April 3, 2021, Town Meeting, Article 6 provided \$185,000 to conduct a comprehensive operational and station needs study of the Fire Department. The objective of this study will be to provide strategic recommendations to improve the effectiveness of the Department in the coming years, as well as determine how to best invest in a future Headquarters station. The scope is under final review, and the RFP will be aired later this month. It is anticipated that a firm will be selected, and the contract awarded by late fall or early winter.

However, significant amounts of funds continue to be invested into the current building to keep the station operational. This is not a sustainable solution and eventually the station will need to be replaced.

It is respectfully requested that one Select Board member serve on the panel to review the RFP responses and recommend awarding the contract for the Fire Department's operations, organizations, and stations study.

Station 2- West Plymouth

According to the Response Time study, Station 2 is in a good location to serve the existing and future needs of the surrounding neighborhoods. Preliminary analysis of the station concludes that the apparatus bay is large enough to support future needs, is structurally sound, and can continue to serve the town for another 30+ years. Reusing this portion of the station also protects the town's previous investment in a new roof and new overhead doors at this location.

However, the living quarters is no longer usable and should be torn down. A portion of the existing \$3M allocation has been used to acquire a temporary housing unit and to relocate the communications fiber from the station. The fire crews are no longer occupying the living quarters and have been relocated to the temporary unit until such time as the station can be renovated.

It is anticipated that prior to awarding a general contract for the renovation at this station, the existing funds will be used to remove the existing underground fuel tanks and replace them with a new fuel depot, remove or abate the asbestos in the building, and relocate all the utilities from the Samoset Street frontage to the Carver Road frontage to back feed the apparatus bay while the station is under construction.

Conceptual designs have been completed to renovate the existing apparatus floor, demolish the existing living quarters, and build a new addition on the front to replace the living space. This will allow for adequate bunk, living and office space, as well as new support space for the apparatus floor including gear and equipment storage and decontamination.

The early estimated cost for the project is \$10.8M, which includes escalation to bidding and contract award, as well as a 10% project contingency. The redesigned station will be approximately 20,800 square feet and this represents a cost of about \$520 per square foot. The capital request is being finalized for submission to the October 16, 2021, Town Meeting, and if funded, design will be completed with anticipated bidding in the spring of 2022. It should take about 14-months from the start of construction until completion.

The Coronavirus State and Local Fiscal Recovery Fund established under the American Rescue Plan Act (ARPA) identify "ventilation improvements in key locations" and "capital investments in public facilities to meet pandemic operational needs" as an eligible use of funds. There is approximately \$496,000 worth of HVAC work proposed at this station to improve the ventilation and air quality. Clearly maintaining safe and healthy conditions

within the fire station will increase the Department's ability to adequately respond to all types of calls for service, including those related to the current pandemic.

The Board's support for the capital request at the October 2021 Town Meeting is respectfully requested for the renovation of Station 2. At this time, it has not been determined if the project will be recommended as debt under the levy limit, or if a capital override vote at the ballot will be necessary.

Furthermore, the Board's approval for the use of \$496,000 of Plymouth's ARPA allocation is requested, specifically to offset the cost of the proposed HVAC system.

Station 4 – Bourne Road

Preliminary feasibility work was completed at the current Bourne Road station. The apparatus floor is undersized and would need to be significantly expanded to meet future demand. It was further recommended that the existing living quarters be removed, rebuilt, and expanded to meet current and future needs. The site is undersized, contains difficult slopes, is served by a private on-site well, and adequate parking cannot be safely accessed or accommodated.

In May 2021 the Building Committee recommended that the existing Bourne Road station not be renovated, but a new station be located to serve the surrounding neighborhoods. The Response Time study recommends that the station be located slightly to the north of the current station, and a site selection search is underway to identify adequate land that can be served by a public water system since the new facility will require sprinklers.

It is anticipated that Town Meeting will be asked to approve a land purchase for a new Station 4 as some point in 2022.

Station 5 – Manomet

According to the Response Time study, Station 5 is in a good location to serve the existing and future needs of the surrounding neighborhoods. Preliminary analysis of the station concludes that the apparatus bay is large enough to support future needs, is structurally sound, and can continue to serve the town for another 30+ years. Furthermore, the existing 2nd floor space can be repurposed and renovated into common living space. This will protect the town's investment in a new roof that was just recently completed at the station.

The conceptual design calls for a proposed addition to the south of the building with new office and apparatus floor support functions on the ground floor and new bunk rooms and living quarters on the second floor. The proposed location of the addition will cut off the existing driveway access to the rear of the station and the design team is working with the abutter to the north to acquire a new access easement to the rear of the property.

The early estimated cost for the project is \$10.6 M including escalation to bidding and 10% contingency. The capital request is being finalized for the October 16, 2021, Town Meeting. The project schedule calls for bidding in the late summer or early fall of 2022.

The redesigned station will be approximately 16,200 square feet and the estimated cost per square foot is higher than at Station 2 because of more complex rehab work on the existing 2nd floor living space, in addition to the apparatus floor renovations.

There is approximately \$343,000 worth of HVAC work proposed at this station to improve the ventilation and air quality. Clearly maintaining safe and healthy conditions within the fire station will increase the Department's ability to adequately respond to all types of calls for service, including those related to the current pandemic.

The Board's support for a capital request at the October 2021, Town Meeting is respectfully requested for the renovation of Station 5. At this time, it has not been determined if the project will be recommended as debt under the levy limit, or if a capital override vote at the ballot will be necessary.

Furthermore, the Board's approval for the use of \$343,000 of Plymouth's ARPA allocation is requested, specifically to offset the cost of the proposed HVAC system.



Station # 2 - West Plymouth
Station # 5 - Manomet

Proposed Plan



West Plymouth Fire Station #2 - Reno/Expansion Feasibility Study

Tabulation of Estimated Probable Costs - August 12, 2021

<u>Development Budget Breakdown</u>		<u>Estimated Value</u>	<u>Comments</u>
<u>Construction Costs/Hard Costs</u>			
1a	General Construction	\$ 8,027,113.00	Includes mark-ups and escalation to April/May 2022 bidding
1b	Epoxy Flooring	\$ 90,000.00	
1c	New Fuel Depot	\$ 140,500.00	
2	Total Estimated Construction/Hard Costs	\$ 8,257,613.00	Bidding April/May 2022. 20,792 sf - \$397.15/sf
<u>Owner's Development/Soft Costs</u>			
3	Architect & Engineering	\$ 825,761.30	Based on 10%
4	Owners Project Manager	\$ 371,592.59	Based on 4.5%
5	Commission Agent	\$ -	No value carried at this time.
6	3rd Party Estimates	\$ 10,000.00	(2) at \$5,000/
7	Geotech & Material Testing (During Const)	\$ 30,000.00	Allowance
8	3rd Party Fire Safing Inspections	\$ 10,000.00	Allowance
9	Furniture & Furnishings	\$ 70,000.00	\$48,000 spent @ #7. Assume 43% more.
10	Vehicle Exhaust Recovery System	\$ 20,000.00	Added for any updates required.
11	Alerting System Including Equipment Install Only	\$ 50,000.00	Equip & Installation Only. Infrastructure in GC Bid
12	Security System	\$ 25,000.00	Equip & Installation Only. Infrastructure in GC Bid
13	Phone System	\$ -	FD to check
14	AV Equipment, IT, etc.	\$ -	FD to check
15	Training Equipment	\$ -	FD to check
16	Air, Decon	\$ 80,000.00	Value spent at #7 rounded up. RP to check with APS
17	Washers/Dryers/Grill	\$ 7,500.00	Value spent at #7 rounded up
18	Sterilis	\$ -	Provide location and hook-ups only
19	Ice Maker	\$ 3,000.00	Value spent at #7 rounded up
20	Fitness	\$ 25,000.00	Value spent at #7 rounded up
21	Radio Box/Antenna/Etc.	\$ 10,000.00	New antenna mounts and (4) antenna's.
22	Control Station	\$ 15,000.00	
23	Radios	\$ 7,500.00	
24	Fiber Optics	\$ 7,500.00	
25	IT Cable, Fittings, etc.	\$ 2,000.00	
26	Misc. IT Switches	\$ 5,000.00	
27	Tools	\$ 3,000.00	
28	Property Maint. Equipment	\$ 1,000.00	
29	Printing/Advertisements/Misc.	\$ -	
30	Utility Company Back charges	\$ 150,000.00	Allowance - Service diversion on Samoset.
31	Total Estimated Owner's/Soft Costs	\$ 1,728,853.89	
32	TOTAL PROJECT COST - Total of Lines 2 & 31	\$ 9,986,466.89	
33	Project Contingency	\$ 998,646.69	Should carry at least 10% for now
34	Grand Total	\$ 10,985,113.57	

ARTICLE 7:

ARTICLE 7: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of conducting an eDNA study at Town Brook/Billington Sea, including all other costs incidental and related thereto, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval \$10,000 Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 7. The eDNA study will establish a pre-construction data line of aquatic organisms within the Town Brook watershed before the dam repairs and fish bypass channel are constructed and provide valuable data on the ecological impacts of the project.

MEMO

To: Melissa Arrighi, Town Manager
From: David Gould, Director of Marine and Environmental Affairs
Re: eDNA Study/Environmental Affairs Fund Request
Date: August 11, 2021

DMEA respectfully requests the use of \$10,000 from the Environmental Affairs Fund for use in an eDNA study in collaboration with James Garner, Ph.D. candidate and UMass-Amherst. The proposed study will collect pre-construction data on the presence of aquatic organisms within the Town Brook watershed before the dam repairs and fish bypass channel are constructed. Post construction monitoring funds are currently being solicited from state and federal agencies as part of the construction requests to various grant programs.

The use of eDNA is a cost-effective comprehensive assessment tool that will provide valuable data on the ecological impacts of the project. The findings will inform decision-making in other watersheds and will be of interest to local, state and federal agencies.

A scope of work with associated costs is attached to this memo as backup to this request. Should you have any questions regarding the proposed project please reach out to me at your earliest convenience.

Town Brook Fish Passage Restoration Environmental DNA (eDNA) Project Scope

Environmental DNA (eDNA) has the potential to revolutionize biodiversity science and conservation action by enabling the census of species on a global scale in near-real time. eDNA is orders of magnitude more time, resource, and cost-effective than traditional biodiversity or species monitoring techniques, and has the capacity to empower communities to assess ecological attributes of interest and make informed decisions about their precious natural resources for the future. The broad adoption of eDNA tools in conservation has yet to be fully realized, as the majority of work has been undertaken within the academic sector. The Town of Plymouth's Department of Marine and Environmental Affairs is proposing to take the next step by incorporating next generation eDNA monitoring into its restoration and ecological monitoring tool kit by partnering with the and supporting the research of a University of Massachusetts, Amherst PhD student specializing in eDNA monitoring techniques.

Biodiversity supports critical ecosystem services that benefit human communities and wellbeing across diverse habitats and spatio-temporal scales. Few projects have been monitored pre/post restoration to understand if the original restoration goals were met in recovering biodiversity targets. Without data on the effectiveness of conservation actions, it is possible that resources are not being used to their fullest or are being wasted. Fewer than 10% of restoration actions have been studied pre and post restoration, while even fewer ecosystems have established ecological baselines to compare these pre/post restoration projects to. Most studies focusing on restoration actions are of short duration (1–2 years) and, therefore, provide only narrow windows into the ecological response at a specific site. eDNA techniques can be applied across multiple spatial and temporal scales – both fine and broad, for a relatively small investment of time, money, and labor compared to traditional monitoring techniques. The Town Brook eDNA monitoring program will be designed to address this knowledge gap – which in turn will help the Town of Plymouth holistically understand how Town Brook aquatic ecosystems respond to planned restoration.

The Town Brook eDNA monitoring program will accomplish several goals:

- 1) Utilize eDNA metabarcoding (biodiversity monitoring) methods to measure restoration/adaptation action efficacy within the entire Town Brook watershed.
 - a) The eDNA survey will be designed to provide an understanding of the aquatic biodiversity of the entire Town Brook watershed, with sampling locations at all tributaries, ponds, lakes, estuaries, and at several locations on the Town Brook main stem.
 - b) The first year of survey will establish a pre-restoration action aquatic vertebrate (fish, mammals, reptiles, and amphibians), invertebrate, and microbial community eDNA baseline that will inform the Plymouth community of the Town Brook watershed's current aquatic biodiversity.
 - c) The survey will be continued annually, tracking how the Town Brook ecosystem adapts in response to community restoration actions. This monitoring effort will continue after restoration has been completed and will demonstrate important ecological milestones like:
 - i) Scientifically documenting successful passage and presence of migratory fish (salter brook trout, American shad, etc.) in the upstream reaches of the Town Brook watershed for the first time in over 400 years.

- ii) Document presence of apex predators within the Town Brook system (striped bass, marine mammals, etc.).
- iii) Document how aquatic communities shift (ex: documenting higher biodiversity in Billington Sea post-restoration) in response to restoration actions over time.

2) Detect non-native invasive species, species on the move in response to climate change through range expansions and shifts, as well as local species extinctions.

3) Calibrate eDNA monitoring methods to established monitoring techniques already being conducted within the Town Brook watershed (Herring PIT tag monitoring, juvenile herring purse seine monitoring, American eel monitoring, etc.).

- a) Traditional herring PIT tagging locations where herring are known to congregate will incorporate eDNA monitoring that targets aquatic microbial communities to better understand herring disease transmission and factors that might contribute to migratory delay.

UMass Amherst PhD student James Garner will be the project lead and will work with the Town of Plymouth's Department of Marine and Environmental Affairs to design, implement, analyze, and share project results.

Project Budget:

Equipment, sampling bottles, laboratory supplies:	\$6,000.00
Partner training:	\$500.00
eDNA sampling experimental design:	\$500.00
Travel:	\$500.00
Sample analysis:	\$2,500.00
Project Total:	\$10,000.00

ARTICLE 8:

ARTICLE 8: To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, an amount of money to be expended under the direction of Building Committee for roof replacements at Federal Furnace Elementary School located at 860 Federal Furnace Road, Plymouth, Massachusetts, 02360; West Elementary School located at 170 Plympton Road, Plymouth, Massachusetts, 02360; and Indian Brook Elementary School located at 1181 State Road, Plymouth, Massachusetts, 02360 which proposed repair projects would materially extend the useful life of the schools and preserve an asset that otherwise is capable of supporting the required educational programs and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”). This phase of the project will execute the entire scope of the project including labor, material procurement, and project management in accordance with drawings, bid documents, project cost estimates, and project timelines. The Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town. Any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of fifty and fifty eight one hundredth percent (50.58 %) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, or take any other action relative thereto.

SCHOOL COMMITTEE

RECOMMENDATION: Approval \$11,600,000 Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 8. These roofs are over three decades old, have sections that are beyond repair, and need to be replaced to ensure the integrity of the building interior. It is important to note that though the Town must borrow the full \$11,600,000 for this project the School has received approval by the Massachusetts School Building Authority (MSBA) for reimbursement of 50.58% of these projects upon completion, which will substantially reduce the actual cost to the Town.

Article 8 Items		
ITEM	PROJECT DESCRIPTION	APPROPRIATION
8	Federal Furnace Roof	3,800,000
	Indian Brook Roof	4,000,000
	West Elementary Roof	3,800,000
Article 8 Total		11,600,000



PLYMOUTH PUBLIC SCHOOLS
Administration Building
11 Lincoln Street
Plymouth, Ma., 02360
PHONE (508)-224-5039
FAX (508)-746-1873

Brad Brothers
Business Administrator

TO:	BoS, A&F and Town Meeting Members	
FROM:	Brad Brothers, School Business Administrator Christina Renaud, Facilities Director	
DATE:	8/11/2021	
Subject:	Article 8- MSBA Roofs (Fall 2021 Town Meeting)	
Re:	Article 8- MSBA Roofs (Fall 2021 Town Meeting)	

Three PPS buildings (Federal Furnace, West and Indian Brook Elementary) were approved for roof replacements by the Massachusetts School Building Authority (MSBA). At the time of the request, MSBA had a minimum age requirement of 25+ years for the existing roofs in order for you to apply. Due to the volume of applications, the MSBA changed the minimum age to 30+ years. The roofs are now 32 years old, have sections that are beyond repair, and need to be replaced to ensure we can sustain the integrity of the building interior.

At the Spring 2021 Town Meeting, members voted to approve the \$247,100 for the design and engineering of all three roofs. The design and engineering phase is underway with the MSBA assigned OPM and Designer. We expect to have a full estimate of these projects including drawings and cost estimates by the end of October. In order to continue our partnership with the MSBA, we need to show proof the town has committed to funding and file the approved vote and official project estimate before the MSBA meeting scheduled December 15, 2021. Since we are still in the design and engineering phase, the school has presented a town with a conservative estimate. The school considered many variables to develop our estimated costs. These considerations included cost of similar MSBA roofing projects, rise in material costs, discovery, HAZMAT, and ADA compliance construction costs.

Estimated Costs:

Federal Furnace: \$3,800,000

West- \$3,800,000

Indian Brook- \$4,000,000

Total: \$11,600,000

It is important to note the MSBA requires the town to borrow the full amount of the projects; however the approved MSBA reimbursement rate for these projects is set at **Fifty and fifty-eighth of a hundredth percent (50.58%)**. Some scenarios below of what the true cost to the Town of Plymouth are below:

Projected projected cost	\$11,600,000	\$11,600,000	\$11,600,000
(x) % of actual cost	100.00%	80.00%	60.00%
Actual cost	\$11,600,000	\$9,280,000	\$6,960,000
(-) 50.58% MSBA Share	\$5,867,280	\$4,693,824	\$3,520,368
= 49.42% TOWN COST	\$5,732,720	\$4,586,176	\$3,439,632

TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL FALL TOWN MEETING REQUEST FORM

Department: School	Priority #: 2
Project Title and Description: Federal Furnace Elementary Roof Replacement - MSBA	Total Project Cost: \$3,800,000

Department/Division Head: Christina Renaud and Dan Harold

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

For project re-submittals, list prior year(s): 2021

List any funding sources and amounts already granted: Design and Engineering approved FY2021

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY22</i>		
<i>Labor and Materials</i>	3,800,000		<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>			<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>					
Total Capital	\$3,800,000				

Project Justification and Objective: Replace thirty two year old flat roof at Federal Furnace Elementary School with similar materials. This project has been accepted by the MSBA in the accelerated repair program. We are still waiting on the full design scope and cost from the assigned OPM.

For Capital Project Requests:

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan Yes No
 Can this project be phased over more than one fiscal year? Yes No

For Capital Equipment Requests:

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

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What is the expected lifespan of this new/replacement equipment: _____ 25-35 years _____

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

TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL FALL TOWN MEETING REQUEST FORM

Department: School	Priority #: 2
Project Title and Description: Indian Brook Elementary Roof Replacement - MSBA	Total Project Cost: \$4,000,000

Department/Division Head: Christina Renaud and Erica Manfredi

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

For project re-submittals, list prior year(s): 2021

List any funding sources and amounts already granted: Design and Engineering approved FY2021

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY22</i>		
<i>Labor and Materials</i>	4,000,000		<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>			<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>					
Total Capital	\$4,000,000				

Project Justification and Objective: Replace thirty two year old flat roof at Indian Brook Elementary School with similar materials. This project has been accepted by the MSBA in the accelerated repair program. We are still waiting on the full design scope and cost from the assigned OPM.

For Capital Project Requests:

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan Yes No
 Can this project be phased over more than one fiscal year? Yes No

For Capital Equipment Requests:

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

--

What is the expected lifespan of this new/replacement equipment: _____ 25-35 years _____

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

TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST FORM
FY22 ANNUAL FALL TOWN MEETING REQUEST FORM

Department: School	Priority #: 2
Project Title and Description: West Elementary Roof Replacement - MSBA	Total Project Cost: \$3,800,000

Department/Division Head: Christina Renaud and Scott Williams

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

For project re-submittals, list prior year(s): 2021

List any funding sources and amounts already granted: Design and Engineering approved FY2021

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY22</i>		
<i>Labor and Materials</i>	3,800,000		<i>FY23</i>		
<i>Administration</i>			<i>FY24</i>		
<i>Land Acquisition</i>			<i>FY25</i>		
<i>Equipment</i>			<i>FY26</i>		
<i>Other</i>					
<i>Contingency</i>					
Total Capital	\$3,800,000				

Project Justification and Objective: Replace thirty two year old flat roof at West Elementary School with similar materials.

This project has been accepted by the MSBA in the accelerated repair program. We are still waiting on the full design scope and cost from the assigned OPM.

For Capital Project Requests:

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan Yes No
 Can this project be phased over more than one fiscal year? Yes No

For Capital Equipment Requests:

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

What is the expected lifespan of this new/replacement equipment: _____ 25-35 years _____

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

**Gale Associates, Inc.**

163 Libbey Parkway | Weymouth, MA 02189
P 781.335.6465 F 781.335.6467
www.galeassociates.com

October 23, 2019

Plymouth Public Schools
11 Lincoln Street
Plymouth, MA 02360

Attn: Mr. Arthur Montrond, Director of Facilities
T: (508) 830-4005
C: (508) 245-9907
E: amontrond@plymouth.k12.ma.us

Re: Roof Replacements at Three Schools
Evaluation, Design, Bid and Construction Phase Services
Indian Brook, Federal Furnace, and West Elementary Schools
Plymouth, MA
Gale P05811

Dear Mr. Montrond:

Gale Associates, Inc. (Gale) is pleased to present this proposal to provide Engineering Consulting Services to Plymouth Public Schools (PPS) regarding the above-referenced facilities.

PROJECT DESCRIPTION

The facilities to be included in this project are as follows:

- Indian Brook Elementary School, 1181 State Road, Plymouth, MA
 - Five (5) roof sections (not including modular); totaling 62,000 SF of low-slope, gravel-surfaced, built-up roof (GSBUR) membrane, 2,557 LF of perimeter edge, six large roof top units (RTUs), skylights and miscellaneous penetrations.
- West Elementary School, 170 Plympton Road, Plymouth, MA
 - Six (6) roof sections; totaling 54,660 SF of GSBUR, 1,637 LF of perimeter edge, six large RTUs, skylights and miscellaneous penetrations.
- Federal Furnace Elementary School, 80 Federal Furnace Road, Plymouth, MA
 - Five (5) roof sections; totaling 55,553 SF of GSBUR, 1,351 LF of perimeter edge, six large RTUs, skylights and miscellaneous penetrations.

The total square footage of roofing for all three schools is 172,213 SF. At a square foot budget cost of \$25.00/SF, we recommend that PPS allot a budget of \$4,310,000.00 for full roof replacement. Please allot an additional 3% per year, if the roof replacement is deferred beyond 2020.

CELEBRATING 50 YEARS

We have had the opportunity to briefly discuss the project with you and to tour the facilities. PPS has requested Gale to complete evaluation, engineering and design, and to prepare drawings and technical specifications for roof replacements at the three (3) above-referenced facilities.

SCOPE OF SERVICES

Based upon our understanding of the project, we propose the following Scope of Services:

Evaluation Services

- Initiate the project by attending a kick-off meeting to establish the schedule for field services and deliverables, and coordinate access and site logistics with PPS. Minutes of the meeting will be developed and distributed by Gale.
- Review original plans, specifications, reports, and similar data made available to Gale. It is our understanding that the available documents consist of architectural drawings for each facility.
- Interview personnel familiar with the facility and the leak/repair history. View the interior of each facility, including readily accessible roof framing and decking components, to locate damage due to reported leakage.
- Perform a visual evaluation of the roofing and flashing systems and related accessory construction for each facility. Roof measure-ups will be performed to verify dimensions and roof-mounted penetration locations. Access will be provided by PPS.
- Observe forty to fifty (40-50) roof test cuts to document representative existing details and as-built conditions, as well as subsurface conditions at the test openings.
 - Test cuts will be performed and repaired by a qualified roofing contractor. The fee for the roofing contractor is included in this proposal [as a reimbursable expense. The roofing contractor can be invoiced as a reimbursable expense or retained and paid for directly by PPS.
 - We anticipate that bituminous membrane samples which may be encountered will be taken for asbestos testing. Samples will be sent to a Certified Independent Testing Laboratory for asbestos content testing.
 - In accordance with 310 CMR 7.15 (4), it is recommended that PPS consider having an Industrial Hygienist/Environmental Engineer perform sampling of potential hazardous material to satisfy the Massachusetts Department of Environmental Protection (DEP) Bureau of Waste Prevention – Air Quality (BWP-AC) submission requirements as part of the Notification Prior to Construction or Demolition procedures. The fee for the Industrial Hygienist/Environmental Engineer is not included in this proposal.
- Evaluate the roof systems and related accessory construction for general conformance with industry standards. Engineering analysis will be performed to establish design criteria such as wind uplift resistance, snow load capacity, fire ratings, drainage capacities, and vapor retarder requirements. Gale's structural snow load capacity review will be based on the availability of original structural design parameters or as-built plans provided to Gale by PPS.

- Gale's dead load capacity review will compare the dead load of the proposed roof assembly to the dead load of the existing construction. Should the proposed dead load increase the force carried by a structural element by more than five percent (5%) of the original design dead load, additional structural evaluation per the International Existing Building Code (IEBC) Chapter 7 and compliance with the International Building Code (IBC) and its amendments will be required (including current wind and snow drift loading). The cost for additional structural evaluation and design is not included in this proposal.
- Since the project location is situated where V_{ult} is greater than 115 mph, the code stipulates that if more than 50% of roofing materials are removed and replaced, Gale will visually inspect and perform structural capacity analysis on the existing roof diaphragm(s) and its connections to roof framing members and walls for wind load resistance, including uplift. If diaphragm connections, in their current condition, are not capable of resisting 75% of current wind loads, as defined by the IBC code and its amendments, structural design for their strengthening or replacement will be required. The cost for the required additional structural design is not included in this proposal.

Design Services

- Prepare a Schematic Design (SD) Submission (35%) that will outline our findings, repair/replacement options, and associated work. The SD Submission will consist of outline specifications, preliminary plans and sample details, and a construction cost budget estimate.
 - Meet with PPS to present and review design recommendations. Meeting minutes will be developed and distributed by Gale to confirm our understanding.
 - Prior to commencing with the final design phase of the project, Gale will request written comments from PPS and authorization to proceed with final design.
- Design the construction measures selected by PPS and prepare drawings and technical specifications suitable for soliciting contractor bids for the work.
 - An initial submission of the Design Development (DD) Submission (90%) will be provided for PPS review and written comments, along with an updated construction cost budget estimate.
 - Following receipt of comments, we will finalize the documents suitable for contractor bidding.
 - Provide three (3) bound sets, one (1) reproducible set, and an electronic (pdf) copy of the final Design Documents.
- PPS will provide the contract and bidding (i.e. non-technical) requirements of the Construction Documents.

Bid Phase Services

- PPS will coordinate the distribution of the design documents via their online web page or other service. All costs related to reproduction, distribution and notifications will be the responsibility of PPS. Gale will assist with providing the documents to the distribution services for contractor bidding.
- Assist with the solicitation of contractors in accordance with the Massachusetts General Law's Chapter 149 requirements, including requesting the project wage rates, notification to the Central Register, as well as the typed Invitation to Bid that will be forwarded to PPS for publication in a local newspaper. PPS will be required to place the local newspaper advertisement, as well as the electronic COMMBUYS advertisement.
- Schedule and attend the pre-bid meeting at the project site to familiarize interested contractors with the scope and complexity of the project.
- Provide clarifications and/or addenda to the construction documents, if required, during the bid phase.
- Review of the bids prior to contract award, perform contractor reviews and provide a written summary of the bid results. We will conduct a conference call with PPS to present our findings and opinions and to review contractor capabilities.

Construction Phase Services

- Initiate the construction phase by establishing the project site visit schedule during construction and points of contact for communication.
- Receive and review contractor's shop drawings and submittals for acceptance or rejection prior to project start-up. Rejected submittals will be returned to the contractor for resubmittal. We recommend all submittals be received and reviewed by Gale prior to the pre-construction meeting and job start-up.
- Attend a pre-construction meeting at the site to review project requirements from technical and non-technical aspects. Scheduling, coordination with interior occupancy, and set-up locations will be reviewed at that time. Written meeting minutes will be developed and distributed by Gale.
- Perform periodic observations of the contractor's work. Written field reports outlining methods and materials of construction and progress will be submitted.
 - This proposal is limited to:
 - Three full-day site visits per week for a period of ten (10) weeks. Visits will include all three schools over the same three-day period (Field Engineer will divide time between all three sites during the same construction period).
- Attend construction site meetings to review contractor progress and performance. Written meeting minutes will be developed and distributed by Gale for each meeting.

- This proposal is predicated on Gale's attendance at twelve (12) progress meetings. (These will be full-day meetings that will include all three schools.)
- Review periodic payment requests for the project made by the contractor, technical issues, and change order requests.
- Perform a site visit to each of the three schools after job completion and prior to contractor demobilization to observe completed work. We will provide a report that will identify and locate those items that are incomplete and/or non-conforming with the Construction Documents. It is the sole responsibility of the contractor to properly address each item and report corrections/completion directly to PPS.
- Perform one (1) follow-up site visit to each of the three schools to verify that deficient items previously identified have been addressed. We will provide a letter documenting the condition of outstanding items.

COMPENSATION

- Our compensation to provide the Scope of Services described above will be as follows:

<u>Phase / Task</u>	<u>Gale Fee</u>	<u>Reimbursables*</u>
Evaluation Services (fixed fee)	\$ 60,600.00	\$7,500.00
Design Services (fixed fee)	\$ 67,700.00	
Bid Phase Services (fixed fee)	\$ 6,900.00	
Construction Phase Services (time and expense)	<u>\$104,400.00</u>	
Sub-Totals	\$239,600.00	\$7,500.00

* Contractor Services

- Gale services will be performed in accordance with our General Terms and Conditions and Schedule of Fees, dated January 2019, attached, or a mutually acceptable contract.
- The Evaluation and Design Services budgets are based upon all three (3) projects being awarded under a single design services contract. The Bid and Construction Phase Services scopes are based upon all three (3) projects being bid and constructed simultaneously. Our Construction Phase Services will be billed on a time and expense basis. If construction of the projects is conducted during different time periods, the costs will be greater.

PROJECT PARAMETERS AND LIMITATIONS

- Gale will be provided complete access to required areas of work at the facility and a set of Construction Documents related to each facility that include roof related structural, architectural and mechanical/electrical/plumbing (MEP) drawings.
- Gale's services will be performed during normal business hours, Monday through Friday.
- The use of an Industrial Hygienist/Environmental Engineer (IH/EE) during the evaluation phase is to confirm if hazardous materials are present during the initial test cuts phase, as the Mass DEP BWP-AQ06 form which must be submitted prior to construction requires that the certified



inspector be listed for the on-line submission. Not using the IH/EE during the evaluation phase could result in additional costs during the design phase should preliminary results indicate that hazardous materials are present in the building materials. As such, this proposal suggests the IH/EE be considered a reimbursable expense or paid for directly by PPS.

- Gale will be provided with available documents, as described above, related to the roof systems, to include roof area plans. Gale assumes no liability for the accuracy of any documents of any type, to include drawings, provided to Gale by PPS. Gale will rely on the accuracy of said documents as provided.
- Our fee does not include:
 - Mechanical, electrical, or plumbing engineering.
 - Structural engineering, except as designated above.
 - Research of the building's assessed value and confirmation of the construction costs spent on the building over the last three years. PPS will provide this information to Gale as needed.
 - Hazardous materials evaluation (lead, PCBs, Etc.), other than the evaluation of asbestos containing materials in the roof system and design for remediation, and mold identification or remediation.
 - Field testing (infrared scan, leak testing, etc.).
 - Removal and replacement of in-place construction components.
 - Specialized material testing of construction components and assemblies.
 - Accessibility upgrades.
 - Professional cost estimating.
 - Obtaining permits.
- Gale has no authority or responsibility for the means, methods, techniques, materials, sequences, procedures, safety requirements, and programs relating to the construction of the project. The contractor is solely responsible for all aspects of the performance of the construction, including quality control; adequacy of construction; and means, methods, and procedures.
- Correction of issues noted by Gale during the construction phase is the responsibility of the contractor, as is documentation of the correction. Gale bears no liability for further or additional observation of issues identified. Lists generated by Gale are not considered to be all inclusive and represent only those issues actually observed and noted by Gale personnel while on site. Gale has been tasked to observe specific construction elements on a part-time basis only, and the absence of notations with respect to any other construction elements neither creates any liability on Gale's part, nor alters the contractor's responsibility to complete all work in accordance with the Contract Documents.
- It is recognized that Gale has no control over the cost of labor, materials, or equipment for construction, over any contractor's methods of determining bid prices, or over competitive bidding, market, or negotiating conditions. Accordingly, Gale cannot, and does not, warrant or represent that bids or negotiated prices will not vary from any cost estimate or evaluation prepared by Gale.

Mr. Arthur Montrond
Plymouth Public Schools
Re: Roof Replacements at Three Schools
October 23, 2019
Page 7



- Duration of the construction period is dependent upon the contractor's quality of work and staffing on the project, weather, and compliance with Construction Schedule. Billing will reflect the actual time spent by Gale personnel on the project.
- Gale services are strictly limited to those defined within the Scope of Services noted above. If additional services are requested, they will be performed and invoiced on a time and expense basis in accordance with our Schedule of Fees, following receipt of written authorization to proceed from PPS.
- This proposal and the Schedule of Fees upon which it is based are valid for 90 days from the date of this letter.

REQUIRED DOCUMENTS

- Space has been provided below for your signature in order that this proposal may serve as a notice to proceed and/or contract for services until a purchase order is available.
- Should PPS submit a new contract to Gale for this project, rather than sign this proposal or utilize a previously negotiated form of contract, the above Scope of Services and Project Parameters and Limitations must be included in such contract. Please also note that it is Gale's policy to have all contracts reviewed by our attorney prior to execution. Accordingly, if a contract is submitted, project start-up will be delayed while the contract is reviewed and negotiated.

Thank you for this opportunity to submit this proposal to Plymouth Public Schools for consideration. Please call if you have any questions regarding this proposal.

Best regards,
GALE ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Edward J. Stewart, RRC".

Edward J. Stewart, RRC
Sr. Associate/Director
Building Enclosure Design & Consulting Group

EJS/cmh

Accepted for:
PLYMOUTH PUBLIC SCHOOLS
The Undersigned represents that he/she is an officer/principal of Plymouth Public Schools and is duly authorized to execute this contract on behalf of Plymouth Public Schools.

Signature

Type Name and Title

Date



GALE ASSOCIATES, INC.

163 Libbey Parkway

Weymouth, Massachusetts 02189

781-335-6465

GENERAL TERMS AND CONDITIONS

JANUARY 2019

The following General Terms and Conditions are incorporated into and made part of the attached proposal dated October 23, 2019, between Gale Associates, Inc. (hereinafter referred to as "Gale") and Plymouth Public Schools (hereinafter referred to as "Client"), and together are referred to as the "Agreement."

Project Reference:

Name: Roof Replacements at Three Schools
Location: Indian Brook, Federal Furnace and West Elementary Schools, Plymouth, MA
Description: Engineering Consulting Services

On-Site Testing and Other Exploration

To perform site/building evaluations and other explorations, Gale will engage a reputable contractor or contractors, experienced in this work. The contractor's invoice plus a 15% service charge will be added to Gale's fee. Alternatively, at Client's request, Gale can arrange for Client to enter into a contract with the contractor(s). In that event, invoices for these outside services will be sent to Client for direct payment to the contractor(s).

Gale is responsible for recommending a reputable contractor or contractors for this work but cannot undertake to guarantee or be responsible for their performance or the accuracy of their results.

Services of Others

On occasion, Gale will engage the specialized services of individual consultants or other companies to participate in a project. The cost of such services plus a 15% service charge shall be invoiced to Client.

On-Site Services During Project Construction

Should Gale's services be provided on the job site during project construction, it is understood that, in accordance with generally accepted construction practices, the contractor shall be solely and completely responsible for working conditions on the job site, including safety of all persons and property, during the performance of the work and compliance with OSHA Regulations, and that these requirements shall apply continuously and not be limited to normal working hours. Any observation of the contractor's performance conducted by Gale personnel is not intended to include review of the adequacy of the contractor's safety measures in, on, or near the construction site. In addition, Gale shall have no authority and shall not be responsible for the means, methods, techniques, sequences or procedures, or safety precautions and programs relating to the construction of the project.

It is further understood that field services provided by Gale personnel shall not relieve the contractor of its responsibilities for performing the work in accordance with the plans and specifications.

Right-of-Entry

Unless otherwise agreed, Client will furnish right-of-entry onto the land and/or facility for Gale to make the planned surveys and other explorations. Gale will take reasonable precautions to minimize damage to the land and facilities for use of equipment, but Gale's fee does not include the cost for restoration of damage that may result from these operations. If Gale is required to restore the land or facility to its former condition, this will be accomplished, and the cost will be added to the fee.

Samples

Unless Client advises Gale otherwise in writing, samples will be discarded 60 days after submission of our report. Upon request, Gale shall ship or deliver the samples, charges collect, or will store them for an agreed storage charge.

The remains, if any, of samples subjected to destructive testing shall be discarded 60 days after testing.

Invoices

Invoices will generally be submitted once per month for services performed during the previous month. Payment will be due within 30 days of invoice date. Interest will be added to accounts in arrears at the rate of 1-1/2% per month (18% per annum) or the maximum rate allowed by law, whichever is the lesser, of the outstanding balance. In the event Gale files suit, or engages the use of a "collection agency" to enforce overdue payments, Client will be responsible for all court costs, reasonable attorneys' fees, and collection fees.

Gale shall be entitled, without breach of Contract, to suspend or terminate, at its sole option, its obligations under the Agreement if any invoice is not paid within 30 days.

The risk of loss and damage with respect to attempted payments to Gale, including, but not limited to, loss attributable to cyber-theft, shall be and remain with Client until payment is received and accepted by Gale. Said loss shall not relieve Client of its obligation to pay Gale all amounts owed it under this Agreement.

Client will be responsible for all court costs, reasonable attorneys' fees, and collection fees, associated with Gale's efforts to collect fees and expenses owed it.

Ownership of Documents

All reports, field data, notes, plans, specifications, calculations, and other documents of service, whether in hard copy or machine readable form, which Gale prepares as instruments of service, shall remain the property of Gale. Gale will retain all pertinent records relating to the services performed for a period of 7 years following submission of the work, during which period the records will be made available to Client at all reasonable times and for payment of costs by Client. Client agrees that all reports and other work furnished by Gale or other agents, which are not paid for, will be returned upon demand and will not be used for any purpose whatsoever.

It is understood and agreed that all documents prepared pursuant to this Agreement, whether in hard copy or machine-readable form, are intended for one-time project specific use. The Client may retain copies for information and reference in connection with the occupancy and use of the project. In the event of Client reuse of documents without engaging Gale, Client shall, to the fullest extent permitted by law, hold harmless and indemnify Gale for all claims and/or damages generated by said reuse.

Gale will retain hard copies of all documents provided in machine readable form. Because of the possibility that the information and data delivered in machine readable form may be altered or damaged, the hard copy shall be referred to as the original and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of machine readable documents provided by Gale from one system and/or format to another cannot be accomplished without risk of the introduction of inexactitudes, anomalies, and errors. In the event project documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith, and shall hold harmless and indemnify Gale from all claims, damages, and costs arising from or connected with such conversions.

Insurance

Gale is protected by Workers' Compensation Insurance, Professional Liability Insurance, and Standard Public Liability Insurance. Upon request, Gale will furnish information and Certificates of insurance. Gale will not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance available at the time of claim and/or beyond the limitation of liability established in these General Terms and Conditions. Gale will not be responsible for any loss, damage, or liability arising from Client's acts, errors, and omissions and those of Client's staff, consultants, contractors, and agents, or from those of any person for whose conduct Gale is not legally responsible.

If either party to this agreement incurs damages arising out of the project that are covered by insurance, then the applicable party waives all claims against the other party to the extent such damages are covered by insurance. The Client shall require similar waivers from all other parties, including contractors, subcontractors, consultants, and other entities or individuals associated with the project.

Standard of Care

In accepting this Agreement for professional services, Client acknowledges the inherent risks associated with land and building evaluation and construction. In performing professional services, Gale will use that degree of care and skill ordinarily exercised under similar circumstances by members of the profession practicing in the same or similar locality.

Limitation of Liability

For any damage or costs resulting from error, omission, or professional negligence in the performance of Gale's services, the liability of Gale to all claimants will be limited to an aggregate sum not to exceed \$50,000 or the fee for professional services actually received by Gale, whichever is lesser. It is specifically acknowledged that there are certain uninsurable risks involved in some services provided by Gale (i.e., hazardous waste and asbestos projects).

Limitation on Claims

The parties agree that causes of action that may accrue to Client pertaining to acts, failures to act, errors, omissions, or otherwise pertaining to the performance of this Agreement by Gale shall be deemed to have accrued and the applicable statute of limitations shall commence to run upon the date of Substantial Completion, issuance of Certificate of Occupancy, or final invoicing by Gale, whichever occurs first. The parties further agree that, regardless of the statute of limitations applicable where the work was performed, client must initiate suit no more than two years after such cause(s) of action accrue.

Claims and Dispute Resolution

Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of Gale's services, Gale may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation. Mediation shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

Miscellaneous

- A. Gale will only commence work on this project upon receipt from the Client of both the authorization to proceed, and the agreed upon retainer. This retainer will be applied to the final invoice for the project.

- B. The Agreement represents the entire and integrated Agreement between the Client and Gale and supersedes all prior negotiations, representations, or agreements, either written or oral, and may be amended only by written instrument signed by both the Client and Gale.
- C. Gale has the right to renegotiate the fee if the original scope of work is changed, or if services are not completed within 12 months.
- D. It is recognized that Gale has no control over the cost of labor, materials, or equipment for construction, over any contractor's methods of determining bid prices, or over competitive bidding, market, or negotiating conditions. Accordingly, Gale cannot, and does not, warrant or represent that bids or negotiated prices will not vary from any cost estimate or evaluation prepared by Gale.
- E. Should any representative of Gale be requested, required, ordered, or subpoenaed to give any testimony, either at trial, deposition, hearing, or otherwise, concerning services performed under this agreement, or concerning the subject matter of this retainer, then Client shall compensate Gale for all reimbursables and time incurred in connection with the preparation for and giving of such testimony at the rates prevalent at the time of the Service.
- F. In the event that any part of this Agreement or proposal shall be held invalid, such invalidity shall not invalidate the whole of this Agreement or proposal, and the remaining provisions thereof shall continue to be valid and binding.
- G. It is understood by the parties that the existing or constructed building may, as a result of its construction, use, maintenance, occupation, or otherwise, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage, and/or necessary remedial measures. If, during construction of the Project, Gale knowingly encounters any such substances, Gale shall notify the Client and, without liability for consequential or any other damages, suspend performance of services until the Client retains a qualified specialist to abate and/or remove mold substances. The Client agrees to release and waive all claims against Gale, its subconsultants and their officers, directors, and employees, arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of construction. Client further agrees to Indemnify and hold Gale harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site, whether during or after completion of construction, except for those claims, liabilities, costs, or damages caused by the sole gross negligence and/or knowing or willful misconduct of Gale.

Termination

Gale may terminate this Agreement with respect to the Project for convenience, at its option, by sending a written Notice of Termination to Client. Gale shall have the right to terminate this Agreement with respect to the Project for cause if the Client commits a material breach of this Agreement and fails to cure such breach within 10 days. If circumstances arise which, in Gale's professional opinion, preclude it for professional or ethical reasons from continuing performance, Gale shall advise Client of the fact. The parties shall immediately enter into good faith efforts to arrive at a mutually satisfactory solution. If this cannot be done to the satisfaction of both parties, either party may terminate this Agreement with respect to the Project. The Notice of Termination shall specify which services will be discontinued and when termination shall be effective, provided that no termination shall be effective less than 10 calendar days after receipt of the Notice of Termination. Gale shall be paid for all services performed and charges incurred prior to termination.



GALE ASSOCIATES, INC.
163 Libbey Parkway
Weymouth, Massachusetts 02189
781-335-6465

SCHEDULE OF FEES

JANUARY 2019

Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Principal	\$250/hr
Senior Associate	\$230/hr
Associate	\$215/hr
Sr. Project Manager/Sr. Structural Engineer	\$200/hr
Project Manager	\$180/hr
Sr. Engineer/Architect/Planner	\$165/hr
Drone Pilot	\$160/hr
Project Engineer/Designer/Planner/Architect	\$155/hr
Landscape Architect	\$145/hr
Sr. Staff Engineer/Designer	\$140/hr
Staff Engineer/Staff Designer	\$130/hr
Sr. Technician/CAD Designer	\$125/hr
Technician/CAD Drafter	\$120/hr
Administrative Professional	\$115/hr
Clerk/Word Processor/Admin Assistant	\$100/hr

Fees for expert testimony at pre-trial conference, deposition, hearing, trial, or any other legal proceeding, including preparation time for any such testimony, will be billed at 1.5 times the hourly rate.

Fees for expedited services authorized will be billed at 1.5 times the hourly rate.

Overtime will be charged for services for more than 8 hours per day, including travel, and all services on holidays, Saturdays, and Sundays. Overtime is charged at a rate of 1.5 times the regular hourly rate.

In the event onsite construction observation services are provided, the minimum charge for an onsite visit will be 4 hours.

This Schedule of Fees will be utilized for a period of six months from the date of submission unless otherwise provided in the Agreement and is subject to revisions at six-month intervals unless otherwise stipulated in the Agreement.

Reimbursable Expenses

Automobile expenses for personal or company vehicles will be charged at \$0.55 per mile, plus toll charges for travel from Gale's office to the project and return and for travel required in the conduct of work.

The following items of direct non-salary expenses shall be billed at Gale's cost plus 15%.

1. Transportation and living expenses incurred for out-of-town projects.
2. Laboratory and field equipment directly identifiable to the project and specifically noted in Gale's proposal.
3. Purchase of specialized equipment and rental of equipment from outside vendors.
4. Reproduction of specifications, drawings, reports and photographs beyond what is specifically included in Gale's proposal.
5. Computer services provided by outside vendors.
6. Rental vehicles.
7. Contractor and sub-consultant services.
8. Federal Express and Priority Mail costs when requested by the client.



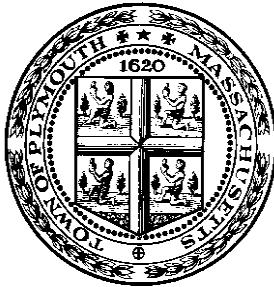
ARTICLE 9A:

ARTICLE 9A: To see if the Town will vote to rescind the vote taken under Article 16B of the April 2021 Annual Town Meeting, to revise the funding sources for the restoration of the historic National Memorial Pilgrim Meeting House or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval Unanimous (14-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 9A. Approval of this article will rescind the vote taken under Article 16B of the April 2021 Town Meeting regarding borrowing for the National Memorial Pilgrim Meeting House. The original plan for how to structure the borrowing has changed, and the new plan will be more favorable to the Town. The following article deals with how to pay for the new approach.



TOWN OF PLYMOUTH

FINANCE DEPARTMENT

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 9A – RESCIND ARTICLE 16B APRIL 2021 ATM – NATIONAL
MEMORIAL MEETING HOUSE FUNDING SOURCES

DATE: AUGUST 26, 2021

I am recommending that the Town rescind the action taken under Article 16B of the April 2021 Annual Town Meeting where the Town voted to reduce the borrowing authority for the National Memorial Pilgrim Meeting House by \$858,477 and use Fiscal 2022 CPA revenues of \$707,431 and Historical Reserves of \$151,046 to fund the completion of the project. The reason for this is instead of the Town rolling over a temporary note on the project for one more year and paying it off with available funds, the Town rolled the short term note into a long-term note amortizing it for only one year.

By rescinding this vote, we will use the same funding sources to amend Article 16F of the April 2021 Annual Town Meeting to increase the debt service budget to pay the long-term note's principal and interest. This action will be done in Article 9B of the Fall Annual Town Meeting. See separate memo on this.

Thanks, for your consideration in this matter and if there are any questions, please let me know.

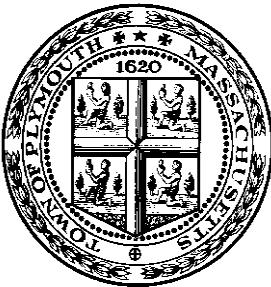
ARTICLE 9B:

ARTICLE 9B: To see if the Town will vote to amend the vote taken under Article 16F of the April 2021 Annual Town Meeting, and, as necessary, to appropriate from the Community Preservation Fund Fiscal Year 2022 estimated annual revenues or from available Community Preservation Reserves a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2022, and to set aside sums for future appropriation for purposes as recommended by the Community Preservation Committee, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

RECOMMENDATION: Approval \$806,936 Unanimous (14-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 9B. Approval of this article will amend Article 16F of the April 2021 Town Meeting to increase the Debt Service Budget by \$806,936 to pay the principal and interest on the note involved in the previous article. The funding sources for the increase are \$151,046 from Historic Reserves and \$655,890 of the FY22 Estimated CPA Revenues to be added to the Budgeted Reserve.



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

TO: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 9B – AMEND ARTICLE 16F APRIL 2021 ATM – CPC DEBT
SERVICE BUDGET AND BUDGETED RESERVE

DATE: AUGUST 26, 2021

I am recommending amending Article 16F of the April 2021 Annual Town Meeting, particularly, the Debt Service Budget, to increase it for the amount needed to pay the principal and interest on the long-term note due in Fiscal 2022.

We had initially anticipated a debt service budget of \$45,000 to pay the short-term interest associated with rolling over the existing note for the National Memorial Meeting House Façade Rehabilitation and paying off the note with funding sources voted under Article 16 B of the 2021 April Annual Town Meeting. In Article 9A we are requesting that action be rescinded and replace it with the following amendment here in Article 9B. Increase the debt service budget by \$806,936 for a total of \$851,936. The funding sources for this increase are \$151,046 from Historic Reserves and \$655,890 of Fiscal 2022 Estimated CPA Revenues. The result of this action would leave a balance of \$51,541 in Fiscal 2022 Estimated CPA Revenues to be added to the Budgeted Reserve.

Description	Amount
Long-Term Principal Payment	815,466
Interest Payments (2)	36,470
Total of Long-Term Debt Service	851,936
Art 16F Debt Service Budget	45,000
Increase Requested	806,936
Total	851,936
Funding Sources for Increase:	
Historic Reserves	151,046
Fiscal 2022 CPA Revenues	655,890
Total to fund Increase Requested	806,936

Thanks, for your consideration in this matter and if there are any questions, please let me know.

ARTICLE 10:

ARTICLE 10: To see if the Town will vote to authorize the Select Board to accept temporary and permanent easements for access, construction, sewer, drainage, and utility purposes on, over, across, under and through portions of the properties located off Spring Lane, Plymouth, Massachusetts and known as Plymouth Assessor's Parcels 019-000-000C-005A and 019-000-000C-0005B and shown on a plan on file with the Town Clerk, and further to authorize the Select Board to acquire by gift, purchase, eminent domain, or otherwise, and upon such terms and conditions as it deems appropriate, such interests in said land sufficient to use said land for access, construction, sewer, drainage, and utility purposes, and to authorize the board or commission currently having care, custody, management and control of Plymouth Assessor's Parcel 018-000-043-000 to grant a temporary or permanent easement on a portion thereof for purposes of placement and use of a trash dumpster or receptacle including access thereto, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 10. Town Meeting approval of the easements outlined in this article would enable the Department of Marine & Environmental Affairs (DMEA) to continue working with the consulting engineer, town counsel and the adjacent property owners to complete the necessary formal survey, easement language and recording at the Registry of Deeds prior to the onset of construction activities relative to the repairs to the Jenney Pond Dam and the installation of a new sewer main.

MEMO

To: Melissa Arrighi, Town Manager
From: David Gould, Director of Marine and Environmental Affairs
Re: Jenney Pond Dam easements
Date: August 11, 2021

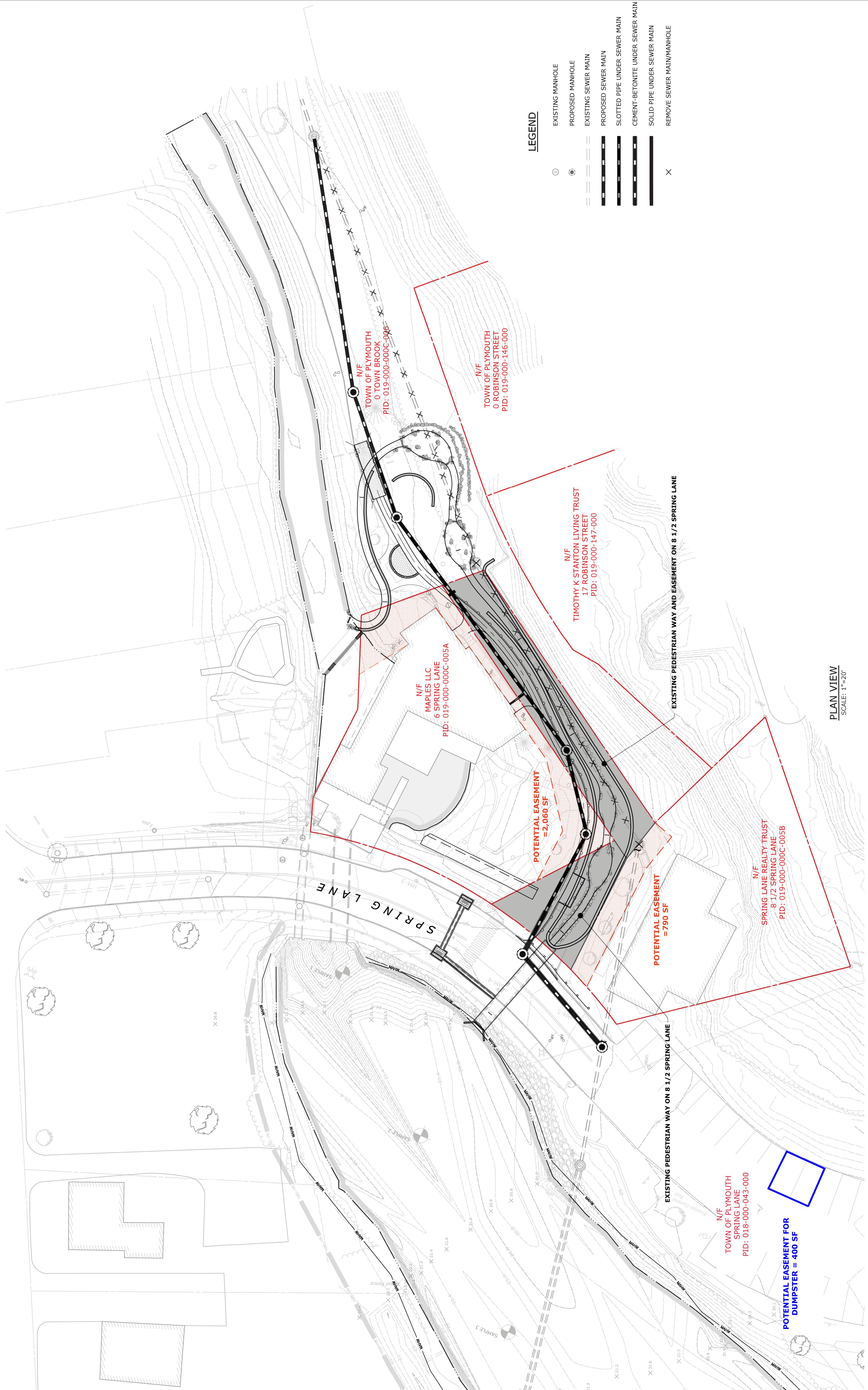
DMEA has been working on the development of plans and permits to make the necessary repairs to the Jenney Pond Dam. The dam is classified as a Significant Hazard Dam by the Commonwealth of Massachusetts Office of Dam Safety and recent inspections indicated a series of necessary repair and maintenance work. Perhaps the biggest challenge at this dam is the limited capacity of the spillway to pass larger and more frequent storm events. Due to site constraints including the presence of Spring Lane over the crest of the dam and the presence of the mill immediately behind the spillway there is limited opportunity to expand the spillway capacity without a full reconstruction of the dam and the alteration of adjacent buildings. As a result, the proposed plan calls for a bypass around the dam running adjacent to the mill entering Town Brook downstream of the restaurant. The proposed bypass would allow for the passage of larger and more frequent storm events around the dam and would be designed in a manner that would also provide for the increased passage of migratory fish including river herring and American eel.

While there is an existing utility and pedestrian easement at this location (see attached plan) the easement needs to be enlarged in order to provide the necessary space to replace the existing sewer line (AC pipe in need of replacement) and to construct the bypass channel and pedestrian walkway. As such, DMEA entered into conversations with the owner of both the mill (Rich Stefani) and the adjacent orthodontists office (Dr. Peter Phan and Dr. Brian Schmid). Both parties have graciously agreed to provide the enlarged easement area to the Town at no cost.

A third easement would allow for the relocation of the dumpster located on the property owned by Dr. Phan and Dr. Schmid to the existing parking lot to accommodate the sewer line, pedestrian walk and bypass channel.

If authorized by Town Meeting DMEA would continue to work with our consulting engineer, town counsel and the adjacent property owners to complete the necessary formal survey, easement language and recordings at the Registry of Deeds. This would allow for the easements to be in place prior to the onset of construction activities.

Should you have any questions regarding this matter please reach out to me at your earliest convenience. Thank you.



ARTICLE 11:

ARTICLE 11: To see if the Town will vote to authorize the Select Board to accept permanent easements for access and utility purposes on, over, across, under and through portions of the properties located off Herring Pond Road, Plymouth, Massachusetts and shown on Plymouth Assessor's Map 56, Lot 52-44, and Map 56, Lot 52-2, and on a plan on file with the Town Clerk, and further to authorize the Select Board to acquire by gift, purchase, eminent domain or otherwise, and upon such terms and conditions as it deems appropriate, such interests in said land sufficient to use said land for access and utility purposes, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (13-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 11. Town Meeting approval of the easement outlined in this article will allow for the Town and public to gain legal access to the Cedarville Cemetery.

**PRELIMINARY ACCESS & UTILITY EASEMENT
PLAN
HERRING POND ROAD
CEDARVILLE CEMETERY
PLYMOUTH, MASSACHUSETTS**

PLUMMERS, MASSACHUSETTS
Prepared For: The Town of Plymouth
Scale: 20 feet to an inch
PLYMOUTH DEPT. OF PUBLIC WORKS - ENGINEERING DIVISION

HORIZ. 20 0 20 40

SCALE IN FEET

***PROPOSED ACCESS &
UTILITY EASEMENT FOR
THE BENEFIT OF THE
TOWN OF PLYMOUTH
(5,367 S.F.±)***

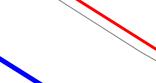
***PROPOSED ACCESS &
UTILITY EASEMENT FOR
THE BENEFIT OF THE
TOWN OF PLYMOUTH
(5,367 S.F.±)***

MAP 56
TOWN OF PLYMOUTH
DPW - CEMETERY DEPT.
"CEDARVILLE CEMETERY"

MAP 56 LOT 52-44
MILL POND REALTY TRUST
BRADFORD C. CUSHING TRUSTEE

**NOTE: DRAINAGE SYSTEM SHOWN IS
TAKEN FROM THE PROPOSED SUBDIVISION
PLANS AND HAS NOT BEEN FIELD VERIFIED**

MANHOLE (TYP.)



A thick black horizontal bar spanning the width of the page, centered vertically on the page.

ARTICLE 12:

ARTICLE 12: To see if the Town will vote to rescind the following amounts that have been authorized to be borrowed, but which are no longer needed for the purposes for which they were approved:

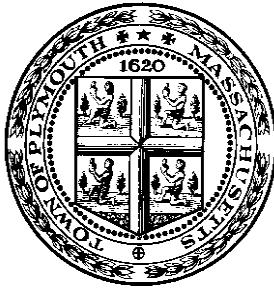
<u>Unissued Amount to be Rescinded</u>	Date of Approval	Warrant Article Number	Original Purpose
\$40,000	October 22, 2018	9D	National Memorial Meeting House
\$988,000	April 11, 2015	9B1	School Street Retaining Wall
\$72,000	April 8, 2019	9B2	Market Street Bridge Repair
\$155,077	April 1, 2017, April 7, 2018, October 22, 2018	9BC, 17, 5	Library Roof, Chillers, Ducts
\$5,000	April 2, 2016	9B2	Newfield Street Bridge
\$815,000	October 15, 2016	4E	Plymouth Beach Revetment Rehab
\$900,000	April 7, 2018	10	Hedge Road Fire Station
\$305,000	April 8, 2019	9B5	Cordage Gravity Interceptor Relocation
\$1,605,000	April 7, 2018	9B4	Forges Field Well/System Expansion

Or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 12. These projects have either come in under budget, had their original scope changed in a way that did not require the use of the full amount originally funded for them, or received some funding via a grant so as to reduce the Town's share, and as such the unused borrowing authority is no longer needed and should be rescinded as a housekeeping measure.



TOWN OF PLYMOUTH

FINANCE DEPARTMENT

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 12 – RESCINDING UNUSED BORROWING AUTHORITY

DATE: SEPTEMBER 1, 2021

I recommend that the Town rescind the unused borrowing authority remaining on the following projects due to them coming in under budget, scope of original project changed, or project was funded through a grant:

FUND	ORG	Town Meeting Article	Description	Amount
CPA - 2710	2018F9D	Art 9D, 2018 FATM	National Memorial Meeting House	40,000.00
3405 - General Fund - Other	20159B1	Art 9B1, 2015 ATM	School Street Retaining Wall	988,000.00
3405 - General Fund - Other	20199B2	Art 9B2, 2019 ATM	Market Street Bridge Repair	72,000.00
3405 - General Fund - Other	20179BC	Art 9BC, 2017 ATM	Library Roof, Chillers, Ducts	155,077.00
3405 - General Fund - Other	20169B2	Art 9B2, 2016 ATM	Newfield Street Bridge	5,000.00
3405 - General Fund - Other	2016F4E	Art 4E, 2016 FATM	Plymouth Beach Revetment Rehab	815,000.00
3410 - General Fund - Buildings	2018A10	Art 10, 2018 ATM	Hedge Road Fire Station	900,000.00
6002 - Sewer	20199B5	Art 9B5, 2019 ATM	Cordage Gravity Interceptor Relocation	305,000.00
6102 - Water	20189B4	Art 9B4, 2018 ATM	Forges Field Well / System Expansion	1,605,000.00

Thanks, for your consideration in this matter and if there are any questions, please let me know.

ARTICLE 14:

ARTICLE 14: To see if the Town will vote to amend the General Bylaws, Chapter 143, Departmental Revolving Funds, by adding to Column “C” of the chart therein with respect to the Plymouth Beach Fund the underlined text and deleting the strikethrough text as follows:

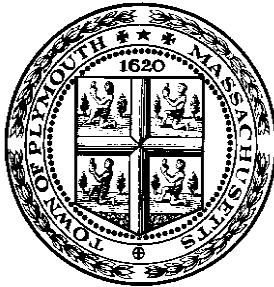
<u>A</u> Revolving Fund	<u>B</u> Department, Board, Committee, Agency or Officer Authorized to spend from the Fund	<u>C</u> Fees, Charges or other Receipts Credited to Fund	<u>D</u> Program or Activity Expenses Payable from Fund
Plymouth Beach Fund	Director of Marine & Environmental Affairs	Those identified as <u>seventy-five</u> <u>percent (75%)</u> of all non-resident parking receipts at Plymouth Beach, in addition to one- hundred percent (100%) of Plymouth Beach 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.

Or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 14. Approval of this article will formalize the Town's current policy for receipts credited to the Plymouth Beach Revolving Fund.



TOWN OF PLYMOUTH

FINANCE DEPARTMENT

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 14 – PLYMOUTH BEACH REVOLVING AMEND BY-LAW

DATE: AUGUST 26, 2021

I am recommending that we update the General Town By-Law, Chapter 143, Departmental Revolving Funds, Plymouth Beach Fund – Fees, Charges, or other Receipts to coincide with the rate increase and fee policy that was approved by the Select Board on May 28, 2019, for Fiscal 2020 rate proposal. At the time we asked for a sharing of the Day Parking Pass between the General Fund and the Plymouth Beach Revolving, 25% and 75% respectively, to help cover the costs of Plymouth Beach that are paid for out of the General Fund.

The following change is necessary to Column C for Plymouth Beach:

“Those identified as **seventy-five percent (75%) of all** non-resident parking receipts at Plymouth Beach, in addition to one-hundred percent (100%) of Plymouth Beach Long Beach 4x4 stickers fees.”

PLYMOUTH CODE

§ 143

A Revolving Fund	B Department, Board, Committee, Agency or Officer Authorized to spend from Fund	C Fees, Charges or other Receipts Credited to Fund	D Program or Activity Expenses Payable from Fund	E Fiscal Years
Plymouth Beach Fund	Director of Marine & Environmental Affairs	Those identified as all 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 2019 and subsequent years

Thanks, for your consideration in this matter and if there are any questions, please let me know.

PLYMOUTH SELECT BOARD

TUESDAY, MAY 28, 2019

1820 COURTROOM, 26 COURT STREET, PLYMOUTH, MA – 6:00 PM

6:00PM - CALL TO ORDER

Ken Tavares, Chairman of the Board, called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Present: Kenneth A. Tavares, Chairman
 John Mahoney, Vice Chairman
 Shelagh Joyce
 Betty Cavacco
 Patrick Flaherty

 Melissa Arrighi, Town Manager

Before the meeting began, Chairman Tavares said that there were some minor changes to the docket. He said the Board was not planning on meeting tonight so there was confusion with the Little Red School House discussions which will be held at next Tuesday's meeting.

6:00PM – BEACH STICKERS – Rates

Selectman Flaherty said in regards to the current proposed rates and how we got into a deficit is something he is particularly interested in. He said he realizes that we have to set these rates tonight but he would like to ask some questions for next season. He said that he will support these proposed rates because it supports a senior discount and has a modest increase as well but we still have a \$179,000 deficit. He said he would like to discuss this and ask some questions by the end of the calendar year before we start setting the budgets. He then asked if he could see the budgets from previous years as well as the beach sticker history by type. He said he would also like to see the FY19 personnel breakdown and also if there is a line item for repair and maintenance. Selectman Flaherty then asked if the beach management costs were included in this budget, to which Melissa Arrighi said yes.

Selectman Cavacco said although this proposal shows an increase she said she has some serious issues with the 4 x 4 sticker because the beach is closed more than it is open. She also said she doesn't support going up on the senior rates because senior income does not go up as well and they really need the discount. She then went back to talking about the Plovers and how there needs to be a plan to protect the Plovers but still allow vehicles onto the beach.

Chairman Tavares reminded everyone that the federal government came to the Town years ago and said if we did not take these measures to protect the Plovers the government would take the beach away from the Town, so as troublesome as this all is we knew that we had to adopt these regulations.

Selectman Mahoney said that now might be a good time to get a copy of the Beach Management Plan to Selectman Flaherty if he doesn't already have it, as well as sending a copy to the entire Board so we can refresh our memories. He also said he realizes people are anxious to buy a sticker but reminded everyone that they run from July 1st to June 30th so if you buy a sticker now it will not be good until the first of July.

Selectman Mahoney then said that he does support because it maintains a discount for seniors and the disabled. He said it doesn't close the entire general fund gap but it at least gets us a little bit closer to that goal. He then asked Melissa Arrighi if we could get a history from the past few years as to how many days the beach was closed and how many days the beach was open, as well as how many days we maxed out on the number of allowed vehicles.

Selectman Joyce referred to the chart in the presentation that showed the history from 2015 through 2019 and said if she is reading it correctly it looks like during this time there was an \$800,000 loss, to which Melissa Arrighi said yes, we continue to lose more and more each year. Selectman Joyce then said that she did some research and there are several surrounding Towns that charge \$20 per day for parking and others are \$25 per day so is this something that we need to look at for all of the beaches and ponds because we are in the hole for \$179,000 starting off this year, and she also asked if we could take some of the funds from the solar PILOT program, to which Melissa Arrighi said we could absolutely do some kind of subsidy but she said she wasn't sure it could be pulled from the environmental fund.

Selectman Mahoney said he doesn't recall the exact language but the solar PILOT would give David Gould the ability to use those funds for waterway, so if we decided to do a subsidy it would come from the general fund.

Selectman Joyce said she would like to see the daily parking at Morton Pond, Hedges Pond and Fresh Pond increased by \$5.00 per day.

Selectman Cavacco said that each of those ponds has a revolving fund so why couldn't we offset the costs using those funds. She also said she would like to see a higher rate implemented for non-residents using those ponds.

Chairman Tavares thought that the rates for Morton Park was higher than the others and asked the Town Manager to confirm that before the Board takes a vote. He then tabled the Beach Sticker discussion while Melissa Arrighi confirmed those rates.

6:24PM – PLYMOUTH HOUSING AUTHORITY – Oak Street Building

Russ Shirley from the Housing Authority came up and said they have not made the decision to make this commitment but they do still want to explore the option of using the Oak Street Building for senior housing units. He said that they will continue to evaluate the property and we will also consider reaching out to the Community Preservation Committee for financial assistance during the evaluation process as some of the research had a cost. He then went on to talk about the building itself saying it was built in 1902 and is in very good shape for its age. He said the building has been modernized over the years and said it is a pre-existing non-conforming use building that can be extended and altered as long as it is not substantially more detrimental than it currently is so there wouldn't be any issues going through the Zoning Board of Appeals. He said besides the initial donation from the Town and the CPC funding for the evaluation they would be possibly seeking additional funding from the Affordable Housing Trust, Grants, Donations, Developer Participation as well as other opportunities. He said the initial process is design and construction estimates, assessment and inspections, and testing and analysis. Russ Shirley then went over some preliminary design plans saying that they could fit three units which would include bringing the building up to ADA standards. He also highlighted some of the structural features such as original windows. He stressed that nothing would change on the outside of the building. He also said that besides converting to housing there wouldn't have to be done structurally to the building. Mr. Shirley said they would like the Board's blessing to continue their evaluation.

Selectman Joyce asked if we could table these two requests and reach out to Pinehills as they already have them approved for the original times. She said she also has a concern about an Amplified Music Permit for Mama Mia's which is very close in proximity to this event, to which Selectman Cavacco said this won't hurt the Pinehills, it will hurt the businesses holding these events so could we approve some of them and reach out to Pinehills for the other dates?

On a motion by Betty Cavacco and seconded by John Mahoney, the Board approved a Change of D/B/A for Bertucci's Restaurants LLC from Bertucci's Italian Restaurant to Bertucci's. *Voted 5/0*

ADMINISTRATIVE NOTES

On a motion by Shelagh Joyce and seconded by John Mahoney, the Board voted to approve the Open Meeting Minutes from the February 26, 2019 Selectmen's Meeting. *Voted 4/1 Tavares-Yes, Mahoney-Yes, Joyce-Yes, Cavacco-Yes, Flaherty-Abstain*

Selectman Joyce said she emailed Chris Badot with a couple of minor changes, one being a comment that was omitted and the other was putting in a 3/2 roll call vote.

7:23PM – BEACH STICKERS – Rates (Continued)

Chairman Tavares said we received the information that we have been waiting for and Hedges Pond and Fresh Pond are \$15 per day to park and Morton Park are \$15 to park on weekdays and \$25 per day on weekends and holidays.

Everett Malaguti, Chairman of the Natural Resources and Coastal Beaches Committee, came up and said based on these new figures he is still in opposition to the majority of the rates as proposed. He said the Long Beach Revolving Fund is not in a deficit and it has actually been in a surplus for the last four fiscal years. He then went over the history of the beach sticker pricing and when and how much they were raised. He said residents have very few low cost and/or free things available to them with all of the other fees and taxes that are paid each year. He said the revolving fund in recent years has remained flushed with cash above the expenditures, He also said the Department's request from Kerin McCall was much lower than what was presented tonight. Mr. Malaguti then said he doesn't have an issue with the day parking sticker increase because it offers you four different bodies of water but the massive increase for the 4 x 4 doesn't make sense because of the limited access. He also said that he doesn't agree with the sticker revenue going into two different funds because the language clearly states that all of the revenue must go into the Long Beach Revolving Fund.

Selectman Flaherty said that we must have different information because the spreadsheet that I have clearly shows the Long Beach Revolving Fund having a deficit, to which Everett Malaguti said he has a spreadsheet that he gets each year from Kerin McCall in Marine and Environmental based on the annual comparisons.

Lynne Barrett, Finance Director, said that the Plymouth Long Beach Revolving Fund itself is not in a deficit but if Everett could share the spreadsheet he has with me I might be able to shed some light on it but what I am showing you is the actual revenues as compared to the actual expenditures for each given year. She then explained what was covered under the General Fund Beach Account which is partially covered by the tax rate and the Plymouth Beach Revolving Fund which is strictly beach revenue.

Karen Edwards came up and said she does not think that the senior Plymouth residents should have an increase to their beach parking fees.

Conni DiLego, Interim Director for the Center for Active Living, came up and said that the senior increase is abominable. She said to raise it 150% from \$10 to \$25 will not be easy for a lot of people on a fixed income. She said yes, some can afford it but many cannot so she asked the Board not to approve that increase.

Selectman Cavacco asked to clarify what exactly goes into the revolving fund, to which Lynne Barrett said the day parking fees go into the Plymouth Beach Revolving Fund as well as all of the 4 x 4 sticker sales.

Selectman Cavacco then said can we raise the rates for non-residents for the daily parking fee so we can keep the resident rates the same, too which Lynne Barrett said when people come to park daily we do not ask for registrations or try to find out where they live because the residents are allowed to get the annual beach pass so not many residents bother paying the daily parking fee, which is mainly non-residents. She also said that a lot of the funding comes from grants and they will not allow us to differentiate between residents and non-residents.

Selectman Cavacco said that about 90% of visitors to Morton Park are non-residents so if we go up on that fee it will offset some of the costs. She said she does not support the 4 x 4 sticker increase because of the access issues so maybe we can keep that price the same. She said she really wants to find another avenue for the beach revenue other than going up on resident and senior rates.

On a motion by Patrick Flaherty and seconded by John Mahoney, the Board voted to approve the recommended Long Beach rates as proposed in the Memo dated May 22, 2019 for fiscal year 2020 only. *Voted 3/2 Tavares-Yes, Mahoney-Yes, Flaherty-Yes, Joyce-No, Cavacco-No*

On a motion by Betty Cavacco and seconded by Patrick Flaherty, the Board voted to approve raising the daily parking fee at Morton Park, Hedges Pond and Fresh Pond from \$15 to \$20 and keep the rate for Morton Park at \$25 on weekends and holidays. *Voted 4/1*

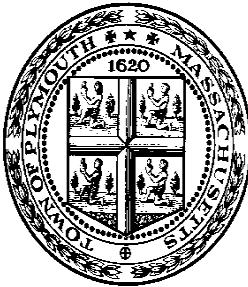
Selectman Cavacco made a motion to amend the previous vote and keep the senior beach sticker rates the same as they were in FY 19, and there was no second to the motion.

7:59PM - COMMITTEE LIAISON / DESIGNEE UPDATES

Selectman Mahoney said there is a County Commissioners Meeting this Thursday morning at 8:30am and because he works he cannot attend. He said one of the items on the agenda is a vacancy on the County Woodlot Advisory Committee. He then asked if one of his colleagues could attend the meeting to represent the Town.

Selectman Flaherty said he would be available on Thursday and would be able attend the meeting and Selectman Cavacco said she could go as well if that would help.

Chairman Tavares said the more presence we have the better. He then said that the Board would be selecting their new Committee Designees and Liaisons at next week's meeting on June 4, 2019.



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

To: SELECT BOARD

FROM: LYNNE A. BARRETT
DEPARTMENT OF FINANCE

SUBJECT: ANNUAL BEACH & 4x4 RECOMMENDATION –
UPDATED FOR MAY 28, 2019

DATE: MAY 22, 2019

CC: MELISSA ARRIGHI, TOWN MANAGER
DAVID GOULD, DIRECTOR OF MARINE & ENVIRONMENTAL
AFFAIRS
BARRY DEBLASIO, DIRECTOR OF COMMUNITY RESOURCES
PAMELA BORGATTI, TREASURER / COLLECTOR

After further review and considering your comments from the May 21, 2019 Select Board Meeting, I am presenting the following recommendation:

Type of Sticker	2019 Current Rates	2020 Recommendation	2020 Increase	Difference for Senior	2021 Recommendation	2021 Increase
4x4 Regular	\$55	\$70	\$15		\$80	\$10
4x4 Senior (Regular)	\$27	\$45	\$18	\$25	\$55	\$10
Annual Beach Regular	\$35	\$50	\$15		\$60	\$10
Annual Beach Senior (Regular)	\$10	\$25	\$15	\$25	\$35	\$10

I propose making the following increases over a 2-year period. I believe this proposal keeps the senior rate in-tact with a differential of \$25 and there is a gradual increase over the two years.

I also propose that the daily beach parking for Long Beach be increased by \$5 to \$20 per day and that the revenue be shared by the Plymouth Beach Revolving Fund 75% and the General Fund Beach programs 25%. This is the beach where we provide most of our services and is widely used. I propose no changes to the daily beach parking rates at Morton, Fresh Pond or Hedges.

The Fiscal 2020 budget projection with the Fiscal 2020 recommended rates is as follows:

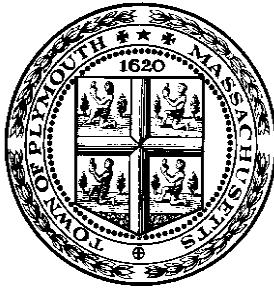
ARTICLE 15:

ARTICLE 15: To see if the Town will vote to accept the last paragraph of G.L. c. 40, sec. 5B which provides that, notwithstanding the provisions of G.L. c. 44, sec. 53 or any other general or special law to the contrary, a town that accepts this paragraph may dedicate, without further appropriation, all, or a percentage not less than 25 per cent, of a particular fee, charge or other receipt to any stabilization fund established pursuant to this section; provided, however, that the receipt is not reserved by law for expenditure for a particular purpose; and further, that the Town dedicate 100 percent of the Extended Maintenance Fee assessed upon the issuance of street opening permits to the Pavement Management Stabilization Fund, such dedication to be effective as of Fiscal Year 2023; or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 15. Approval of this article will allow the Town to earmark the fees collected when recently paved roads (within the last 5 years) are cut into so that the fees can go directly into the Pavement Management Stabilization Fund.



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

To: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 15 – EARMARK FEE TO PMP STABILIZATION FUND

DATE: AUGUST 26, 2021

Per request of the DPW - Engineering Division I am recommending earmarking a new fee established as part of the Town's regulations on Rules & Specifications Regulating Street Excavations in April of 2021 to be deposited into the Pavement Management Plan Stabilization fund established a number of years ago to help fund the Road Preservation Maintenance Program of the DPW. The new fee is identified below in the fee schedule as the **Extended Maintenance Fee for roads within the 5-Year Moratorium**. According to Counsel Town Meeting must authorize this action to happen when someone pays this fee to go directly into this fund.

FEE SCHEDULE:

CATEGORY	FEE	AGE OF PAVEMENT:
Permit Application Fee	\$200.00	
Utility Contractor's Application Fee	\$150.00	
Water Connection	As determined by the Water Division	
Sewer Connection	As determined by the Sewer Division	AGE OF PAVEMENT:
Extended Maintenance Fee for roads within the 5-Year Moratorium	\$2,500.00	0 – 12 months
	\$2,000.00	13 – 24 months
	\$1,500.00	25 – 36 months
	\$1,000.00	37 – 48 months
	\$750.00	49 – 60 months

Thanks, for your consideration in this matter and if there are any questions, please let me know.

ARTICLE 16:

ARTICLE 16: To see if the Town will vote pursuant to G.L. c.44, §53E ½ to establish a new revolving fund, to be known as the Little Red Schoolhouse Revolving Fund; and further, to amend General Bylaws Chapter 143: Departmental Revolving Funds, particularly §143-5, by inserting a new row at the end of the Table of Authorized Revolving Funds, as follows:

Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to spend from Fund	Fees, Charges or other Receipts Credited to Fund	Program or Activity Expenses, Payable from Fund	Fiscal Years
Little Red Schoolhouse	Town Managers Office and/or Finance Office	Usage fee from building reservations	Maintenance, repairs, supplies, and/or improvements to the building	Fiscal Year 2022 and subsequent years

And further, to establish the fiscal year 2022 spending limit for this revolving fund at \$30,000.

Or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (14-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 16. Approval of this article will establish a revolving fund to deposit fees collected from renting the Little Red Schoolhouse to various groups and establish a \$30,000 spending limit for the fund for FY22.

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

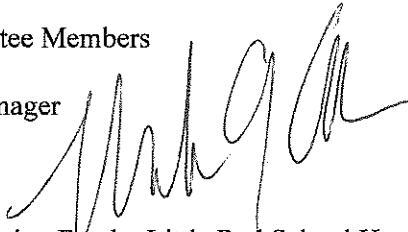
**OFFICE OF TOWN MANAGER
MEMORANDUM**

To: Select Board Members
Advisory and Finance Committee Members

From: Melissa G. Arrighi, Town Manager

Date: August 24, 2021

RE: Article 16 – Establish a Revolving Fund – Little Red School House



ARTICLE 16: To see if the Town will vote pursuant to G.L. c.44, Section 53E ½ to establish a new revolving fund, to be known as the Little Red Schoolhouse Revolving Fund; and further to amend General Bylaws Chapter 143: Departmental Revolving Funds, particularly Section 143-5, by inserting a new row at the end of the Table of Authorized Revolving Funds, as follows:

Little Red Schoolhouse Town Management and/or Finance Director authorized to spend funds for expenses specific to improvements, maintenance, repairs and supplies for the Little Red Schoolhouse beginning in FY23.

Below is a section of the minutes from the Plymouth Select Board remote meeting of Tuesday, May 18, 2021. As you will read, the Select Board established set fees for use of the Little Red School House and their further discussion was that it should be setup electronically (so there is no exchange of cash). Our finance director has been setting that up in our MUNIS system and we now need to establish a fund to 'house' the fees collected. This article will do that.

6:37PM – LITTLE RED SCHOOL HOUSE – Building Usage Fees Jodie Burkett came on and said she is the Chair for the Little Red School House Committee. She said she had sent a document showing their proposed fee structure. She then said their fee structure was \$10.00 for re-occurring groups, \$50.00 for the Veterinarian, and \$25.00 for all other groups wishing to use the Little Red School House. PAGE 5 OF 9 Selectman Helm said that the document states that the re-occurring groups would be at \$10 which is what they were charged before and then asked if the Veterinarian and other groups reflected an increase, to which Jodie Burkett said she does not know how much they were charged because there are no records so they based the cost off of how long the building would be used for with the different groups. Selectman Flaherty asked if there was a way to generalize the fees, so they are the same across the Board for each of the groups and businesses that use the building, to which Jodie Burkett said yes, we based this off the amount of time they are using the space so we could just say \$10 per hour right across the board. Selectman Flaherty asked if this would work for the Finance Department to which Lynne Barrett said yes, if there is a set hourly fee then users could go onto our online portal and prepay for the use of the building. She said she would need a little time to get this set up. On a motion by Betty Cavacco and seconded by Patrick Flaherty, the Board voted to approve the fee structure of \$10 per hour for use of the Little Red School House and will start collecting these fees on July 1, 2021. Voted 4/0

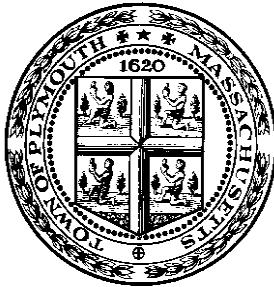
ARTICLE 17:

ARTICLE 17: To see if the Town will vote, pursuant to the provisions of G. L. c.59, §38H, to authorize the Board of Selectmen and Board of Assessors to negotiate and enter into an agreement for payments in lieu-of-taxes (“PILOT”), for a 999.6 Kilowatt DC (more or less) solar photovoltaic energy generating facility for Black Cat Solar 1, LLC (or its affiliates, successors or assigns) to be located on a eleven-acre parcel (more or less) off Black Cat and watercourse Roads, currently shown on Plymouth Assessor’s Map 90 Lot 35D, 43-1 and 43A, upon such terms and conditions as the Board of Selectmen and Board of Assessors shall deem to be in the best interest of the Town, or take any other action relating thereto.

SELECT BOARD

RECOMMENDATION: Approval (13-1-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 17. Approval of this payment-in-lieu-of-taxes (PILOT) agreement will be for personal property tax associated with a ground mounted solar farm development located off Black and Watercourse Roads, shown as lots 35D, 43-1 and 43A on Assessors Map 90. The farm is located on approximately 11.276 acres and can produce up to 999.6 KW. The terms of this agreement would be \$20,000 per MW DC with an escalation of 2.5% per year for 20 years. These terms are similar to the terms in our other Solar PILOT agreements.



TOWN OF PLYMOUTH

FINANCE DEPARTMENT

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508) 747-1620 EXTENSION 10177

To:

SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM:

LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 17 – SOLAR PILOT AGREEMENT – BLACK CAT SOLAR LLC

DATE: SEPTEMBER 8, 2021

CC: ANNE DUNN, DIRECTOR OF ASSESSING
ADAM SCHUMAKER, NEXTSUN ENERGY

Article 13 of the Spring 2013 Special Town Meeting authorized the Board of Selectmen to negotiate one or more agreements for payments-in-lieu-of-taxes (PILOT) pursuant to the provisions of M.G.L. Chapter 59, Section 38H(b), and Chapter 164, Section 1, for the property relating to renewable energy generation facilities. Since that time, the Town has negotiated and executed fourteen PILOT agreements with various developers: one wind and thirteen solar.

This article request is for approval of the terms of a PILOT agreement for the personal property tax associated with a solar farm development located off Black Cat and Watercourse Roads in Plymouth, shown as lots 35D, 43-1 and 43A on Assessors Map 90. This is a ground mounted “Dual Use Agriculture/Solar Project” on 11.276 acres, a portion of land described in the location, with a total production size of 999.6 KW DC. The terms of this agreement would be \$20,000 per MW DC with an escalation of 2.5% per year for 20 years.

Schedule of quarterly payments shown below as annual totals would be as follows:

MW DC	0.9996
\$/MW	\$20,000
2.5% escalator	
	PILOT
Year 1	19,992
Year 2	20,492

Year 3	21,004
Year 4	21,529
Year 5	22,067
Year 6	22,619
Year 7	23,185
Year 8	23,764
Year 9	24,358
Year 10	24,967
Year 11	25,591
Year 12	26,231
Year 13	26,887
Year 14	27,559
Year 15	28,248
Year 16	28,954
Year 17	29,678
Year 18	30,420
Year 19	31,181
Year 20	31,960
Total	510,689

Site plan review for this project was approved by the Planning Board at its regularly scheduled meeting on Tuesday, September 29, 2020. Letter to Director of Inspectional Services with approval and application are attached.

I have also attached a Map of the parcel (number to be determined) with the area marked for the location of the panels.

50% of these payments will be deposited into the Environmental Affairs Fund, please see link for more information on this.

<https://www.plymouth-ma.gov/finance-department/pages/environmental-affairs-fund>

Thanks, for your consideration in this matter and if there are any questions, please let me know.

file copy

1

To: Paul McAuliffe, Director of Inspectional Services
From: Patrick M. Farah, Planning Technician
Date: September 30, 2020
Re: **Site Plan Review, Black Cat Road Dual Use Agriculture/Solar Project
Plymouth, MA 02360
Lot 35D, 43-1, & 43A, Map 90**

Site plans entitled: "999.6+- KW DC Ground Mounted Solar PV System Site Plan Review Application", BE, RE, LLC, P.O. Box 974, Edwards, CO 81632
Dated August 10, 2020 and revised August 24, 2020, prepared by Beals and Thomas, Inc., 32 Court Street, Plymouth, MA.

At the regularly scheduled meeting of the Planning Board held on Tuesday, September 29, 2020, the Planning Board voted [(3-1) Appleyard, McAlduff & MacGregor in favor, Grandy against] that the Building Commissioner be notified that the above-referenced site plan will comply with the requirements of the Zoning Bylaw, **provided the following comments are addressed:**

1. The Applicant may be required to file with Massachusetts Environmental Policy Act (MEPA) Office if a state permit is required and/or state funds are provided for this project.
2. If required, the Applicant agrees to prepare a Construction Storm-water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI), in accordance with EPA NPDES Requirements.
3. The Applicant agrees to submit copies of their application to Engineering and the Fire Departments and address any comments/concerns as needed prior to issuance of any permits.
4. Any material removed from the proposed project site, more than 10 cubic yards, may require a gravel removal special permit to the discretion of the Building Commissioner.
5. The Applicant agrees to submit ground-anchor details specific to the proposed project prior to issuance of any building permits. The Planning Board encourages the use of screw-type anchoring systems.
6. The Applicant agrees to restore any disturbed upland areas, with a pollinator-friendly seed mix, as required per C.3.d. of the Zoning Bylaw, §207-11.

7. The land is subject to Chapter 61A and may require the Applicant to file necessary chapter removal documentation with the Assessors Office.
8. If needed, the Applicant agrees to install any necessary equipment lighting (LED), adhering to the Light Pollution Bylaw.
9. The Planning Board encourages the Applicant to consider installation of security cameras within the solar facility.
10. The Applicant agrees to contact the two abutting residential property owners and work with the Building Commissioner in addressing potential screening issues. The Planning Board encourages the installation of vegetative buffers if needed.
11. The Applicant may be subject to submitting abutter notification at least 60 days prior to commencement of work, as required by Zoning Bylaw, §207-11 *Ground-mounted Solar Photovoltaic Systems* C.5.a. (Notification).

Site Plan Review

Black Cat Road Dual Use Agriculture/Solar Project, Plymouth, MA

September 29, 2020

BE RE, LLC, herein known as the Applicant, proposes to construct a 999.6 Kilowatt (kW) DC Solar Photovoltaic System on existing, actively farmed cranberry bogs, shown as Lots 35D, 43-1 and 43A on Assessors Map 90, off Black Cat and Watercourse Roads in Plymouth, Massachusetts, deed recorded at the Plymouth Registry of Deeds, Book 35502, Page 227-230.

The term "Dual Use" is excerpted from the Solar Massachusetts Renewable Target (SMART) Program Regulations (225 CMR 20.00) and associated Guidelines Regarding the Definition of Agricultural Solar Tariff Generation Units (ASTGU). These guidelines allow for and encourage the dual use of agricultural land by incorporating specific design standards, including increased solar panel height and row spacing to allow cultivation and irrigation practices. This proposed solar project intends to comply with these guidelines while adhering to §207-11 of Plymouth's Zoning Bylaw.

The proposed solar panel array will occupy an area of ± 4.55 acres, consisting of 2,499, 400-watt photovoltaic (PV) modules, with a total area of approximately ± 4.75 acres to include racking, electric conversion equipment, battery storage and associated transmission line infrastructure. Said parcels consist of ± 53.21 acres of level land, containing existing cranberry bogs and associated access roads which lie within the Rural Residential (RR) Zone.

According to MassGIS Data, Lots 43A and 43-1 appear to lie within Area 3 – *Contributing Areas to Significant Recreational Water Bodies* – of Plymouth's Aquifer Protection Zone.

Wetland resource areas have been delineated on the property, which may require Conservation Commission review.

The proposed solar facility lies within Zone "X" (Areas determined to be outside the 100-Year Flood Plain), although portions of the surrounding areas fall in Zone "A" as depicted on FEMA 2016 flood maps.

The 999.6 kW DC proposed solar facility will be constructed ± 360 feet from the nearest lot line and $+450$ feet from the nearest residential dwelling, which appears to meet all setback requirements set forth in the Dimensional Table of the Zoning Bylaw, as shown on Page C-2.1 of the submitted site plans.

The proposed racks will be installed at 10-13 feet above grade to accommodate continued cranberry growing/cultivation as required with 225 CMR 20.00 Guidelines. Sufficient rack installation details are shown on the submitted site plans (p. C5.2 & C5.3), including foundation

loading data. Proposed anchoring will be driven I-beam piles into the ground via vibratory pile drivers.

Due to the nature of the Project and the minimal tree clearing that is required, the Applicant implies there will be no increase in peak runoff rates from existing to proposed conditions. Sheet C5.1 depicts a mulch tube sedimentation control barrier. The mulch tubes will be installed around the bogs, access route, and point of interconnection as depicted on sheets C4.1 and C4.2. Hydrologic calculations have been performed.

Vehicle access will utilize existing bog roads, as shown on the submitted plans (P. C4.1), including vehicle parking and turnaround area. An estimated 10-20 workers will be traveling to and from the site during project construction. Typical onsite maintenance will require an average of one onsite vehicle trip per month post construction.

The site's southern corner will accommodate Eversource's interconnection, including five (5) utility poles from existing utility lines, a 7-foot chain link security fence and an underground trench leading to the proposed electrical equipment pad and battery storage area, as shown on P. C4.1 of the submitted plans.

Approximately 20 trees will be cut to create the 24-foot wide by 230-foot long electric line access from Eversource's electric transmission service to the proposed electric equipment pad.

The use is allowed according to MGL Chapter 40A, Section 3 which states: "No zoning ordinance or by-law shall prohibit or unreasonably regulate the installation of solar energy systems or the building of structures that facilitate the collection of solar energy, except where necessary to protect the public health, safety or welfare."

RECOMMENDATIONS:

It is recommended that the Building Commissioner be notified that the Applicant does comply with the requirements of the Zoning Bylaw once the following items are addressed:

1. The Applicant may be required to file with Massachusetts Environmental Policy Act (MEPA) Office if a state permit is required and/or state funds are provided for this project.
2. If required, the Applicant agrees to prepare a Construction Storm-water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI), in accordance with EPA NPDES Requirements.
3. The Applicant agrees to submit copies of their application to Engineering and the Fire Departments and address any comments/concerns as needed prior to issuance of any permits.

4. Any material removed from the proposed project site, more than 10 cubic yards, may require a gravel removal special permit to the discretion of the Building Commissioner.
5. The Applicant agrees to submit ground-anchor details specific to the proposed project prior to issuance of any building permits. The Planning Board encourages the use of screw-type anchoring systems.
6. The Applicant agrees to restore any disturbed upland areas, with a pollinator-friendly seed mix, as required per C.3.d. of the Zoning Bylaw, §207-11.
7. If needed, the Applicant agrees to install any necessary equipment lighting (LED), adhering to the Light Pollution Bylaw.
8. The Planning Board encourages the Applicant to consider installation of security cameras within the solar facility.
9. The Applicant may be subject to submitting abutter notification at least 60 days prior to commencement of work, as required by Zoning Bylaw, §207-11 *Ground-mounted Solar Photovoltaic Systems* C.5.a. (Notification).

1.0 PROJECT NARRATIVE

1.1 Introduction

The overall Property consists of three (3) parcels located off Black Cat and Watercourse Roads in the Town of Plymouth, Massachusetts identified by the Plymouth Assessors as Parcel ID: 090-000-043A-000, 090-000-043-001, and 090-000-035D-000 and owned by A.D Makepeace Company (the Property). The Project is proposed to utilize the active cranberry bogs for dual use purposes allowing the area to continue to be actively cultivated and harvested while generating a clean source of energy from the proposed solar array.

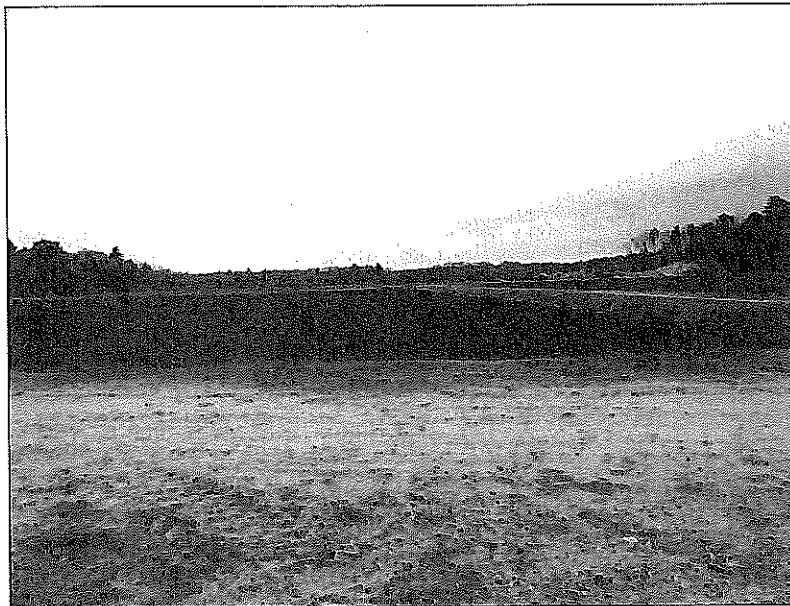
The term “dual use” is excerpted from the Solar Massachusetts Renewable Target (SMART) program regulations (225 CMR 20.00) and associated *Guideline Regarding the Definition of Agricultural Solar Tariff Generation Units* (ASTGU). This unique ground-mounted solar project has been designed in compliance with the ATSGU project guidance, which allows for and encourages the dual use of agricultural land by incorporating specific design standards, including increased panel height and row spacing to allow continued mechanical cultivation and irrigation practices. The increased spacing also helps reduce shading on the crop from the panels above.

1.2 Existing Conditions

The Property is located to the south of Black Cat Road, fronts on Watercourse Road and abuts agricultural land in similar use to the northeast and west, residential properties to the northeast, and generally forested area to the south. Eversource utility lines run adjacent to the southern Property boundary. The subject cranberry bogs are part of a larger mosaic of cultivated bogs which are managed throughout the subject parcels.

According to the Massachusetts Cultural Resource Area Information System (MACRIS) mapping system access August 21, 2020 the site does not contain any features or areas of historical importance.

The Property is predominantly utilized in support of an ongoing cranberry growing operation. Multiple agricultural roads and associated water control structures are located onsite and occupy much of the remaining area of the Property. Upland (those constructed from naturally occurring uplands) and wetland (those constructed from naturally occurring wetlands) cranberry bogs as well as agricultural reservoirs are located on and adjacent to the Property. **The Applicant proposes to install a 999.6 kW DC solar array on two upland cranberry bogs located adjacent to the utility lines, set back from residential areas to prevent disruption to the natural resource areas and the community to the greatest extent practicable.**



Proposed Dual Use Solar Project Area. View facing north. April 21, 2020.

1.3 Proposed Conditions

The proposed Project includes the construction, installation, and operation of a 999.6 kW DC dual use, ground-mounted solar array, and energy storage facility, including site access and interconnection to the electrical grid. The proposed array will occupy an area of ± 4.55 acres, consisting of $\pm 2,499$, 400-watt photovoltaic (PV) modules. Access is proposed off Watercourse Road and follows the existing agricultural roads onsite.

The dual use array is proposed on two upland cranberry bogs on the southern portion of the Property. The array area and appurtenant energy storage area will require no tree removal or grading. Appurtenant inverters and battery storage structures are proposed to be located to the southeast of the array, within the existing agricultural road. Refer to the enclosed plans.

The proposed Project will not result in the development impacts generally associated with typical residential, commercial, or industrial development. The Project will not generate water or sewer demands, increase traffic, greenhouse gas (GHG) emissions or contribute to acid rain or smog. In fact, the Project will create a source of renewable energy within a previously disturbed and currently cultivated footprint that avoids significant site work and tree clearing.

In addition, the Project will follow the DOER guidelines for Best Management Practices (BMPs) for dual use system designs that includes: (1) limiting the capacity (rated electricity production) of the system to no more than 2 MW AC; (2) a requirement that the lower edge of the panel be at least eight feet above the ground for a fixed tilt panel system, or ten feet at horizontal position for tracking systems; (3) designs so that the maximum sunlight reduction due to shading from the panels on any square foot of land under the dual use system may be no more than 50%; (4) a system designed to optimize a balance between electrical generation and agricultural production; and (5) continuous agricultural production throughout the project life over the 20-year SMART program period.

Setbacks

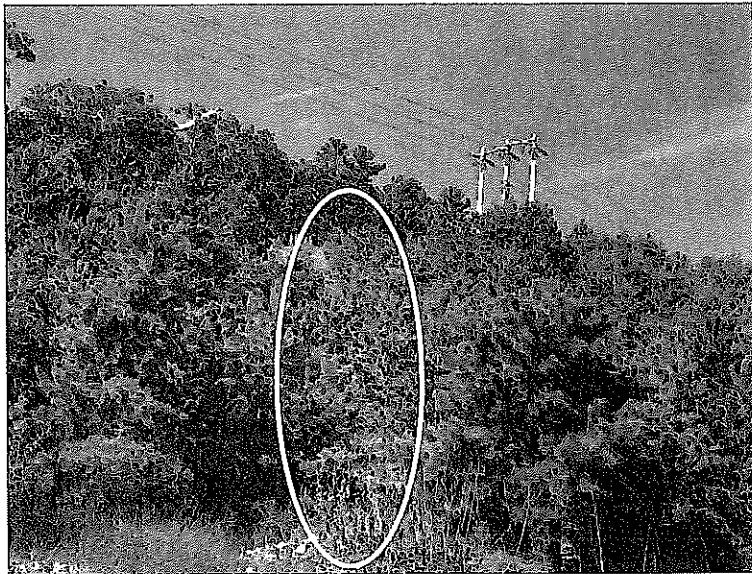
The Project is proposed to be set back approximately 360 feet from the nearest residential property and over 450 feet from the nearest residential dwelling.

Lighting

Provided the nature of the Project and the existing structures onsite, the Project does not propose any additional lighting. At the Boards request, the installation of lighting structures could be further assessed.

Utility Connection

The interconnection is proposed along the existing power lines, located to the south of the Property. Approximately 10-20 trees, consisting mostly of mixed evergreen (i.e. "scrub" pine) trees and saplings will be cut to create the conservative ± 24 -foot wide by ± 200 -foot long electric line access from Eversource's electric transmission service to the electrical equipment located on the southeast corner of the Property. The utility connection is proposed to be sighted underground to the maximum extent feasible.



Approximate location of interconnection to Eversource electric (see yellow circle).

Security

Due to the nature of the site and location of the Project the array is not proposed to be fenced as it would eliminate the Project's viability and continued cranberry harvesting operations. The equipment pad and energy storage systems are proposed to be fenced by a 7-foot high chain link fence. The fenced portions of the site will not interfere with the natural wildlife corridors and therefore, a wildlife gap is not proposed at this time.

Signage

Signage will be placed adequately around the solar energy installation in compliance with the requirements set forth by Section 207-11.C.2.e. of the Bylaw. No advertising is proposed.

Emergency Access

The existing agricultural roads onsite are proposed to be utilized for site access. The roads are continuously used for the cranberry bog operations and have been evaluated using AutoTurn to ensure adequate access.

Screening

Considerations including abutter proximity and sight distance from Black Cat Road and Watercourse Road influenced the design and position of the array. The array has been site to avoid impacts to the surrounding community. The Project has been set back approximately 360 feet from the nearest residential property line and will not impact existing vegetation. Due to the nature of the Property, no additional screening is proposed.

Buffers

The Property is a managed agricultural site as described herein. There are no buffers specifically required for projects that generate less than 999.6 kw DC, however the Applicant has designed the project to comply with or exceed buffers to the extent practicable.

Description of Work

To preserve the ongoing cranberry operation, proposed construction techniques are designed to minimize impacts on the bogs. This includes using vibratory or driven piles or helical piers to support the array racking system and limited narrow trenching for subsurface conduits that minimizes vegetation disturbance. Disturbed areas of the cranberry bogs will be replanted as necessary following construction and will continue to function as productive cranberry bogs.

Earth removal will not be required to actualize the design. Soil erosion will be minimal, if any, within the essentially level topographic area. The existing water control structures within the cranberry bog will be utilized to preclude sediments from discharging outside the area of work. The pile/pier base to support the solar panels will be either augured into place or hydraulically advanced into the ground to reduce the excavation and exposure of soil. In addition, sedimentation control barriers will be placed along the access route and surround the work area where needed during construction.

The Project is not anticipated to increase traffic volumes post construction. Once construction is complete the site will only be accessible for emergency access and for the occasional maintenance. An estimated 10-20 workers will be traveling to and from the site during project construction. On average, solar projects generate approximately one onsite vehicle trip per month post construction.

The proposed Project has been designed to avoid work within the 35-foot No Touch Zone and 50-foot No Build Zone associated with the adjacent resource areas. Work within the upland cranberry bogs includes temporary and permanent impacts to previously altered buffer zone. The Project area was carefully selected and limited to work within the buffer zone and designed to avoid impacts to naturally occurring wetland resource areas. The Applicant anticipates filing a Notice of Intent with the Plymouth Conservation Commission for work within the 100-foot Buffer Zone to surrounding resource areas.

1.4 Summary

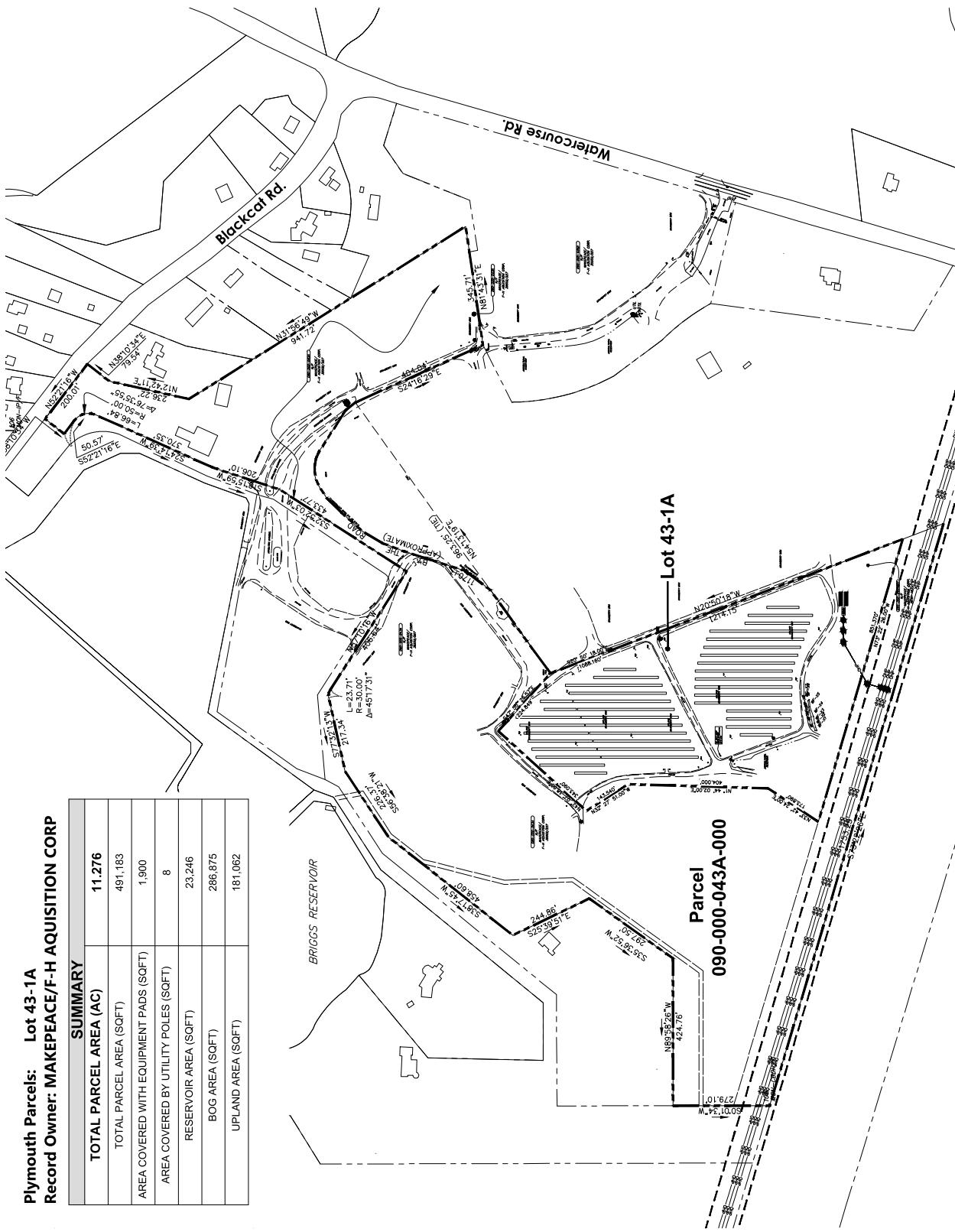
By focusing on how these cranberry bogs, as managed agricultural resources, are unique from other wetlands, it is reasonable to conclude that although solar installations in the cultivated cranberry bog setting will modify the cultivation practices, the alteration will not adversely affect the interests of these areas. Further, the solar project is proposed in compliance with guidance from DOER, is sited in upland bogs at the rear of the property, and is set back from public roadways, minimizing potential impact to ecological resource

Site Plan Review Application

Black Cat Road Dual Use Agriculture/Solar Project
Plymouth, Massachusetts

areas and the community. Refer to Section 4.0 herein for the related dual use agricultural and solar regulatory information.

Due to the siting of the proposed dual use agriculture solar project on land devoid of mature trees, the proposed project limits site work and tree removal while generating a clean source of renewable energy without extensive disturbance. The project meets the standards set forth by the Plymouth Zoning Bylaw to the extent applicable.



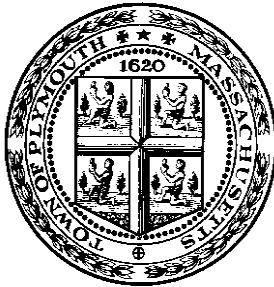
ARTICLE 19:

ARTICLE 19: To see if the Town will vote to accept the provisions of G.L. c. 59, §5K, which authorizes the Select Board to establish a Senior Citizen Property Tax Work-Off Abatement Program whereby an individual over 60 years of age volunteers his or her services to the Town and earns a reduction in his or her property tax bill; and further, to accept the provisions of G.L. c. 59, §5N, which authorizes the Select Board to establish a Veteran Property Tax Work-Off Abatement Program whereby a veteran or spouse of a deceased or disabled veteran volunteers his or her services to the Town and earns a reduction in his or her property tax bill; said programs to be available as of July 1, 2022; or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 19. Approval of this article will update the Town's existing senior tax work-off abatement program to comply with new state guidelines on that program and also create a tax work-off abatement program for veterans in Town.



TOWN OF PLYMOUTH

FINANCE DEPARTMENT

26 COURT STREET, PLYMOUTH, MA 02360

PHONE (508) 747-1620 EXTENSION 10177

To: SELECT BOARD
ADVISORY & FINANCE
TOWN MEETING MEMBERS

FROM: LYNNE A. BARRETT
DIRECTOR OF FINANCE

SUBJECT: ARTICLE 19 – SENIOR / VETERAN TAX WORK OFF PROGRAMS – LOCAL
ACCEPTANCE

DATE: AUGUST 26, 2021

I am recommending that we adopt by local acceptance MGL Chapter 59 Section 5K – Senior Tax Work Off Program and MGL Chapter 59 Section 5N – Veterans Work Off Program. **Both programs would be effective for the Tax Year Fiscal 2023.** This adoption would replace the current senior work off program the Town has with these updated guidelines and would establish a new program for veterans. The current senior program will run under the old guidelines for Tax Year Fiscal 2022.

Once accepted by Town Meeting, I recommend an internal working group be established of the Director of Assessing, Director of Veterans Services, Director of Center for Active Living, Director of Human Resources, and I to formulate the local rules and procedures to be adopted by the Select Board.

Attached is the Division of Local Services, Information Guideline Release, describing the two programs.

Thanks, for your consideration in this matter and if there are any questions, please let me know.

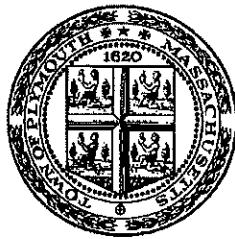
ARTICLE 21:

ARTICLE 21: To see if the Town will vote to accept the provisions of G.L. c. 59, §5, Clause Twenty-second H (inserted by Chapter 218 of the Acts of 2018 known as an Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and the Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and Veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veteran Affairs or a branch of the armed forces that was a proximate cause of their death; or (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further, that the surviving parents or guardians shall have been domiciled in the Commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or Veteran was domiciled in the Commonwealth for not less than 6 months before entering service. Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier, sailor, member of the National Guard or Veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation; or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 21. Approval of this article will accept provisions of the BRAVE Act which provide a property tax exemption for the surviving parents or guardians of all Armed Services and National Guard veterans who lost their lives as the result of active duty service pursuant to the eligibility requirements detailed herein.



Town of Plymouth

Veterans' Services

26 Court Street
Plymouth, MA 02360
508-747-1620 ext 10172/10173
FAX 508-830-4062

August 4, 2021

From: Roxanne Whitbeck, Director, Veteran Services, Town of Plymouth
To: Marlene McCollem, Assistant Town Manager

Subj: Article for Fall Town Meeting 2021

I would like to bring an article to the floor of Fall Town Meeting. It is regarding MGL Chapter 59 section 5 clause 22H, which would allow our Gold Star Parent to receive the full amount of the taxable valuation of their real property. MGL Chapter 59 Section 5 Clause 22H states "Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier, sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation. This clause shall take effect upon its acceptance by any city or town."

Currently, there are one individual that this would impact on the Town. This individual is receiving \$400.00 under Clause 22e.

The number of residential properties being taxed for FY21 and that is equal to \$26,378.00. I have obtained the total of the one (1) property is being taxed at \$6,346.08. The mathematical break down would leave an additional tax liability to our taxpayers of \$0.24 (cents) each residential property.

According to DOR law, if this is voted in the Fall Town Meeting 2021 it would go into effect for **FY2023**.

I ask Town Meeting to consider this request. It is a small price to pay for these families who's loved one has made the ultimate sacrifice.

Thank you in advance for any consideration you could give this Article.

Very Respectfully,

Roxanne L. Whitbeck

Roxanne L. Whitbeck
Director

ARTICLE 22:

ARTICLE 22: To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation as follows:

Section 1. Notwithstanding section 58A of chapter 31 of the General Laws or any other general or special law to the contrary, no person shall be eligible to have his or her name certified for original appointment to the position of police officer in the Town of Plymouth if such person has reached his fortieth birthday on the date of the entrance examination

Section 2. This act shall take effect upon its passage.

And to authorize the General Court to make clerical or editorial changes of form only to any bill so filed unless approved in advance by the Select Board, and to authorize the Select Board to approve such revisions as fall within the public purpose of this vote; or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (14-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 22. Approval of this article will increase the minimum age for original appointment to the position of police officer in the Town of Plymouth to age 40.



PLYMOUTH POLICE DEPARTMENT



20 Long Pond Road, Plymouth, MA 02360
Phone (508) 830-4218 - Fax (508) 830-4217
www.plymouthpolice.com

Dana A. Flynn
Acting Chief of Police

To: Kevin Canty, Chair Advisory & Finance Committee
From: Dana Flynn, Acting Chief of Police
Re: Maximum Age for Police Officers
Date: August 25, 2021

Mr. Canty,

I request the Advisory & Finance Committee support an article to petition the General Court to increase the Maximum Age for Police Officers for initial appointment to the age of forty.

On October 17, 2015, the Fall Town Meeting voted to accept the provisions of MGL 31 s. 58A (Article 29):

Municipal police officers and firefighters; maximum age restrictions

Section 58A. Notwithstanding the provisions of any general or special law to the contrary, in any city, town or district that accepts this section, no person shall be eligible to have his name certified for original appointment to the position of firefighter or police officer if such person has reached his thirty-second birthday on the date of the entrance examination. Any veteran shall be allowed to exceed the maximum age provision of this section by the number of years served on active military duty, but in no case shall said candidate for appointment be credited more than four years of active military duty.

Prior to this there was no maximum age limit for initial appointment to firefighter or police officer in the Town of Plymouth. Though the argument for this article were focused on firefighters and the resulting vote were well intentioned, an unforeseen consequence is that it has limited the police department's ability to obtain an adequate pool of candidates to fill its vacancies.

Due to the current climate police departments nationwide are having difficulty in filling vacancies, and we are no exception. With fewer persons interested in becoming police officers, fewer are taking the state-wide entrance examination resulting in an ever-shrinking pool of candidates. Under the current civil service hiring rules we can only interview those who were 31 years old or younger on the date of the entrance examination which limits our candidate pool further. By increasing the maximum age to 40 it is my hope to expand our range of eligible candidates.

Plymouth is one of 26 civil service departments with the 32 years of age limitation on the date of the examination. Eighty-five civil service police departments have no maximum age

limitation. The City of Boston and Town of Billerica have different maximum age limits for their police and fire departments. Chapter 43 of the Acts of 2007 increased Boston's maximum age for police officers to forty.

I have included a copy of Chapter 43 of the Acts of 2007 and a draft of proposed language.

Thank you for your consideration.

Respectfully,



Dana Flynn

Acting Chief of Police

Appendix A

**AN ACT RELATIVE TO THE MAXIMUM AGE
REQUIREMENT FOR POLICE OFFICERS FOR THE
CITY OF BOSTON.**

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

SECTION 1. Notwithstanding section 58A of chapter 31 of the General Laws or any other general or special law to the contrary, no person shall be eligible to have his name certified for original appointment to the position of police officer in the city of Boston if such person has reached his fortieth birthday on the date of the entrance examination.

SECTION 2. This act shall take effect upon its passage.

Approved May 18, 2007.

Appendix B

AN ACT RELATIVE TO THE MAXIMUM AGE REQUIREMENT FOR POLICE
OFFICERS FOR THE TOWN OF PLYMOUTH.

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

SECTION 1. Notwithstanding section 58A of chapter 31 of the General Laws or
any other general or special law to the contrary, no person shall be eligible to
have his name certified for original appointment to the position of police officer
in the town of Plymouth if such person has reached his fortieth birthday on the
date of the entrance examination.

SECTION 2. This act shall take effect upon its passage.

ARTICLE 23:

ARTICLE 23: To see if the Town will vote to adopt the provisions of G.L. c. 40, §8E, which provides for a Youth Commission for the purpose of carrying out programs which may be designed or established to meet the opportunities, challenges and problems of youth of the Town in conjunction with any similar or related programs of any agency of the Commonwealth or any agency of the federal government, or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 23. Approval of this article will provide an opportunity for the youth of the community to get involved in Town government and give them a channel through which to advocate for themselves and the issues important to their demographic in our community.

Plymouth Youth Commission

The Plymouth Youth Commission will invite the Town's younger residents to actively participate in local government to ensure that young people have a role and voice in the policy and budget decisions which impact their lives. Youth Commissioners represent and advocate for the needs and wants of Plymouth's youth and encourage younger residents to become more civically engaged. The Plymouth Youth Commission is an opportunity to bring together young people from various backgrounds to discuss current issues and create meaningful policies for youth.

The Commission will consist of 15 members (one from each precinct) and advise the Select Board, School Committee and Town Manager on policies, programs and delivery of services that affect youth and their families. Members must be age 13 to 20 with a goal of having a diverse representation of age, ethnicity and geographic location in Plymouth. Per MGL Chapter 40 Section 8E, appointments shall be made by the town manager subject to the approval of the Select Board. There will be two Youth Commission Advisors to facilitate and assist in organizing the new Commission.

The application process is left to each municipality, with Commissions from other towns requiring a completed application, essay, letter of recommendation and parental consent form for those under 18 years of age.

If approved by Town Meeting, the final application process and Commission structure will be approved by the Select Board.

MGL Chapter 40 Section 8E: Youth commission; establishment; powers and duties

A city or town which accepts this section may establish a youth commission, hereinafter called the commission, for the purpose of carrying out programs which may be designed or established to meet the opportunities, challenges and problems of youth of said city or town and in conjunction with any similar or related programs of any agency of the commonwealth or any agency of the federal government. It shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the case of towns in the annual town report. The commission may appoint such clerks and other employees as it may from time to time require. The commission shall consist of not less than three nor more than twenty-one members. In cities the members shall be appointed by the mayor, subject to the provisions of the city charter, except that in cities having or operating under a plan D or plan E form of city charter, said appointments shall be by the city manager, subject to the provisions of the charter; and in towns they shall be appointed by the selectmen, excepting towns having a manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen. When a commission is first established, the terms of the members shall be for one, two or three years and so arranged that the terms of approximately one third of the members will expire each year, and their successors shall be appointed for a term of three years each. Any member of a commission so appointed may, after a public hearing, if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in the same manner as an original appointment. Said commission may receive gifts of property, both real and personal, in the name of the city or town, subject to the approval of the city council in a city or the selectmen in a town, such gifts to be managed and controlled by the commission for the purposes of this section.

ARTICLE 25:

ARTICLE 25: To see if the Town will vote to amend the Town of Plymouth General Bylaws by deleting in its entirety Sections 51-2. Indecent Language and Section 51-3. Indecent marks; defacing property, as on file with the Town Clerk or take any other action relative thereto.

SELECT BOARD

RECOMMENDATION: Approval (13-1-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 25. Approval of this article will amend the Town of Plymouth General Bylaws, consistent with the recommendations of Town counsel, by deleting sections dealing with Indecent Language and Indecent Marks. These sections are outdated, vague, and essentially unenforceable as written, and retaining them may open the Town up to costly legal challenges. State law will still provide protection against and enforceable penalties for the misconduct outlined in the sections targeted for deletion.

Memo

To: Board of Selectmen
Advisory and Finance Committee

From: Lee Hartmann, Director of Planning and Development

Re: General Bylaw – Indecent Language & Marks – 2021 FATM

Date: August 11, 2021

The enforcement of bylaws regulating non-commercial speech implicates certain constitutional free speech principles. The ACLU has put the Town on notice relative to certain provisions of the Town's bylaws, including the General Bylaw (Indecent language) as well as the requirements of Plymouth's Zoning Bylaw for Signs.

In response to such notice, the Town has and will continue to undertake a review of such bylaw provisions to meet current constitutional principles. To that end, the following recommendations are being made:

1. Repealing Sections 51-2 and 51-3 of the General Bylaws; and
2. Amending the Sign Zoning Bylaw.

Staff has and continues to work with Town Counsel on modifications to the Sign Zoning Bylaw. We anticipate presenting a revised Sign Zoning bylaw for Town Meeting consideration in the Spring of 2022 following review by Town personnel and the Planning Board this fall.

Accordingly, it is recommended that the following sections of the Town's General Bylaw be deleted in their entirety.

Sections to be deleted:

§ 51-2. Indecent language.

No person shall use any indecent, profane or insulting language in any public place in the town or near any dwelling house or other buildings.

§ 51-3. Indecent marks; defacing property.

No person shall make any indecent figures or write any words or make any marks upon or cut, whittle or deface in any manner any wall, post, fence or building, or in any public place whatever in this town, or post or paint any advertisement¹ upon any rail, rock, bridge, wall, fence or building, without the express consent of the owner or occupant thereof and of the Selectmen of the town in case the property or structure is the property of the town.

¹ Editor's Note: For additional provisions on advertisements and handbills, see Ch. 5, Advertising and Guides.

ARTICLE 27:

ARTICLE 27: To see if the Town will vote to adopt the provisions of G.L. c.40, §8L – Municipal Agricultural Commission, as it applies to the expansion of duties and responsibilities of the Plymouth Agricultural Committee or take any other action relative thereto.

PLANNING AND DEVELOPMENT

RECOMMENDATION: Approval (12-2-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 27. Approval of this article will adopt the provisions of G.L. c.40, §8L and transition the Plymouth Agricultural Committee to an Agricultural Commission for the purpose of promoting, developing, and monitoring the agricultural resources of the Town.



Plymouth Agricultural Committee to Commission Transition Proposal

2021 Fall Town Meeting
Plymouth Agriculture Committee
Article 27

Plymouth's Agricultural Committee is seeking support of Article 27 in order to transition into a Commission by the adoption of M.G.L. Chapter 40, Sec. 8L for the purpose of promoting local agricultural activities, in furtherance of Plymouth's Civic Agriculture Program.

M.G.L. Chapter 40, Section 8L

“A municipality which accepts this section may establish a municipal Agricultural Commission to promote and develop the agricultural resources of the municipality.”

Why the change (transition)?

1. Provides additional responsibilities to advocate for farming in Plymouth.
2. Encourages substantial growth of the economic agricultural engine by creating jobs and services through local food production, processing, distribution, consumption and waste management.
3. Creates opportunities for residents to become new farmers or participate in other aspects of Plymouth's Local Food System Network.
4. Allows for the creation of a Food Policy Council; a central body of stakeholders dedicated to promoting a Plymouth Brand of sustainable food production, turning food miles into food steps.²³⁸

Why the change (transition) cont.?

5. Adheres / Complies with Plymouth's Select Board recent adoption of the Climate Emergency Declaration.
 - a. Reduce Plymouth's carbon footprint by growing, producing and raising food locally.
 - b. Protect the land and water needed to produce food, maximize environmental benefits from agriculture and fishing and ensure food safety.
 - c. Increases Plymouth's resiliency and survivability when facing climate change impacts, particularly by promoting innovative farming processes (e.g., Indoor, rooftop, vacant lot, mobile farming methods).

#	Responsibility	Current RTF Sec. 8L
1	Buy, hold, manage, license or lease lands for agriculture	✗
2	Public education	✗
3	Advocate for farming interests	✗
4	Assist in resolving farming issues	✗
5	Promote agricultural activities	✗
6	Receive gifts, bequests or devises of money/lands/interests in real & personal property (BOS approval)	✗
7	Apply for, receive, expend and act with public and/or private grants	✗
8	Prepare, print, advertise and distribute agricultural-related documentation	✗
9	Conduct and prepare agricultural-related plans (e.g., Master Plan, Open Space & Recreation Plan)	✗
10	Appoint advisors, staff and contract for materials & services	✗
11	Keep records of its meetings (minutes)	✗
12	Submit Annual Reports	✗
13	Consist of 3-7 members with a majority that are Plymouth Residents	✗
14	Majority of the membership shall be farmers, knowledgeable in farming/businesses	✗
15	Serve 3-year terms, with 1/3 expiration membership rotation	✗
16	Members appointed, subject to Select Board (appointing authority) approval	✗
17	Member may be removed by the appointing authority	✗
18	Raise and/or transfer funds through the municipality (Town Meeting approval)	✗
19	Adopt rules and regulations governing use of land and water under its control	✗
20	Prescribe civil penalties for land/water use infractions, not to exceed \$100.00	✗

Section 8L:

[Text of section added by 2016, 218, Sec. 23 effective November 7, 2016.]

Section 8L. (a) For the purposes of this section "farming" and "agriculture" shall have the same meaning as ascribed to them in section 1A of chapter 128.

(b) A municipality which accepts this section may establish a municipal agricultural commission to promote and develop the agricultural resources of the municipality. Unless otherwise restricted by law, a municipal agricultural commission may: (i) buy, hold, manage, license or lease land for agricultural purposes; (ii) educate the public on agricultural issues; (iii) advocate for farmers, farm businesses and farm interests; (iv) assist farmers in resolving municipal problems or conflicts related to farms; (v) seek to coordinate agricultural-related activities with other governmental bodies or unofficial local groups or organizations that promote agriculture; (vi) receive grants, gifts, bequests or devises of money or personal property of any nature and interests in real property in accordance with this section; (vii) apply for, receive, expend and act on behalf of the municipality in connection with federal and state grants or programs or private grants related to local agriculture, with the approval of the mayor or city manager in a city or the board of selectmen in a town; and (viii) advertise, prepare, print and distribute books, maps, charts and pamphlets related to local agriculture that the municipal agricultural commission deems necessary for its work.

(c) A commission may conduct research and prepare agricultural-related plans, including a comprehensive local agricultural land plan which shall be, to the extent possible, consistent with any current town master plan and regional area plans. The plan shall show or identify: (i) agricultural land areas and facilities; (ii) matters which may be shown on a tract index under section 33 of chapter 184; (iii) acquisitions of interest in land under this section; (iv) municipal lands that are held as open space; (v) nonmunicipal land subject to legal requirements or restrictions to protect that land or use it for open space, conservation, recreation or agriculture; (vi) land that should be retained as a public necessity for agricultural use; and (vii) any other information that the commission determines to be relevant to local agricultural land use. The commission may amend the plan whenever necessary.

(d) The commission may appoint a chair, clerks, consultants and other employees and may contract for materials and services as it may require, subject to appropriation by the municipality.

(e) The commission shall keep accurate records of its meetings and actions and shall file an annual report with the clerk of the municipality. The commission's annual report shall be posted on the municipality's public website and, in a town, shall be printed in the annual town report for that year.

(f) A commission shall consist of not less than 3 nor more than 7 members who shall be residents of the municipality. A majority of members shall be farmers or employed in an agriculture-related field. If farmers or persons employed in agriculture are not available to serve on the commission, then the commission shall include a majority of members with knowledge and experience in agricultural practices or knowledge of related agricultural business. Each member of the commission shall serve for a term of 3 years; provided, however, that the initial members appointed under this section shall serve for terms of 1, 2 or 3 years and the terms shall be arranged by the appointing authority so that the terms of approximately 1/3 of the commission's members shall expire each year.

In a city, the members of a commission shall be appointed by the mayor unless otherwise provided by the city's charter; provided, however, that in a city having a Plan D or Plan E charter, the appointments shall be made by the city manager unless otherwise provided by the city's charter. In a

town, the members of the commission shall be appointed after a public hearing by the board of selectmen; provided, however, that in a town having a town manager form of government, the appointments shall be made by the town manager subject to the approval of the board of selectmen.

A member of a commission may be removed for cause by the appointing authority after a public hearing if a hearing is requested by the member. A vacancy created by a member being removed for cause shall be filled by the appointing authority for the remainder of the unexpired term in the same manner as the original appointment.

(g) A commission may receive gifts, bequests or devises of personal property or interests in real property as described in this subsection in the name of the municipality, subject to the approval of the city council or board of selectmen, as the case may be. The commission may purchase interests in the land only with funds available to the commission. A city council or a town meeting may raise or transfer funds so that the commission may acquire in the name of the municipality, by option, purchase, lease or otherwise, the fee in the land or water rights, conservation or agricultural restrictions, easements or other contractual rights as may be necessary to acquire, maintain, improve, protect, limit the future use of or conserve and properly utilize open spaces in land and water areas within the municipality. The commission shall manage and control the interests in land acquired under this subsection. The commission shall not take or obtain land by eminent domain.

The commission shall adopt rules and regulations governing the use of land and water under its control and prescribe civil penalties, not exceeding a fine of \$100, for a violation.

(h) A municipality may appropriate money to an agricultural preservation fund of which the treasurer of the municipality shall be the custodian. The treasurer shall receive, deposit or invest the funds in savings banks, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the commonwealth which are members of the Federal Deposit Insurance Corporation or national banks or invest the funds in: (i) paid up shares and accounts of and in cooperative banks; (ii) shares of savings and loan associations; or (iii) shares of federal savings and loan associations doing business in the commonwealth. Any income derived from deposits or investments under this subsection shall be credited to the fund. Money in the fund may be expended by the commission for any purpose authorized by this section.

ARTICLE 28:

ARTICLE 28: To see if the Town will vote to transfer the care, custody, management, and control of the parcels listed below as on file with the Town Clerk, from the Town Treasurer for tax title purposes to the Conservation Commission for conservation purposes pursuant to G.L. C. 40, §8C; and further to authorize the Conservation Commission to execute any and all instruments as may be necessary to effectuate the vote taken hereunder, or take any other action relative thereto.

Parcel ID	Location	Legal Reference	Recording Date
050-000-004H-000	Off Center Hill Road	Final Judgement: Bk. 16323, Pg. 90	June 23, 1998
050-000-004J-000	Off Center Hill Road	Final Judgement: Bk. 13685, Pg. 251	July 10, 1995

CONSERVATION COMMISSION

RECOMMENDATION: Approval Unanimous (14-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 28. Approval of this article will transfer the listed parcels from the Town Treasurer to the Conservation Commission for Protection under Article 97 of the Massachusetts Constitution. Both parcels were taken by the Town through a tax lien proceeding in the mid-90's. The parcels comprise approximately 5 acres of unbuildable land off Center Hill Road.



Plymouth Open Space Committee

Article 28, Fall Town Meeting:

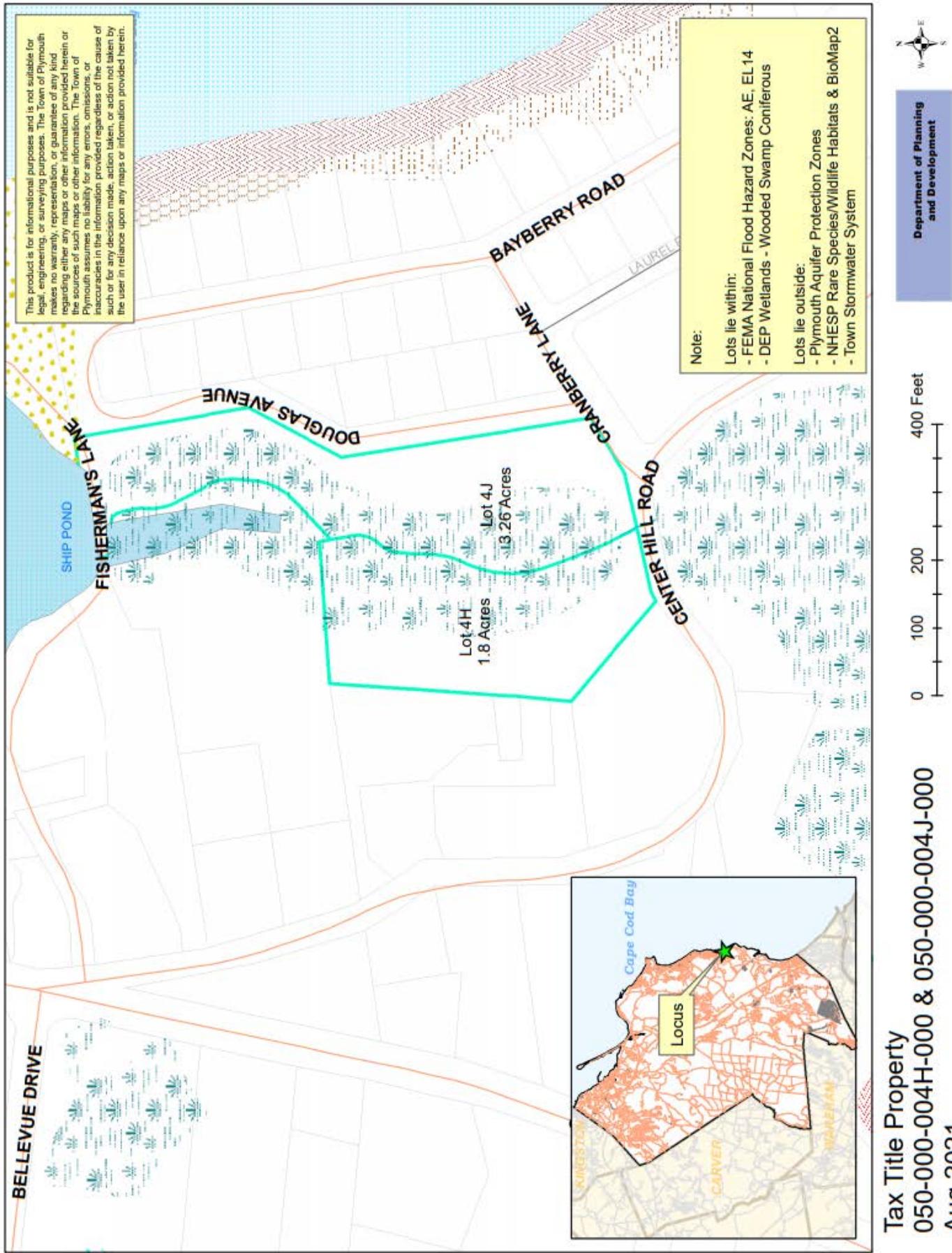
A Proposal to Transfer

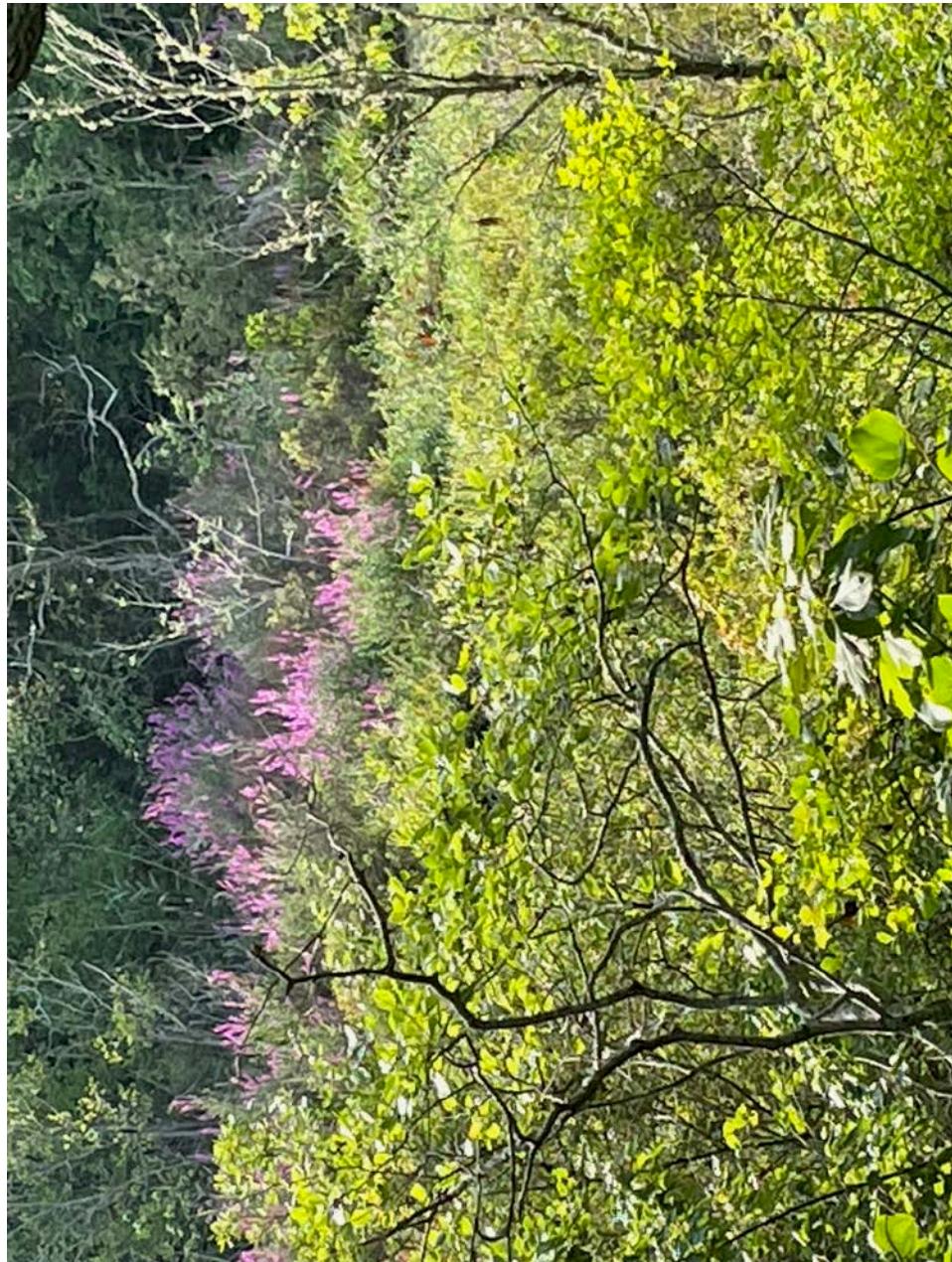
Tax-Title Property to the Conservation Commission

22 and 26 Center Hill Rd

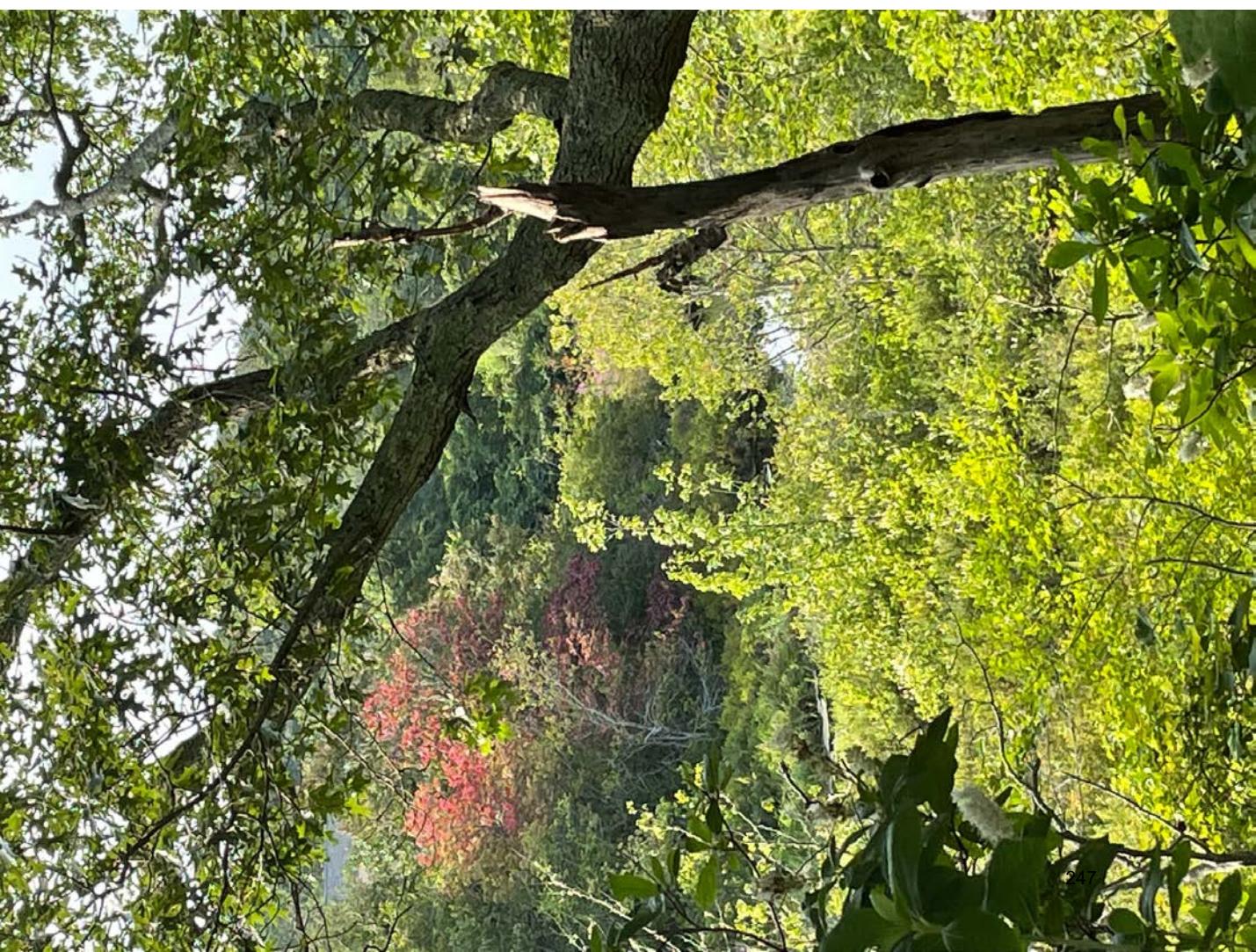
(5.06 acres, unbuildable land)
Map 50, lots 4H and 4J

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Much of the two properties is shrubby and herbaceous wetland that provides excellent wildlife and botanical diversity.



The Open Space Committee recommends that legal title of these two wetland properties on Center Hill Road be transferred by the Selectboard to the care and custody of the Conservation Commission.



ARTICLE 29:

ARTICLE 29: To see if the Town will vote to amend the Zoning Bylaw Section 201.3 Definitions and to create a new section entitled Accessory Dwelling Units to allow studio and one bedroom accessory apartments by special permit, under certain conditions and subject to criteria, in all Residential and Mixed Use Zoning Districts as well as amend any other definitions, procedures, and provisions for said installations, or take any other action relative thereto. The full text of this amendment is on file at the Office of Planning and Development at Town Hall during normal business hours and is posted on the Town's website at https://www.plymouth-ma.gov/sites/g/files/vyhlif3691/f/uploads/kp-778765-v1-plym_accessory_apt_vote_final_finals.pdf.

PLANNING BOARD

RECOMMENDATION:Approval Unanimous (12-0-0)

The Advisory & Finance Committee recommends Town Meeting approve Article 29. Approval of this article will amend the Zoning Bylaw to allow Accessory Dwelling Units by special permit. This is intended to increase the number of moderately-priced long term rental units in the Town and to allow residents on fixed incomes who wish to remain in their homes to supplement their income through the rental of such a unit.

**FINAL REPORT AND RECOMMENDATION TO
ALLOW ACCESSORY DWELLING UNITS
IN ALL RESIDENTIAL AND MIXED-USE ZONING DISTRICTS**

DATE OF PUBLICATION OF PUBLIC HEARING: August 4, 2021

August 11, 2021

August 24, 2021

DATE OF PUBLIC HEARING:

VOTE: On August 24, 2021, the Planning Board voted (5-0) **to support** and on September 21, 2021 voted to accept Town Counsels style and consistency changes to the following amendment to the Zoning Bylaw:

PROPOSED AMENDMENT

The following language to be inserted:

201-3. DEFINITIONS.

SHORT-TERM RENTAL –An owner-occupied, tenant-occupied or non-owner occupied property including, but not limited to, an apartment, house, cottage, condominium or a furnished accommodation that is not a hotel, motel, lodging house or bed and breakfast establishment, where:

1. At least 1 room or unit is rented for less than 30 days to an occupant or sub-occupant; and
2. All accommodations are reserved in advance; provided, however, that a private owner-occupied property shall be considered a single unit if leased or rented as such.

ACCESSORY DWELLING UNIT (ADU) – A studio or one bedroom self-contained rental unit (inclusive of sleeping, cooking, and sanitary facilities), accessory to a lawful owner-occupied Single-Family Residence located in a Residential or Mixed Use Zoning District. Only one ADU shall be allowed on a Lot.

Plymouth Zoning Bylaw Use Table

Insert F (5) as follows:

		Residential Districts					Mixed Use Districts			Commercial Districts								
		RR	R-40	R-25	R-20SL	R-20MF	DH	LI/WF	WF	NC	TC	GC	AC	LI	AP ²⁸	MC	HC	CVED
F	Accessory																	
5	Accessory Dwelling Units	SP	SP	SP	SP	SP	SP	SP	SP	X	X	X	X	X	X	X	X	X

203-17. ACCESSORY DWELLING UNITS:

Intent:

1. Increase the number of dwelling units available for year-round rental in Town;
2. Encourage a more economic and efficient use of the Town's housing supply while maintaining the appearance and character of the Town's single-family neighborhoods;
3. Adapt single-family residential properties so they are supportive of residents at a variety of stages in their life cycle;
4. Encourage greater diversity and support of all populations with particular attention to young adults and senior citizens;

5. Provide homeowners with a means of obtaining rental income to defray housing costs;
6. Provides an opportunity to support residents on fixed incomes who wish to remain in their home; and
7. Increase the number of moderately-priced rental units in the Town.

Use and Dimensional Requirements:

The following requirements shall apply to an ADU :

1. No more than one (1) ADU shall be created per lot;
2. The ADU shall remain in single ownership with the principal Single-Family Residence;
3. The ADU shall not be used as a Short-Term Rental unit;
4. The ADU shall be located on the same Lot as the principal Single-Family Residence to which it is accessory;
5. The ADU shall not exceed 500 gross square feet in size or 25% of the GFA of the Single-Family Residence to which it is accessory, whichever is less;
6. The ADU shall comply with the parking requirements (based on total bedroom count on the Lot) of the Zoning Bylaw;
7. The ADU shall maintain a separate entrance, either directly from the outside or through an entry hall or corridor shared with the principal dwelling sufficient to meet the requirements of the state building code for safe egress;
8. If the primary entrance of an ADU is not proposed to be shared with that of the principal dwelling, such entrance shall be less visible from the street view of the principal dwelling than the main entrance of the principal dwelling;
9. An ADU shall be designed so that, to the maximum extent practical, the appearance of the property on which it is to be located remains that of a single-family residential property. Any addition or new construction shall be consistent in design with the principal single-family dwelling, considering the following: architectural details, roof design, building spacing and orientation, door and window location and building materials;
10. Once an ADU has been added to a single-family dwelling or lot, any enlargement shall require a modification of the Special Permit or a new Special Permit.
11. The Board of Health must document to the Building Commissioner that sewage disposal will be satisfactorily provided for in accordance with the provisions of Title 5 and Board of Health regulations, including provisions for an appropriate reserve area on the site. The principal dwelling unit and accessory dwelling unit shall meet all wastewater requirements for the combined number of bedrooms/wastewater flow on the lot. If the property is served by municipal sewer, the Department of Public Works shall certify adequate capacity is available to serve the additional unit.
12. An ADU and the principal dwelling to which it is accessory may be occupied only in accordance with the terms of this section.
13. An ADU shall be used only as a rental unit, except that the owner of the property may reside in the ADU while renting the principal dwelling. Either the principal dwelling or the ADU, but not both, may be used as a rental unit at any given time.
14. Any commercial use, with the exception of permitted home occupations, shall not be allowed on a property on which there is an ADU.

Procedure:

An Accessory Dwelling Unit may be allowed by Special Permit issued by the Zoning Board of Appeals in all Residential and Mixed Use zoning districts.

In addition to §202-6 requirements, and ADU is subject to the following additional SPGA findings:

1. The addition or secondary structure is compatible in design, character and scale of the principal structure.
2. The addition or secondary structure is compatible in design, character and scale of other structures in the neighborhood.
3. The Accessory Dwelling Unit complies with all minimum standards of applicable health and building codes.

For the purposes of permitting Accessory Dwelling Units within the Town under this Section of the Bylaw, the following shall not be considered single-family residences:

1. A condominium as otherwise defined by Massachusetts General Laws; or
2. A townhouse dwelling as defined with Section 201-3 of this Bylaw.

NEED AND JUSTIFICATION

Accessory dwelling units are small, one-bedroom rental only and only applies to single family dwellings.

The use of an accessory dwelling unit for a short-term rental (i.e. Airbnb) is prohibited.

This amendment seeks to create affordable housing opportunities for Plymouth's workforce. It also has the potential to provide rental income to residents on fixed incomes who would like to remain in their homes.

To create an accessory unit, a special permit is required from the Zoning Board of Appeals.

INTENT

To provide an opportunity to support residents on fixed incomes who wish to remain in their home.

Adapt single-family residential properties so they are supportive of residents at a variety of stages in their life cycle;

Encourage greater housing diversity and support of all populations with particular attention to young adults and senior citizens;

To increase the number of moderately-priced rental units in the Town.

TOWN OF PLYMOUTH

Malcolm MacGregor, Chairman

Paul McAlduff

Tim Grandy

Frank Mand

Birgitta Kuehn

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD: _____

DATE FILED WITH TOWN CLERK: _____

c:

Town Clerk
Board of Selectmen
Advisory and Finance Committee

ARTICLE 30:

ARTICLE 30: To see if the Town will vote to adopt the following bylaw to be inserted into the Plymouth Zoning Bylaws:

§207-12. Mandatory Roof-Mounted Solar Photovoltaic Systems (MRMSPS).

- A. Intent.** It is the intent of the Town of Plymouth to increase the production of solar energy within the boundaries of the Town.
- B. Means.** Any project of 10,000 s.f. or more or 10 or more residential units shall include a solar energy system equivalent to 50% of the roof area of buildings as well as 90% of uncovered area of parking structures in accordance with Massachusetts Solar Access law Chapter 184: Section 23C.
- C. Standards.** The following standards shall apply to all MRMSPS:
 1. Height: MRMSPS shall not exceed the height of the ridge of the roof.
 2. Design: A MRMSPS shall be installed at 4 to 8 inches above the plane of the roof parallel to that plane.
- D. Information Required with Zoning Permit for all RMSPS:**
 1. **Drawings.** A site Plan prepared by a registered Surveyor and a roof plan, elevations and sections prepared by a Registered Architect.
 2. **Materials.** Manufacturer's specifications for a proposed MRMSPS shall be provided for all equipment and attendant facilities and include documentation of the major system components to be used, including panels, mounting system, rated name plate capacity, colors, inverter and interconnection details.
 3. **Safety.** The MRMSPS Owner and Operator shall submit a copy of the project summary, electric schematic to the Building Commissioner, with a copy for review by the Fire Chief. Instructions to deenergize the system shall be made available to public safety personnel. The owner or operator shall identify a responsible person for public inquiries throughout the life of the MRMSPS.
 4. **Compliance.** All MRMSPS shall be installed in compliance with the Massachusetts Building Code.
 5. **Definitions**
 1. Solar Energy System: A device or structural design feature, a substantial purpose of which is to provide for the collection, storage and distribution of solar energy for space heating or cooling, electricity generation, or water heating.
 - a. Solar Energy System, Active: A solar energy system whose primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means.
 - b. Solar Energy System, Ground-Mounted/Canopy: An Active Solar Energy System that is structurally mounted to the ground and is not roof-mounted.
 - c. Solar Energy System, Roof-Mounted: An Active Solar Energy System that is structurally mounted to the roof of a building or structure.

2. Solar-ready zone: The solar-ready zone area is 50% of the roof area that is either flat or oriented between 110 degrees and 270 degrees of true north, exclusive of mandatory access or set back areas as required by the MA Fire Code.

(b) Requirements:

Development requiring site plan review approval in all districts greater than or equal to ten thousand (10,000) gross square feet or containing ten (10) or more residential units shall include a solar energy system that is equivalent to a minimum of 50% of the roof area of all buildings. In cases where a site includes an uncovered parking structure the structure shall also have a solar energy system installed to cover a minimum of 90% of its top level.

(c) Solar Energy System Assessment:

A solar assessment shall be submitted and the assessment must include, at a minimum:

1. An analysis for solar energy system(s) for the site detailing layout and annual production.
2. Include the maximum feasible solar zone area of all structures and potential ground-mounted canopies.
3. An initial solar energy system assessment shall be submitted with the required application for Site Plan Review.
4. A final solar installation plan must be reviewed and approved by the Department of Community Development and Planning, prior to the issuance of a Building Permit.

(d) Exemptions:

A project will not be required to install a solar energy system on the roof when there is no solar ready zone, or the solar-ready zone is shaded for more than 50 percent of daylight hours annually, or for building conversions with insufficient structural load capacity. Further, in the case of a mixed or ground mounted installation the requirement may be reduced or waived if the assessment determines there is not a viable location to meet the solar requirement.

(e) Safety and Locations Guidelines:

1. Emergency Access – Solar energy systems shall be located in such a manner as to ensure emergency access to the roof, provide pathways to specific areas of the roof, provide for smoke ventilation opportunities, and provide emergency egress from the roof, as required by the MA Fire Code, as updated.
2. Safety – No roof-mounted solar energy system shall be located in a manner that would cause the shedding of ice or snow from the roof into a porch, stairwell or pedestrian travel area.

III. Proposed language to clarify solar canopy installation by adding the following notes in Section 5.04 – Dimensional Regulations.

1. Coverage: Solar energy systems shall not be included in calculations for building coverage or impervious cover as identified in Section 5.04 – Table of Dimensional Regulations

or to take any other action relative thereto.

BY PETITION: Anatol Zukerman, et al

RECOMMENDATION: NO MOTION NO ACTION

PETITION FOR TOWN MEETING ACTION

WE, THE UNDERSIGNED RESIDENTS AND REGISTERED VOTERS OF THE TOWN OF PLYMOUTH DO HEREBY SUBMIT THE FOLLOWING PETITION FOR TOWN MEETING VOTE:

To see if the Town will vote to... adopt the following bylaw to be inserted in the Plymouth Zoning Bylaws:

§ 207-12. Mandatory Roof-Mounted Solar Photovoltaic Systems (MRMSPS).

A. Intent. It is the intent of the Town of Plymouth to increase the production of solar energy within the boundaries of the Town.

B. Means. Any project of 10,000 s. f. or more or 10 or more residential units shall include a solar energy system equivalent to 50% of the roof area of buildings as well as 90% of uncovered area of parking structures in accordance with Massachusetts Solar Access law Chapter 184: Section 23C.

C. Standards. The following standards shall apply to all MRMSPS:

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2. Design: A MRMSPS shall be installed at 4 to 8 inches above the plane of the roof parallel to that plane.

D. Information Required with Zoning Permit for all RMSPS:

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3. **Safety.** The MRMSPS Owner or Operator shall submit a copy of the project summary, electric schematic to the Building Commissioner, with a copy for review by the Fire Chief. Instructions to deenergize the system shall be made available to public safety personnel. The owner or operator shall identify a responsible person for public inquiries throughout the life of the MRMSPS.

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4. **Compliance.** All MRMSPS shall be installed in compliance with the Massachusetts Building Code.

PLYMOUTH
MASSACHUSETTS
DEPARTMENT OF
BUILDING
INSPECTION
DIVISION OF
BUILDING
INSPECTION

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(e) Safety and Locations Guidelines:

Page 3

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1. Coverage: Solar energy systems shall not be included in calculations for building coverage or impervious cover as identified in Section 5.04 – Table of Dimensional Regulations

Page 4

Or to take any other action relative thereto.

PRINT NAME

SIGNATURE

ADDRESS

✓ ANATOL ZUKERMAN *Anatol Zukerman* 1 Shinglewood, Plymouth, MA
✓ Linda Lancaster *Linda Lancaster* 1 Shinglewood, Plymouth, MA

21 JUL 9 AM 10:00

LIBRARY
JOHN GLECKLER & DALE
LIBRARY

② Two

Margret A. Kesham *Abbie Cordeiro*

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Or to take any other action relative thereto.

PRINT NAME

SIGNATURE

ADDRESS

✓ Sharl Heller	Sharl Heller	20 Chilton St, Plymouth, MA 02360
✓ Francis Mand	Frank Mand	20 Chilton St, Plymouth, MA 02360
✓ Cecilia Gremillion	Cecilia Gremillion	4 Asia Way, Plymouth 02360
✓ Mark Templeton	Mark Templeton	237 Standish Ave, Plymouth 02360
✓ Mark Templeton	Mark Templeton	237 Standish Ave, Plymouth 02360
✓ Rosalie DeCosta	Rosalie DeCosta	9 Suosso Ln, Plymouth 02360
✓ Cassandra Thayer	Cassandra Thayer	16 Hat Trick Dr, Plymouth
✓ Brooke MacFee	Brooke MacFee	5-7 Cortelli Ct, Plymouth, MA
✓ Melanie Monaco	Melanie Monaco	11 Colony Beach Blvd, Plymouth 02360
✓ Sarah Adams	Sarah Adams	22 Plantation Rd, Plymouth 02360
✓ Andrea Dickinson	Andrea Dickinson	22 Ellisville Drive, Plymouth 02360
✓ Mary Previti	Mary Previti	8 Strawberry Hill Rd, Plymouth 02360
✓ Judy Pontbriant	Judy Pontbriant	24 Sleepy Hollow Dr, Plymouth 02360
✓ Karen Cline	Karen Cline	50 Settop Ave, Plymouth 02360

(11) Eleven

Margaret A. Kehan

Karen Cordeiro

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11/22/2021



TOWN OF PLYMOUTH OPEN SPACE COMMITTEE
Town Hall, 26 Court St, Plymouth MA 02360 18 May 2021

To Whom It May Concern:

This is a statement of support by the Open Space Committee for a proposed by-law requiring solar panels on new commercial buildings over 10,000 sf and over 10 residential units. This by-law has already been enacted by other towns in the Commonwealth.

It is self-evident that every level of government should be encouraging the production of energy by renewable means, and discouraging that by fossil fuels. While we want more solar fields, we do not want them sited in forests or in meadows, which already produce oxygen and sequester carbon. Roof top installation - and for that matter, canopies over parking lots - offer renewable energy at no "cost" and would seem to be highly desirable.

There are a number of initiatives in play that do just this:

House Bill HB.2191, sponsored by legislators Moran and Muratore, requires local authorities who seek to restrict the use of solar energy to prove in court that such restrictions are necessary. The PineHills and other HOAs currently prohibit solar installations.

Other bills pending include Senate Bill SB.2165 "An Act Increasing Rooftop Energy" to require solar panels on new residential construction, and SB.2208, "An Act Providing Solar Energy to State Agencies" to require solar panels on new state-owned buildings.

The proposed by-law aligns with our committee's mission. We therefore lend our whole hearted support to this petition. We advocate that Town Meeting enact the by-law.

Yours sincerely, on behalf of the Plymouth Open Space Committee,

Diane Peck, Chair.
dianegpeck@aol.com

