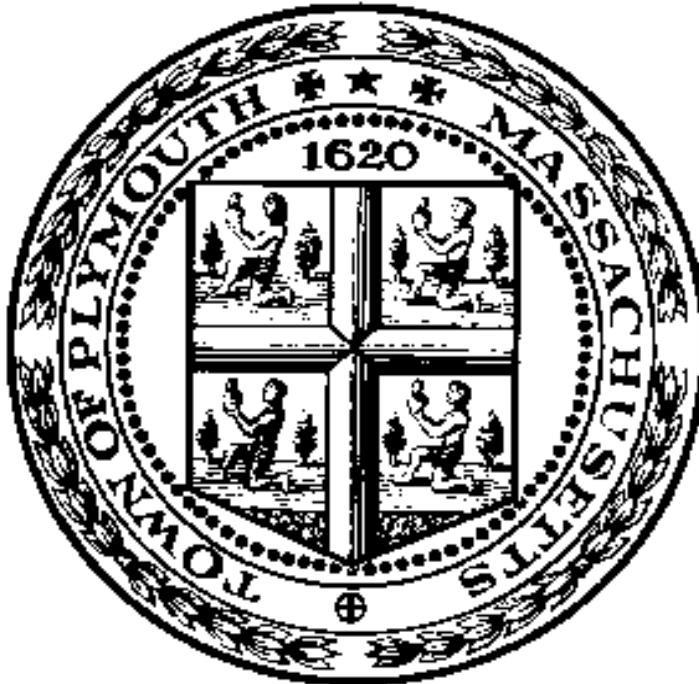


TOWN OF PLYMOUTH

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REPORT  
& RECOMMENDATIONS  
OF THE  
ADVISORY AND FINANCE  
COMMITTEE



Presented at the  
April 2, 2016

SPRING ANNUAL  
TOWN MEETING

## SPRING ANNUAL TOWN MEETING

April 2, 2016

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# REPORT & RECOMMENDATIONS



## REPORT & RECOMMENDATIONS OF THE ADVISORY & FINANCE COMMITTEE

Spring Annual Town Meeting - April 2, 2016

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**ARTICLE 2:** To hear the reports of the several Boards and Officers and Committees of the Town thereon.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 2. Approval of this article allows boards and committees to place their reports on file with the Town Clerk. Most Board and Committee reports can be found in the Annual Town Report.

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**ARTICLE 3:** To see what action the Town will take under the provisions of G.L. c.44, §53E 1/2 regarding the establishment, annual re-authorization or renewal as the case may be of revolving funds, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 3. Town Meeting approval is required to reauthorize and establish revolving funds on an annual basis in accordance with G.L. c.44, §53E 1/2. In addition to reauthorization of revolving funds, the following are changes in the spending cap requests for FY2017:

Revolving Fund	Change	FY2017 Spending Limit
Animal Adoption	Decrease \$5,000	\$5,000
Cable Services	Decrease \$5,000	\$33,000
Cemetery Repair & Beautification	Increase \$8,734	\$26,734
CPA Conservation Land	Decrease \$250	\$750
Fire Alarm Services	Increase \$10,000	\$85,000
Plymouth Beach	Increase \$19,600	\$248,300
Recreation	Increase \$10,000	\$440,000
State Boat Ramp	Increase \$1,000	\$61,000
Vocational/Technical Services	Decrease \$10,000	\$315,000

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

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 4. Town Meeting approval of this article will authorize the Plymouth Center Steering Committee and Cedarville Steering Committee to continue, with a review in three years at the 2019 Annual Town Meeting.

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

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will authorize the annual stipends for the Board of Selectmen and Town Moderator. There are no changes to the stipend amounts this year. The Chairman of the Board of Selectmen will receive \$4,500, the four remaining Selectmen will receive \$4,000 each, and the Moderator will receive \$2,000.

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**ARTICLE 7A:** To see what action the Town will take to provide a reserve fund and to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town, including debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION:** Approval \$197,740,657 (Unanimous, 13-0-0).

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**ARTICLE 7B:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the water enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION:** Approval \$3,529,243 (Unanimous, 13-0-0).

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**ARTICLE 7C:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the sewer enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION:** Approval \$5,526,327 (Unanimous, 13-0-0).

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**ARTICLE 7D:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the solid waste enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION:** Approval \$2,205,124 (Unanimous, 13-0-0).

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**ARTICLE 7E:** To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the airport enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION:** Approval \$2,608,646 (Unanimous, 13-0-0).

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**ARTICLES 7A-E: Total Recommendations: \$211,609,997.**

The Advisory & Finance Committee recommends Town Meeting approve Articles 7A, 7B, 7C, 7D and 7E comprising the FY2017 Operating Budget of \$211,609,997. Reports of the Advisory & Finance Committee's budget sub-committees can be found in the Article back-up of the *Report & Recommendations of the Advisory and Finance Committee* and details of each departmental budget can be found in the *FY2017 General Government Proposed Operating Budget Book*.

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**ARTICLE 8:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the repair and/or purchase and/or lease and/or replacement of departmental equipment for the various departments substantially as follows:

DEPARTMENT	EQUIPMENT
A Procurement	Shredder for Town Hall 2nd Floor (*)
B Information Tech.	Payroll Printer (*)
C Information Tech.	PCs (*)
D Information Tech.	Clerk - MUNIS Animal Licensing Program
C Police	Marked Utility Vehicle (*)
E Police	Marked Sedan (*)
F Police	File Storage System
G Fire	Station Maintenance for 6 Stations (*)
H Fire	Firefighting Gear (*)
I Fire	Portable Radio (*)
J Fire	Upgrades to Dispatch Systems at 7 Stations (*)
K DPW-Operations	Engr-Magnetic Manhole Cover Lifter
L DPW-Operations	Hwy-Plate Compactor
M DPW-Operations	Hwy-9' Sander for Existing Truck
N DPW-Operations	Hwy-8 Ton Tilt Trailer
O Marine & Env. Affairs	Dam Inspections
P Marine & Env. Affairs	Animal Shelter Kennels
Q Marine & Env. Affairs	Safe Boat Bottom Paint (*)
R Marine & Env. Affairs	Navigation Electronics 24' ARC (*)
S DPW-Utilities	Sewer - Portable Area Velocity Flow Meter
T DPW-Operations	Cemetery - Leaf Vacuum (*)
U DPW-Operations	Cemetery - Truck Leaf Box
V DPW-Operations	Cemetery - Mud Tracks
W DPW-Grounds&Rec	Parks-Morton Park Utility Vehicle
X DPW-Grounds&Rec	Parks-Morton Park Steel Storage Container
Y DPW-Grounds&Rec	Parks-Morton Park Infrastructure Improvements
Z DPW-Grounds&Rec	Parks-Wood Fiber Playground Surfacing (*)
AA DPW-Grounds&Rec	Rec-MYC Floor Resurfacing (*)
BB DPW-Grounds&Rec	Rec-Rescue Board (*)
CC 1749 Court House	Fireproof Storage Cabinet
DD 1749 Court House	Museum Vacuum

or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$487,826 (Unanimous, 14-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 8. Approval of this article will authorize the purchase of the departmental equipment indicated above. The FY2017 Article 8 department requests totaled \$776,823 of which \$487,826 is recommended by the Town Manager. The Advisory & Finance Committee concurs with the Town Manager's recommendation. Funding sources for these items will be \$8,580 from Sewer Enterprise Retained Earnings, \$9,000 from Waterways Fund, \$11,877 from Cemetery Perpetual Care and the remaining \$458,369 will be funded from Raise and Appropriate and Other Available Funds.

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**ARTICLE 9:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the construction and/or repair and/or purchase and/or lease and/or replacement of departmental buildings and/or equipment and/or capital facilities for various departments of the Town and/or for feasibility and other types of studies as follows:

PROJECT NUMBER	DEPARTMENT OR SPONSOR	
A1	Fire/Police/MEA Departments	Public Safety Radio System Repeaters
A2	Town Clerk	Voting Machine Replacement
A3	DPW Operation-Engineering	Taylor Ave. Roadway Improvements
A4	DPW Operation-Engineering	Water St. Stormwater Remediation Grant Match
A5	DPW Operations-Maintenance	Replace 2000 Pickup Truck C71
A6	DPW Operations-Maintenance	Replace 2000 Trash Packer
A7	DPW Operations-Maintenance	Fleet Fuel Efficiency Replacement Program
A8	DPW Operations-Maintenance	Replace 1996 Backhoe
A9	DPW Operations-Maintenance	Replace 2003 Pickup ME6
A10	DPW Operations-Maintenance	Replace 2005 SUV ME1
A11	DPW Operations-Maintenance	Replace 1996 Truck P61
A12	DPW Operations-Maintenance	Purchase New Pickup Truck
A13	Marine & Environmental	Harbor Master Facility Designer
A14	School Repairs Hedge	Replace Gutters, Downspouts and Fascia Boards
A15	School Repairs Manomet	Replace Gutters, Downspouts and Repaint Fascia Boards
A16	School Repairs Nathaniel Morton	Paint Exterior Trim exterior trim
A17	School Repairs PCIS	Digitize Blake Planetarium
A18	DPW Operations-Maintenance	Replace Floor Drains & Oil/Water Separator at 159 Camelot Dr
A19	DPW Operations-Maintenance	Brick Re-Pointing at Memorial Hall
A20	DPW Operations-Maintenance	Repair Brick Veneer at Memorial Hall
A21	DPW Operations-Maintenance	Masonry Sealing at Memorial Hall
A22	DPW Operations-Maintenance	Replace HVAC Controls at Memorial Hall
A23	DPW Operations-Maintenance	Replace ADA Ramp at Manomet Youth Center
A24	DPW Operations-Maintenance	1749 Court House (repair per facilities assessment report)
A25	DPW Operations-Maintenance	Animal Shelter (repair per facilities assessment report)
A26	DPW Operations-Maintenance	Fresh Pond Bath House (repair per facilities assessment report)
A27	DPW Operations-Maintenance	Morton Park Bath House (repair per facilities assessment report)
A28	DPW Operations-Maintenance	Plymouth Beach Restrooms (repair per facilities assessment report)
A29	Fire Department	Replace & Equipment Command Vehicles C7, C14, and C1
A30	DPW Operation-Engineering	Robotic Surveying Instrument
A31	School Department	Replace 2004 Trash Compacting Truck
A32	School Department	Replace 1999 Dump Truck 946
A33	DPW Grounds & Rec-Parks	Brewster Garden Stair Replacement
A34	DPW Grounds & Rec-Parks	Restroom Trailer
A35	Fire Department	Fire Station Alerting System
A36	Police Department	CAD RMS System
A37	Police Department	Locker Replacement
A38	DPW Utilities (Sewer)	Capacity, Management, Operation & Maintenance (CMOM) Plan
A39	DPW Utilities (Sewer)	Sewer System Upgrades
A40	DPW Utilities (Water)	Water Infrastructure
A41	DPW Utilities (Water)	New Mini Excavator
A42	DPW Utilities (Water)	Replace 2007 Utility Truck W44

B1	DPW Admin	Water Street Promenade - South Phase
B2	DPW Operation-Engineering	Newfield St. Bridge Construction
B3	DPW Operation-Engineering	Town Center Sidewalk Rehabilitation (3 phases)
B4	DPW Utilities (Sewer)	Water Street Pump Station Upgrades
B5	DPW Utilities (Water)	Replace Water Mains - Stafford and Town Streets

or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval of \$19,707,591 (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 9. The Advisory & Finance Committee is in agreement with the Town Manager's Recommendation for Capital Projects. Capital requests totaled \$37.1 million for FY17 of which \$19,707,591 is recommended by the Town Manager. The General Fund Capital requests total \$11,487,591 to be funded with \$3,408,158.34 from Free Cash, \$389,432.66 from other available funds, and \$7,690,000 from debt. The Enterprise Fund Capital requests total \$8,220,000 to be funded by \$750,000 from Sewer Enterprise Fund Retained Earnings, \$6,000,000 from Sewer Enterprise Fund debt, \$650,000 from Water Enterprise Fund Retained Earnings, and \$820,000 from Water Enterprise Fund debt.

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**ARTICLE 10:** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to establish an "Environmental Affairs Fund" as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and authorizing the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of the petition:

AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO ESTABLISH A SPECIAL FUND

Section 1. Notwithstanding section 53 of chapter 44 of the General Laws or any other general or special law to the contrary, the town of Plymouth may establish an "environmental affairs fund" into which shall be deposited revenues received pursuant to renewable energy payment-in-lieu-of-taxes agreements. Any income derived from the investment or reinvestment of the special fund shall remain with and become part of the special fund. The special fund shall be available for appropriation by town meeting to meet costs related to environmental projects including but not limited to design and engineering, mitigation, land acquisition, water quality assessments, stormwater control improvement, river restoration, or as a local grant match to other state and/or federal related environmental grant opportunities.

Section 2. The town treasurer/collector shall be the custodian of the special fund and shall make an accounting of the special fund to each annual town meeting.

Section 3. This act shall take effect upon its passage.

Or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Not Approve (Unanimous, 0-13-0).** The Advisory & Finance Committee recommends Town Meeting not approve Article 10. Town Meeting approval of this article requests the Board of Selectmen seek special legislation to permit the Town to earmark renewable energy generation PILOT receipts (e.g., solar farms) for various environmental projects. The Committee believes that the concept is a good one, but questions the timing of the proposal given the challenges the community is facing at the present time since the proposal would earmark funds for special use at a time when operating budgets have become constrained by several variables. The Committee also believes it may be premature for the Town to commit all of its renewable energy PILOT receipts to a special fund given the early stage development of these PILOT arrangements.

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**ARTICLE 11:** To see if the Town will vote to appropriate from the Town Promotion Fund created pursuant to Chapter 4 of the Acts of 1993, a sum of money for programs and projects that enhance the beautification, recreational resources, public safety, promotional and marketing activities, events, services and public improvements, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$656,280 (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 11. Town Meeting approval of this article will allow expenditures from the Town's Promotion Fund. The Promotion Fund, created by special legislation, is funded with 45% of the receipts from the Hotel/Motel Tax and is used to fund special events and celebrations. The Town Promotion Fund also is used to pay a marketing and promotions contract with Destination Plymouth, which provides the Town with television and print advertising around the country, maintains a waterfront information booth, and provides access to a Destination Plymouth website.

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**ARTICLE 12:** To see if the Town will vote to appropriate from available funds a sum of money as the State's share of the cost of work under G.L. c.90, §34(2)(a) of the Massachusetts General Laws, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 12. Positive action on this article will enable the Town to accept State Highway (Chapter 90) Funds for repairs and reconstruction of public roads. While the actual amount of Chapter 90 funds for FY17 was not known at the time this report was prepared, Plymouth did receive more than \$1.5 million for FY16. The Town expects a similar amount in FY17 unless there is change in policy and/or the state's financial health.

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**ARTICLE 14:** To see if the Town will vote to raise and appropriate, transfer or borrow the sum of \$200,000 for the purposes of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners; including without limitation, the payment of all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; and to meet this appropriation the Treasurer with approval of the Board of Selectmen is authorized to borrow \$200,000 under G.L. c.44 or any other enabling authority, which amount may be borrowed through the Massachusetts Water Pollution Abatement Trust or otherwise; and further to authorize the Board of Selectmen to take any other action necessary to carry out this project; or take any other action relative thereto.

PLANNING AND DEVELOPMENT

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 14. Town Meeting approval of this article will authorize the Town to borrow \$200,000 from the Massachusetts Water Pollution Abatement Trust for use in making loans to local homeowners for septic system repair or replacement or for sewer hook-ups; the septic system must be failed to qualify. The state loans the funds to Plymouth at 2% interest rate. Homeowners are eligible for loans up to \$15,000 from the Town at 5%; the additional interest offsets the program administration costs. The loans are recorded as liens on the property and are billed by the Assessor's Office as a tax bill attachment, which ensures repayment of the loan.

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**ARTICLE 15:** To see if the Town will vote to raise and appropriate, or transfer from available funds, or borrow a sum of money for the purchase and acquisition of land for general municipal purposes, and to design, construct, and equip a new Fire Station thereon, including all costs incidental and related thereto; and further to authorize the Board of Selectmen to take any other action necessary to carry out the purposes of this article; or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION:** Please see Annual Town Meeting Supplement I.

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**ARTICLE 16A:** To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16A of the 2014 Spring Annual Town Meeting for the restoration of the 1820 Court House, as previously amended, by reducing the amount to be borrowed by the sum of \$500,000 and transferring the sum of \$500,000 from Fiscal Year 2017 Community Preservation Act estimated annual revenues for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval (11-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 16A. Town Meeting approval of this article will authorize a \$500,000 reduction to the remaining \$4,000,000 borrowing authorization for the restoration of the 1820 Court House and authorize the Community Preservation Committee to set aside \$500,000 of FY17 CPA revenue for 1820 Court House restoration expenses. This will enable the Community Preservation Committee to reduce borrowing for the project, thereby saving the Town money on interest costs.

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**ARTICLE 16B:** To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16A of the 2015 Fall Annual Town Meeting for the historical preservation, restoration and rehabilitation for the Simes House, by reducing the amount to be borrowed, originally approved as \$2,500,000, by the sum of \$500,000 and by transferring the sum of \$500,000 from Fiscal Year 2017 Community Preservation Act estimated annual revenues for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval (11-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 16B. Town Meeting approval of this article will authorize a \$500,000 reduction to the \$2,500,000 borrowing authorization for the restoration of the Simes House and authorize the Community Preservation Committee to set aside \$500,000 of FY17 CPA revenue for Simes House restoration expenses. This will enable the Community Preservation Committee to reduce borrowing for the project, thereby saving the Town money on interest costs.

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**ARTICLE 16C:** To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16B of the 2015 Spring Annual Town Meeting for the restoration and rehabilitation of Stephens Field by reducing the amount to be borrowed, originally approved as \$2,000,000, by the sum of \$200,000 and further by transferring the sum of \$200,000 from Fiscal Year 2017 Community Preservation Act estimated annual revenues for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval (11-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 16C. Town Meeting approval of this article will authorize a \$200,000 reduction to the \$2,000,000 borrowing authorization for the renovation, preservation and rehabilitation of Stephens Field and authorize the Community Preservation Committee to set aside \$200,000 of FY17 CPA revenue for the Stephens Field project expenses. This will enable the Community Preservation Committee to reduce borrowing for the project, thereby saving the Town money on interest costs.

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**ARTICLE 16D:** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land containing 14.6 acres, more or less, located off Black Cat Road in the Town of Plymouth, shown on Assessor's Map 90 as Lot 22C, Lot 23A and Lot 23B, and further that said land shall be held under the care, custody and control of the Conservation Commission; and as funding therefor to appropriate \$46,000 for the acquisition, including all costs incidental and related thereto, from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum pursuant to G.L. c.44B, §11 or G.L. c.44, §7 or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and issue notes and bonds therefor; provided, however, that any amounts to be borrowed hereunder shall be reduced by any gifts or grants received for such purposes prior to any borrowing; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L. c.44B, §12 meeting the requirements of G.L. c.184, §§31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval \$46,000 (11-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 16D. Town Meeting approval of this article will appropriate \$46,000 from the Community Preservation Fund to purchase approximately 14.6 acres of land off Black Cat Road for open space purposes. The acquisition of this parcel, to be held under the care, custody and control of the Conservation Commission, is intended to protect the headwaters of Town Brook. Water from this property runs to Billington Sea and into Town Brook.

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**ARTICLE 16E:** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land containing 7.8 acres, more or less, located off Hedges Pond Road in the Town of Plymouth shown on Assessor's Map 55 as a portion of Lot 36B and Lot 37B, and further that said land shall be held under the care, custody and control of the Conservation Commission; and as funding therefor to appropriate \$45,000 for the acquisition, including all costs incidental and related thereto, from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum pursuant to G.L. c. 44B, §11 or G.L. c. 44, §7 or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and issue notes and bonds therefor; provided, however, that any amounts to be borrowed hereunder shall be reduced by any gifts or grants received for such purposes prior to any borrowing; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L. c. 44B, §12 meeting the requirements of G.L. c.184, §§31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval \$45,000 (8-3-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 16E. Town Meeting approval of this article will appropriate \$45,000 from the Community Preservation Fund to purchase approximately 7.8 acres of land located off Hedges Pond Road for open space and recreational purposes. The acquisition of this parcel, to be held under the care, custody and control of the Conservation Commission, is intended to square off existing Town-owned land at Hedges Pond Recreational Area & Preserve; the land contains trails that are currently used by visitors to the recreational area and is recognized as an area of Critical Environmental Concern by the Commonwealth's Executive Office of Environmental Affairs.

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**ARTICLE 16F:** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land containing 9.98 acres, more or less, located off Fisherman's Lane, Ship Pond Marsh, Surfside and Bayside Beaches in the Town of Plymouth, shown on Assessor's Map 50 as Lot 3, and further that said land shall be held under the care, custody and control of the Conservation Commission; and as funding therefor to appropriate \$140,000 for the acquisition, including all costs incidental and related thereto from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum pursuant to G.L. c. 44B, §11 or G.L. c.44, §7 or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and issue notes and bonds therefor; provided, however, that any amounts to be borrowed hereunder shall be reduced by any gifts or grants received for such purposes prior to any borrowing; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L. c. 44B, §12 meeting the requirements of G.L. c. 184, §§31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval \$140,000 (7-3-1).** The Advisory & Finance Committee recommends Town Meeting approve Article 16F. Town Meeting approval of this article will appropriate \$140,000 from the Community Preservation Fund to purchase approximately 9.98 acres of land located off Fisherman's Lane for open space and recreational purposes. The acquisition of this parcel, to be held under the care, custody and control of the Conservation Commission, is intended to preserve 1,200 feet of frontage on Ship Pond Marsh and 1,000 feet of frontage on Cape Cod Bay. The parcel consists of a barrier beach between Cape Cod Bay and Ship Pond and will provide opportunities for hike-in shore recreation from Fisherman's Lane, Bayberry Road and Douglas Avenue.

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**ARTICLE 16G:** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land containing 26 acres, more or less, located off Little Sandy Pond Road and Livingston Drive in the Town of Plymouth shown on Assessor's Map 59 as Lot 27-66; and further that said land shall be held under the care, custody and control of the Conservation Commission; and as funding therefor, to appropriate \$175,000 for the acquisition, including all costs incidental and related thereto from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum pursuant to G.L. c.44B, §11 or G.L. c.44, §7 or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and issue notes and bonds therefor; provided, however, that any amounts to be borrowed hereunder shall be reduced by any gifts or grants received for such purposes prior to any borrowing; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L. c.44B, §12 meeting the requirements of G.L. c.184, §§31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval \$175,000 (11-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 16G. Town Meeting approval of this article will appropriate \$175,000 from the Community Preservation Fund to purchase approximately 26 acres of land located off Little Sandy Pond Road and Livingston Drive for open space and recreational purposes. The acquisition of this parcel, to be held under the care, custody and control of the Conservation Commission, is intended to provide passive recreational walking trails. The land borders Town-owned open space property to the north, which includes the well that provides residential water for the Ponds of Plymouth.

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**ARTICLE 16H:** To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2017 Community Preservation Budget and to appropriate from the Community Preservation Fund a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2017, future appropriation amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation, and preservation of land for open space, including restoration and rehabilitation of land for recreational use, a sum of money for acquisition, preservation, restoration and rehabilitation of historic resources, and a sum of money for the acquisition, creation, preservation and support of community housing, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

**RECOMMENDATION: Approval \$2,655,429 (11-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 16H. Town Meeting approval of this article will allow the Community Preservation Committee to set aside for later spending 10% of the annual revenues of the Community Preservation Fund for each of the following: a) open space in the amount of \$275,543; b) historic resources in the amount of \$275,543; and c) community housing in the amount of \$275,543. Also, \$110,217 (4%) of the annual revenues of the Community Preservation Fund will be set aside for the purpose of funding administrative and operational expenses. The balance of the annual CPA revenue, \$1,818,583, will be held as a reserve balance which can be used for any CPA purpose at future Town Meetings.

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**ARTICLE 17:** To see if the Town will vote to transfer the care, custody, management and control of the following parcel from the Town Treasurer for the purpose of sale at auction to the Board of Selectmen for purpose of conveyance, and further, that the Board of Selectmen be authorized to convey the property upon such terms and conditions as the Board of Selectmen deem appropriate to the Affordable Housing Trust for the purpose of affordable housing:

Parcel ID	Road	Legal Reference	Tax Title
053-000-032-006	2106 State Road	Bk#41632 Page 144	#10287

Or take any other action relative thereto,  
AFFORDABLE HOUSING

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 17. Town Meeting approval of this article will transfer the property from the Town Treasurer, who acquired the property through the tax title process, to the Affordable Housing Trust for rehabilitation of the existing structure and marketing it as an affordable home. The home would be deeded affordable in perpetuity and count toward the Town's affordable housing inventory.

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**ARTICLE 19:** To see if the Town will vote to transfer the care, custody, management and control of the following parcel from the Town Treasurer for the purpose of sale at auction to the Board of Selectmen for purpose of conveyance, and further, that the Board of Selectmen be authorized to convey the property upon such terms and conditions as the Board of Selectmen deem appropriate to the Affordable Housing Trust for the purpose of affordable housing:

Parcel ID	Road	Legal Reference	Tax Title
084-000-010-002	227 Long Pond Road	Bk#10542/ Page 085	#11425

Or take any other action relative thereto.  
AFFORDABLE HOUSING

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 19. Town Meeting approval of this article will transfer the property from the Town Treasurer, who acquired the property through the tax title process, to the Affordable Housing Trust for marketing to builders to demolish the existing uninhabitable structures, clear the lot and construct at least one housing unit to be deeded affordable in perpetuity and count toward the Town's affordable housing inventory.

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**ARTICLE 22:** To see if the Town will vote to authorize the Board of Selectmen to accept and allow as a public way the following street or portions thereof as laid out by the Board of Selectmen and reported to the Town, and as shown on plans on file with Town Clerk; to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain an easement or easements to use said way for all purposes for which public ways are used in the Town of Plymouth, and all associated easements; and further to raise and appropriate or transfer from available funds a sum of money, or accept gifts for this purpose and any expenses related thereto; and authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisition(s);

- Raymond Road
- Camelot Drive

or take any other action relative thereto.

#### DEPARTMENT OF PUBLIC WORKS

**RECOMMENDATION: Approval (Unanimous, 12-0-1).** The Advisory & Finance Committee recommends Town Meeting approve Article 22. Town Meeting approval of this article will authorize the Board of Selectmen to accept Raymond Road and Camelot Drive as public ways. Both roads have been evaluated and approved for acceptance by the Roads Advisory Committee.

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**ARTICLE 23:** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise fund \$500,000 in improvements to Private Roads including all costs necessary and related thereto, consistent with the provisions of Chapter 112 of the Acts of 2012, or take any other action relative thereto.

#### ROADS ADVISORY COMMITTEE

**RECOMMENDATION: Approval \$500,000 (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 23. Town Meeting approval of this article will authorize appropriation of \$500,000 for improvements of private (unaccepted) roads. This is the fourth consecutive year that Plymouth will provide funding for repair and maintenance of the Town's unaccepted roads.

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**ARTICLE 24:** To see if the Town will vote to amend its Zoning Bylaw, Section 205-19: Signs, as on file with the Town Clerk, to allow School Information Display Boards for High Schools, grades nine through twelve (a School Information Display Board is illuminated by internal Light Emitting Diodes (LED) and used as a community communication tool), as well as amend associated definitions, procedures, and schedules, or take any other action relative thereto.

#### SCHOOL COMMITTEE

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 24. Town Meeting approval of this article will extend the zoning bylaw change approved by Town Meeting in 2013 to permit use of the illuminated school information display board at Plymouth North High School to a similar device that will be installed as part of the construction of Plymouth South High School. The board at PSHS will be placed on the entrance/access road to the schools approximately 630 feet from Long Pond Road to minimize unintentional effects of the illuminated board on homes in the area.

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**ARTICLE 26:** To see if the Town will vote to amend its Zoning Bylaw, Section 205-27, Special permit uses, as on file with the Town Clerk, to allow by-right public safety buildings and uses in all districts, as well as amend associated definitions, procedures, and schedules, or take any other action relative thereto.

PLANNING BOARD

**RECOMMENDATION: Approval (Unanimous, 14-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 26. Town Meeting approval of this article will amend Plymouth Zoning Bylaw 205-27 pertaining to special permit uses to exempt public safety buildings and uses from the special permit provisions, allowing such buildings and uses by-right in all zones and districts of the Town.

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**ARTICLE 27:** To see if the Town will vote to amend the Zoning Bylaw, as on file with the Town Clerk, by adding a new section entitled, "Ground-Mounted Solar Energy Facilities", that identifies solar energy facility site locations, selection criteria and evaluation criteria as well as amending associated definitions, procedures, and schedules, or take any other action relative thereto.

ENERGY COMMITTEE

**RECOMMENDATION: Please see Annual Town Meeting Supplement I.**

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**ARTICLE 29:** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to amend the Town Charter to remove procurement responsibilities from the Department of Finance, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general objectives of the petition:

An Act Relative to the Charter of the Town of Plymouth

Section 1. Section 1 of chapter 358 of the acts of 2004 is hereby amended by striking out in section 3-8-2 the following words:- general supervision of the purchase of all goods, services, materials, and supplies by the town; and.

Section 2. Said section 1 of chapter 358 is hereby further amended by deleting in section 3-9-4 the following words: and procurement.

Section 3. This act shall take effect upon passage.

or take any action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 13-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 29. Town Meeting approval of this article will authorize the Board of Selectmen to petition the state legislature for amendments to the Town Charter that are required due to a Board of Selectmen approved reorganization of Procurement from the Department of Finance to the Office of the Town Manager.

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**ARTICLE 30:** To see if the Town will vote to authorize the Board of Selectmen to grant to NSTAR Electric Company and Verizon New England, Inc. a perpetual non-exclusive utility easement for the purpose of locating, relocating, erecting, constructing, reconstructing, installing, operating, maintaining, patrolling, inspecting, repairing, replacing, altering, changing the location of, extending or removing the utility equipment along, upon, under, across and over that portion of Town owned property located at 248 Old Sandwich Road, Plymouth, Massachusetts, more particularly described in a deed recorded with Plymouth County Registry of Deeds Book 45230, Page 329 and shown on Plymouth Assessor's Map 78A as Parcel 11-257, upon those portions shown on plans on file with the Town Clerk entitled "NSTAR Electric, Plan of Old Sandwich Road (Tower) Plymouth, MA," prepared by NSTAR, dated August 20, 2015 and "Communications Tower Site Plan, Town of Plymouth, Massachusetts," prepared by Woodard & Curran, dated July 24, 2015, on such terms and conditions which the Board of Selectmen may determine, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 12-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 30. Town Meeting approval of this article will authorize the Board of Selectmen to grant perpetual, non-exclusive easements to NSTAR (Eversource) and Verizon New England on property located at 248 Old Sandwich Road. The easements are required to permit the construction and installation of electricity and communications connections and services for the new municipal emergency communications tower.

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**ARTICLE 31:** To see if the Town will vote to authorize the Board of Selectmen to grant to NSTAR Electric Company and Verizon New England, Inc. a perpetual non-exclusive utility easement for the purpose of locating, relocating, erecting, constructing, reconstructing, installing, operating, maintaining, patrolling, inspecting, repairing, replacing, altering, changing the location of, extending or removing the utility equipment along, upon, under, across and over that portion of Town owned property located at 490 Long Pond Road, Plymouth, Massachusetts, more particularly described in a deed recorded with Plymouth County Registry of Deeds Book 11972, Page 164 and shown on Plymouth Assessor's Map 77A as Parcel 7, and on a plan on file with the Town Clerk entitled "Plymouth South High School Site Electrical Renovation Plan," prepared by Griffith & Vary, Inc. for Ai3 Associates, dated May 21, 2015, on such terms and conditions which the Board of Selectmen may determine, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval (Unanimous, 12-0-0).** The Advisory & Finance Committee recommends Town Meeting approve Article 31. Town Meeting approval of this article will authorize the Board of Selectmen to grant perpetual, non-exclusive easements to NSTAR (Eversource) and Verizon New England on property located at 490 Long Pond Road. The easements are required to permit the construction and installation of electricity and communications connections and services for the new Plymouth South High School.

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**ARTICLE 32:** To see if the Town will vote to repeal the previous acceptance of Sections 3 to 7 inclusive, of Chapter 44B of the Massachusetts General Laws, otherwise known as the Community Preservation Act, or take any other action relative thereto.

BY PETITION: Steven Striar et al.

**RECOMMENDATION: Not Approve (0-11-0).** The Advisory & Finance Committee recommends Town Meeting not approve Article 32. This article seeks the approval of Town Meeting to advance a proposal to repeal the Community Preservation Act. Town Meeting approval of this article would authorize the placement of a ballot initiative in an upcoming election to repeal Plymouth's acceptance of the Community Preservation Act.

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**ARTICLE 33:** To see if the Town will vote to amend section 3-12-1 of the Town Charter to read as follows: The Board of Selectmen shall appoint a Zoning Board of Appeals of five members and two associate members for three year overlapping terms. Persons not registered to vote in the town of Plymouth and Representative Town Meeting Members shall not eligible for appointment to or service on the Zoning Board of appeals, or to take any other action relative thereto.

BY PETITION: Steven Striar et al.

**RECOMMENDATION: Not Approve (5-8-0).** The Advisory & Finance Committee recommends Town Meeting not approve Article 33. This article seeks to amend the Charter to specifically exclude Town Meeting members from being eligible to serve on the Zoning Board of Appeals. As evidenced by the split vote, members of the Advisory & Finance Committee have substantially differing points of view on this question. On the one hand, several members raised concern about the same individual being able to participate in the process of making laws and the process of interpreting and enforcing those laws and the potential for conflict such dual roles create. Alternatively, the majority of members seemed to believe that no evidence exists (or, at least, was presented) to substantiate the concerns over theoretical role conflicts and expressed concerns about compelling long-standing, knowledgeable ZBA members to choose between being a Town Meeting or ZBA member and the problems that could be created by an incomplete and / or less knowledgeable Zoning Board of Appeals.

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**ARTICLE 34:** To see if the Town will vote to amend section 7-6-1 of the Town Charter to read as follows: At least once every five years, a special committee shall be appointed by the Moderator to review this Charter and submit a report, with recommendations, to the Citizens of Plymouth and Representative Town Meeting concerning any proposed amendments which the committee may determine to be necessary or desirable. Said report shall be published in the local paper of record and on the Town's website within 14 days of completion, or take any action relative thereto.

BY PETITION: Steven Striar et al.

**RECOMMENDATION: Not Approve (4-8-1).** The Advisory & Finance Committee recommends Town Meeting not approve Article 34. This article seeks to amend the Charter to require the publication of the report of all future Charter Review Committees in both the local newspaper and on the Town website. While the majority of committee members agreed that making the report of each Charter Review Committee readily available to the public was a good idea, there were differences of opinion on how that requirement should be established (bylaw versus charter) and the methods and logistics of creating ready public access to the report. In the end, several members voted against this article because of the belief that it belongs in a bylaw and not the charter while others voted against it because they believed the language and logistics needed work before they could recommend approval of the proposal. Several members observed that since the next Charter Review Committee was some years off that there is plenty of time to refine the language and seek approval at a future Town Meeting.

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**ARTICLE 35:** To see if the Town will vote to reduce thin carry out bags used from stores or take any action relative thereto.

BY PETITION: Alexander L. Burns et al.

**RECOMMENDATION: No Motion No Action at the Request of the Petitioner**

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**ARTICLE 36:** To see if the Town will vote to amend Chapter 2 Section 4 of the Town Charter by adding the following: All articles requiring spending of Community Preservation funds, exclusive of administration and operating expenses, shall require approval of two thirds (2/3 vote of those present and voting, or take any action relative thereto.

BY PETITION: Steven Striar et al.

**RECOMMENDATION: No Motion No Action at the Request of the Petitioner**

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# ROLL CALL VOTING CHARTS



## ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART - ANNUAL ARTICLES

**Y** - For

**N** - Against

**A** - Abstain

**X** - Absent

**Ch** - Chair did not vote

**ARTICLES**

		Kevin Carty	Betty Cavacco	Harry Helm	Shelagh Joyce	Ethan Kusmin	Mike Lincoln	Marcus McGraw	Patricia McPherson	Christopher Merrill	John Moody	Patrick O'Brien	Harry Salerno	Marc Sirrico	Scott Stephenson	Robert Cote	VOTE TOTAL FOR-AGAINST-ABSTAIN
<b>2</b>	Reports of Boards, Officers & Committees	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	Y	Y	Y	<b>13 - 0 - 0</b>
<b>3</b>	Re-Authorization of Revolving Funds	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	X	<b>13 - 0 - 0</b>
<b>4</b>	Continuation of Committees	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	Y	Y	Y	<b>13 - 0 - 0</b>
<b>6</b>	Salaries of Elected Town Officials	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	Y	Y	Y	<b>13 - 0 - 0</b>
<b>7A</b>	Reserve Fund Budget	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	X	<b>13 - 0 - 0</b>
<b>7B</b>	Water Enterprise Budget	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	X	<b>13 - 0 - 0</b>
<b>7C</b>	Sewer Enterprise Budget	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	X	<b>13 - 0 - 0</b>
<b>7D</b>	Solid Waste Enterprise Budget	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	X	<b>13 - 0 - 0</b>
<b>7E</b>	Airport Enterprise Budget	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	X	<b>13 - 0 - 0</b>
<b>8</b>	Departmental Equipment	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	<b>14 - 0 - 0</b>
<b>9</b>	Capital Outlay	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	X	<b>13 - 0 - 0</b>
<b>10</b>	Environmental Affairs Fund	N	N	N	N	N	N	N	N	N	Ch	N	N	N	N	X	<b>0 - 13 - 0</b>
<b>11</b>	Town Promotion Fund	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	Y	Y	Y	<b>13 - 0 - 0</b>
<b>12</b>	Chapter 90 - State Funds	Y	Y	X	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y	<b>13 - 0 - 0</b>
<b>14</b>	Water Pollution Abatement/Septic Program	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	Y	Y	Y	<b>13 - 0 - 0</b>

## ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART - ANNUAL ARTICLES

**Y** - For

**N** - Against

**A** - Abstain

**X** - Absent

**Ch** - Chair did not vote

### ARTICLES

		VOTE TOTAL FOR-AGAINST-ABSTAIN																
		Kevin Carty Betty Cavacco Harry Helm Shelagh Joyce Ethan Kusmin Mike Lincoln Marcus McGraw Patricia McPherson Christopher Merrill John Moody Patrick O'Brien Harry Salerno Marc Sirrico Scott Stephenson Robert Cote																
ARTICLE	DESCRIPTION																	
<b>15</b>	New Fire Station	Please see Annual Town Meeting Supplement I.																
<b>16A</b>	CPC -Reduce Borrowing for 1820 Court House	Y	X	Y	Y	Y	Y	Y	X	X	Ch	Y	Y	Y	Y	Y	Y	<b>11 - 0 - 0</b>
<b>16B</b>	CPC -Reduce Borrowing for Simes House	Y	X	Y	Y	Y	Y	Y	X	X	Ch	Y	Y	Y	Y	Y	Y	<b>11 - 0 - 0</b>
<b>16C</b>	CPC -Reduce Borrowing for Stephens Field	Y	X	Y	Y	Y	Y	Y	X	X	Ch	Y	Y	Y	Y	Y	Y	<b>11 - 0 - 0</b>
<b>16D</b>	CPC - Black Cat Road	Y	X	Y	Y	Y	Y	Y	X	X	Ch	Y	Y	Y	Y	Y	Y	<b>11 - 0 - 0</b>
<b>16E</b>	CPC-Hedges Pond Rd	N	X	N	Y	Y	Y	Y	X	X	N*	Y	Y	Y	Y	N		<b>8 - 3 - 0</b>
<b>16F</b>	CPC-Ship Pond Marsh	N	X	N	Y	Y	Y	A	X	X	N*	Y	Y	Y	Y	N		<b>7 - 3 - 1</b>
<b>16G</b>	CPC-Little Sandy Pond	Y	X	Y	Y	Y	Y	Y	X	X	N*	Y	Y	Y	Y	Y		<b>11 - 0 - 0</b>
<b>16H</b>	CPC-Budget / Set-Asides	Y	X	Y	Y	Y	Y	Y	X	X	Ch	Y	Y	Y	Y	Y		<b>11 - 0 - 0</b>
<b>17</b>	Transfer Parcel to Affordable Housing - State Road	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	X		<b>13 - 0 - 0</b>
<b>19</b>	Transfer Parcel to Affordable Housing - Long Pond Road	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	X		<b>13 - 0 - 0</b>
<b>22</b>	Accept Public Way - Raymond Rd & Camelot Drive	Y	Y	X	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	A		<b>12 - 0 - 1</b>
<b>23</b>	Private Road Improvements	Y	Y	X	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y		<b>13 - 0 - 0</b>
<b>24</b>	School Info Display Boards - Amend Zoning Bylaw	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	Y	Y	Y		<b>13 - 0 - 0</b>
<b>26</b>	Public Safety Building and Uses - Amend Zoning Bylaw	Y	Y	Y	Y	Y	Y	Y	Y	Y	Ch	Y	Y	Y	Y	Y		<b>14 - 0 - 0</b>

\* The Chair may exercise the prerogative to vote on any business coming before the Committee, but the Chair's vote is counted only when it is necessary to break a tie.

## ADVISORY & FINANCE COMMITTEE - ROLL CALL VOTING CHART - ANNUAL ARTICLES

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

	Kevin Canty	Betty Cavacco	Harry Helm	Shelagh Joyce	Ethan Kusmin	Mike Lincoln	Marcus McGraw	Patricia McPherson	Christopher Merrill	John Moody	Patrick O'Brien	Harry Salerno	Marc Sirrico	Scott Stephenson	Robert Cote	<b>VOTE TOTAL</b> FOR-AGAINST-ABSTAIN
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<b>27</b>	Amend Bylaws - Ground Mounted Solar	Please see Annual Town Meeting Supplement I.														
<b>29</b>	Procurement - Amend Charter	Y	Y	Y	Y	Y	Y	Y	X	Y	Ch	Y	Y	Y	Y	<b>13 - 0 - 0</b>
<b>30</b>	NSTAR/Verizon Easement - Old Sandwich Road	Y	Y	Y	Y	X	Y	Y	Y	Ch	Y	Y	Y	Y	Y	<b>12 - 0 - 0</b>
<b>31</b>	NSTAR/Verizon Easement - Long Pond Road	Y	Y	Y	Y	X	Y	Y	Y	Ch	Y	Y	Y	Y	Y	<b>12 - 0 - 0</b>
<b>32</b>	Repeal Community Preservation Act - Petitioned	N	X	N	N	N	N	N	X	X	Ch	N	N	N	N	<b>0 - 11 - 0</b>
<b>33</b>	ZBA - Amend Charter - Petitioned	N	Y	X	Y	N	Y	N	Y	N	Ch	Y	N	N	N	<b>5 - 8 - 0</b>
<b>34</b>	Charter Review - Amend Charter - Petitioned	N	Y	X	A	N	N	N	Y	N	Ch	Y	N	N	Y	<b>4 - 8 - 1</b>



ARTICLE  
SUPPORTING  
DOCUMENTATION



## **ARTICLE 2:**

ARTICLE 2: To hear the reports of the several Boards and Officers and Committees of the Town thereon.

BOARD OF SELECTMEN

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

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



## ARTICLE 3:

ARTICLE 3: To see what action the Town will take under the provisions of G.L. c.44, §53E 1/2 regarding the establishment, annual re-authorization or renewal as the case may be of revolving funds, or take any other action relative thereto.

BOARD OF SELECTMEN

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

The Advisory & Finance Committee recommends Town Meeting approve Article 3. Town Meeting approval is required to reauthorize and establish revolving funds on an annual basis in accordance with G.L. c.44, §53E ½. In addition to reauthorization of revolving funds, the following are changes in the spending cap requests for FY2017:

Revolving Fund	Change	FY2017 Spending Limit
<b>Animal Adoption</b>	Decrease \$5,000	\$5,000
<b>Cable Services</b>	Decrease \$5,000	\$33,000
<b>Cemetery Repair &amp; Beautification</b>	Increase \$8,734	\$26,734
<b>CPA Conservation Land</b>	Decrease \$250	\$750
<b>Fire Alarm Services</b>	Increase \$10,000	\$85,000
<b>Plymouth Beach</b>	Increase \$19,600	\$248,300
<b>Recreation</b>	Increase \$10,000	\$440,000
<b>State Boat Ramp</b>	Increase \$1,000	\$61,000
<b>Vocational/Technical Services</b>	Decrease \$10,000	\$315,000



**Town of Plymouth  
Finance Department**

TO:                   Board of Selectmen  
                         Advisory & Finance Committee  
FROM:                Lynne A. Barrett, Finance Director  
RE:                   **53E ½ Revolving Funds**  
DATE:                February 26, 2016

Attached is a listing of all revolving funds recommended for town meeting totaling \$1,856,543 for thirteen different departments/divisions. Chapter 44, Section 53 E ½ allows a Town to annually authorize one or more revolving funds by one or more departments which shall be accounted for separately from all other monies in such town and to which shall be credited only the departmental receipts received in connection with the programs supported by such revolving fund. Expenditures may be made from such funds without appropriation subject to the following provisions:

1. Expenditures shall not be made or liabilities incurred in excess of the amount authorized by town meeting, except for during the fiscal year with the approval of both the Board of Selectmen and the Finance Committee.
2. Expenditures shall not be made in excess of the balance in such fund.
3. Interest earned on all revolving funds remains in the general fund.
4. No such revolving fund may be established if the aggregate limit of all revolving funds exceeds 10% of the amount raised by taxation of the most recent fiscal year.

Fiscal 2016 Estimated Tax Levy	\$148,423,560
10% Limit	\$ 14,842,356

5. No revolving fund shall be for the purpose of full time salaries unless the appropriate fringe benefits are charged.
6. No one department is authorized to spend more than 1% of the amount raised by taxation of the most recent fiscal year in all of their revolving funds.

1% Limit	\$ 1,484,236
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In my review, all revolving funds recommended for Fiscal 2017 in Article 3, of the April Annual Town Meeting, meet the statute requirements.

Attached, as required by the statute, is a report of all revolving fund activity. This report displays the total receipts, expenditures, and balances for each revolving fund for the prior fiscal year and the current fiscal year through December 31, 2015. Each department is required by statute to report to the Annual Town Meeting this information; therefore, this report will be included in the warrant booklet given to town meeting.

Thank you for your consideration in reviewing this article.

## TOWN OF PLYMOUTH, MASSACHUSETTS

### Revolving Funds Chapter 44, Section 53E ½

#### Fiscal Year 2017 Revolving Fund Requests

<b>Spending Authority</b>	<b>Revolving Fund</b>	<b>Revenue Source</b> The departmental receipts credited to this fund shall be:	<b>Use of Fund</b>	<b>Spending Limit</b>
Planning Board	Manomet Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	<b>\$0</b>
Planning Board	Cedarville Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	<b>\$0</b>
Planning Board	West Plymouth Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	<b>\$0</b>
Planning Board	No. Plymouth Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	<b>\$0</b>
Planning Board	Plymouth Center Village Parking	Those identified as payments made in lieu of on-site parking.	As provided by Section 305.12 of the Zoning Bylaw, these five funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications.	<b>\$114,597.86</b>
Director of Marine and Environmental Affairs	Animal Shelter Adoption	Those identified as those arising from deposits/spaying & neutering.	In accordance with G.L c.140 §139A, all animals placed for adoption must be spayed or neutered. This fund provides for other expenditures as authorized by §139A as well as a refund of a \$30 deposit, when proof of spaying or neutering procedure is provided. To be used for the care, health & welfare of the animals, equipment & supplies	<b>\$5,000</b>
Director of Marine and Environmental Affairs	State Boat Ramp	Those identified as relating to State Boat Ramp parking sticker receipts.	This fund shall be used salaries and benefits of full-time staff and part-time staff and other expenses for the purposes of managing, controlling and providing a higher level of public safety at the boat ramp.	<b>\$61,000</b>
Recreation Director	Recreation Fund	Those identified as relating to recreational programs.	This fund shall be used for salaries and benefits of full-time staff, part-time and seasonal staff, for recreational programs, salary, and benefits of the program coordinator as well as facility expenses and other expenses related to recreation programs.	<b>\$440,000</b>

<b>Spending Authority</b>	<b>Revolving Fund</b>	<b>Revenue Source</b> The departmental receipts credited to this fund shall be:	<b>Use of Fund</b>	<b>Spending Limit</b>
Town Manager	Cable Services Fund	Those identified as arising from cable-related franchise fees.	This fund shall be for cable-related programs and purposes such as legal/consulting services associated with enforcement of the contracts and compliance issues and any repairs or upgrades.	<b>\$33,000</b>
School	Vocational Technical Services Fund	Those identified as arising from the Vocational/Educational Studies Programs enumerated above	This fund shall be for the salaries, benefits & expenditures of the following programs: a) Automotive b) CAD/CAM c) Carpentry d) Child Care e) Computer Science f) Marine Technology g) Culinary Arts h) Distributive Education i) Design & Visual Communication j) Electronics k) Graphic Arts l) Metals/Welding m) Plumbing n) Cosmetology o) Electrical	<b>\$315,000</b>
Director of Marine and Environmental Affairs	Plymouth Beach Fund	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 the purposes of providing maintenance and public safety of Plymouth Long Beach and repairs to the seawall.	<b>\$248,300</b>
DPW Director	Cemetery Repair & Beautification Fund	Those arising from foundation revenue.	This fund shall be used for beautifying, restoring, researching, and repairing town cemeteries.	<b>\$26,734</b>
Community Services Director	Council On Aging Programs Fund	Those identified as relating to Council on Aging programs.	This fund shall be for contractual services and other expenses related to programs for senior citizens.	<b>\$45,000</b>
Community Services Director	Council On Aging Meals on Wheels	Those identified as relating to donations for the Council on Aging Meals on Wheels program.	This fund shall be for payment to Old Colony Elder Services for meals.	<b>\$30,000</b>
Fire Chief	Fire Safety and Prevention	Those identified as relating to permits issued and inspections performed by the Plymouth Fire Department, Fire Prevention Division.	This fund shall be for salaries and benefits and to support the operational cost of services provided within the Fire Prevention Division.	<b>\$125,000</b>
Fire Chief	Fire Alarm Master Box Services	Those identified as relating to fire alarm services performed by the Plymouth Fire Department, Fire Alarm Division.	This fund shall be for salaries, benefits, public safety equipment and materials used in accordance with Fire Alarm Services.	<b>\$85,000</b>

<b>Spending Authority</b>	<b>Revolving Fund</b>	<b>Revenue Source</b> The departmental receipts credited to this fund shall be:	<b>Use of Fund</b>	<b>Spending Limit</b>
Fire Chief	Local Hazardous Materials Program	Those identified as relating to fees collected by the Fire Department as a result of responding and mitigating hazardous materials incidents either in Plymouth or by mutual aid responses.	This fund shall be to replace, repair and/or purchase equipment and supplies used during hazardous materials incidents and to support the operational cost of services provided within the Fire Department Local Hazardous Materials Program.	<b>\$60,000</b>
Fire Chief	Cedarville Community Center	Those identified as fees collected from the hourly rental fees for the use of the Cedarville Community Center.	The funds will be used to pay for regular cleaning of the facility as well as to replace, repair, or purchase supplies used for the cleaning and up-keep of the Community Room.	<b>\$12,000</b>
DPW Director	Memorial Hall	Those identified as relating to rental fees associated with Memorial Hall	This fund shall be for salaries and benefits of full-time staff and part-time staff maintenance and operation of Memorial Hall.	<b>\$110,000</b>
DPW	Solid Waste Enterprise	Those identified as relating to the sale of compost bins.	This fund shall be for purchasing compost bins.	<b>\$5,160</b>
Recreation Director and Park Superintendent	Hedges Pond	Those identified as program fees from Recreation Dept. Day Program, daily-parking fees, special event & rental fees.	The funds will be used to cover Recreation Dept. seasonal salaries and operational expenses for the facility. Excess funds will be used for future capital improvements.	<b>\$40,000</b>
Director of Marine & Environmental Affairs	CPA Conservation Land	Those identified as fees from the harvest and/or lease of the Center Hill Cranberry Bog.	The funds will be used to for the care, maintenance, and necessary signage and other improvement of the land acquired with CPA funds.	<b>\$750</b>
School	School Custodial Details	Those received from fees from rental of school facilities.	This fund shall be for payment of Custodial Overtime Salaries for building use.	<b>\$100,000</b>
Town Manager in consultation with the Community Preservation Committee	1820 Court House Maintenance Revolving Fund	Those received from fees and other revenues, including lease proceeds, collected with respect to use of the 1820 Court House and Court House Green	The fund shall be for the maintenance of the 1820 Court House, façade, roof, cupola, courtroom and Vermont Marble Staircase.	<b>\$1</b>

## Revolving Fund Report to Annual Town Meeting

In accordance to Massachusetts General Laws Chapter 44 Section 53E 1/2, receipts and expenditures of the previous fiscal year and of the current year through December 31, 2015 of all Revolving Funds are as follows:

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
<b>Manomet Village Parking:</b>								
FY2015: 07/01/14-06/30/15: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
FY2016 1st Half: 07/01/15-12/31/15: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
<b>Cedarville Village Parking:</b>								
FY2015: 07/01/14-06/30/15: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
FY2016 1st Half: 07/01/15-12/31/15: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
<b>W. Plymouth Village Parking:</b>								
FY2015: 07/01/14-06/30/15: \$	2,160.00 \$	800.00 \$	- \$	- \$	- \$	2,960.00 \$	- \$	- \$
FY2016 1st Half: 07/01/15-12/31/15: \$	2,960.00 \$	- \$	- \$	- \$	- \$	2,960.00 \$	- \$	- \$
<b>N. Plymouth Village Parking:</b>								
FY2015: 07/01/14-06/30/15: \$	175,488.23 \$	10,800.00 \$	- \$	- \$	- \$	186,288.23 \$	- \$	- \$
FY2016 1st Half: 07/01/15-12/31/15: \$	186,288.23 \$	- \$	- \$	- \$	- \$	186,288.23 \$	114,597.86 \$	114,597.86 \$
<b>Plymouth Center Village Parking:</b>								
FY2015: 07/01/14-06/30/15: \$	20,375.97 \$	460.00 \$	- \$	- \$	- \$	9,614.55 \$	11,221.42 \$	- \$
FY2016 1st Half: 07/01/15-12/31/15: \$	11,221.42 \$	410.00 \$	- \$	- \$	- \$	59.95 \$	11,571.47 \$	5,000.00 \$
<b>Animal Adoption:</b>								
FY2015: 07/01/14-06/30/15: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
FY2016 1st Half: 07/01/15-12/31/15: \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
<b>State Boat Ramp:</b>								
FY2015: 07/01/14-06/30/15: \$	59,593.94 \$	31,471.25 \$	43,240.73 \$	21,094.33 \$	- \$	26,730.13 \$	- \$	- \$
FY2016 1st Half: 07/01/15-12/31/15: \$	26,730.13 \$	22,363.84 \$	18,883.54 \$	11,259.96 \$	- \$	18,950.47 \$	61,000.00 \$	1,000.00 \$
<b>Recreation:</b>								
FY2015: 07/01/14-06/30/15: \$	602,146.39 \$	430,545.90 \$	209,527.11 \$	231,290.00 \$	- \$	591,875.18 \$	- \$	- \$
FY2016 1st Half: 07/01/15-12/31/15: \$	591,875.18 \$	182,154.62 \$	111,915.10 \$	130,480.06 \$	- \$	531,634.64 \$	440,000.00 \$	10,000.00 \$
<b>Cable Services:</b>								
FY2015: 07/01/14-06/30/15: \$	64,357.13 \$	10,934.50 \$	- \$	- \$	- \$	1,313.90 \$	73,977.73 \$	33,000.00 \$
FY2016 1st Half: 07/01/15-12/31/15: \$	73,977.73 \$	- \$	- \$	- \$	- \$	- \$	73,977.73 \$	38,000.00 \$

## Revolving Fund Report to Annual Town Meeting

In accordance to Massachusetts General Laws Chapter 44 Section 53E 1/2, receipts and expenditures of the previous fiscal year and of the current year through December 31,  
2015 of all Revolving Funds are as follows:

Revolving Fund	Beg Balance	Receipts	Salary & Benefits	Other Expenditures	Ending Balance	Spending Cap Request	Previous Request	Variance
<b>Vocational/Technical Services:</b>								
FY2015:	07/01/14-06/30/15: \$ 38,807.63	\$ 280,142.05	\$ 13,764.45	\$ 229,510.77	\$ 75,674.46			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 75,674.46	\$ 99,232.23	\$ 5,737.96	\$ 76,250.56	\$ 92,918.17	\$ 315,000.00	\$ 325,000.00	\$ (10,000.00)
<b>Plymouth Beach:</b>								
FY2015:	07/01/14-06/30/15: \$ 90,640.63	\$ 206,010.00	\$ 159,908.66	\$ 34,294.00	\$ 102,447.97			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 102,447.97	\$ 150,330.00	\$ 95,060.88	\$ 17,865.14	\$ 139,851.95	\$ 248,300.00	\$ 228,700.00	\$ 19,600.00
<b>Cemetery Repair &amp; Beautification:</b>								
FY2015:	07/01/14-06/30/15: \$ 97,003.20	\$ 20,930.00	\$ -	\$ 8,513.86	\$ 109,419.34			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 109,419.34	\$ 7,225.00	\$ -	\$ 5,986.03	\$ 110,658.31	\$ 26,734.00	\$ 18,000.00	\$ 8,734.00
<b>Council on Aging Programs:</b>								
FY2015:	07/01/14-06/30/15: \$ 899.49	\$ 15,610.80	\$ -	\$ 15,606.80	\$ 903.49			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 903.49	\$ 11,646.00	\$ -	\$ 11,116.75	\$ 1,432.74	\$ 45,000.00	\$ 45,000.00	\$ -
<b>Council on Aging Meals on Wheels:</b>								
FY2015:	07/01/14-06/30/15: \$ 2,081.72	\$ 11,444.86	\$ -	\$ 11,469.85	\$ 2,056.73			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 2,056.73	\$ 1,191.50	\$ -	\$ 1,204.00	\$ 2,044.23	\$ 30,000.00	\$ 30,000.00	\$ -
<b>Fire Safety &amp; Prevention:</b>								
FY2015:	07/01/14-06/30/15: \$ 91,101.67	\$ 104,503.15	\$ 27,422.97	\$ 73,057.63	\$ 95,124.22			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 95,124.22	\$ 35,913.00	\$ 12,807.31	\$ 29,453.89	\$ 88,776.02	\$ 125,000.00	\$ 125,000.00	\$ -
<b>Fire Alarm Services:</b>								
FY2015:	07/01/14-06/30/15: \$ 77,255.55	\$ 67,920.58	\$ 30,078.39	\$ 32,958.74	\$ 82,139.00			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 82,139.00	\$ 49,480.66	\$ 14,222.34	\$ 25,288.34	\$ 92,108.98	\$ 85,000.00	\$ 75,000.00	\$ 10,000.00
<b>Fire Local Hazardous Waste:</b>								
FY2015:	07/01/14-06/30/15: \$ 4,333.76	\$ -	\$ -	\$ 3,814.00	\$ 519.76			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 519.76	\$ -	\$ -	\$ 263.00	\$ 256.76	\$ 60,000.00	\$ 60,000.00	\$ -
<b>Fire Cedarville Community Room:</b>								
FY2015:	07/01/14-06/30/15: \$ 3,702.74	\$ 1,145.00	\$ -	\$ -	\$ 4,847.74			
FY2016 1st Half: 07/01/15-12/31/15:	\$ 4,847.74	\$ 315.00	\$ -	\$ -	\$ 5,162.74	\$ 12,000.00	\$ 12,000.00	\$ -

Revolving Fund Report to Annual Town Meeting

In accordance to Massachusetts General Laws Chapter 44 Section 53E 1/2, receipts and expenditures of the previous fiscal year and of the current year through December 31,

2015 of all Revolving Funds are as follows:

# Memo

To: Lynne A. Barrett, Finance Director  
Director of Finance

From: Lee Hartmann  
Director of Planning and Development

Date: January 6, 2016

Re: Revolving Funds – Annual Town Meeting

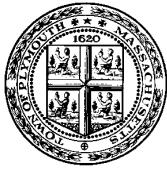
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There are five (5) Off-Street Parking Funds established as Revolving Funds by Town Meeting. As provided by Section 205-23 of the Zoning Bylaw, these funds may be used within their respective village centers for parking related uses including land acquisition, facility construction, and the preparation of plans and specifications. Payments made to the Town in lieu of on-site parking are deposited in this account.

It is recommended that each of these funds be re-established for the coming year.

The Town has previously authorized the expenditure of \$130,000 from the Plymouth Center Parking Fund for engineering and design work associated with the parking garage at Memorial Hall. Of this appropriation, \$114,597.86 has not yet been expended. Therefore, re-authorization to expend the remaining funds previously authorized (\$114,597.86) is requested. The current account balance (which includes the \$114,597.86 authorized) is \$176,288.23.

Thank you.



**Town of Plymouth, Massachusetts**  
**Department of Marine and Environmental Affairs**  
11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



# MEMO

**To:** Lynne Barrett, Director of Finance

**From:** David Gould, Marine and Environmental Affairs Director

**Re:** Chapter 53E ½ Revolving Fund – Animal Shelter Adoption Fund

**Date:** December 9, 2015

This fund has been established to facilitate the adoption policy of the Plymouth Animal Control Facility. According to M.G.L C140 Sec.139, all animals placed for adoption must be spayed or neutered within sixty days of adoption or the animal becoming six months of age. Our adoption policy requires a thirty dollar deposit, to be returned when proof of the procedure is provided. These deposits are placed in the revolving fund and refunds are made from this fund when proof of the procedure is received. Oversight responsibility of this fund lies with the Department of Marine and Environmental Affairs.

I would request the FY 2017 fund be renewed at the current \$5,000.00 cap on expenditures and will be used towards the care, health and welfare of the animals. As this fund is entirely funded by deposits from adopting parties no initial funding is needed. All expenditures will be refunds of monies deposited previously by adopting parties or as authorized by Sec.139. If you have any further questions, please do not hesitate to contact me at 508-747-1620 x 134.

**C:** Kere Gillette, Budget Analyst



# TOWN OF PLYMOUTH

HARBOR MASTER

11 Lincoln Street

Plymouth, Massachusetts 02360

(508) 830-4182

FAX: (508) 830-4183

**To:** Lynne Barrett, Director of Finance

**From:** Chad Hunter, Plymouth Harbormaster

**Re:** Re-authorization of Revolving Funds (State Boat Ramp)

**Date:** February 4<sup>th</sup>, 2016

I would like to request the re-authorization of the revolving fund in place for the State Boat Ramp for FY 2017.

- This fund shall be for the purposes of managing, controlling and providing a higher level of public safety at the boat ramp.
- The departmental receipts credited to this fund shall be any and all revenue relevant to the State Boat Ramp program.
- The Harbormaster shall be empowered with the authorization to make expenditures from this fund.
- The limit for expenditure authorized for FY 2017 shall not exceed \$61,000
- This revolving fund will be used to provide partial-funding (56%) for one full time Assistant Harbormaster (Boat Ramp Manager) with benefits and full-funding for two seasonal Harbormaster Assistants earning \$14 an hour without benefits.

## **FY2016 Boat Ramp Revolving Account Budget**

Assistant Harbormaster (56% salary)	\$29,601
Assistant Harbormaster (56% benefits)	\$10,360
Seasonal Harbormaster Assistants	
(1) 20 Week and (1) 15 Week=	\$19,600
Maintenance and Materials	\$976
Total:	\$60,537

C: David Gould, Director of Marine & Environmental Affairs

# Memo

To: Board of Selectmen / Advisory & Finance Committee / Town Meeting  
From: Barry DeBlasio, Recreation Director  
Date: February 3, 2016  
Re: CH 44, Sec. 53E ½ Revolving Accounts (Recreation)

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## **Recreation Department Revolving Fund**

The Recreation Department Revolving fund is used primarily to pay for 100% of the part-time/seasonal staff salaries for Recreation Instructors. These positions include all of our recreation program staff, (swimming, art, tennis, basketball, baseball, kayaking, dance, golf, gymnastics, archery, etc.). It also covers the salaries of the referees that are used for different sporting events. It also pays the salaries of the part-time employees at the Manomet Youth Center.

In addition, the funds are used to pay the full salary and benefits for the Recreation Program Coordinator and the Recreation Assistant and a portion of the Recreation Directors salary & benefits.

The revolving account also pays certain facility expenses for Forges Field and Manomet Youth Center, such as electricity bills, security personnel and certain repair items. All expenses associated with special events are paid for out of this account.

Income that is deposited into the account comes primarily from fees charged for Recreation classes and clinics. Other income includes field rental fees and donations/sponsorships.

It is important to realize that the vast majority of income is collected each year during April, May and June. The vast amount of expenses paid in June, July, August and September of each year.

We are requesting that the fund be re-authorized and the spending cap be set at \$440,000 for FY17 and that any balance at the end of FY17 be carried forward to FY18.

The Recreation Director is authorized to spend out of this fund.

**REVOLVING - RECREATION**  
 Dept 630 - Org 2604

03-Feb-16

<b>Starting balance July 1, 2016 (estimated)</b>	<b>\$648,000</b>
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**REVENUES:**

Program Revenue (Class Fees)	<b>FY17</b>
Field Rentals	\$430,000
<b>TOTAL REVENUE:</b>	<b>\$476,000</b>

**EXPENSES:**

<b>Full Time Payroll*</b>	<b>\$137,181</b>
Recreation Program Supervisor	
Recereation Program Assistant	
Recreation Director (40%)	
<b>Part Time/Seasonal Payroll</b>	<b>\$68,000</b>
Manomet Youth Center staff	
Camp staff	
Referees	
Swimming instructors	
Birthday party staff	
<b>Instructional Services</b>	<b>\$124,000</b>
All contract employee services	
<b>Supplies &amp; Materials</b>	<b>\$18,000</b>
Camp supplies, Field trip , special events, <b>Gymnastics Equip.</b>	
<b>Printing</b>	<b>\$16,500</b>
Progam Guides	
<b>Electricity</b>	<b>\$10,200</b>
<i>Lights at Forges Field</i>	
<b>General Fund</b>	<b>\$45,953</b>
<i>Full Time Employee Benefits</i>	
<b>Other</b>	<b>\$17,000</b>
<i>Credit card processing fees, field maintenace</i>	
<b>TOTAL EXPENSES:</b>	<b>\$436,834</b>

<b>NET:</b>	\$39,166
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<b>Projected Fund Balance June 30th 2017 (estimated)</b>	<b>\$687,166</b>
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<b>SPENDING CAP:</b>	<b>\$440,000</b>
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**NOTES:**

\*The full time salaries and benefits for the Recreation Program Supervisor & Recreation Assitant are paid out of this account, as well as 40% of the Recreation Directors salary



**TOWN OF PLYMOUTH**  
BOARD OF SELECTMEN / TOWN MANAGER  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 106 AND 100  
FAX (508) 830-4140

## **MEMORANDUM**

To: LYNNE BARRETT, DIRECTOR OF FINANCE  
MELISSA ARRIGHI, TOWN MANAGER  
KERE GILLETTE, BUDGET ANALYST

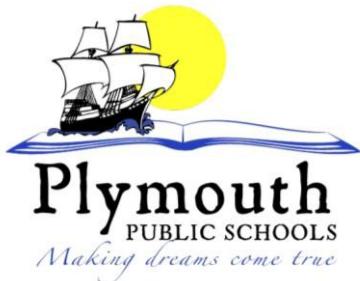
FROM: DEREK S. BRINDISI, ASSISTANT TOWN MANAGER

SUBJECT: FY17 CABLE REVOLVING FUND

DATE: DECEMBER 23<sup>RD</sup> 2015

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Please be advised that the Town Manager's Office is requesting that the Cable Revolving Fund be continued through FY17 and that the Town Manager be authorized to expend up to \$33,000 from this fund. Funds will be used for the purposes and expenses related to Comcast relicensing, contract renewal negotiations, legal/consulting services associated with contract compliance and any repairs or upgrades.



## Plymouth Public Schools

Administration Building  
253 South Meadow Road  
Plymouth, MA 02360  
Telephone: 508-830-4300  
Fax: 508-746-1873  
Web: [www.plymouth.k12.ma.us](http://www.plymouth.k12.ma.us)

GARY E. MAESTAS, Ed.D.  
Superintendent of Schools  
CHRISTOPHER S. CAMPBELL, Ed.D.  
Assistant Superintendent  
Administration and Instruction  
PAMELA A. GOULD, Ed.D.  
Assistant Superintendent  
Human Resources  
GARY L. COSTIN, R.S.B.A.  
School Business Administrator

TO: Melissa Arrighi, Town Manager  
FROM: Gary L. Costin, School Business Administrator  
RE: ATM Warrant Article 3 for FY17  
DATE: January 31, 2016

Please include the following requests in Article 3 on the Fiscal Year 2017 Spring Annual Town Meeting Warrant.

- **Article 3, Chapter 44, Section 53 E 1/2 Revolving Accounts:** Reauthorization for \$325,000. SCHOOL COMMITTEE. Explanation: This routine article authorizes a technical studies (culinary, auto, carpentry, child care, cosmetology, etc.) revolving account under Chapter 44, Section 53 1/2. Infrequent wages, which are paid to staff and students, will be charged to this account for additional services related to vocational activities. This provision requires an annual reauthorization by the town meeting. The school district reauthorization request for FY17 is \$325,000 in total annual expenditures.

**Vocational Technical Education**  
**FY17 Anticipated Revolving Account Appropriations**

ORG	OBJECT	DESCRIPTION	
24020171	500001	TECH REVL PROF/CERT SALARIES	\$ 15,000
24020171	500004	TECH REVL CONTR SERV	\$ 4,000
24020171	500006	TECH REVL OTHER EXP	\$ 40,000
24020172	500005	SUPPLIES AND MATERIALS - FUEL Supplies	\$ 3,000
24020174	500004	TECH REVL CONTR SERV - INSTRUCTIONAL	\$ 200
24021700	500005	TECH VOCATIONAL ADMIN - Supplies	\$ 50,000
24021710	500005	TECH VOCATIONAL AUTO - Supplies	\$ 10,000
24021720	500005	TECH VOCATIONAL CAD - Supplies	\$ 1,200
24021730	500005	TECH VOCATIONAL CARPENTRY - Supplies	\$ 10,000
24021740	500005	TECH VOCATIONAL CHILD CARE - Supplies	\$ 10,000
24021760	500005	TECH VOCATIONAL COSMETOLOGY - Supplies	\$ 14,000
24021770	500005	TECH VOCATIONAL CULINARY - Supplies	\$ 100,000
24021780	500005	TECH VOCATIONAL ELECTRICITY - Supplies	\$ 6,400
24021800	500005	TECH VOCATIONAL GRAPHIC ARTS - Supplies	\$ 15,000
24021810	500005	TECH VOCATIONAL MARINE - Supplies	\$ 2,300
24021820	500005	TECH VOCATIONAL MARKETING - Supplies	\$ 11,312
24021830	500005	TECH VOCATIONAL METAL FAB - Supplies	\$ 3,400
24021840	500005	TECH VOCATIONAL PLUMBING - Supplies	\$ 2,700
24021850	500005	TECH VOCATIONAL HEALTH - Supplies	\$ 1,488
2402ROB6	500006	OTHER EXPENSES - ROBOTICS Supplies	\$ 15,000
TOTAL EXPENSES			\$ 315,000



**Town of Plymouth, Massachusetts**  
**Department of Marine and Environmental Affairs**

11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



# MEMO

**To:** Lynne Barrett, Director of Finance  
**From:** Kerin McCall, Environmental Technician  
**Re:** Reauthorization of the Plymouth Long Beach Revolving Fund  
**Date:** December 14, 2015

The Plymouth Long Beach Revolving Fund is used for salaries of full-time and seasonal staff, police details, maintenance of Plymouth Long Beach, and implementation of the Plymouth Long Beach Management Plan.

Please see the attached spreadsheets for details of the estimated costs for FY17, including employee salaries and benefits. The estimated costs for seasonal salaries include an increase in the hourly rates to comply with successive increases of the minimum wage to \$10.00 per hour in January 2016 and \$11.00 per hour in January 2017.

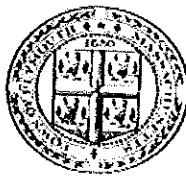
The revenue sources for this account are the fees for Long Beach 4x4 Stickers and the daily parking fees at Plymouth Beach.

I would like to request that the Plymouth Beach Revolving Fund be reauthorized for FY17, and that the maximum spending cap be set at \$248,300 to provide for beach management and maintenance. The Director of Marine and Environmental Affairs will be authorized to expend these funds.

cc: David Gould, Director of Marine & Environmental Affairs

**FY17 Plymouth Long Beach Revolving Fund:**

<b>Full Time Salaries</b>	<b>\$44,783.00</b>
Environmental Manager (20%)	\$21,552.00
Environmental Tech I (33%)	\$23,231.00
<b>Benefits</b>	<b>\$10,116.00</b>
<b>Police Patrols</b>	<b>\$18,500.00</b>
<b>Seasonal Salaries</b>	<b>\$135,538.42</b>
Natural Resources Assistants	\$82,546.35
Natural Resources Officers	\$22,808.00
Natural Resources Technicians	\$30,184.07
<b>Equipment/Materials</b>	<b>\$24,300.00</b>
Educational Materials	\$1,000.00
Uniforms	\$1,000.00
Optical (Binoculars)	\$300.00
Fencing/Posts	\$3,000.00
Supplies (twine, tools, signs, etc)	\$5,000.00
Fill	\$8,000.00
Tide/Storm Monitoring	\$2,500.00
Management Opportunities	\$3,500.00
<b>Storm Damage Contingencies</b>	<b>\$15,000.00</b>
<b>Total Funding Request</b>	<b>\$248,300.00</b>



Town of Plymouth  
The Department of Public Works  
Cemetery, Crematory, Park and Forestry  
Division  
169 Camelot Drive  
Plymouth, Massachusetts 02360  
508-830-4162 X116  
FAX 508-830-4147

## MEMO

To: Lynne Barrett, Director of Finance  
From: Ted Bubbins, Cemetery Superintendent  
Ref: FY2017 Cemetery Revolving Fund Reauthorization  
Date: February 25, 2016

---

The cemetery revolving fund named Cemetery Repairs and Beautifications has a current balance of \$110,658.31. I am requesting the reauthorization of the spending cap to be set at \$26,734.00 for fiscal year 2017. This does reflect \$14,734 for two seasonal positions and \$12,000 for cemetery needs. These needs may include specialized equipment such as a crane for the tree removal or purchase of materials for needed road, fence, lot, headstone or water repairs. Funds accredited to this account come from the sale of cemetery foundations and the Cemetery Superintendent has the authority to expend these funds for cemetery needs.

Anticipated receipts to this account for fiscal year 2017 are \$16,000.

Appropriations and expenditures:

Fiscal Year	Receipts	Expenditures	Authorized Spending
2012	\$12,500	\$6,860	\$7,000
2013	\$14,500	\$7,120	\$8,000
2014	\$17,275	\$9,154	\$10,000
2015 7/2014-12-2014	\$14,650	\$3,045	\$12,000
2016 7/2015-12-2015	\$15,155	\$5,986	\$13,000

To: Kere Gillette, Finance Dept  
From: Conni DiLego, Director of Elder Affairs-COA  
CC: Lynne Barrett, Finance Director  
Date: 12/14/15  
Re: Revolving Funds For 2017

The following revolving accounts are for the use in the Council on Aging Department.

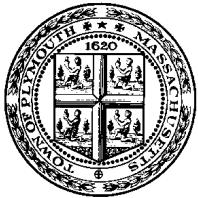
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### **2622-541 – Council on Aging Programs Fund**

1. Identified as relating to the Council on Aging programs for contractual services related to senior programs and activities for senior citizens. Payments are made to each instructor for such programs and activities.
2. The departmental receipts credited to this fund shall be those identified as relating to the Council on Aging programs and activities.
3. Authorized to expend from such fund: Dinah O'Brien, Director of Community Services; Conni DiLego, Director of Elder Affairs; Donna Souza, COA Admin Assist.
4. The total amount that may be expended from this account - \$45,000.
5. There are no salaries or benefits paid from this fund.

### **2626-541- Meals on Wheels lunch program**

1. Title IIIC Nutrition Program for Meals on Wheels; all payments to Old Colony Planning Council
2. The departmental receipts credited to this fund shall be those identified as relating donations for the Council on Aging Meals on Wheels program.
3. Authorized to expend from such fund: Dinah O'Brien, Director of Community Services; Conni DiLego, Director of Elder Affairs; Donna Souza, COA Admin Assist.
4. The total amount that may be expended from such fund - \$30,000.
5. The Meal Site Coordinator salary is paid from this fund.



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

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 9, 2015

**RE: Reauthorization of Fire Safety and Prevention Revolving Account FY 2017**

---

In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of the Fire Safety and Prevention account.

The revenues from this account are to cover the costs to;

- Support public fire and life safety education through the S.A.F.E. Program (Student Awareness of Fire Education),
- Identify and provide counseling and education of youths who light fires through the Juvenile Fire Setters Intervention Program
- Continue funding ½ the year's salary and benefits of a clerical position (Administrative Assistant C5) which supports the Fire Prevention Division.
- Supplies, materials and equipment used by Fire Prevention personnel.
- Purchase department safety and rescue equipment

The receipts that are deposited into this account are from fees of new permits and inspections, fees for plan reviews, 21E searches and other similar fire prevention requests.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$125,000.00.

**Plymouth Fire Department**  
**Anticipated Revolving Account Appropriations**

**Fire Safety and Prevention**

**Revenue**

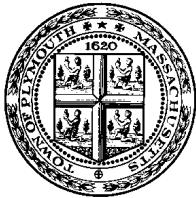
Inspection Fees/Plan Reviews	26242200	434000	\$78,100
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**Personal Services**

Salaries & Wages	26252205	511001	22,090
Overtime	26252205	513000	5,200
Fringe Benefits	26252205	515000	7,731

**Expenses**

Purchases & Services	26242206	520000	
Meetings, Education, Train'g	26242206	530101	3,500
Supplies & Materials	26242206	573000	39,579



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

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 9, 2015

**RE: Reauthorization of Fire Alarm Master Box Revolving Account FY 2017**

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In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of the Fire Alarm Master Box Fees and Licensing account.

The revenues from this account are to cover the costs of maintaining the current fire alarm master-box system and the costs of the radio communication system which extends throughout the town. The revenues will also allow for the expansion and updating of these systems as needs arrive.

The revenues from this account are to cover the costs to;

- Overtime costs incurred in the use of fire and police personnel to assist with road details
- Equipment and supplies to maintain the radio boxes and hardwired systems
- Repairs from motor vehicle accidents and other maintenance issues and repairing and replacement of equipment
- Funding 40% the year's salary and benefits Fire Alarm Superintendent, PS-6.
- Supplies, materials and equipment used to maintain the Department's radio systems.

The receipts that are deposited into this account are from licensing Alarm Technicians, fees due to nuisance false alarms, and yearly fees for Master Box connections.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund is \$80,000.00. We are asking for a \$5,000.00 increase due to the salary COLA.

**Plymouth Fire Department**  
**Anticipated Revolving Account Appropriations**

**Fire Alarm Services**

**Revenue**

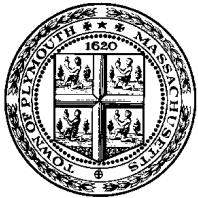
Master Box Fees/ Reimbursement Fee	2625220	434000	\$66,800
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**Personal Services**

Salaries & Wages	26252205	511001	28,159
Overtime	26252205	513000	4,600
Fringe Benefits	26252205	515000	9,856

**Expenses**

Purchases & Services	26242206	520000	
Meetings, Education, Train'g	26242206	530101	2,100
Supplies & Materials	26242206	573000	22,085



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

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 9, 2015

**RE: Authorization of Local Haz Mat Revolving Account FY 2017**

---

In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of a revolving account called Local Haz Mat Program.

The revenues from this account are to cover costs to replace, repair or purchase equipment and supplies used during the mitigation of hazardous materials incidents.

The receipts that will be deposited into this account will be fees collected from responsible parties when the Fire Department responds to and mitigates hazardous materials incidents in Plymouth and when responding to mutual aid calls in other municipalities.

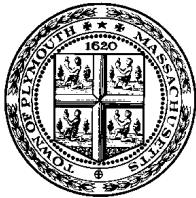
The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$60,000.00.

**Plymouth Fire Department**  
**Anticipated Revolving Account Appropriations**

**Local Hazmat Program**

<b>Revenue</b>			
Haz-Incidents	2228220	484002	\$1,350
 <b>Expenses</b>			
Repair & Maintenance Equip	22282207	5244000	900
Hazmat Supplies	22282207	5530007	450



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

To: Kere Gillette, Finance Department

From: Ed Bradley, Fire Chief

Date: December 9, 2015

**RE: Revolving Account for the Cedarville Community Center FY 2017**

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In accordance with Massachusetts General Law Chapter 44, Section 53E ½, the Fire Department is requesting the reauthorization of The Cedarville Community Center Maintenance Revolving Account.

The revenue into this account is the fees collected from the hourly rental fees for the use of the Cedarville Community Center. The Town currently collects an hourly rate for the use of the room, town committees and boards are exempt from the rental fees.

The funds will be used to pay for regular cleaning of the facility as well as to replace, repair or purchase supplies used for the cleaning and up-keep of the Community Room.

The EOC project included complete renovations to the Community Room, this was completed July 2011. This fund will ensure we are able to keep the room in great condition.

The Fire Chief shall be authorized to expend such funds.

The yearly spending cap for this fund shall be \$12,000.00.

**Plymouth Fire Department**  
**Anticipated Revolving Account Appropriations**

**Cedarville Community Room**

<b>Revenue</b>			
Rental Income	2621220	436000	\$1,200
 <b>Expenses</b>			
Purchases of Services	26212207	520000	500
Supplies & Materials	26212207	540000	700

# Memo

To: Board of Selectmen / Advisory & Finance Committee / Town Meeting  
From: Barry DeBlasio, Recreation Director  
Date: December 23, 2015  
Re: CH 44, Sec. 53E ½ Revolving Accounts (Memorial Hall)

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## **Memorial Hall Revolving Fund**

The Memorial Hall Revolving fund is used primarily to pay for custodial overtime and minor hall improvements. In addition, 50% of the salary for the Memorial Hall Manager and respective benefits will be charged to the account. Income that is deposited into the account comes primarily from rental fees & custodial reimbursements from scheduled events.

We are requesting the re-authorization of this account.

We are requesting that the spending cap be set at \$110,000 for FY17 and that any balance at the end of FY17 be carried forward to FY18. The individuals authorized to spend out of this account are the Recreation Director, DPW Director & Assistant Director.

**REVOLVING - MEMORIAL HALL**  
Dept 630 - Org 2623

21-Dec-15

Starting balance July 1, 2016 (estimated)	\$370,759
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**REVENUES:**

	<b>FY17 BUDGET</b>
Rental Income	\$90,930
Custodial Reimbursement	\$40,000
Alcohol sales split	<u>\$19,000</u>

**TOTAL REVENUE:** **\$149,930**

**EXPENSES:**

Manager Salary (50%)	\$28,807
Custodial Payroll	\$39,000
Purchase of Service	\$6,000
General Fund Transfer (benefits)	<u>\$10,083</u>

**TOTAL EXPENSES:** **\$83,890**

**NET:** **\$66,040**

Projected Fund Balance June 30th 2017 (estimated)	\$436,799
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**SPENDING CAP:** **\$110,000**

**NOTES:**



**TOWN OF PLYMOUTH**  
**DEPARTMENT OF PUBLIC WORKS**

159 Camelot Drive  
Plymouth, Massachusetts 02360

FAX: (508) 830-4165

**MEMO**

To: Lynne Barrett, Director of Finance  
From: Dennis Westgate, Asst. DPW Director *DW*  
Re: Reauthorization of the Compost Bin Revolving Fund  
Date: December 9, 2015

The Compost Bin Revolving Fund was established to maintain the Solid Waste Division's Compost Bin Program. The program was set up through a grant of start up funds from the MA Department of Environmental Protection. The initial grant and any future grants that may be received, requires that the Bin Program operate through an independent account, and that funds received be used to purchase additional compost bins. Monies credited to this account come from payments collected from residents for the purchase of compost bins.

I would like to request that the Compost Bin Revolving Fund be reauthorized for FY 2017 and that the spending cap is set at \$5,160 so that compost bins can be reordered as needed to maintain the program. This amount will allow for the purchase of 120 compost bins. When these bins are sold, \$5,160 will be collected. This revolving fund falls under the authority of the Director of Public Works.

cc: Jonathan Beder, Director of Public Works  
Kere Gillette, Budget Analyst

# Memo

To: Board of Selectmen / Advisory & Finance Committee / Town Meeting  
From: Barry DeBlasio, Recreation Director  
Date: December 23, 2015  
Re: CH 44, Sec. 53E ½ Revolving Accounts (Hedges Pond)

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## **Hedges Pond Revolving Fund**

The Hedges Pond Revolving fund is used primarily to pay for seasonal operational expenses for the facility. Excess funds will be used for future capital improvements. Income that is deposited into the account comes primarily from program fees and the day camp program. Other income will include daily parking fees, special event & rental fees.

We are requesting that the spending cap be set at \$40,000 for FY17 and that any balance at the end of FY17 be carried forward to FY18. The individual authorized to spend out of this account is the Recreation Director.

**REVOLVING - HEDGES POND**  
Dept 630 - Org 2617

03-Feb-16

Starting balance July 1, 2016 (estimated)	\$118,000
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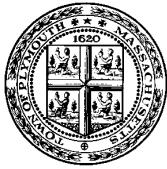
<b>REVENUES:</b>	<b>FY17 BUDGET</b>
Parking Fees	\$3,800
Program Income	<u>\$40,000</u>
<b>TOTAL REVENUE:</b>	<b>\$43,800</b>
<b>EXPENSES:</b>	
Seasonal Staff	\$17,500
Half Day Program supplies	\$1,300
Other	<u>\$1,500</u>
<i>Well monitoring expense &amp; Plumbing</i>	
<b>TOTAL EXPENSES:</b>	<b>\$20,300</b>
<b>NET:</b>	<b>\$23,500</b>

Projected Fund Balance June 30th 2017 (estimated)	\$141,500
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<b>SPENDING CAP:</b>	<b>\$40,000</b>
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**NOTES:**

Parking fees are derived from cars that pay the daily parking rate. Program Fees are derived from Hedges Half Day Camp Registration Fees.



Town of Plymouth, Massachusetts  
**Department of Marine and Environmental Affairs**  
11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



# MEMO

**To:** Lynne Barrett, Director of Finance

**From:** David Gould, Marine and Environmental Affairs Director

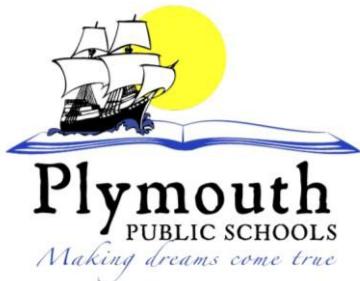
**Re:** Conservation Land Revolving Fund

**Date:** December 7, 2015

The Department of Marine and Environmental Affairs respectfully requests re-authorization of the Conservation Land Revolving Fund. This fund was established by the approval of Article 16B of the 2013 Spring Annual Town Meeting. Proceeds from the harvest and/or lease of the Center Hill Cranberry Bog are utilized for the care and maintenance of land acquired with Community Preservation Act funds including but not limited to signage, access and other capital improvements. Spending authority is with the Director of Marine and Environmental Affairs in consultation with the Community Preservation Committee.

We would request the FY 2017 cap on expenditures be set at \$750.00. Thank you.

**C:** Kere Gillette, Budget Analyst



## Plymouth Public Schools

Administration Building  
253 South Meadow Road  
Plymouth, MA 02360  
Telephone: 508-830-4300  
Fax: 508-746-1873  
Web: [www.plymouth.k12.ma.us](http://www.plymouth.k12.ma.us)

GARY E. MAESTAS, Ed.D.  
Superintendent of Schools  
CHRISTOPHER S. CAMPBELL, Ed.D.  
Assistant Superintendent  
Administration and Instruction  
PAMELA A. GOULD, Ed.D.  
Assistant Superintendent  
Human Resources  
GARY L. COSTIN, R.S.B.A.  
School Business Administrator

TO: Melissa Arrighi, Town Manager  
FROM: Gary L. Costin, School Business Administrator  
RE: ATM Warrant Article 3 for FY17  
DATE: January 31, 2016

Please include the following requests in Article 3 on the Fiscal Year 2017 Spring Annual Town Meeting Warrant.

- **Article 3, Chapter 44, Section 53 E 1/2 Revolving Accounts:** Authorization for \$100,000. SCHOOL COMMITTEE. Explanation: This article authorizes a school custodial details revolving account under Chapter 44, Section 53 1/2. Overtime salaries related to building usage will be charged to this account. This provision requires an annual reauthorization by the town meeting. The school district reauthorization request for FY17 is \$100,000 in total annual expenditures.

## FY 17 CUSTODIAL REVOLVING ACCOUNT

CUSTODIAL REVOLVING ACCOUNT	FY 2017 EXPENSES	FY 2017 REVENUE
HEDGE ELEMENTARY SCHOOL		
24980702 500007 HEDGE CUST REVENUE		\$ 500
24980703 500003 HEDGE CUSTODIAL SAL	\$ 500	
COLD SPRING ELEMENTARY SCHOOL		
24980502 500007 COLD SPRING CUST REVENUE		\$ 200
24980503 500003 COLD SPRING CUSTODIAL SAL	\$ 200	
FEDERAL FURNACE ELEM SCHOOL		
24980602 500007 FEDERAL FURNACE CUST REVENUE		\$ 650
24980603 500003 FEDERAL FURNACE CUST SALARIES	\$ 650	
INDIAN BROOK ELEMENTARY SCHOOL		
24980802 500007 IND BROOK CUST REVENUE		\$ 600
24980803 500003 IND BROOK CUSTODIAL SALARIES	\$ 600	
MANOMET ELEMENTARY SCHOOL		
24980902 500007 MANOMET CUSTODIAL REVENUE		\$ 3,000
24980903 500003 MANOMET CUSTODIAL SALARIES	\$ 3,000	
NATHANIEL MORTON ELEM SCHOOL		
24981002 500007 NATH MORTON CUSTODIAL REV		\$ 800
24981003 500003 NATH MORTON CUSTODIAL SALARY	\$ 800	
SOUTH ELEMENTARY SCHOOL		
24981202 500007 SOUTH EL CUSTODIAL REVENUE		\$ 2,500
24981203 500003 SOUTH EL CUSTODIAL SALARIES	\$ 2,500	
WEST ELEMENTARY SCHOOL		
24981402 500007 WEST CUSTODIAL REVENUE		\$ 1,500
24981403 500003 WEST CUSTODIAL SALARIES	\$ 1,500	
PLYMOUTH COMMUNITY INTRM SCHL		
24982102 500007 PCIS CUSTODIAL REVENUE		\$ 15,000
24982103 500003 PCIS CUSTODIAL SALARIES	\$ 15,000	
PLYMOUTH SOUTH MIDDLE SCHOOL		
24982202 500007 PSMS CUSTODIAL REVENUE		\$ 18,500
24982203 500003 PSMS CUSTODIAL SALARIES	\$ 18,500	
PLYMOUTH NORTH HIGH SCHOOL		
24983102 500007 PNHS CUSTODIAL REVENUE		\$ 45,000
24983103 500003 PNHS CUSTODIAL SALARIES	\$ 45,000	
PLYMOUTH SOUTH HIGH SCHOOL		
24983202 500007 PSHS CUSTODIAL REVENUE		\$ 11,750
24983203 500003 PSHS CUSTODIAL SALARIES	\$ 11,750	
GRAND TOTAL	\$ 100,000	\$ 100,000



**TOWN OF PLYMOUTH**  
BOARD OF SELECTMEN / TOWN MANAGER  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 106 AND 100  
FAX (508) 830-4140

## **MEMORANDUM**

To: LYNNE BARRETT, DIRECTOR OF FINANCE  
MELISSA ARRIGHI, TOWN MANAGER  
KERE GILLETTE, BUDGET ANALYST

FROM: DEREK S. BRINDISI, ASSISTANT TOWN MANAGER

SUBJECT: FY17 1820 COURTHOUSE MAINTENANCE REVOLVING FUND

DATE: DECEMBER 23<sup>RD</sup>, 2015

---

Please be advised that the Town Manager's Office is requesting that the 1820 Courthouse Maintenance Revolving Fund be continued through FY17 and that the Town Manager be authorized to expend up to \$1 from this fund.

## **ARTICLE 4:**

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

BOARD OF SELECTMEN

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

The Advisory & Finance Committee recommends Town Meeting approve Article 4. Town Meeting approval of this article will authorize the Plymouth Center Steering Committee and Cedarville Steering Committee to continue, with a review in three years at the 2019 Annual Town Meeting.



**TOWN OF PLYMOUTH**  
**ADVISORY & FINANCE COMMITTEE**

TO: Board of Selectmen  
Advisory and Finance Committee

FROM: Kere Gillette  
Budget Analyst

RE: Article 4 – Town Meeting Committees

DATE: January 15, 2016

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Attached please find data sheets corresponding to the Town Meeting Committees scheduled for review at the 2016 Annual Town Meeting - Article 4.

**Plymouth Center Steering Committee**

Continue for review in three years at the 2019 Annual Town Meeting with no changes.  
A report will be placed on file with the Town Clerk to be included in the Annual Town Report.  
Please see the attached data sheet.

**Cedarville Steering Committee**

Continue for review in three years at the 2019 Annual Town Meeting with no changes.  
A report will be placed on file with the Town Clerk to be included in the Annual Town Report.  
Please see the attached data sheet.

## TOWN MEETING COMMITTEES

Committee:	<b>Plymouth Center Steering Committee</b>
Article/Year:	Article 38 / Annual Town Meeting April 3, 2004
Term:	3-year overlapping terms
Members:	7
Appointing Authority:	Planning Board: 6 Selectmen: 1
	"Any Town Meeting members who live within the defined Plymouth Downtown Village Service Area who are not appointed to the committee shall be non-voting "ex-officio" members".
Purpose:	"...implementing the recommendations outlined in the Downtown Village Center / Waterfront Area Master Plan of 2004. The Committee to be advisory in nature to the Planning Board and its primary function to assist in the implementation of this Master Plan and to advocate for the implementation of the master plan."
Temporary/Permanent:	Permanent
Review Dates:	2007 ATM 2010 ATM 2013 ATM
Current Review:	2016 ATM
Report Required:	Oral report at Town Meeting or a written report to be placed on file with the Town Clerk for inclusion in the Annual Report of the Town.
<b>2016 Recommendation:</b>	<b>Continue Committee for review at 2019 Annual Town Meeting.</b>

## TOWN MEETING COMMITTEES

Committee:	<b>Cedarville Steering Committee</b>
Article/Year:	Article 30 / Annual Town Meeting 1992
Term:	3-year overlapping terms
Members:	7
Appointing Authority:	Planning Board: 6 Selectmen: 1
	"Any Town Meeting members who live within the defined Cedarville Village Service Area who are not appointed to the committee shall be non-voting "ex-officio" members".
Purpose:	"...implementing the recommendations outlined in the Cedarville Village Master Plan. The Committee to be advisory in nature and its primary function to assist in the implementation of the Cedarville Village Master Plan and to advocate for the needs of this area."
Temporary/Permanent:	Permanent
Review Dates:	1995 ATM 2007 ATM 1998 ATM 2010ATM 2001 ATM 2013 ATM 2004 ATM
Current Review:	2016 ATM
Report Required:	Oral report at Town Meeting or a written report to be placed on file with the Town Clerk for inclusion in the Annual Report of the Town.
<b>2016 Recommendation:</b>	<b>Continue Committee for review at 2019 Annual Town Meeting.</b>



## **ARTICLE 6:**

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

BOARD OF SELECTMEN

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

The Advisory & Finance Committee recommends Town Meeting approve Article 6. Approval of this article will authorize the annual stipends for the Board of Selectmen and Town Moderator. There are no changes to the stipend amounts this year. The Chairman of the Board of Selectmen will receive \$4,500, the four remaining Selectmen will receive \$4,000 each, and the Moderator will receive \$2,000.



**TOWN OF PLYMOUTH  
11 Lincoln Street  
Plymouth, MA 02360  
(508) 747-1620**

**OFFICE OF TOWN MANAGER  
MEMORANDUM**

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To: Board of Selectmen  
Advisory and Finance Committee Members

From: Derek S. Brindisi, Assistant Town Manager

Date: January 11<sup>th</sup> 2016

Re: **Annual Town Meeting, Article 6 – Fixing the Salaries of Elected Officials**

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

**BOARD OF SELECTMEN**

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

There are no changes to the salaries of elected officials for FY 17, therefore I am recommending the following:

\$4,500 – Chairman of the Board of Selectmen  
\$4,000 – Selectmen  
\$2,000 - Moderator

Thank you for your consideration.



## **ARTICLE 7A-E:**

ARTICLE 7A: To see what action the Town will take to provide a reserve fund and to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town, including debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$197,740,657 (Unanimous, 13-0-0).**

ARTICLE 7B: To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the water enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$3,529,243 (Unanimous, 13-0-0).**

ARTICLE 7C: To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the sewer enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$5,526,327 (Unanimous, 13-0-0).**

ARTICLE 7D: To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the solid waste enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$2,205,124 (Unanimous, 13-0-0).**

ARTICLE 7E: To see what action the Town will take to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, toward defraying charges and expenses of the Town for the airport enterprise and debt and interest, for the ensuing twelve month period beginning July 1, 2016, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$2,608,646 (Unanimous, 13-0-0).**

**ARTICLES 7A-E: Total Recommendations: \$211,609,997.**

The Advisory & Finance Committee recommends Town Meeting approve Articles 7A, 7B, 7C, 7D and 7E comprising the FY2017 Operating Budget of \$211,609,997. Reports of the Advisory & Finance Committee's budget sub-committees can be found in the Article back-up of the Report & Recommendations of the Advisory and Finance Committee and details of each departmental budget can be found in the FY2017 General Government Proposed Operating Budget Book.



**TOWN OF PLYMOUTH**  
**FY2017 OPERATING BUDGET**

ITEM #	DEPARTMENT/CATEGORY	2016	2016	2016	2017	\$\$\$			
		Original Budget	Revised Budget		Advisory & Finance Committee Recommendation				
<b>ADMINISTRATIVE SERVICES</b>									
<b>TOWN MANAGER</b>									
1	Personal Services	498,082	501,437	260,054	506,558	5,121			
2	All Other Expenses	420,200	420,200	228,994	423,560	2,360			
	<b>Total Budget Request</b>	<b>918,282</b>	<b>921,637</b>	<b>489,048</b>	<b>930,118</b>	<b>7,481</b>			
<b>PROCUREMENT</b>									
3	Personal Services	163,525	165,890	105,581	170,772	4,882			
4	All Other Expenses	315,763	315,763	197,944	234,417	(84,461)			
	<b>Total Budget Request</b>	<b>479,288</b>	<b>481,653</b>	<b>303,526</b>	<b>405,189</b>	<b>(79,579)</b>			
<b>HUMAN RESOURCES</b>									
5	Personal Services	220,399	224,802	132,912	218,885	(5,917)			
6	All Other Expenses	87,645	87,645	32,245	112,750	(9,004)			
	<b>Total Budget Request</b>	<b>308,044</b>	<b>312,447</b>	<b>165,157</b>	<b>331,635</b>	<b>(14,921)</b>			
<b>TOWN CLERK</b>									
7	Personal Services	295,647	297,212	160,853	315,502	18,290			
8	All Other Expenses	201,890	201,890	88,228	201,510	(380)			
	<b>Total Budget Request</b>	<b>497,537</b>	<b>499,102</b>	<b>249,081</b>	<b>517,012</b>	<b>17,910</b>			
<b>DEPARTMENT OF FINANCE</b>									
<b>ALL DIVISIONS</b>									
9	Personal Services	1,725,795	1,750,990	1,099,105	1,887,939	136,949			
10	All Other Expenses	622,589	622,589	372,660	770,304	134,240			
	<b>Total Budget Request</b>	<b>2,348,384</b>	<b>2,373,579</b>	<b>1,471,765</b>	<b>2,658,243</b>	<b>271,189</b>			
<b>DEPARTMENT OF COMMUNITY RESOURCES</b>									
<b>COUNCIL ON AGING</b>									
11	Personal Services	312,256	317,039	191,575	360,053	43,014			
12	All Other Expenses	75,732	75,732	49,961	102,500	25,657			
	<b>Total Budget Request</b>	<b>387,988</b>	<b>392,771</b>	<b>241,536</b>	<b>462,553</b>	<b>68,671</b>			
<b>VETERANS SERVICES</b>									
13	Personal Services	109,102	110,404	70,799	115,830	5,426			
14	All Other Expenses	860,125	860,125	422,208	810,625	(59,500)			
	<b>Total Budget Request</b>	<b>969,227</b>	<b>970,529</b>	<b>493,007</b>	<b>926,455</b>	<b>(54,074)</b>			
<b>DISABILITIES</b>									
15	All Other Expenses	250	250	-	250	-			
	<b>Total Budget Request</b>	<b>250</b>	<b>250</b>	<b>-</b>	<b>250</b>	<b>-</b>			
<b>LIBRARY</b>									
16	Personal Services	1,234,494	1,242,658	766,800	1,163,549	(79,109)			
17	All Other Expenses	476,958	546,958	373,805	480,644	(66,314)			
	<b>Total Budget Request</b>	<b>1,711,452</b>	<b>1,789,616</b>	<b>1,140,605</b>	<b>1,644,193</b>	<b>(145,423)</b>			
<b>RECREATION</b>									
18	Personal Services	353,832	358,662	234,275	398,600	39,938			
19	All Other Expenses	16,320	16,320	4,508	16,770	450			
	<b>Total Budget Request</b>	<b>370,152</b>	<b>370,152</b>	<b>238,783</b>	<b>370,152</b>	<b>370,152</b>			
<b>1749 COURT HOUSE</b>									
20	Personal Services	13,159	13,159	5,688	15,175	2,016			
21	All Other Expenses	6,825	6,825	1,667	6,825	(667)			
	<b>Total Budget Request</b>	<b>19,984</b>	<b>19,984</b>	<b>7,355</b>	<b>22,000</b>	<b>1,349</b>			

**TOWN OF PLYMOUTH**  
**FY2017 OPERATING BUDGET**

ITEM #	DEPARTMENT/CATEGORY	2016	2016	2016 Expended	2017 Advisory & Finance Committee Recommenda	\$\$\$			
		Original Budget	Revised Budget			Over/Under 2017 to 2016 Revised Budget			
<b><u>DEPARTMENT OF INSPECTATIONAL SERVICES</u></b>									
<b>ALL DIVISIONS</b>									
22	Personal Services	864,475	875,342	516,949	896,864	21,522			
23	All Other Expenses	48,706	48,706	37,156	49,206	(19,163)			
	<b>Total Budget Request</b>	<b>913,181</b>	<b>924,048</b>	<b>554,104</b>	<b>946,070</b>	<b>2,359</b>			
<b><u>DEPARTMENT OF PLANNING &amp; DEVELOPMENT</u></b>									
<b>PLANNING &amp; DEVELOPMENT</b>									
24	Personal Services	447,787	453,793	295,204	474,950	21,157			
25	All Other Expenses	309,511	309,511	223,815	343,060	33,549			
	<b>Total Budget Request</b>	<b>757,298</b>	<b>763,304</b>	<b>519,019</b>	<b>818,010</b>	<b>54,706</b>			
<b>REDEVELOPMENT AUTHORITY</b>									
26	All Other Expenses	21,340	21,340	21,240	21,977	637			
	<b>Total Budget Request</b>	<b>21,340</b>	<b>21,340</b>	<b>21,240</b>	<b>21,977</b>	<b>637</b>			
<b><u>DEPARTMENT OF PUBLIC SAFETY</u></b>									
<b>POLICE DEPARTMENT</b>									
27	Personal Services	9,873,501	9,883,064	5,910,211	10,209,963	326,899			
28	All Other Expenses	338,139	338,139	176,059	456,014	100,851			
	<b>Total Budget Request</b>	<b>10,211,640</b>	<b>10,221,203</b>	<b>6,086,270</b>	<b>10,665,977</b>	<b>427,750</b>			
<b>FIRE DEPARTMENT</b>									
29	Personal Services	9,750,303	9,761,827	6,466,698	10,518,073	756,246			
30	All Other Expenses	252,998	252,998	139,250	268,798	(10,759)			
	<b>Total Budget Request</b>	<b>10,003,301</b>	<b>10,014,825</b>	<b>6,605,948</b>	<b>10,786,871</b>	<b>745,487</b>			
<b>EMERGENCY MANAGEMENT</b>									
31	All Other Expenses	69,900	69,900	17,663	69,900	-			
	<b>Total Budget Request</b>	<b>69,900</b>	<b>69,900</b>	<b>17,663</b>	<b>69,900</b>	<b>-</b>			
<b>PARKING ENFORCEMENT</b>									
32	Personal Services	33,361	33,361	21,553	33,361	-			
	<b>Total Budget Request</b>	<b>33,361</b>	<b>33,361</b>	<b>21,553</b>	<b>33,361</b>	<b>-</b>			
<b><u>DEPARTMENT OF MARINE &amp; ENVIRONMENTAL AFFAIRS</u></b>									
<b>ALL DIVISIONS</b>									
33	Personal Services	810,941	824,483	534,544	902,150	77,667			
34	All Other Expenses	106,250	106,250	36,038	112,600	(84,097)			
	<b>Total Budget Request</b>	<b>917,191</b>	<b>930,733</b>	<b>570,582</b>	<b>1,014,750</b>	<b>(6,431)</b>			
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>									
<b>ALL DIVISIONS</b>									
35	Personal Services	4,571,764	4,593,274	2,733,662	4,765,627	172,353			
36	All Other Expenses	1,215,055	1,215,055	696,410	1,341,830	64,981			
	<b>Total Budget Request</b>	<b>5,786,819</b>	<b>5,808,329</b>	<b>3,430,073</b>	<b>6,107,457</b>	<b>237,334</b>			
<b>TOTAL TOWN DEPARTMENTS</b>		<b>36,724,619</b>	<b>36,923,593</b>	<b>22,626,314</b>	<b>38,777,391</b>	<b>1,574,833</b>			

**TOWN OF PLYMOUTH**  
**FY2017 OPERATING BUDGET**

ITEM #	DEPARTMENT/CATEGORY	2016	2016	2016 Expended	2017 Advisory & Finance Committee Recommendation	\$\$\$
		Original Budget	Revised Budget			Over/Under 2017 to 2016 Revised Budget
<b><u>FIXED COSTS</u></b>						
	<b>Salary Reserve Account</b>					
37	Personal Services	-	539,093	10,019	-	(539,093)
38	Personal Services	100,000	100,000	-	575,000	475,000
	<b>Total Budget Request</b>	<b>100,000</b>	<b>639,093</b>	<b>10,019</b>	<b>575,000</b>	<b>(64,093)</b>
	<b>Fuel and Utilities</b>					
39	All Other Expenses	1,894,000	1,894,000	850,841	1,820,050	(74,258)
	<b>Total Budget Request</b>	<b>1,894,000</b>	<b>1,894,000</b>	<b>850,841</b>	<b>1,820,050</b>	<b>(74,258)</b>
	<b>Finance Committee Reserve Account</b>					
40	Reserve Fund	130,000	60,000	-	150,000	90,000
	<b>Total Budget Request</b>	<b>130,000</b>	<b>60,000</b>	<b>-</b>	<b>150,000</b>	<b>90,000</b>
	<b>Tax Title Foreclosures</b>					
41	All Other Expenses	365,202	365,202	9,575	315,202	(82,755)
	<b>Total Budget Request</b>	<b>365,202</b>	<b>365,202</b>	<b>9,575</b>	<b>315,202</b>	<b>(82,755)</b>
	<b>Medicaid Program</b>					
42	Personal Services	187,453	187,453	119,980	197,276	9,823
43	All Other Expenses	55,300	55,300	12,152	55,300	(26,149)
	<b>Total Budget Request</b>	<b>242,753</b>	<b>242,753</b>	<b>132,131</b>	<b>252,576</b>	<b>(16,326)</b>
	<b>Out of District Transportation</b>					
44	All Other Expenses	29,500	29,500	10,810	29,500	-
	<b>Total Budget Request</b>	<b>29,500</b>	<b>29,500</b>	<b>10,810</b>	<b>29,500</b>	<b>-</b>
	<b>Snow &amp; Ice Removal</b>					
45	All Other Expenses	510,000	1,510,000	1,049,307	535,000	(975,000)
	<b>Total Budget Request</b>	<b>510,000</b>	<b>1,510,000</b>	<b>1,049,307</b>	<b>535,000</b>	<b>(975,000)</b>
	<b>Member Benefits</b>					
46	All Other Expenses	5,592,454	5,592,454	3,736,172	5,638,550	(1,480)
	<b>Total Budget Request</b>	<b>5,592,454</b>	<b>5,592,454</b>	<b>3,736,172</b>	<b>5,638,550</b>	<b>(1,480)</b>
	<b>Pensions</b>					
47	All Other Expenses	10,575,494	10,575,494	10,575,493	11,397,079	821,585
	<b>Total Budget Request</b>	<b>10,575,494</b>	<b>10,575,494</b>	<b>10,575,493</b>	<b>11,397,079</b>	<b>821,585</b>
	<b>Unemployment Compensation</b>					
48	All Other Expenses	200,000	200,000	200,000	125,000	(75,000)
	<b>Total Budget Request</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>125,000</b>	<b>(75,000)</b>
	<b>Member Insurance</b>					
49	All Other Expenses	31,541,090	31,541,090	18,641,716	32,042,763	501,673
	<b>Total Budget Request</b>	<b>31,541,090</b>	<b>31,541,090</b>	<b>18,641,716</b>	<b>32,042,763</b>	<b>501,673</b>
	<b>OPEB Trust Funding</b>					
50	All Other Expenses	650,000	650,000	650,000	711,950	61,950
	<b>Total Budget Request</b>	<b>650,000</b>	<b>650,000</b>	<b>650,000</b>	<b>711,950</b>	<b>61,950</b>
	<b>Compensated Absences</b>					
51	All Other Expenses	125,000	125,000	125,000	150,000	25,000
	<b>Total Budget Request</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>150,000</b>	<b>25,000</b>
	<b>All Town Insurance</b>					
52	All Other Expenses	983,510	983,510	963,153	1,140,155	156,645
	<b>Total Budget Request</b>	<b>983,510</b>	<b>983,510</b>	<b>963,153</b>	<b>1,140,155</b>	<b>156,645</b>
<b>TOTAL FIXED COSTS</b>		<b>52,939,003</b>	<b>54,408,096</b>	<b>36,954,217</b>	<b>54,882,825</b>	<b>367,942</b>

**TOWN OF PLYMOUTH**  
**FY2017 OPERATING BUDGET**

ITEM #	DEPARTMENT/CATEGORY	2016	2016	2016	2017	\$\$\$
		Original Budget	Revised Budget		Advisory & Finance Committee Recommendation	Over/Under 2017 to 2016 Revised Budget
<b><u>NON-ENTERPRISE DEBT</u></b>						
53	All Other Expenses	12,499,491	13,562,463	4,495,230	13,822,523	260,060
	<b>TOTAL DEBT SERVICE</b>	<b>12,499,491</b>	<b>13,562,463</b>	<b>4,495,230</b>	<b>13,822,523</b>	<b>260,060</b>
<b><u>PLYMOUTH SCHOOLS</u></b>						
54	School Budget Request	84,166,901	85,199,071	45,540,542	90,257,918	4,094,833
	<b>TOTAL SCHOOL REQUEST</b>	<b>84,166,901</b>	<b>85,199,071</b>	<b>45,540,542</b>	<b>90,257,918</b>	<b>4,094,833</b>
	<b>TOTAL GENERAL FUND</b>	<b>186,330,014</b>	<b>190,093,223</b>	<b>109,616,303</b>	<b>197,740,657</b>	<b>6,297,668</b>
<b><u>AIRPORT BUDGET</u></b>						
<b>AIRPORT OPERATING</b>						
55	Personal Services	490,175	493,681	275,605	509,431	15,750
56	All Other Expenses	2,282,415	2,282,415	924,271	2,099,215	(183,200)
	<b>Total Operating</b>	<b>2,772,590</b>	<b>2,776,096</b>	<b>1,199,876</b>	<b>2,608,646</b>	<b>(167,450)</b>
57	Indirect Cost	194,979	194,979	194,979	194,979	-
	<b>Total Airport Budget</b>	<b>2,967,569</b>	<b>2,971,075</b>	<b>1,394,855</b>	<b>2,803,625</b>	<b>(167,450)</b>
<b><u>SEWER BUDGET</u></b>						
<b>SEWER OPERATING</b>						
58	Personal Services	282,147	285,326	212,239	346,165	60,839
59	Other Expenditures	2,025,633	2,025,633	1,113,551	2,024,311	(48,013)
60	Sewer Enterprise Debt	2,191,444	2,212,137	1,933,300	3,155,851	943,714
	<b>Total Operating</b>	<b>4,499,224</b>	<b>4,523,096</b>	<b>3,259,090</b>	<b>5,526,327</b>	<b>956,540</b>
61	Indirect Cost	288,161	288,161	288,161	293,124	4,963
	<b>Total Sewer Budget</b>	<b>4,787,385</b>	<b>4,811,257</b>	<b>3,547,251</b>	<b>5,819,451</b>	<b>961,503</b>
<b><u>WATER BUDGET</u></b>						
<b>WATER OPERATING</b>						
62	Personal Services	1,068,529	1,071,607	696,461	1,123,375	51,768
63	Other Expenditures	1,231,610	1,231,610	493,139	1,246,458	(47,510)
64	Water Enterprise Debt	1,186,892	1,176,521	212,965	1,159,410	(17,111)
	<b>Total Operating</b>	<b>3,487,031</b>	<b>3,479,738</b>	<b>1,402,564</b>	<b>3,529,243</b>	<b>(12,853)</b>
65	Indirect Cost	1,240,540	1,240,540	1,240,540	1,293,076	52,536
	<b>Total Water Budget</b>	<b>4,727,571</b>	<b>4,720,278</b>	<b>2,643,104</b>	<b>4,822,319</b>	<b>39,683</b>
<b><u>SOLID WASTE BUDGET</u></b>						
<b>SOLID WASTE OPERATING</b>						
66	Personal Services	315,689	315,689	156,441	314,354	(1,335)
67	Other Expenditures	1,961,554	1,828,414	991,933	1,890,770	(76,147)
	<b>Total Operating</b>	<b>2,277,243</b>	<b>2,144,103</b>	<b>1,148,374</b>	<b>2,205,124</b>	<b>(77,482)</b>
68	Indirect Cost	268,198	268,198	268,198	294,914	26,716
	<b>Total Solid Waste Budget</b>	<b>2,545,441</b>	<b>2,412,301</b>	<b>1,416,572</b>	<b>2,500,038</b>	<b>(50,766)</b>
	<b>TOTAL ENTERPRISE FUNDS</b>	<b>15,027,966</b>	<b>14,914,911</b>	<b>9,001,782</b>	<b>15,945,433</b>	<b>782,970</b>
	<b>BUDGET GRAND TOTAL</b>	<b>201,357,980</b>	<b>205,008,134</b>	<b>118,618,086</b>	<b>213,686,090</b>	<b>7,080,637</b>
	<b>ENTERPRISE FUND INDIRECTS</b>					<b>(2,076,093)</b>
	<b>FY2017 BUDGET APPROPRIATION</b>				<b>211,609,997</b>	

**ADVISORY AND FINANCE COMMITTEE  
FY2017 BUDGET SUB-COMMITTEE LISTING**

<b>A: ADMINISTRATION</b>	<b>MARINE &amp; ENVIRON</b>	<b>FIXED COSTS</b>	<b>ENTERPRISE</b>
123 Town Manager	292 Animal Control	130 Fuel & Utilities	482 Airport Enterprise
138 Procurement	295 Harbor Master	910 Member Benefits	
152 Human Resources	427 Natural Resources	945 All Town Insurance	
161 Town Clerk			

*Shelagh Joyce, Chair - Betty Cavacco - Marcus McGraw - John Moody- Scott Stephenson*

<b>B: FINANCE DEPT</b>	<b>FIXED COSTS</b>	<b>DEBT</b>
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146 Treasury & Collections	911 Pension Contributions	753 Misc. Interest
155 Information Technology	913 Unemployment Trust	755 Bond Issuance
	914 Member Insurance	
	915 OPEB Trust	
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*Harry Salerno, Chair - Mike Lincoln - Christopher Merrill - Marc Sirrico*

<b>C: PUBLIC SAFETY</b>
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220 Fire
291 Emergency Management
293 Parking Enforcement

*Marc Sirrico, Chair - Kevin Carty - Betty Cavacco - Patrick O'Brien*

<b>D: PUBLIC WORKS</b>	<b>ENTERPRISE</b>
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420 Highway	440 Sewer Enterprise
421 Administration	450 Water Enterprise
422 Building Maintenance	
423 Snow & Ice	
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*Ethan Kusmin, Chair - Patty McPherson - Patrick O'Brien - Harry Salerno- Scott Stephenson*

<b>E: PLANNING &amp; DEVELOPMENT</b>	<b>INSPECTIONAL SVS</b>	<b>COMMUNITY RESOURCES</b>
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		610 Library
		695 1749 Court House
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*Marcus McGraw, Co-Chair - Ethan Kusmin, Co-Chair - Harry Helm - Mike Lincoln - John Moody*

<b>F: SCHOOLS</b>	<b>FIXED COSTS</b>
300 Plymouth Schools	390 Medicaid Reimbursements

*Christopher Merrill, Chair - Kevin Carty - Harry Helm - Shelagh Joyce - Patty McPherson*

To: Advisory & Finance Committee  
From: Budget Sub-Committee A – Administrative /Airport/ Clerk/Miscellaneous Services/ Marine and Environmental Affairs.  
Shelagh Joyce, Chair  
Committee Members – Betty Cavacco, Marcus McGraw, John Moody, Scott Stephenson,  
Date: February 24, 2016  
Subject: Sub-Committee A - FY2016 Budget Review & Recommendations

### Budget Summary: #123 Town Manager

Proposed FY2017 Budget	Total:	\$932,539	Personnel:	\$508,979	Other:	\$423,560
FY2016 Budget	Total:	\$921,637	Personnel:	\$501,347	Other:	\$420,200
FY2015 Actual	Total:	\$868,883	Personnel:	\$457,001	Other:	\$411,882

### Department Synopsis

The Town Manager provides for the professional day to day management of town government as well as carrying out the policies and directives set by the Board of Selectmen. The Town Manager's office includes five full time personnel. Assistant town manager Derek Brindisi met with the Sub-Committee.

Town Manager: Melissa Arrighi

Assistant Town Manager: Derek Brindisi

### Budget Observations

The requested town manager's budget shows an overall 1.2% increase or \$10,902. The personnel service increase is \$5,121; due to increases in overtime, longevity pay and contract benefits. Other expenses in the town manager's budget increased due to \$3,360 for legal services and dues/membership. In FY15 the town manager's buy back benefit was \$9,000; it increased in FY16 to \$16,570 and the possible FY17 buy back benefit has been budgeted at \$24,826. The dollar amount of this potential buyback is significant and if not exercised will continue to increase at a high dollar amount. In FY15 the buyback benefit was not exercised by the town manager.

The town manager has spending authority over the Cable Services Revolving Fund. This revolving account may only be used for consulting/legal services and any expenses related to relicensing the Verizon and Comcast contracts. In FY15 the town manager transferred \$10,935 into the account. The funds for this revolving account are derived from cable related franchise fees. In FY15 the expenses for the cable revolving account were \$1,313. The balance of the fund on 12/31/15 was \$73,978.

### Initiatives & Opportunities

The Comcast contract is expiring on July 6, 2016. The Verizon contract is expiring in 2023; eight years from now. In the last eleven years the cable services revolving fund has worked under spending limits with different dollar amounts – FY06 and FY07 was \$5,000; FY08 was \$11,000; FY09 and FY10 was \$15,000; FY2011 was \$30,000; FY2012 was \$10,000; FY13, FY14 and FY15 was \$38,000; FY16 was \$33,000.

### Recommendations

The Sub-Committee recommends the Town Manager's budget be reduced by \$2,421 to \$930,118 and the cable services revolving fund be approved at \$33,000. The \$2,421 reduction in Personnel Services is recommended due to the filling of an open administrative assistant's position by a staff member of the Council on Aging at a salary lower than was being carried in the budget.

The Sub-Committee further recommends that the BOS work towards minimizing the continuing accrued liability of the town manager's buyback budget. We recommend putting a 1-2 year cap on how much time can be accrued and carried as a liability on the town's books before it is paid off. Now that an assistant town manager has joined the management team the hope would be that the town manager can use her PTO on a regular basis.

### Budget Summary: #138 Procurement

Proposed FY2017 Budget	Total:	\$397,041	Personnel:	\$170,772	Other:	\$226,269
FY2016 Budget	Total:	\$481,653	Personnel:	\$165,890	Other:	\$315,763
FY2015 Actual	Total:	\$444,723	Personnel:	\$159,153	Other:	\$285,569

#### **Department Synopsis**

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

**Budget Observations:** Total budget reflects a decrease of 17.6% or \$89,494 versus the FY16 budget. In FY17 the \$91,500 telephone expense from the FY16 procurement budget has been moved to the Information Technology department budget. Requests have been submitted totaling \$8,148 for various kinds of furniture – 12 desk chairs, 3 file cabinets, 2 bookcases, and other minor pieces. 68% of the furniture requested is for the DPW department; the other 32% is for Procurement and the Treasurer's office. The expectation would be that these new items for the Procurement and Treasurer departments would follow those specific offices when they move to the new town hall in 2017.

**Recommendation:** The sub-committee recommends a budget of \$405,189, an increase of \$8,148 over the Board of Selectmen recommended budget of \$397,041. The increase is due to the cost of the previously mentioned equipment acquisition being inadvertently omitted from the Budget Book.

## Budget Summary: #152 Human Resources

Proposed FY2017 Budget	Total:	\$369,093	Personnel:	\$249,343	Other:	\$119,750
FY2016 Budget	Total:	\$312,447	Personnel:	\$224,802	Other:	\$87,645
FY2015 Actual	Total:	\$306,860	Personnel:	\$218,863	Other:	\$87,997

### Department Synopsis

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

Human Resources Director: Marie Brinkmann

### Budget Observations

There was a transition in the management of the Human Resources department. The director left the town in late 2015. The benefits administrator, assumed the overall responsibility of the director's position; the department's administrative assistant was promoted to benefits administrator and an administrative assistant from the town manager's department transferred to H/R. All these staffing role changes will result in a decrease in salaries of \$25,458. or 5.1% less.

Total requested budget shows an 18.1% or \$56,646 increase from FY16. The increases in expenses are due to \$14,300 more for technical services, \$9,000 more for medical services for new hire evaluations and \$7,000 for drug testing. The new hire evaluations cost approximately \$140 for a new staff employee, \$170 for DPW, \$905 for police and \$1184 for fire. The drug testing line item was increased since it was a recent union contract addition to firefighter's contracts.

We wanted to share the past four years calendar years of employment related statistics.

In 2015 there were 2,728 active town and school employees. Full time staff totaled 1,545; town staff was 467 and school staff was 1,078. Part time staff totaled 429; 39 were town staff and school staff were 390. Seasonal, temps and substitute staff totaled 754.

New hires in 2012 and 2013 were the same amount; 24 new hires in each year. In 2014 there was a significant increase of 42 new hires; an increase of 75%. Out of the 42 new hires in 2014 there were 17 new police officers and 2 firefighters; 45% of the 2014 new hires. In 2015 there were 36 new employees (not including seasonal) hired; 75% of them full time. The new hires were 6 fire, 6 police, 5 library, and 4 DPW. The remaining 15 hires in 2015 were spread among the other departments.

Employees that retired/terminated/resigned was fairly consistent in each year until 2015 – 29 in 2012, 33 in 2013, 30 in 2014 and 47 in 2015. This attrition rate is an increase of almost 60% from 2014 activity.

Number of promoted employees varied from year to year – 24 in 2012, 12 in 2013, 31 in 2014 and 31 in 2015.

In 2015 a total of 41 claims were filed for unemployment benefits; 33 were former School employees and 8 from the town.

Workmen's compensation claims were 44 for the town and 72 in the school system. During 2015 there were 37 injuries on the job in the police and fire departments; 21 police and 18 fire.

### Initiatives & Opportunities

None noted.

### Recommendations

The Sub-Committee recommends a reduction of \$42,458 in the Human Resources budget to \$326,635. The reduction is comprised of the previously mentioned \$25,458 decrease in Salaries and the following:

- A \$10,000 reduction in the Overtime requested as part of the new initiative. A total of \$15,000 was requested. The rationale in the Budget Book for this OT "Special Projects" while the sub-committee determined through questioning that the request was to maintain a newly combined employee and retiree database as well as complying with various record keeping duties. The functions referenced are common H/R functions. We recognize the fact that occasional OT may be needed for staff coverage due to vacation or sick coverage.

- A \$7,000 reduction in Technical Services. A \$14,000 increase was requested for Assessment Centers within Technical Services, bringing the total request to \$42,000. Assessment Centers are a third-party service used to evaluate Public Safety personnel for possible promotion to superior positions. Each assessment costs \$1,000 each. It is anticipated that the number of assessments conducted will be 35; hence the \$35,000 amount.

#### Comments / Other

The New Initiative request included a request to upgrade an A5 Administrative Assistant with an A6 Administrative Assistant at a cost of \$3,452. Our interviews determined the position is responsible for common HR administrative functions – job postings, tracking job applicants and staff additions. The Sub-Committee believes an upgrade of the position is not appropriate at this time given the recent full reorganization within Human Resources. The Board of Selectmen also did not approve the upgrade.

### Budget Summary: #161 Town Clerk

Proposed FY2017 Budget	Total:	\$517,052	Personnel:	\$315,052	Other:	\$201,510
FY2016 Budget	Total:	\$499,102	Personnel:	\$297,212	Other:	\$201,890
FY2015 Actual	Total:	\$487,172	Personnel:	\$288,493	Other:	\$198,678

### Department Synopsis

The Town Clerk's office has five full time personnel who perform services related to the administration and maintenance of all public records. These records include town meeting warrants and minutes, vital records, meeting postings and minutes, vote certification, town census, as well as dog registration and enforcement.

Town Clerk: Laurence Pizer

### Budget Observations

Total budget shows a 2.6% increase or \$12,793. The increase is due to three elections in FY17.

### Initiatives & Opportunities

The state has created a requirement that each town or city must provide an "early voting opportunity" for two weeks before the general election in November. Plymouth must provide, at a minimum, for all 15 precincts one voting location (which will be the Town Hall clerk's office) from 7:30 am-4 pm Monday – Friday for two weeks before the November election. It would cost the town an additional \$69.94/hour to provide additional "early voting" hours outside the minimum required M-F 7:30 am-4 pm window.

The town clerk has requested that an administrative assistant be promoted to assistant town clerk; the additional cost of this request is \$5,117.12 based on FY17 salary dollars. The Advisory and Finance committee does not concur with this upgrade request.

### Recommendations

The Sub-Committee recommends the town clerk's budget be approved at an increased budget of \$517,012. This increase of \$450 is needed to pay for the expenses of adding six hours of poll coverage (from 4-7 pm one night per week for 2 weeks). This early voting requirement is only for the election in November. The goal is that this will help people who are not able to participate during the daytime hours of 7:30 am-4 pm. This initiative is being recommended as a tool to help increase the town's voter participation rate.

### Budget Summary: #292 Animal Control

Proposed FY2017 Budget	Total:	\$149,967	Personnel:	\$143,167	Other:	\$6,800
FY2016 Budget	Total:	\$143,202	Personnel:	\$136,402	Other:	\$6,800
FY2015 Actual	Total:	\$120,729	Personnel:	\$117,229	Other:	\$3,500

### Department Synopsis

The Animal Control department presently has four employees; two full time and two part time. The department operates the town's animal shelter, enforces the town's animal by-laws and provides support for resident encounters with wildlife. It is one of three department's within Marine and Environmental Affairs.

Marine & Environmental Director: David Gould

### Budget Observations

Total budget shows an increase of \$6,765 or 4.7%; which is all in the personnel services expenses. Last year the department was approved for a second part time employee. This year the manager is requesting a modification to the staffing configuration – taking the two part-time positions and combining them into one full time position. This proposed staffing configuration would result in three full time positions and no part time positions. The manager believes three full-time positions offer more flexibility in meeting the staffing needs of the department as well as helping in retention of staff. Combining two part-time positions into one full time position results in a significant cost increase to the town; namely a full time employee costs the town approximately \$20,000 per year in benefits. That increased cost is not reflected in the animal control budget; that \$20,000 FT employee carrying cost gets bundled into the overall member benefits/town insurance/pension budgets.

The director of Marine and Environmental Affairs has spending authority over the Animal Shelter Adoption revolving fund. Over the period of 7/1/13-12/31/14 receipts totaled \$1,340 and expenditures totaled \$4,515.24. The balance in the account as of 12/31/15 was \$9,975. The budget request for FY17 is for a renewal of a \$5,000 cap on expenditures which is used for the care, health and welfare of the animals.

### Initiatives & Opportunities

The request for combining the two part-time staff into one full-time staff position has a minor positive salary decrease. The much larger, long term impact is the cost of benefits and OPEB liability for a full time town employee; benefits are conservatively estimated at \$19,326 and the annual OPEB Liability is estimated at \$4,950, bringing the total first-year cost of the change to a full-time position to \$63,722. Part time positions do not involve additional benefit and OPEB expenses.

### Recommendations

The Sub-Committee recommends the animal control budget be approved as submitted at \$149,967.

### Comments / Other

The town's kennel is scheduled to be staffed 7 am-4 pm seven days a week.

### Budget Summary: #295 Harbor Master

Proposed FY2017 Budget	Total:	\$367,817	Personnel:	\$335,417	Other:	\$32,400
FY2016 Budget	Total:	\$351,082	Personnel:	\$324,682	Other:	\$26,400
FY2015 Actual	Total:	\$341,689	Personnel:	\$314,560	Other:	\$27,129

### Department Synopsis

The Harbor Master provides for the protection of life, property and natural resources on Plymouth's waterways. The department is responsible for search and rescue, responds to boating emergencies, enforces boating laws, and management of moorings, shellfish, dockage and maintenance of town piers. The department consists of four full time employees. One of these four employees is allocated between the harbor (44%) and the state boat ramp (56%). There are also 16-18 part time and seasonal employees.

Department Manager: Chad Hunter

### Budget Observations

Total budget requests amount to an overall increase of \$16,735. or 4.8%. Personnel services are an increase of \$10,735. or 3.3%. Harbor Master expenses are an increase of \$6,000 or an increase of 22.7%. The increases proposed are a new line item of \$4,500 for mooring operations and \$1,500 for equipment.

The Harbor Master has requested spending authority over the State Boat Ramp revolving fund of an amount for FY17 not to exceed \$61,000. This fund is to be used for FT and PT staff as well as for expenses managing the boat ramp. The fund allocation is broken down into 56% of salary and benefits for the assistant harbormaster (\$29,601 salary plus \$10,360 benefits); full funding of two seasonal PT harbormaster assistants for a total of \$19,600; and \$976 for materials and maintenance totaling \$60,537. The balance in the account as of 12/31/15 was \$16,277.

### Initiatives & Opportunities

None noted

### Recommendations

The Sub-Committee recommends the harbor master control budget be approved as submitted at \$367,817.

### Budget Summary: #427 Natural Resources

Proposed FY2017 Budget	Total:	\$496,966	Personnel:	\$423,566	Other:	\$73,400
FY2016 Budget	Total:	\$436,449	Personnel:	\$363,399	Other:	\$73,050
FY2015 Actual	Total:	\$446,911	Personnel:	\$320,112	Other:	\$126,798

### Department Synopsis

The Natural Resources division provides services that help ensure the protection and maintenance of Plymouth's natural resource assets which include Long Beach, lakes, ponds and inland fisheries. As part of its duties the department conducts biological and nutrient monitoring programs, water sampling and water testing. Every year it also coordinates Hazardous waste collections days in the fall and spring. The department consists of five employees including the Director of Marine and Environmental Affairs, two environmental technicians and one natural resource warden.

Marine & Environmental Director: David Gould

### Budget Observations

Total budget increases amount to \$84,017 or 9%; \$60,167 or 16.6% in personnel services. There are multiple increases requested; the most significant involving \$51,083 for a third warden. This warden would be deployed to White Horse Beach and Morton Park. A request has been made to include is \$2,000 for additional funds for meetings and training workshops; this is linked to the request for the third warden

The recommendation by the department manager is to discontinue the use of the software for the "Park Watch" system. In the first six months there were only 64 incidents reported through the on-line system. There is no financial penalty if the town discontinues the use of ParkWatch after the initial year. The plan is to provide an alternative online reporting system that residents could use; there would be no cost for this new reporting utility. The department would like to retain the \$6,000 in funds and put it towards additional water quality testing. .

The director of Marine and Environmental Affairs has spending authority over the Plymouth Long Beach revolving fund .This fund is used for partial funding of FT salaries, total funding for PT salaries of seasonal staff and funds needed for police detail coverage. It is also used for providing maintenance and services on Plymouth Long Beach, repairs to the seawall and implementation of the Long Beach Management Plan. There is also a \$15,000. line item for storm damage contingencies. The balance in the account as of 12/31/15 was \$135,066.99. The budget request for FY17 for the Plymouth Beach revolving fund spending cap is \$248,300; \$19,600 more than FY16. Revenue sources for this account are from Long Beach 4X4 stickers and daily parking fees at Plymouth Beach. One factor impacting the request for the rise in the spending cap is the minimum hourly wage increased to \$10/hr in January 2016 and will increase to \$11/hr in January 2017.

The director of Marine and Environmental Affairs also has spending authority over the Conservation Land revolving fund. This fund is used for the care, maintenance, necessary signage and other improvements related to land acquired with CPA funds. The balance in the account as of 12/31/15 was \$737.01. For FY17 the requested cap on expenditures is \$750.

### Initiatives & Opportunities

The third warden initiative is requested in response to ongoing public requests and need for increased coverage at White Horse Beach and Morton Park. We would encourage the department manager to have a plan well designed with the goal of making this third warden to be hired and as productive as close to the start of the FY17 budget year. It would be disappointing if recruitment and training takes months and then the town sites that could benefit from this additional help don't see the benefit until the 2016 summer season is over. The request for the department to retain the \$6,000 in funds from the ParkWatch software reporting system for additional water testing certainly has merit. The expectation is that a comprehensive plan of all relevant sites would be created for these additional water testing sites. The testing results should be shared with the town's residents in a timely fashion via a platform that is easily accessible at home or via a mobile device.

### Recommendations

The Sub-Committee recommends the natural resources budget to be approved as submitted at \$496,966.

### Budget Summary: #482 Airport Enterprise

Proposed FY2017 Budget	Total:	\$2,613,646	Personnel:	\$509,431	Other:	\$2,104,215
FY2016 Budget	Total:	\$2,776,096	Personnel:	\$493,681	Other:	\$2,282,415
FY2015 Actual	Total:	\$2,100,985	Personnel:	\$456,612	Other:	\$1,644,374

### Department Synopsis

The Airport Enterprise fund provides for the development, operation and maintenance of the Plymouth Municipal Airport in a safe, efficient and fiscally responsible manner that promotes general aviation; the airport helps stimulate the economy and supports the local community. Airport management is responsible for adhering to all federal, state and local regulations.

Revenue generated by airport operations includes the sale of aviation fuel, landing/tie down fees and land leases; which funds the budget in its entirety. Airport staff consists of 6 full time (FT) staff and 2 part time (PT) staff. There are 2 vacant positions – one FT and 1 PT. It is expected that the FT position will be filled shortly. The PT position will continue to not be filled until airport volume from prior years (2008-2009) sufficiently recovers.

Airport Manager: Tom Maher

### Budget Observations

Total budget requests show a 5.8% decrease or \$162,450. The most significant operating expense decrease is \$200,000 in aviation fuel. An increase of \$13,580 is requested in salaries. \$11,850 is attributed to a request in making a A5-8 airport office manager position a 40 hour/week position versus the present 32 hour/week position. This increase in salary dollars is funded through the sale of fuel. .

The amount of fuel purchased is partially dictated by the airport's storage capacity. Fuel is usually purchased every 10 days.

The overtime budget of \$39,000 is used primarily for airport staff performing snow and ice removal. It is also used to cover vacation and sick coverage for the airport's night shift. FY16 overtime thru mid-January is \$21,290.

### Initiatives & Opportunities

Taxiway lights are continuing to be converted to LED lights. The total transition to LED lights will take approximately 4-5 years to complete.

### Recommendations

The Sub-Committee recommends the airport enterprise fund to be approved as submitted at \$2,596,146.

### Budget Summary: #130 Consolidated Utilities (Fuel and Utility)

Proposed FY2017 Budget	Total:	\$1,925,050	Personnel:	0	Other:	\$1,925,050
FY2016 Budget	Total:	\$1,894,000	Personnel:	0	Other:	\$1,894,000
FY2015 Actual	Total:	\$1,791,937	Personnel:	0	Other:	\$1,791,937

#### **Department Synopsis**

This fund is a central cost center for all of the Town's electricity, heat and vehicle fuel.

#### **Budget Observations:**

The 2017 recommended budget reflects a 1.6% increase from the FY16 budget. The Sub-Committee conducted extensive analysis of the budget request, reviewing prior year requests against actual expenses, the size of various changes proposed in the FY 2017 budget, and U.S. Government projections for energy costs over the next 18 months. The Sub-Committee's interest in the increase of this budget is based on the substantial changes in energy costs over the past year and projections for those costs in coming years, suggesting the potential for a significant budget reduction opportunity.

The Sub-Committee's analysis indicates the Consolidated Utilities budget may be between \$188,000 and \$440,000 over-budgeted, depending on the aggressiveness with which projected future energy costs are applied. The Sub-Committee acknowledges that none of us really knows where energy costs will go over the next 18 months, the period of time for which these projections would apply. As such, the Sub-Committee believes a highly conservative approach is required, which it believes was the intent for proposing the existing budget. However, even the most conservative analysis of the Sub-Committee, which involves reducing the budget by 60% of the estimated over-budget amount of \$188,000, indicates a substantial budget savings opportunity of \$109,5000.

The Finance Director expressed concern about a proposed \$109,5000 budget reduction because of unresolved conditions in current negotiations over a new Solar Net Metering Credit agreement in progress and suggested a reduction of \$75,000.

**Recommendation:** The sub-committee recommends a FY17 budget of \$1,820,050, a total reduction of \$105,000. The reduction is comprised of the following components:

- A \$90,000 reduction to the overall budget, which breaks down roughly as follows based on the Sub-Committee's analysis: (a) a \$52,600 reduction in electricity costs; (b) a \$8,630 reduction in Heat costs; and (c) a \$28,770 reduction in vehicle fuel costs.
- A \$15,000 reduction in Heat costs connected with the Crematory. This reduction is proposed based on a recent loss of significant business at the Crematory that is projected to represent approximately 35% of the FY2015 business. The Crematory accounted for \$70,511 in Heat costs in FY2015 versus the \$75,000 requested for the FY2017 budget.

### Budget Summary: #910 Member Benefits

Proposed FY2017 Budget	Total:	\$5,638,550	Personnel:	0	Other:	\$5,638,550
FY2016 Budget	Total:	\$5,592,454	Personnel:	0	Other:	\$5,592,454
FY2015 Actual	Total:	\$4,888,642	Personnel:	0	Other:	\$4,888,642

### Department Synopsis

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

### Budget Observations

The overall budget for FY17 shows an increase of less than 1% or \$46,096. Some of the variances are a result of contractual changes and some have the potential to be improved by education and training enhancements. There is an increase of \$50,000 or 28.6% for the deferred compensation match - more employees are taking advantage of the benefit and this offering is now part of the firefighter's contract. Employer town Medicare benefits increased by \$63,990; a 13.11% increase. Managed Blue expenses continue to increase – FY17 is budgeted to increase by \$210,509 or 23%. More retirees are electing Managed Blue versus Medex; there is a 6% increase in enrollees and a 5% rate increase.

Decreases are varied – one example of a naturally occurring decrease is Medicare B premiums (\$274,321 or 18%) and penalties (\$20,000 or 13.6%) totaling \$294,321. The Medicare B amount decreases every year as there are fewer eligible retirees that receive this benefit. A significant budgeted decrease of \$90,000 is from anticipated 100B claims. 100B claims arise from medical expenses incurred by disabled retired police and fire employees. A recent analysis was conducted that reviewed the last 7-9 years of 100B claims. That analysis led to the determination that this budget item could be reduced .

### Initiatives & Opportunities

The increase in 111F claims has continued again at a rate of 11.5% or \$23,000. 111F claims are worker's compensation claims for only police and fire. The \$223,000 line item is comprised of \$63,000 for the insurance premium the town buys as a buffer to pay claims over a certain dollar ceiling; \$125,000 for claims which also includes a small \$7,000 administrative fee for the vendor who processes the claims and a \$35,000 amount for extra claims. The town's wellness program is self- managed by the town; once again we are requesting that serious consideration be given to re-examining this program. A robust wellness program has the potential to help decrease future WC claims.

### Recommendations

The Sub-Committee recommends the member benefits be approved as submitted at \$5,638,550.

### Comments / Other

Collaborative work is needed to formulate a plan on how to help all staff reduce the frequency and seriousness of these incidents. We are very concerned with the dramatic continued increase in payments to fire and police employees who have been injured on the job and being paid their full salaries. In 2012 the town paid out \$284,000 in claims, in 2013 it was \$187,000, in 2014 it was \$332,000 and in 2015 it was \$705,000. The 2015 increase is a bump of 112% in dollars from 2014. In 2015 there were 18 fire department WC claims and 21 police department WC claims.

### Budget Summary: #945 Town Insurance

Proposed FY2017 Budget	Total:	\$1,149,660	Personnel:	0	Other:	\$1,149,660
FY2016 Budget	Total:	\$983,510	Personnel:	0	Other:	\$983,510
FY2015 Actual	Total:	\$852,084	Personnel:	0	Other:	\$852,084

#### Department Synopsis

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

#### Budget Observations

Total budget requested shows a 16.9% increase or \$166,150.

#### Initiatives & Opportunities

The town takes advantage of a 4% discount by paying the insurance premium in early July. The town also takes advantage of the power of the Massachusetts Interlocal Insurance Association (MIIA), which many municipalities in Massachusetts utilize, to negotiate for best pricing. Plymouth also receives other discounts via training sessions they participate in periodically.

#### Recommendations

The Sub-Committee recommends the town insurance budget be approved at \$1,140,155; \$9,505 less than submitted at \$1,149,660. The revised amount was arrived after additional calculations were done by the Finance director based on the actual 2016 bill of \$1,099,913 , adding in the anticipated 15% increase of \$164,987 in premiums minus the 4% prepayment discount of \$49,745 and the inclusion of a conservative estimate of receiving \$75,000 of reward credits.

#### Comments / Other

The formulation of the town insurance budget is done in conjunction with the town manager's office. The town insures at replacement cost. The separate marine policy that was purchased last year is handled by a separate agent. Money may be returned to the town at the end of the year in the form of dividends based on claim activity.

To: Advisory & Finance Committee  
From: Budget Sub-Committee B Department of Finance  
Harry Salerno, Chair  
Mike Lincoln  
Christopher Merrill  
Marc Sirrico  
Date: February 12, 2016  
Subject: Sub-Committee B Budget Review & Recommendations

The sub-committee would like to thank the Finance Director Lynne Barrett and the other finance division heads for taking the time to meet with our sub-committee to review the FY '17 budget.

The Finance department and its divisions support and perform all the financial functions of the town, from revenue billing, collection, financial reporting, recording, auditing, maintaining, expense disbursements, payroll and technology. Many of the critical functions of the Finance Department are required under Massachusetts General Laws, the Department of Revenue, and Division of Local Services.

<b>Department of Finance</b>		<b>114 Moderator</b>	
	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed FY17 Budget	\$5,600	\$2,000	\$3,600
Current FY16 Budget	\$2,100	\$2,000	\$100
Prior Year FY15 Actual	\$2,100	\$2000	\$100

#### **Department Synopsis**

This is an annual stipend paid monthly for the Town Moderator. There was an increase in 2014 when the Moderator stopped receiving town funded health insurance. The \$2,000 recommended stipend is the result of a citizen's committee study in 2011 and subsequent approval by Town Meeting. It has remained unchanged since then. There was a new \$100 expense in FY15 to cover the cost of the Moderators Association Conference, which in past practice had been charged to the Finance Department.

In addition, this year's budget includes \$3,500 for electronic voting for the Spring 2017 Town Meeting. There was an article (Article 24) voted at the Fall 2014 Town meeting for \$8,335.69; this represented a multi-year contract that covered the Spring 2015, Fall 2015, Spring 2016 and Fall 2016.

**Recommendation:** The sub-committee recommends approval of a budget of \$5,600.00 for the Town Moderator. Funding for this elected position is voted by Town Meeting annually as Article 6.

	Total	Personnel	Other
Proposed FY17 Budget	\$638,946	\$506,923	\$132,023
Current FY16 Budget	\$582,878	\$453,515	\$129,363
Prior Yr. FY15 Actual	\$560,995	\$434,149	\$126,845

### Department Synopsis

The Department has a staff of 6 including the Director. The Finance and Accounting Division is responsible for maintaining the Town's financial records and budget analysis. The Town's Internal Auditor reports into this division administratively.

The Procurement Department has recently been moved out of Finance and into Administration.

**Budget Observations** : Personnel Services has increased by \$53,408. Salaries and Wages increased \$23,552, Overtime has been level funded to last year's budget at \$4,000 although the year to date actual is \$10,770. Sick Leave Buyback is funded at \$5,345 which is an increase of \$3,685 in order to cover specific anticipated payments.

The department of finance salary contracts have been settled through FY18.

There is included in this budget \$24,371 to cover a new part time position. Lynne Barrett, the Director of Finance, has requested this position as the present staff is unable to get all of the work done.

There is a net increase in the Division's Other Expenses of \$2,660. The largest 2 components of this are a decrease in payroll service fees of \$6,950 and a net increase in professional fees of \$9,200. The professional fee increase is mainly due to anticipated actuarial fees.

The Division continues to employ and receive the benefit from the Internal Auditor. The auditor follows work programs designed by the Town's outside auditors. The position of internal auditor has not only benefitted the Finance Department but all other departments throughout the town as it will hopefully create department efficiencies and streamline departments to become more cross-functional resulting in increased productivity and lower cost for individual departments. In addition, the Town was able to negotiate a flat price of \$81,000 for fiscal year 2014, 2015 and 2016 audits. The Town Manager signed that contract in May 2014. Management was able to use the Internal Auditor as a source of support for that.

**Initiatives & Opportunities:** The ongoing implementation of several modules within the MUNIS system, including Benefits Enrollment and Employment Application and On-Boarding are anticipated to keep improving the efficiency of those processes by replacing paper-based process with electronic. A minor increase in Training costs supports those initiatives.

**Recommendation:** The sub-committee recommends approval of the Board of Selectmen recommended budget of \$638,946.

	Total	Personnel	Other
Proposed FY17 Budget	\$483,942	\$435,407	\$48,535
Current FY16 Budget	\$470,874	\$422,339	\$48,535
Prior Year FY15 Actual	\$461,207	\$409,025	\$52,182

### **Department Synopsis**

This department works with the five-member appointed Board of Assessors and is responsible for valuing all real and personal property; annually submitting a tax rate recapitulation summary (recap sheet) for approval by the Massachusetts Department of Revenue and every three years recertifying the value of the town by doing field and data review of the community in an attempt to maintain equitable values. Additionally, the department is responsible for the Motor Vehicle Excise bills.

**Budget Observations:** The department has a staff of 8. The majority of the expenses for this department are personnel costs. The size of the staff and the salary levels reflect that the Department does all of the real estate assessments and the revaluations in-house.

The revaluation process was contracted out at \$40,000 last year instead of adding a full-time employee. The \$40,000 budgeted in this year is for the annual cost of cyclical inspections. In addition, in FY15 there was an additional \$25,000 included in the budget for valuation services of electrical generation facilities that is not in this year's budget. This year the \$40,000 is intended to include appraisal services regarding Entergy. It should be noted that the budget has increased by \$13,068 or 2.8%.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$483,942.

	Total	Personnel	Other
Proposed FY17 Budget	\$589,749	\$567,164	\$22,585
Current FY16 Budget	\$556,395	\$533,810	\$22,585
Prior Year FY15 Actual	\$527,541	\$513,071	\$14,470

### Department Synopsis

The department is responsible for collecting taxes quarterly, vehicle excise, beach stickers, dump stickers and most other taxes and fees the Town collects. In addition the department is responsible for the Treasury functions for the Town including cash management, debt issuance, investing Town funds etc.

**Budget Observations:** The department has a full time staff of 10 people as well as four seasonal workers. The seasonal staff will cost \$18,600 which is 4 seasonal people. In addition, this year as in last year the seasonal staff will be staggered; with some working 7 weeks and others working 12 weeks. They will work during the busy late spring and early summer season to sell stickers for the transfer station and beaches and to help with the data entry. The other large expense is \$19,400 for Financial and Banking Services. Other expenses are minimal the largest being training specific to the Treasurer's office (\$1,500). There is also an expense of \$1,350 for mileage reimbursement (see below).

In addition, this year's budget includes \$24,371 for a new part time position to help all areas of Treasury & Collections including the increasing need to post online banking payments. More and more taxpayers are paying their tax bills through online banking. The Town's systems are not yet in line with this development and additional help is needed to keep pace. The Committee hopes this is a temporary fix and a better long term solution is found (see below).

**Initiatives & Opportunities:** The Committee questioned the mileage reimbursement and determined that the bulk of it is for trips to the bank to make deposits. Since deposits are made quite frequently, the Committee recommends looking into an Armored Car service to pick up deposits. The amount of cash deposits can vary based on the time of year and what may be due. While such a service would not produce a cost savings, it could cost the Town upwards of \$9,000, nonetheless it may be a wise course for the Town to follow. The risk to Town employees is arguably higher today than when this practice began years ago. The cost could probably be managed downwards if scheduled seasonally and not daily.

**Initiatives & Opportunities:** The committee suggested that the Department look into using electronic transfer of funds from bank online payment systems rather than hand posting these payments as they come in. Perhaps the MUNIS system has modules or methods for doing this.

**Recommendation:** The sub-committee recommends approval of the Board of Selectmen recommended budget of \$589,749

	Total	Personnel	Other
A&F Proposed FY17 Budget	\$940,006	\$376,445	\$563,561
BOS proposed FY17 budget	\$829,847	\$266,286	\$563,561
Current FY16 Budget	\$761,332	\$339,326	\$422,006
Prior Year FY15 Actual	\$672,914	\$325,860	\$347,054

### **Department Synopsis**

The goals of the division are to maintain a municipal area network connecting all town buildings; train town personnel on the use of new computer technologies; support and maintain the town's municipal area network; provide a stable infrastructure on which to build; and implement technologies allowing other departments to more efficiently accomplish their goals. Plymouth has more than 50 miles of fiber optic cables installed throughout town that connect all town and school buildings.

### **Budget Observations:**

The department has a staff of 4, one of whom serves the Police Department.

There are significant swings in personnel and other expenses that make comparison to last year's budget difficult. The Department budget includes a proposed reorganization under an initiative from the IT and Finance Directors that is only partially documented in the Budget Book. The goal is to have all technological support people work under the auspices of the IT Department rather than directly in other Departments. Thus, for example, rather than moving the Police IT support into the Police Budget (as is initially proposed in the BOS budget) it will remain in the Information Technology Department. In addition, a new position slated to be hired in the Fire Department budget at a T6 paygrade in January 2017 would be added to the IT budget at a T4 paygrade instead. The Public Safety Budget Sub-Committee (C), unaware of the initiative, posed questions to Chief Botieri and Chief Bradley on why the IT positions were being added or transferred to their budgets.

After discussion of the strategic importance of technology, the proposed initiative and the questions posed by members of Budget Sub-Committee C, the Finance Director compiled the adjustments required to consolidate the technical resources within Information Technology and submitted them to the Sub-Committee.

In addition to the reorganizational changes, the proposed budget anticipates the transfer of responsibility for managing Telephone operations and the budget thereof from the Procurement Department to Information Technology. That makes sense to the Sub-Committee since telephones have become an essential part of technology infrastructure. This also involves bringing the telephone systems under IT Department's control. As a result, a line item for Telephones in the amount of \$79,400 has been added to the IT Budget, which is not an increased cost, but a transfer from one departmental budget to another; the Sub-Committee notes that the FY2016 budget for Telephones in the Procurement budget was \$91,500 and actual FY2015 spending was \$103,405, suggesting an anticipated savings in the coming year.

There is also an increase in budgeted consulting fees of \$19,000. Consulting Fees will allow the Department Head to bring in a specialist for a quick fix in any area where they do not have the in house expertise.

The Committee supports this initiative and looks forward to seeing the operational aspects finalized and the ultimate budget impact.

**Initiatives & Opportunities:** The committee suggested that in conjunction with this reorganization an IT Strategic plan be developed. This plan may cost the Town some money but should produce significant benefits down the road. The Town should be taking advantage of all modern technological solutions to today's busy work environment. Particularly as operations are moving to a new and more efficient workplace.

**Recommendation:** The sub-committee recommends approval of the revised budget of \$940,006, an increase of \$110,159 over the Town Manager/Board of Selectmen recommended budget. The actual impact of the changes, however, is a reduction of \$2,134 on the overall Town Budget since reductions in the Fire and Police budgets total \$112,293.

**Department of Finance****132 FinComm Reserve Fund**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed FY17 Budget	\$130,000	\$0	\$130,000
Current FY16 Budget	\$130,000	\$0	\$130,000
Prior Year FY15 Actual	\$130,000	\$0	\$130,000

**Department Synopsis**

The FinComm (Advisory & Finance Committee) Reserve is budgeted for \$130,000. This item is used to fund unexpected emergency Town expenses due to unforeseen circumstances. Examples include special elections, fuel and utilities, and town wharf emergency repairs. As requests for funds are made to the Finance Committee and are approved the funds are transferred out of this reserve to the appropriate account. Thus the balance in this account is reduced by these transfers. The entire amount of the FY14 and FY15 was expended.

		<b>FY14</b>	<b>FY15</b>	<b>FY16</b>
Fire Department	Repair & Maint. Vehicles	\$ 25,000		
DPW	Snow & Ice Deficit	\$105,000	\$19,768	
Council on Aging	Repairs sewer backup		\$ 4,000	
Harbor Master	Repairs boat engine		\$ 3,632	
Marine & Environmental	South St Landfill Mit.		\$102,600	
Library	Mold remediation			\$70,000
Current balance				\$60,000

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$130,000.

**Department of Finance****129 Salary Reserve Fund**

	<b>Total</b>	<b>Personnel</b>	<b>Other</b>
Proposed FY17 Budget	\$575,000	\$0	\$575,000
Current FY16 Budget	\$539,093	\$0	\$539,093
Prior Year FY15 Actual	\$728,338	\$0	\$728,338

**Department Synopsis**

The Salary Reserve Fund is budgeted to cover salary issues that have not been resolved. The reserve account for FY16 was originally \$100,000 and has been increased by \$539,093 to cover contracts that may settle between now and 6/30/2016. The \$575,000 in the proposed FY17 budget is to cover next year's COLA increases.

**Budget Observations:** While a few contracts have been settled there are several that have not. The increase to the current budget is intended to cover those.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectman recommended budget of \$575,000.

**Department of Finance****916 Compensated Absences**

	Total	Personnel	Other	Total Contributions	Fund Balance
Proposed FY17 Budget	\$150,000	\$0	\$150,000	\$150,000	Est 6/30/17 \$41,000
Current FY16 Budget	\$125,000	\$0	\$125,000	\$125,000	Est 6/30/16 \$11,000
Prior Year FY15 Actual	\$100,000	\$0	\$100,000	\$100,000	\$46,634

**Department Synopsis**

This is a new account adopted at the Fall 2013 Town Meeting. It covers costs such as vacation and sick days paid to employees who leave during the fiscal year.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen budget appropriation of \$150,000.

**Department of Finance****158 Tax Title Foreclosure**

	Total	Personnel	Other
Selectman FY17 Budget	\$365,202	\$0	\$365,202
A&F Com. Proposed FY17	\$315,202	\$0	\$315,202
Current FY16 Budget	\$365,202	\$0	\$365,202
Prior Year FY15 Actual	\$247,307	\$0	\$247,307

**Department Synopsis**

The FY17 budget is level funded from FY16. Land court recordings and legal services are the primary costs in this budget. These costs, primarily associated with real estate tax liens and foreclosures, are usually recovered by the Town when the taxes are ultimately paid. Land Court recordings are allowed to be raised on the Recap and not included in the budget which was the practice historically. However, the Town and A&F Committee believe that including this expenditure in the budget provides more visibility and transparency.

**Budget Observations**

The Land Court filing fee is \$515. The budget is estimated at 275 filings which is the same as the number of filings in last year's budget. This is based on anticipated Land Court filings. This is usually ultimately recovered. The filings for last year were down and considering the improved economy there doesn't seem to be a reason to necessarily fund the budget at the same level as it has been for several years. The Finance Director and Department concur with this conclusion. The Town Manager/Board of Selectmen recommended budget was \$365,202, however a reduction of \$50,000 to \$315,202 seems adequate.

**Recommendation:** The sub-committee recommends approval of a reduced budget amount of \$315,202.

**Department of Finance****911 Pension Contributions**

	<b>Total</b>	<b>Town</b>	<b>School</b>
Proposed FY17 Budget	\$11,397,079	\$8,310,288	\$3,086,791
Current FY16 Budget	\$10,575,494	\$7,988,268	\$2,587,226
Prior Year FY15 Actual	\$9,797,679	\$7,450,949	\$2,346,730

**Department Synopsis**

This represents the Town's normal pension funding based on current employees and retirees using actuarial calculations plus an amount needed to amortize the unfunded prior liability. This is done using the State schedule with a long-term goal of being fully funded by 2034. The chart above reflects the town employees and non-education based school employees. The Trust is managed and invested by the Plymouth Retirement Board, a five-member board that meets on a regular basis. The actuarial reports (not reviewed by the subcommittee) indicate that the town is on track to have its pension plans fully funded by 2034. This breaks down as follows (all numbers approximate and in \$000's):

Normal Cost	\$4,000
Amortization of Unfunded Liability	\$7,000

The unfunded liability as of January 1, 2015 is \$142,304,073. Once the Pension is fully funded, the Town's obligation will revert to the then current calculation of the Normal Cost.

**Recommendation:** The sub-committee recommends Approval of the Board of Selectmen requested appropriation of \$11,397,079.

**Initiatives & Opportunities:** The A&F Committee may wish to create a sub-committee to review the Pension, its funding, management and actuarial assumptions. This sub-committee could meet and develop a package of material for review and discussion by the full Committee outside of budget season to develop a broader understanding of the issues within the community. This is a major financial issue for the Town and deserves to have a detailed and thorough review with a goal of understanding the long term plan.

**Department of Finance:****914 Member Insurance**

Proposed FY2017 Budget	Total:	\$32,042,763	Personnel:	\$0	Other:	\$32,042,763
FY2016 Budget	Total:	\$31,541,090	Personnel:	\$0	Other:	\$31,541,090
FY2015 Actual	Total:	\$28,449,447	Personnel:	\$0	Other:	\$28,449,447

**Department Synopsis**

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

**Budget Observations**

Overall, the Member Insurance budget shows an increase of \$501,673 above the FY2016 appropriation, a 1.6% increase. That increase appears appropriate given Plymouth's claims trend and the balance projections for the Health Insurance Trust Fund.

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

The projected balance of the Health Insurance Trust Fund is expected to be approximately \$4 million at the end of FY2016, a higher balance than last year, which was \$2.1 million which represented a reserve for claims incurred but not yet presented for payment, known as Incurred But Not Reported (IBNR) in the insurance industry. The Town is required to raise any negative balance, net of the IBNR, through an increase in the next year's tax rate.

The proposed budget anticipates funding the health care expenses for FY2017 while leaving a substantial balance in the Health Insurance Trust Fund. The sub-committee believes that to be a reasonable and conservative approach to account for the fluctuations in estimated health care costs.

**Initiatives & Opportunities**

None

**Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended budget amount of \$32,042,763.

**Comments / Other**

The sub-committee acknowledges the effort of the Town Manager, Finance Director and Insurance Advisory Committee in establishing conservative funding approach for the Health Insurance Trust. We recognize the substantial challenge that projecting health care costs 18 months into the future represents and supports a conservative approach to ensuring adequate funding of the Health Insurance Trust while minimizing the unencumbered balance carried forward from year-to-year. Excessive funding of the Trust reduces capital that might be put to better use elsewhere in the Town.

**Department of Finance:****915 OPEB Trust Funding**

Prop. FY2017 Budget	Total:	\$789,550	Personnel:	\$0	Other:	\$789,550
FY2016 Budget	Total:	\$650,000	Personnel:	\$0	Other:	\$650,000
FY2015 Actual	Total:	\$145,000	Personnel:	\$0	Other:	\$145,000

**Department Synopsis**

The purpose of the OPEB Trust Funding Cost Center is to put aside funds for the Other Post-Employment Benefits obligations of the Town to its employees. The primary component of that liability is retiree health insurance benefits.

**Budget Observations**

The FY2017 appropriation represents a new approach to the funding of the OPEB. This year the A&F Committee has attempted to tie the funding to the Town's hiring practices. The figure of \$789,550 has been arrived at by adding the estimated increase in the liability for the 7 new public safety officers to the BOS proposal of \$653,750. The Committee looks forward to strengthening this approach in future years. The proposed appropriation is a significant increase over FY2016 funding, but remains considerably below the actuarially recommended funding amount (Annual Required Contribution, or ARC) of \$39.4 million.

Because Plymouth currently funds the OPEB liability on a Pay-As-You-Go (PAYGO) basis, a portion of the annual contribution is included in the amount Plymouth funds for Member Insurance for current retirees. The estimated value of that contribution is approximately \$14.6 million (based on the projections in the Actuarial Valuation as of January 1, 2015), leaving a net funding shortfall of \$24.8 million for the Fiscal Year.

While current accounting standards and regulations do not require a municipality to fully fund the ARC, not doing so causes the liability to continue to grow over time in much the same way that a personal credit card balance will grow if an individual makes only the minimum payment and continues to charge to the account.

As of January 1, 2015, the Town's estimated unfunded Actuarial Accrued Liability (or balance due) for the Fiscal Year ending June 30, 2016 is \$566,844,336 and for June 30, 2017 it is \$592,386,860. The Actuarial Accrued Liability represents the amount the Town will need to pay over the next 30 years to meet its post-employment benefit obligations to its employees.

**Initiatives & Opportunities**

None

**Recommendations**

The Sub-Committee recommends:

- Approval of the Advisory & Finance Committee recommended budget of \$789,550.

**Comments / Other**

The sub-committee believes it is important to note that funding OPEB liabilities is a significant challenge that Plymouth shares with virtually every other government entity in the United States. Addressing the challenge will require action by parties outside of Plymouth's borders in addition to a cooperative and concerted effort of all directly involved parties – Town Management, Town Employees, union representatives, elected officials, and the taxpayer – to satisfy the Town's current obligation and to limit the continued growth of the liability.

## Department of Finance –Fixed Costs

## **913 Unemployment Compensation**

	Total	Personnel	Other
Proposed FY17 Budget	\$125,000	\$0	\$125,000
Current FY16 Budget	\$200,000	\$0	\$200,000
Prior Year FY15 Actual	\$100,000	\$0	\$100,000

## **Department Synopsis**

This expenditure represents a transfer to the Unemployment Compensation Trust. This item has been moved to the normal operating budget effective fiscal 2014, having previously been handled as a separate Article.

The unemployment trust fund currently has a balance of \$132,000. The average annual payment in the past has been running around \$200,000 over the past several years although that included a couple of years in which there were layoffs. In the current fiscal year the Town spent \$107,000 in the first 6 months.

**Recommendation:** The sub-committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$125,000.

Cost Center	Debt and Interest						
	2013	2014	2015	2016	Revised	BOS	A&F Revision
710 Long Term Debt	5,806,687	7,157,299	6,636,095	8,432,670	8,143,721	8,143,721	
750 Long Term Interest	3,190,501	3,982,699	3,773,137	4,988,366	4,652,702	4,652,702	
752 Short Term Interest	183,834	2,812	136,630	86,427	1,226,100	996,100	
753 Misc. Interest	55,348	2,057	5,000	5,000	5,000	5,000	5000
755 Bond Issuance Costs	<u>17,596</u>	<u>1,500</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>25,000</u>
TOTAL	<u>9,253,966</u>	<u>11,146,367</u>	<u>10,600,862</u>	<u>13,562,463</u>	<u>14,077,523</u>	<u>13,822,523</u>	

### Budget Observations

Long term debt reflects principal payments due on existing debt. The proposed budget reflects a decrease of \$288,949 or 3% in principal payments.

Long term interest is the interest on existing debt. This budget reflects a reduction of \$335,664 or 6.7%.

Short term interest is on new approved projects in their early stages before a long term bond would be issued. Bonds are generally sold every two years. In consultation with the Town's Finance Department the Committee determined that the FY17 budget for short term interest can be reduced by \$230,000.

Miscellaneous interest is primarily interest paid on tax abatements and other such items.

Bond Issuance Costs are the costs of issuing bonds and Bond Anticipation Notes paid up front such as legal, printing, etc. that are not covered by bond premiums. Generally borrowing is done every two years and FY 2017 will be a major borrowing year. However there will also be some short term borrowing. Nonetheless in consultation with the Town's Finance Department the Committee determined that the FY17 budget for bond issuance costs can be reduced by \$25,000.

Total outstanding debt at 6/30/2015 is:

Long Term      \$144,002,823

Short Term      \$ 8,621,000

Total              \$152,623,823

Authorized and Unissued debt at 6/30/15 is \$136,416,382.

**Recommendation:** The sub-committee is recommending approval of the A&F Revision amounts for each of the debt and interest budgets listed above.

To: Advisory & Finance Committee  
From: Budget Sub-Committee Marc Sirrico, Chair, Kevin Carty, Betty Cavacco, and Patrick O'Brien.  
Date: Feb 24, 2016  
Subject: Sub-Committee C FY2017 Budget Review & Recommendations Public Safety

### Budget Summary: Police Department.

Proposed FY2017 Budget	Total:	\$10,581,013	Personnel:	\$10,151,821	Other:	\$429,192
FY2016 Budget	Total:	\$10,221,203	Personnel:	\$9,883,064	Other:	\$338,139
FY2015 Actual	Total:	\$9,699,070	Personnel:	\$9,292,914	Other:	\$406,156

### Department Synopsis

Chief Michael Botieri leads the Police Department which is charged with providing police protection for the Town of Plymouth.

### Budget Observations

The above budget recommendation of the Board of Selectman represents the addition of four (4) patrolmen for FY 2017. The increase in total costs is \$359,810 (3.5%), personnel costs of \$268,757 (2.7%), and other costs of \$91,053 (26.9%) over FY 2016. The increase in other costs is primarily represented by the new initiative costs of \$35,762 for uniforms and equipment for the four (4) new patrolmen, an increase of \$23,737 in repair and maintenance due to contractual increases and the new town wide camera system, and an increase in professional services of \$22,762 associated with the crossing guards.

### Initiatives & Opportunities

Chief Botieri's new initiative request included a total of ten (10) officers and funding for promotional increases representing an additional Sergeant and an additional Captain. The Town Manager recommended eight (8) officers and the promotional increase for the Sergeant. The Board of Selectmen approved four (4) officers and no promotional funding. The objective of Chief Botieri's request is to pursue recommended department staffing of 128 total uniformed officers for a town the size of Plymouth over the next two years. Training lead time for a police officer is approximately one year.

### Recommendations

The Sub-Committee recommends a total Budget of \$10,665,977 for the Police Department, a \$84,964 increase over the Board of Selectmen's recommended budget. The increase is comprised of the following:

1. Add three (3) police officers, with funding for promotional increases representing an additional Sergeant and associated personnel (holiday pay, night differential, uniform allowance, etc.) and equipment (initial department issued uniform and equipment) expenses; personnel expense totals \$58,142 and other expense totals \$26,822.
2. Subtract Systems Administrator salary of \$79,720, which is being transferred to the Information Technology budget. Chief Botieri and Joe Young, IT Director, have agreed to the transfer.

### Comments / Other

The police department is currently understaffed based on recommendations for a town the size of Plymouth. The Sub-Committee believes that the above recommendations will allow for safer staffing levels and allow the department to move toward being fully staffed in advance of the Town's 400<sup>th</sup> Anniversary.

The transfer of the Systems Administrator is intended to provide foundational staffing to meet the growing Informational Technology needs of the Town.

With respect to the staff additions, the Sub-Committee has coordinated with other Sub-Committees to identify budget reductions in other areas that pay the departmental costs of the additional police officers as well as the benefit costs (approximately \$19,000 per employee) and estimated OPEB liability (\$19,400 per employee) associated with them, resulting in no increase to the overall 2017 budget.

To: Advisory & Finance Committee  
From: Budget Sub-Committee Marc Sirrico, Chair, Kevin Carty, Betty Cavacco, and Patrick O'Brien.  
Date: Feb 24, 2016  
Subject: Sub-Committee C FY2017 Budget Review & Recommendations Public Safety.

#### Budget Summary: Fire Department.

Proposed FY2017 Budget	Total:	\$10,837,941	Personnel:	\$10,569,143	Other:	\$268,798
FY2016 Budget	Total:	\$10,014,825	Personnel:	\$9,761,827	Other:	\$252,998
FY2015 Actual	Total:	\$9,869,210	Personnel:	\$9,553,008	Other:	\$316,202

#### Department Synopsis

Chief Edward Bradley leads the Fire Department which is charged with providing fire protection for the Town of Plymouth.

#### Budget Observations

The above budget recommendation of the Board of Selectman represents the addition of 1 mechanic and 1 systems administrator for FY 2017, part of the new initiative requests of Chief Bradley. The increase in total costs is \$823,116 (8.2%) with personnel costs increasing by \$807,316 (8.3%), which includes the COLA increase for all personnel and the two additional positions; other costs increased by \$15,800 (6.2%) over FY 2016. The increase in other costs is primarily represented by an increase in vehicle maintenance costs of \$8,800 and an increase for the purchase of air packs of \$7,000.

The Sub-Committee noted an \$18,597 error in the New Initiative total approved by the Board of Selectmen during its review; the Proposed FY2017 Budget figures above have been corrected to account for that error. The error amount represented the salary of a part-time Administrative Assistant requested, but not approved by the Town Manager or the Board of Selectmen. The correct BOS recommended amount for the New Initiative is \$79,839.

#### Initiatives & Opportunities

Chief Bradley requested three (3) additional firefighters as part of his new initiative request. According to the Chief, the additional firefighters would allow the department to provide the expected and appropriate services required by the town. As the number of calls continues to rise, staffing levels remain dangerously low, adding increased stress and risk of injury due to the extended work hours required to staff each shift.

#### Recommendations

The Sub-Committee recommends approval of the Fire Department budget at \$10,951,418, a \$132,074 increase over the Board of Selectmen recommended budget. The increase is comprised of the following:

1. Add three (3) firefighters and associated personnel costs (holiday pay, night differential, uniform allowance, etc.) at a total cost of \$164,547.
2. Subtract Systems Administrator salary of \$32,473, which is being transferred to the Information Technology budget. Chief Bradley and Joe Young, IT Director, have agreed to the transfer.

The Sub-Committee believes the addition of the three firefighters requested by the Fire Chief is an essential step to staffing the Fire Department in a manner that best serves the community and minimizes health and safety risks to firefighting personnel.

#### Comments / Other

The Sub-Committee believes that the above recommendations will permit safer staffing levels and possibly decrease the number of on the job injuries and the added costs associated with them.

The transfer of the Systems Administrator is intended to provide foundational staffing to meet the growing Informational Technology needs of the Town.

With respect to the staff additions, the Sub-Committee has coordinated with other Sub-Committees to identify budget reductions in other areas that pay the departmental costs of the additional firefighters as well as the benefit costs (approximately \$19,000 per employee) and estimated OPEB liability (\$19,4000 per employee) associated with them, resulting in no increase to the overall 2017 budget.

To: Advisory & Finance Committee.  
From: Budget Sub-Committee Marc Sirrico, Chair, Kevin Carty, Betty Cavacco, and Patrick O'Brien.  
Date: Feb 24, 2016.  
Subject: Sub-Committee C FY2017 Budget Review & Recommendations Public Safety.

### **Budget Summary: Emergency Management**

Proposed FY2017 Budget	Total:	\$69,900	Personnel:	\$0	Other:	\$69,900
FY2016 Budget	Total:	\$69,900	Personnel:	\$0	Other:	\$69,900
FY2015 Actual	Total:	\$19,325	Personnel:	\$0	Other:	\$19,325

### **Department Synopsis**

The Office of Emergency Management (OEM) is a division of the Plymouth Fire Department which coordinates incident management related to local emergencies and disasters. OEM is responsible for alerting and notifying emergency service agencies and the general public when disasters strike; coordinating local agency response; ensuring resources are available or mobilized in times of need, and developing plans and procedures for response to and recovery from emergency incidents. The Office of Emergency Management is located at the Plymouth Emergency Operations Center (EOC), and is staffed by Aaron Wallace, Emergency Management Director and Nancy Eriksson, Administrative Assistant. The EOC is a central facility which provides coordination for local departments and agencies during an emergency response.

### **Budget Observations**

The budget is currently level funded for FY 2017. However, due to anticipated changes in funding from Entergy, the projected funding request for FY 2018 is expected to be \$235,713, an increase of more than \$165,000.

### **Initiatives & Opportunities**

No recommendations.

### **Recommendations**

The Sub-Committee recommends:

The committee recommends the approval of the Office of Emergency Management budget as presented by the Board of Selectmen at \$69,900.

### **Comments / Other**

The Office of Emergency Management (OEM) is currently managing numerous projects and contracts related to federal disaster public assistance grants and funding received to support federal emergency preparedness performance projects including those required for the Pilgrim Nuclear Power Station Emergency Planning Zone. As of FY 2016, OEM has administered the completion of the Town's Hazard Mitigation Plan, Comprehensive Emergency Operation Plan, and Contingency Infectious Disease Control protective equipment project.

To: Advisory & Finance Committee  
From: Budget Sub-Committee Marc Sirrico, Chair, Kevin Carty, Betty Cavacco, and Patrick O'Brien.  
Date: Feb 24, 2016  
Subject: Sub-Committee C FY2017 Budget Review & Recommendations Public Safety

**Budget Summary: Parking Enforcement.**

Proposed FY2017 Budget	Total:	\$33,361	Personnel:	\$33,361	Other:	\$
FY2016 Budget	Total:	\$33,361	Personnel:	\$33,361	Other:	\$
FY2015 Actual	Total:	\$33,227	Personnel:	\$33,227	Other:	\$

**Department Synopsis**

The Parking Enforcement Department is tasked with the enforcement of parking regulations throughout the Town of Plymouth. There is currently 1 remaining employee in the department. The PGDC is currently responsible for the parking program in Plymouth with afterhours assistance from the Plymouth Police Department.

**Budget Observations**

The budget recommendation for FY 2017 is level funded.

**Initiatives & Opportunities**

None.

**Recommendations**

The Sub-Committee recommends the adoption of the Selectmen's budget recommendation for the Parking Enforcement Department.

To: Advisory & Finance Committee  
 From: Sub-Committee D – Department of Public Works  
 Ethan Kusmin (Chair), John Moody, Harry Salerno, Patty MacPherson  
 Date: February 12, 2016  
 Subject: Sub-Committee D - FY 2017 Budget Review & Recommendations

**DEPARTMENT OF PUBLIC WORKS (Total Department not including enterprise funds and snow & ice budget):**

Proposed Budget – F17	Total:	\$6,109,381	Personnel:	\$4,840,551	Other:	\$1,268,830
Current Budget - FY16	Total:	\$5,808,329	Personnel:	\$4,593,274	Other:	\$1,212,055
Prior Year Actual - FY15	Total:	\$5,660,994	Personnel:	\$4,484,158	Other:	\$1,176,836

**Department Synopsis**

The Department of Public Works (DPW) maintains the Town's physical and environmental infrastructure for the residents, businesses, and visitors of the town making it a desirable place to live, work, and visit. The department's services include the maintenance of streets, urban forests, sidewalks, pathways, waterways, oceanfront, water mains, sanitary sewers, storm drains, buildings, vehicles, streetlights, and traffic signals. In addition, the department manages community programs, beautification, and clean-up projects, solid waste and recycling, and graffiti abatement.

**Budget Observations**

The proposed Public Works Department budget for Fiscal Year 2017 has increased by \$301,052 (5.2 percent) from the prior fiscal year.

**Recommendations**

**The Sub-committee recommends the approval of the DPW budget in the amount of \$6,107,457 for FY 2017, reflecting the change recommended in the Building Maintenance detail budget.**

The following is a summary of the FY 2016 Department of Public Works (DPW) budget by division:

**Public Works Department: Engineering Division (411)**

Proposed Budget - FY17	Total:	\$563,988	Personnel:	\$494,750	Other:	\$69,238
Current Budget - FY16	Total:	\$547,854	Personnel:	\$480,125	Other:	\$67,729
Prior Year Actual – FY15	Total:	507,857	Personnel:	\$464,856	Other:	\$43,001

**Division Synopsis**

The Engineering Division manager is Mr. Sid Kashi, Town Engineer. The Division currently has a staff of six (6) full-time employees, and is responsible for providing engineering, field surveying services, and technical support related to all town-owned land, rights-of-way, and infrastructure.

**Budget Observations**

The Engineering Division budget for FY 2017 has increased by \$16,134 (2.9 percent) from FY 2016. The budget is basically level funded from the previous year, with the only increases coming in standard pay and benefit increases, along with a small increase in drafting supplies. The department had requested the hiring of a new construction supervisor at a salary of \$60,135. The Board of Selectman did not approve this request and removed that line item from its recommended budget.

**Recommendation**

**The Sub-committee recommends approval of the Engineering Division budget of \$563,988 for FY 2017.**

### **Public Works Department: Highway Division (420)**

Proposed Budget - FY17	Total:	\$1,874,370	Personnel:	\$1,649,800	Other:	\$224,570
Current Budget - FY16	Total:	\$1,880,849	Personnel:	\$1,656,279	Other:	\$224,570
Prior Year Actual - FY15	Total:	\$1,651,583	Personnel:	\$1,445,702	Other:	\$205,880

#### **Division Synopsis**

The division manager is Mr. Dennis Wood. The Highway Division provides repair, maintenance, and construction services for approximately 430 miles of public and private roadways in Plymouth. There are currently thirty-four (34) full-time positions in the Highway Division. Mr. Wood cited a study that found that, on average, a Highway Division should have 10 employees for every 100 miles of roadway, which would bring the staff up to 43. At 34 employees they are still under-staffed.

#### **Budget Observation**

The Highway Division budget for FY 2017 has decreased by \$6,479 (0.3 percent) from FY 2016. The decrease is due mainly to the freezing of higher step positions OM2 and hiring of two lower step, entry level positions. The idea is to train these two new employees with the long term goal of these new employees working towards the higher step positions. The budget remains basically level funded from the prior year.

In reviewing the article 8 & 9 requests from the highway department, there is a clear message that they believe there is a need for heavier equipment in the town's fleet. With the recent snow filled winters they are finding much of their snow removal equipment to be undersized for the larger snow events. They continue to "band aid" many vehicles that are nearing their life cycle and have a long list of equipment that will need to be replaced.

#### **Recommendation**

**The Sub-committee recommends approval of the Highway Division budget of \$1,874,370 for FY 2017.**

### **Public Works Department: DPW Administration (421)**

Proposed Budget - FY17	Total:	\$510,513	Personnel:	\$494,637	Other:	\$15,876
Current Budget - FY16	Total:	\$490,401	Personnel:	\$474,520	Other:	\$15,881
Prior Year Actual - FY15	Total:	\$501,421	Personnel:	\$495,701	Other:	\$5,720

#### **Division Synopsis**

The division manager is Mr. Jonathan Beder, Director of Public Works. The DPW Administration Division provides leadership and management of a full-service public works department, and includes three (3) full-time employees including the Director, Assistant Director, and an Administrative Assistant.

#### **Budget Observations**

The DPW Administration budget for FY 2017 increased by \$20,112 (4.1 percent), which is basically a level funded budget from the prior fiscal year. The increases resulted from contractual pay and benefit increases.

#### **Recommendation**

**The Sub-committee recommends approval the DPW Administration budget of \$510,513 for FY2017.**

## **Public Works Department: Building Maintenance Division (422)**

Proposed Budget - FY17	Total:	\$748,474	Personnel:	\$524,714	Other:	\$223,760
Current Budget - FY16	Total:	\$579,261	Personnel:	\$369,261	Other:	\$210,000
Prior Year Actual - FY15	Total:	\$601,817	Personnel:	\$350,967	Other:	\$250,849

### **Division Synopsis**

The division manager is Mr. Dennis Westgate, Assistant Director of Public Works. The Building Maintenance Division is responsible for the maintenance of 36 town-owned buildings. Many of the specialty services provided by the division, including fire extinguishers, sprinklers systems, fire-alarms, HVAC, plumbing, electrical, elevators, and back-up generators, are out-sourced to private contractors. This budget does not include buildings owned and managed by the School Department.

### **Budget Observations**

The Building Maintenance Division budget for FY 2017 has increased by \$169,213 (29.2 percent), a majority (\$87,981) is in new initiatives within personnel services. This increase represents the addition of a Building Craftsman and an Administrative Assistant. The Selectmen did not approve the divisional request for a Facilities Manager to provide full-time oversight of the Building Maintenance Division and execution of the recently completed Facilities Management Study.

In addition, the Board of Selectmen recommended hiring (2) new custodians to perform services at seven seasonal, town-managed bathroom facilities, primarily at recreation facilities throughout Town. The division had requested a \$73,000 increase to an existing \$27,000 outsource contract for similar services at the 1749 Court House and the Visitors Services Building (VSB). The DPW management strongly believes that outsourcing the work is a better solution, as they believe the two new hires would be insufficient to handle the workload associated with the seasonal cleanings and, therefore, would not best serve the intention of ensuring public restrooms at the recreational areas are regularly cleaned.

### **Initiatives & Opportunities**

In FY2016 the department conducted a comprehensive study on all town-owned buildings regarding current conditions, expected issues and rankings of most pressing issues. The report was intended to give the town a master plan going forward as to where best to allocate funds and resources in order to keep the buildings maintained most effectively.

### **Recommendation**

**The sub-committee recommends a total budget appropriation of \$746,550 for Facilities Management, a \$1,924 reduction from the Board of Selectmen's recommended budget.**

- The sub-committee recommends the town outsource the bathroom maintenance based on feedback from DPW management as well as the cost comparison against the salaries, benefits, and OPEB liability cost of \$124,542 for two custodians, 71% higher cost than the estimated \$73,000 incremental cost of the outsource arrangement. The DPW feels the realistic cost of outsourcing will likely fall between \$70-80,000 although until bids are received, they cannot put a hard number on the cost.
- While the sub-committee believes the Building Maintenance custodial function is understaffed based on a comparison against staffing and facilities within the School Department, it believes a comprehensive staff plan that includes management oversight as well as functional staff should be prepared based on analysis of the Facilities Management Study.

### **Public Works Department: Fleet Maintenance Division (425)**

Proposed Budget - FY17	Total:	\$683,751	Personnel:	\$325,661	Other:	\$358,090
Current Budget - FY16	Total:	\$667,042	Personnel:	\$322,722	Other:	\$344,32
Prior Year Actual - FY15	Total:	\$592,738	Personnel:	\$272,315	Other:	\$320,422

#### **Division Synopsis**

The division manager is Dennis Westgate, Assistant Director of Public works. The Fleet Maintenance Division is responsible for maintaining town-owned vehicles belonging to the Public Works and the Police departments (approximately 178 vehicles). Fire Department and School Department vehicles are not maintained by this division.

#### **Budget Observation**

The Fleet Maintenance Division budget for FY 2017 has increased by \$16,709 (2.5 percent). Personal services were increased by \$45,925 in anticipation of filling a currently vacant fleet service mechanic authorized as a new initiative during the FY2016 budget cycle. With the exception a \$5,450 uptick in Purchase of Services for truck and vehicle maintenance and \$10,000 increase in Vehicle Maintenance Supplies, most other line items are essentially level funded when balanced against line item reductions.

**The Sub-committee recommends approval of the Fleet Maintenance Division budget of \$683,751 for FY 2017.**

### **Public Works Department: Crematory Division (490)**

Proposed Budget - FY17	Total:	\$159,640	Personnel:	\$121,320	Other:	\$32,100
Current Budget - FY16	Total:	\$168,437	Personnel:	\$133,337	Other:	\$35,100
Prior Year Actual - FY15	Total:	\$143,581	Personnel:	\$113,587	Other:	\$29,994

#### **Division Synopsis**

The division is managed by Mr. Theodore Bubbins. The Crematory Division is responsible for the operation and maintenance of the Vine Street Crematorium.

#### **Budget Observation**

The Crematory Division budget has decreased by \$8,797 (5.2 percent) in FY 2017. The reason for the decrease in salaries and wages is the loss of a substantial contract that is expected to severely impact revenues for the foreseeable future. A large conglomerate of funeral homes based out of Texas has built their own crematory in Rhode Island and therefore is no longer using the Plymouth crematorium for any of their funeral homes. While the exact impact will not be known until the end of the current fiscal year (FY16) it is expected that it could result in lost revenues of between 30-40% compared to the prior year (FY2015). This division generated almost \$350,000 in net revenues in FY 2015, which was returned to the general fund.

The sub-committee obviously has concerns about the drastic drop in revenue. A small increase in advertising dollars last year was a step in the right direction, but with the recent turn of events we believe a larger investment in advertising is likely necessary to stabilize revenues.

The sub-committee also believes the reduced work load along with the drop in energy prices will result in a reduction of the Crematorium's energy needs and costs (budgeted under Account 130 Fuel & Utilities). Actual costs for Heat in FY15 were \$70,511 and YTD FY16 costs, budgeted for \$45,000, appear to be on target at \$20,374, which reflects some of the reduced workload impacts. FY17 has been budgeted for \$75,000, which would appear excessive given an anticipated 30% - 40% reduction in cremation activity. The sub-committee has shared this information with Sub-Committee A, which reviews the consolidated Fuel & Utilities budget and will be proposing a reduction to \$60,000 for Heat at the Crematorium, a \$15,000 reduction.

#### **Recommendation**

**The Sub-committee recommends approval of the Crematory Division budget of \$159,640 for FY 2017.**

### Public Works Department: Cemetery Division (491)

Proposed Budget - FY17	Total:	\$289,156	Personnel:	\$270,325	Other:	\$18,831
Current Budget - FY16	Total:	\$298,061	Personnel:	\$280,830	Other:	\$17,231
Prior Year Actual - FY15	Total:	\$273,721	Personnel:	\$258,533	Other:	\$15,188

#### Division Synopsis

The division manager is Mr. Theodore Bubbins. The Cemetery Division is responsible for maintenance and management of 6 active and 26 inactive cemeteries owned by the Town.

#### Budget Observation

The Cemetery Division budget has decreased by \$8,905 (3.0 percent) for FY 2017 due to a drop in the number of part time and seasonal employees. Other Expenses have been essentially level funded, with a slight uptick in materials of \$1,600. The Cemetery Division manages one revolving fund called the "Cemetery Repair & Beautification Fund" with an annual spending limit of \$10,000, although Mr. Bubbins has requested to move this limit up to \$12,000 for FY17. He made and received a similar request in FY15 and FY16. The current balance in the fund is \$110,658.31. The revolving fund is created from funds received from sale of cemetery foundations. Expected receipts for FY17 are \$16,000.

#### Recommendation

**The Sub-committee recommends approval of the Cemetery Division budget of \$289,156 for FY 2017.**

### Public Works Department: Parks & Forestry Division (492)

Proposed Budget - FY17	Total:	\$1,082,659	Personnel:	\$894,952	Other:	\$187,707
Current Budget - FY16	Total:	\$1,008,181	Personnel:	\$830,079	Other:	\$178,102
Prior Year Actual - FY15	Total:	\$952,981	Personnel:	\$779,974	Other:	\$173,007

#### Division Synopsis

The division is managed by Mr. Theodore Bubbins. The Parks & Forestry Division is responsible for the maintenance and management of seventy individual recreation areas totaling over 950 acres throughout the Town, and has sixteen (16) full-time employees, and six (6) seasonal employees.

#### Budget Observation

The Parks & Forestry budget has increased by \$74,478 (7.4 percent) for FY 2017. Most of this money is in Salary and Wages with the filling of a vacant full time Laborer position (\$36,749) and the addition of two seasonal laborers at Morton Park (\$14,734). The remaining uptick was mainly from equipment rentals of portable toilets at Forges Field and other locations. Other expense line items have been essentially level funded.

#### Recommendations

**The Sub-committee recommends approval of the Parks & Forestry Division budget of \$1,082,659 for FY 2017.**

**Public Works Department: Solid Waste – Town & Schools (433)**

Proposed Budget - FY17	Total:	\$196,830	Personnel:	\$58,172	Other:	\$138,658
Current Budget - FY16	Total:	\$168,243	Personnel:	\$46,121	Other:	\$122,122
Prior Year Actual - FY15	Total:	\$147,807	Personnel:	\$45,336	Other:	\$122,122

**Budget Observation**

The Solid Waste Town and School budget increased by \$28,587 (17.0 percent) over FY16. The majority of the increase was in weekend trash removal services (overtime pay) and in Technical Services (\$10,000) in permitting for the proposed anaerobic digesting facility. There was also an increase in tipping & disposal fees (\$7,112).

**Recommendation**

**The Sub-committee recommends the approval of the Solid Waste – Town & School budget of \$196,830 for FY 2017.**

**Public Works Department: DPW Snow & Ice (423)**

Proposed Budget - FY17	Total:	\$535,000	Personnel:	\$115,000	Other:	\$420,000
Current Budget - FY16	Total:	\$510,000	Personnel:	\$115,000	Other:	\$395,000
Prior Year Actual - FY15	Total:	\$2,904,314	Personnel:	\$472,351	Other:	\$2,431,963

**Budget Observation**

The Snow & Ice budget is increased by \$25,000 (4.9 percent) for FY 2017. This increase is due entirely to increases in various expense line items all of which are necessary to keep the snow plowing equipment in good working order. In the past we have supported an annual increase because the base budget is too low based on prior year's expenditures.

The sub-committee is not uncomfortable with the underbudgeting of this account since Snow & Ice is one of few accounts where municipalities are allowed by the state to deficit spend; the additional costs not covered by the budget are added to the next year's tax rate. It would be fiscally imprudent to budget this account at a realistic number (of, say, \$3 million) since this would reduce resources for other purposes, especially in a gentle winter wherein the budgeted amount is not spent.

**Recommendations**

**The Sub-committee recommends the approval of the DPW Snow & Ice budget of \$535,000 for FY 2017.**

## **ENTERPRISE FUND BUDGETS:**

### **Public Works Department: Sewer Enterprise Account (440)**

Proposed Budget -FY17	Total:	\$2,391,976	Personnel:	\$346,165	Other:	\$2,045,811
Current Budget - FY16	Total:	\$2,310,959	Personnel:	\$285,326	Other:	\$2,025,633
Prior Year Actual - FY15	Total:	\$2,206,627	Personnel:	\$251,118	Other:	\$1,955,509

#### **Division Synopsis**

The division manager is Mr. Gary Frizzell. The Sewer Division is responsible for the operation and maintenance of the wastewater collection and treatment systems, and has two (2) full-time employees, and one part-time employee. The system is operated and maintained by Veolia Water under a long-term contract with the Town. The Town is reimbursed by Veolia for all of their salary and benefit costs. One of the leased employees has retired, and will be replaced by Veolia Water. The town has 3,300 sewer connections with roughly 18,000 people using the system.

#### **Budget Observation**

The budget increased by \$81,017 (3.5 percent) mainly from a new initiative to hire a new Wastewater Foreman (\$51,517) and increases due to the costs associated with the opening of two new pump stations expected to come online (next to Walgreens and at new Market Basket complex).

There are expected new revenues of \$216,000 from these new areas being tied into the existing sewer system.

#### **Recommendations**

**The Sub-committee recommends a reduction of \$21,500 to the BOS Recommended FY17 Budget, for a total budget of \$2,370,476. We believe that the estimated costs of Heat and Electricity of existing and new pump stations are excessive based on past costs and current projected energy costs. We feel comfortable that cutting the Electricity line item from \$30,000 to \$15,000 and the Heat line item from \$13,000 to \$6,500 will have no impact on operations given analysis of historical spending. Even with the cuts, the estimates still far exceed past expenses and leave room for the two new pump stations coming online this year.**

### **Public Works Department: Water Enterprise Account (450)**

Proposed Budget -FY17	Total:	\$2,369,833	Personnel:	\$1,123,375	Other:	\$1,246,458
Current Budget - FY16	Total:	\$2,303,217	Personnel:	\$1,071,607	Other:	\$1,231,610
Prior Year Actual - FY15	Total:	\$1,984,211	Personnel:	\$1,095,551	Other:	\$888,660

#### **Division Synopsis**

The division manager is Mr. Richard Tierney. The Water Division is responsible for the operation and maintenance of the water treatment, transmission, and distribution systems including 12 wells, 10 pump houses and 4 thrusters. There are approximately 14,000 connections servicing an estimated 38,000 people in town.

#### **Budget Observation**

The Water Enterprise Fund budget has increased by \$66,616 (2.9 percent). The majority of the increase is from the addition of a new full time position, Cross Connection Inspector, at \$44,557. The town has roughly 900 Cross Connections that need to be inspected 2x annually. This position had been previously outsourced at a cost of \$70,000.

#### **Recommendations**

**The Sub-committee recommends approval of the Water Enterprise Fund budget of \$2,369,833 for FY 2017.**

### **Public Works Department: Solid Waste Enterprise Account (433)**

Proposed Budget -FY17	Total:	\$813,297	Personnel:	\$295,046	Other:	\$518,251
Current Budget - FY16	Total:	\$785,221	Personnel:	\$305,330	Other:	\$479,881
Prior Year Actual - FY15	Total:	\$548,744	Personnel:	\$237,686	Other:	\$311,058

#### **Division Synopsis**

The division manager is Mr. Dennis Westgate, Assistant Director of Public Works. The Solid Waste Division is responsible for the management of the curb-side collection program, and operation and maintenance of the Manomet transfer stations with recycling, materials transport, administration of sticker sales, and violation processing.

#### **Budget Observation**

The Solid Waste Enterprise Fund budget has increased by \$28,076 (3.6 percent) for FY 2017. Increases are found in Recycling Tipping & Services, (combined \$25,000), which at one point was profitable but is now an expense to the town. Other upticks are in PAYT orange bags (\$22,076). There were decreases in salaries of \$10,329 as less manpower is needed to run the Manomet transfer and a saving in tipping fees for trash disposal, as recycling continues to increase, resulting in less trash.

#### **Recommendations**

**The Sub-committee recommends approval of the Solid Waste Enterprise Fund budget of \$813,297.**

## Budget Summary: 1749 Court House (695)

	Budget Total	Personnel	Other	% Change
Proposed FY 2017	\$31,860	\$25,035	\$6,825	60%
2016	\$19,884	\$13,159	\$6,825	
2015	\$13,744	\$7,744	\$6,000	

### Department Synopsis

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

### Budget Observation

- Budget Increase:
  - Personnel: 90% increase. Museum would like to increase periods of operations, keeping the facility open until year-end and opening again in March.
- The FY2016 budget also expanded the courthouse budget to expand periods of operation through the Thanksgiving Holiday.

### Initiatives & Opportunities

- Museum staff would like to expand the period of operation due to an expected increase of visitors as we approach 2020

### Recommendations

The Sub-Committee recommends approval of the budget at \$22,000, a \$9,860 reduction from the Board of Selectmen's recommended budget.

## Budget Summary: #541– Council on Aging

	Budget Total	Personnel	Other	% Change
Proposed FY 2017	\$462,553	\$360,053	\$102,500	18%
2016	\$392,771	\$317,039	\$75,732	
2015	\$377,388	\$305,206	\$72,182	

### Department Synopsis

The Council on Aging provides a variety of services to Plymouth's older residents in order to "provide our community with a safe, trusted, physical and virtual environment where information and access to programs and services foster a healthy and vital lifestyle throughout the aging process." The department has 8 employees including Constance DiLego, Director of Elder Affairs, an administrative assistant, a volunteer coordinator, an activities coordinator, a coordinator of support services, a meal distribution coordinator, two social workers, and a receptionist.

### Budget Observations

- 87% increase in visitor traffic (FY12 vs. FY15)
- 40-100 meals served per day at COA

### Significant Budget Increases/Decreases:

The budget reflected above has been adjusted from the Board of Selectmen's recommended budget of \$426,786, a \$35,767 increase, based on information provided by the Finance Department regarding budget changes resulting from the reorganization of Community Resources; the increase represents a portion of the salary and budgeted benefits of the new Director of Community Resources.

- New \$20k nutrition contract with schools to provide subsidized meals to seniors
  - Prior provider was not satisfactory
- 20% contractual increase for landscaping (\$10k-\$12k), may be due to min wage increase
- 12% increase in R&M Equipment (\$4k) due to equipment repairs and expected minor roof repairs

### Initiatives & Opportunities

- Seek a new landscaper or town partnership once contract expires
- COA did request a new administrative assistant to work reception desk, which was not approved by BOS. Positioned needed to help with higher volume of visitors

### Recommendations

The Sub-Committee recommends approval of the budget at \$462,553.

## **Budget Summary: #549 – Disabilities Commission**

	Budget Total	Personnel	Other	% Change
Proposed FY 2017	\$250	\$0.0	\$250	0%
2016	\$250	\$0.0	\$250	
2015	\$200	\$0.0	\$200	

### **Department Synopsis**

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

### **Budget Observations**

In 2016, the Department spent its entire Budget of \$250 on Meetings/Education/Training, as well as office supplies and subscriptions. No budget increase proposed by FY 2017.

### **Initiatives & Opportunities**

### **Recommendations**

The Sub-Committee recommends approval of \$250

## Budget Summary: Library (610)

	Budget Total	Personnel	Other	% Change
Proposed FY 2017	\$1,644,193	\$1,163,549	\$480,644	-8%
2016	\$1,789,616	\$1,242,658	\$546,958	
2015	\$1,653,603	\$1,210,606	\$442,997	

### Department Synopsis

The Library Division is responsible for the operation and maintenance of the Main Library and the Manomet Branch, providing a significant contribution to the education and quality of life in our community. The division has 23 full-time and 5 part-time employees. Jennifer Harris is the Library Director.

### Budget Observation

- The library budget dropped 8% due to the retirement of Dinah O'Brien, who served as both library director and Director of Community Resources, and the subsequent reorganization of Community Resources.
- The budget reflected above has been adjusted from the Board of Selectmen's recommended budget of \$1,686,566, a \$42,373 reduction from the Board of Selectmen's recommended budget, based on information provided by the Finance Department regarding budget changes resulting from the reorganization of Community Resources; the decrease represents the net difference between the former Community Resources Director's salary and the portion of the salary and budgeted benefits of the new Director of Community Resources.
- Jennifer Harris (former assistant director) was named library director.
- Library Public Use Supplies increased 25% (\$8k to \$10k)-buying library cards in bulk
- R&M Buildings decreased 65% (\$111k to \$38k). In FY16 the library had a one-time expense to treat mold and used its reserve account.

### Initiatives & Opportunities

- Concerns were raised at the sub-committee meeting that removing the Director of Community Resources Position from library may impact state library aid (MBLC). Aid is based, in part, on total staff and salaries at the library
- Library Director now overseeing both day-to-day management, as well as broader responsibilities. Library may need assistant director longer term.

### Recommendations

The Sub-Committee recommends the approval of the Library Division budget at \$1,644,193.

## Budget Summary: Recreation Division

	Budget Total	Personnel	Other	% Change
Proposed FY 2017	\$415,370	\$398,600	\$16,770	11%
2016	\$374,982	\$358,662	\$16,320	
2015	\$321,596	\$306,023	\$15,573	

### Department Synopsis

The Recreation Division Provides recreational opportunities for the residents of Plymouth, as well as scheduling 28 recreational fields, supervising staff at five town beaches, managing Memorial Hall, and overseeing the operation of the Manomet Youth Center and the Hedges Pond Recreation area. The department typically has three full time employees and 130+ seasonal employees. The Department's former director Barry DeBlasio recently became the director of Community Recourses, creating a vacancy in the department. Anne Sleusser-Huff is the new department head.

### Budget Observations

- 7.4% salary increase is primarily due to increase in minimum wage
  - Represents \$27k in increase.
- A portion of personnel expense increase is the result of various adjustments to remove a portion of current Recreation Director costs and distribute across other divisions within Community Resources and establishing salary baseline for new Recreation Director.
- New \$5,000 in "project expenses" which represents additional staff authorized by BOS for Morton Park

### Revolving Account Summaries:

- Department is 60% self-sufficient, using revolving funds to pay for some salaries and expenses

Revolving Fund	Spending Limit	Personnel	Expenses	Total	Revenue	Net Revenue
Recreation	\$435,000	\$200,000	\$231,653	\$431,653	\$476,000	\$44,347
Memorial Hall	\$110,000	\$67,807	\$16,083	\$66,040	\$149,930	\$66,040
Hedges Pond	\$40,000	\$17,500	\$2,800	\$23,500	\$43,800	\$23,500
Total-	\$585,000	\$285,307	\$250,536	\$521,193	\$669,730	\$133,887

### Initiatives & Opportunities

- Morton Park is expected to see a decline in revenue due to new vehicle limits
- Lower traffic may permit a eventual decrease in staffing
- Given the turnover in seasonal staffing, it is difficult to project employee grade levels.

### Recommendation

The Sub-Committee recommends approval of \$415,370.

## Budget Summary: #543 – Veterans' Services

	Budget Total	Personnel	Other	% Change
Proposed FY 2017	\$925,955	\$115,830	\$810,125	-4.6%
2016	\$970,529	\$110,404	\$860,125	
2015	\$891,816	\$106,492	\$785,325	

### Department Synopsis

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

### Budget Observations

Veterans Benefits provided by the Town are partially reimbursed (75%) by the State since the services represent administration of a State program for veterans.

- Significant budget increases/decreases
  - \$4.9 % contractual increases for personnel services
  - -5.9% decrease in veterans benefits proposed by BOS (\$850k to \$800)
    - Veterans are utilizing additional State and Federal services rather than town services

### Initiatives & Opportunities

- Ms. Whitbeck is now a certified Veteran Benefit administrator. This will require on-going continuing education at an increased cost. The state now requires certification of Veterans Officers and has proposed reducing its reimbursement for communities with uncertified officers. Ms. Whitbeck has requested an additional \$500 for Meetings, Education & Training to fund the additional coursework required to maintain certification.

### Recommendations

The Sub-Committee recommends approval of \$926,455, an increase of \$500.

## Budget Summary: Inspectional SVS

To: Advisory & Finance Committee  
From: Budget Sub-Committee E  
Ethan Kusmin (Chair), Marcus McGraw (Co-Chair), Harry Helm, Patrick O'Brien, Mike Lincoln, John Moody  
Date: February 12, 2017  
Subject: Sub-Committee E FY2017 Budget Review & Recommendations: Inspectional Services

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

	Budget Total	Personnel	Other	% Change
Proposed FY 2017	\$693,771	\$688,371	\$5,400	4.9%
2016	\$661,610	\$656,210	\$5,400	
2015	\$591,783	\$587,046	\$4,737	

### **Department Synopsis**

The Building Department is responsible for ensuring that buildings are constructed and repaired safely and buildings, structures and land are used properly.~ The Department issues zoning, building, electrical, gas and plumbing permits that allow the construction, reconstruction, repair, alteration and demolition of buildings and structures as well as the installation of equipment.~ The Department annually inspects restaurants, lodgings and other places of assembly. The Department includes 12 employees and is overseen by Paul McAuliffe, Director of Inspectional Services.

### **Budget Observations**

- Source of increase: Replacing a valuable/knowledgeable part-time inspector to full-time Zoning Inspector due to retirement
    - Rationale: High Volume of requests, delays in zoning permits delays other permits required for construction. Part-time inspector does not meet demand.
  - Issued roughly 9000 permits (FY 2016)-16.6% increase
  - Revenue increased from \$1.4m to \$2m (FY 2016)
- Initiatives & Opportunities**

High volume of permits and inspections expected to continue in FY 2017 due to health of real estate market and several large projects including Plymouth South High School, Town Hall, Pine Hills, Redbrook and Cranberry Crescent (Market Basket Plaza)

### **Recommendations**

Approval of the Town Manager/Board of Selectmen recommended budget for the Board of Health

## **Budget Summary: Board of Health (510)**

	Budget Total	Personnel	Other	Total % Change
Proposed FY 2017	\$252,299	\$208,493	\$43,806	(3.9%)
2016	\$262,437	\$219,131	\$43,306	
2015	\$251,098	\$197,664	\$53,434	

### **Department Synopsis**

The Board of Health provides medical and inspection services. Inspection services include Title V inspections, PERC tests and food safety inspections. Medical services focus on communicable disease follow-ups, a change from prior years when the Board of Health provided flu vaccinations, blood pressure clinics and other health awareness programs. The Department employs 4 people, including the department head, and one part-time Animal Inspector. The Board of Health is managed by Michelle Roberts, under Inspectional Services Director Paul McAuliffe

### **Budget Observations**

- 4.4% budget decrease due to drop in salaries/wages
  - Holly Richardo retired after 42 years, replaced with new step-1 agent
  - New step-1 part-time admin
  - New step-1 full-time admin
- Budget Increases
  - Training/Education increased from \$500 to \$1,000
    - Training new agent
- Other expenses are flat from 2016

### **Recommendations**

The Sub-Committee recommends:

Approval of the Town Manager/Board of Selectmen recommended budget for the Board of Health

## Budget Summary: Planning & Development

To: Advisory & Finance Committee

From: Budget Sub-Committee E

Ethan Kusmin (Chair), Marcus McGraw (Co-Chair), Harry Helm, Patrick O'Brien, Mike Lincoln, John Moody

Date: February 12, 2017

Subject: Sub-Committee E FY2017 Budget Review & Recommendations: **Planning & Development**

### **Budget Summary: Planning & Development (175)**

	Budget Total	Personnel	Other	% Change
Proposed FY 2017	\$818,010	\$474,950	343,060	7.2%
2016	\$763,304	\$453,793	\$309,511	
2015	\$672,687	\$439,946	\$232,461	

### **Department Synopsis**

The mission of the consolidated Department of Planning and Development is to coordinate all planning, community, and economic development activities of all Town government agencies. This department is to provide a comprehensive vision of the Town's long-range goals, and to administer local development controls in a fair and equitable manner consistent with those goals. Staff: Director of Planning & Development (Lee Hartmann), Town Planner, Conservation Planner, Planning Technician/Energy Officer, and four administrative assistants.

Community Development provides and implementation programs and activities that benefit low and moderate income persons (42% of Plymouth's town-wide population), including housing and economic development services. The function of the Community Development Office is to provide education, leadership, policies and programs to expand and preserve safe and affordable housing opportunities and promote a strong community for all residents. Staff: Director of Community Development (Bruce Arons), Program Coordinator, Rehab Specialist.

### **Budget Observations**

Increase sources:

- 4.2% increase in salaries (all contractual)
- \$31k increase in technical services (99% increase)
  - Funds to support town in planning and negotiating closure of power plant.

### **Initiatives & Opportunities**

The Department is working closely with the Plymouth Board of Selectmen, as well as with our state and national representatives on planning for the closure of the Pilgrim Nuclear Power Station to help minimize the overall economic impact. This will involve travel to other communities to learn about their closure process and visits with key representatives.

### **Recommendations**

The Sub-Committee recommends approval of the Town Manager/Board of Selectmen recommended budget of \$818,010.

## Budget Summary: Redevelopment Authority (189)

	Budget Total	Personnel	Other	% Change
Proposed FY 2017	\$21,977	0	\$21,977	3%
2016	\$21,340	0	\$21,340	
2015	\$21,340	0	\$21,340	

### Department Synopsis

The Redevelopment Authority is independent of the town and the budget provides partial funding for the PRA's staff and activities. In addition, the town supports the operation of the Redevelopment Authority through a provision of office space and use of Town equipment such as computers, printers, fax and copiers. The budget is managed by Laura Schaefer, Executive Director of the PRA. Services provided by the Redevelopment Authority include counseling programs for residents on subjects such as HUD, reverse mortgages, first-time homebuyer, and foreclosure. The Authority also participates in inactive programs such as the Massachusetts Housing Rehabilitation Agency's Get the Lead Out program and the Plymouth Community Housing Inc.'s affordable housing projects.

In addition to the Town's budget appropriations, the Plymouth Redevelopment Authority receives funds from a variety of State and Federal programs, including a HUD grant, and from consulting fees. These outside sources provide 80% of department's budget.

### Budget Observations

Budget Increase source:

- 3% salary increase
- 3% administrative services

The budget chiefly consists of Technical Services (\$10,712), which provides partial compensation for the Executive Director, who performs grant and program management services, and Administrative Services (\$11,165), which provides funds to compensate a part-time administrative assistant.

### Recommendations

The Sub-Committee recommends Approval of the Town Manager/Board of Selectmen recommended budget of \$21,977

To: Advisory & Finance Committee  
From: Budget Sub-Committee Members: Christopher Merrill; Chair, Shelagh Joyce,  
Kevin Carty, Harry Helm, Patricia MacPherson  
Date: February 24<sup>th</sup>, 2016  
Subject: Sub-Committee FY2017 Budget Review & Recommendations: Plymouth Public Schools

### Budget Summary: [Cost Center Name]

Proposed FY2017 Budget	Total:	\$90,257,918	Personnel:	\$70,442,734	Other:	\$19,815,184
FY2016 Budget	Total:	\$85,199,071	Personnel:	\$66,181,273	Other:	\$19,017,798
FY2015 Actual	Total:	\$82,423,451	Personnel:	\$63,203,565	Other:	\$19,219,886

### Department Synopsis

The school budget requires using information about school staff, students, and facilities to meet student learning needs and goals. The current staffing levels for the Plymouth Public Schools is at 1,126 members of which instructional staff make up the most in the staffing levels at 632 while Service, Operations and Maintenance make up 121 staffing members. The student population enrolled in FY15 was 7,874 in the Plymouth School District. The Plymouth Public Schools population trends have been in decline such as in FY06 had 8,762; a decline of 10%/888 students over the past 9 years and enrollment is projected to continue to decrease for the next five fiscal years.

### Budget Observations

The sub-committee applauds the Superintendent and his Administrative office staff in utilizing a site-based budget approach. This provides school leaders and staff the opportunity to give direct input in determining how resources are spent and priorities are determined. Although enrollment is decreasing, the increased unfunded mandates are straining budgets. The budgeting for the Plymouth Schools continues to be a challenge due to continuing variations in State and Local aid

The FY2017 budget for the Plymouth Public Schools incorporates a Full-Day Kindergarten program which is budgeted for \$1,444,563 of the total \$5.0 million increase to the overall school budget. It has become imperative to offer a Full-Day Kindergarten program as early childhood education has been a major initiative for all School Districts in the Commonwealth of Massachusetts. It is a proven statistic that providing a full-day program at the Kindergarten level enhances abilities to read and perform math and establishes a foundation for progress throughout elementary years and beyond. It is anticipated that the Full Day Kindergarten budget in FY18 will be up to \$801,357 after incorporating State aid (Chapter 70).

The Education Reform Act of 1993 dramatically overhauled the formula for providing state education aid to the State of Massachusetts K-12 school districts, in large part by creating the State's foundation budget (Chapter 70 Aid), a calculation of adequate baseline spending amounts for every district individually. The foundation budget has been in place for almost two decades now and has yet to be comprehensively re-examined. The Plymouth Public Schools have seen a steady level in Chapter 70 funding from a low of \$21.7 million in 2012 to \$23.8 million in 2016, an increase of 8%. However, compared year over year the increases have been marginal to say the least. This creates major gaps between what the foundation budget says a district's needs are for certain cost categories. Inflation adjustments have not been fully implemented, causing foundation to lag behind true costs.

As of October 2014, a Foundation Review Commission was established to address various issues that have been observed in the foundation budget process (including adjustments for health insurance assumptions, adjustments to district special education assumptions, increasing allowances for special education students tuition out of district to programs required by educational plans, increasing allowances for low-income students to qualify for Free Lunch, moving salary allowances closer to average actual teaching professional salary, and to continue to use inflation factors in calculating the foundation budget). Chapter 70 aid needs a greater increase to ensure that all schools receive adequate funding. It is recommended that Town officials and the Town's elected delegation strongly support the recommendations of the Foundation Budget Review Commission. Increasing minimum aid and fixing the inadequacies in the foundation formula are essential.

The School Committee and Board of Selectmen have recommended a budget increase for the schools of 5.94% or \$5,058,847 million. The Plymouth Public Schools FY17 budget includes salaries of \$70,442,734 or 6.44% and non-salaries or \$19,815,184 or 4.19%. It should be important to note if health insurance was factored into the school budget for FY17 it would be \$112,913,434 an increase of \$8,567,908 or 8.21%. The cost of health insurance was moved onto the Town's budget a few years ago as it was more cost effective to add all School staff to the Town side for health insurance.

The benefits of the solar generation plants across the State of Massachusetts have greatly benefited the Plymouth Public Schools significantly year over year. The Plymouth Public Schools have saved well over \$1 million in cost savings by their implementation of energy conservation measures.

The increase is comprised of the following elements:

**Salary: Total \$70,442,734**

- Certified Salaries increased by \$3,585,220 or (6.65%)
- Clerical Salaries increase by \$61,729 or (2.50%)
- Other Salaries increased by \$614,512 or (6.26%)

**Non-Salary: Total \$19,815,184**

- Contracted Services increased by \$852,437 or (5.53%)
- Supplies& Materials decreased by \$65,740 or (2.36%)
- Other Expenses increased by \$10,689 or (1.30%)

**Other Decrease/Increases:**

- Potential retirements during the school year are difficult to incorporate into the budget planning process as there is no requirement to give any significant lead time for an employee's retirement date. We would suggest an analysis be done of the staff's retirement activity for the past few years and incorporate that data into request for salary expenses; similar to modeling that H/R budgets often do for vacancy rates in an organization..

The FY17 budget for the Plymouth Public Schools is a significant work effort for this sub-committee by reviewing each line item and to find other areas to cut that are not critical to school operations. It has been this sub-committee's prerogative in the past to recommend adjustments to programs, supplies, or even positions within the budget.

The School Committee and this sub-committee have been challenged by the need to reduce the bottom-line budget without adversely affecting the overall levels of service deemed critical to the development of students within the Plymouth Public Schools. The Town of Plymouth and the Plymouth Public Schools use their best practices in a new level of discipline of maintaining the existing level of public services while making every effort to hold down taxes even though two new high schools will be adding further increases to the Plymouth tax base over the next few years after Plymouth South High School is completed. The Town's taxpayers have already incurred the cost associated with the new Plymouth North High School that has been operating for three fiscal years.

The School District's Vocational Educational programs are at a disadvantage compared to other vocational programs around the state because state reimbursement is lower for programs that combine academics with vocational education in a traditional school setting versus those that are dedicated to solely to vocational education. Plymouth receives approximately 50% less per student than do the vocational schools. Most of Plymouth's Vocational Education programs do provide services to the general public by allowing students to learn by doing. The programs generally charge fees for these services that are deposited to revolving funds, which help support the programs.

The sub-committee is recommending to the Advisory and Finance Committee that the School Committee and School Administration consider the following proposals to alleviate the fiscal burdens the schools are facing for FY17. The sub-committee recommends:

### Initiatives & Opportunities

The Plymouth Public Schools continue to save the Town in utility savings year over year due to the implementation of the solar generation plants across the State. The schools have been able to access the net benefit from these solar fields which is 100% for FY16.

### Recommendations

The Sub-Committee recommends:

- ◆ The Sub-Committee recommends a revised budget total of \$90,007,918 compared to the School Committee Approved budget request of \$90,257,918. The \$250,000 reduction is to be decided by the School Administration as they deem fit on what line item(s) to decrease.
- ◆ The Sub-Committee requested a \$250,000 budget reduction at its sub-committee meeting on January 19<sup>th</sup>. The Advisory and Finance Committee Chairman followed up with Superintendent Maestas on January 21, 2016 to discuss the request during which Dr. Maestas indicated that staff was working on identifying opportunities, but that confirmation would not be forthcoming until after February 6, 2016, after the Board was able to discuss the reductions. Dr. Maestas appeared to be relatively upbeat about the possibilities. The Sub-Committee remains hopeful that the requested budget reduction will be forthcoming; the School Board is scheduled to meet February 22 at which time, we have been advised, the School Board will further consider the budget reduction.
- ◆ Contracted Services (Custodial Services, Building & Maintenance) by having an outside vendor perform these duties for the multiple facilities that the School has under its jurisdiction. It would be beneficial to look for firms that can perform this type of contracted service as it may be more cost effective.

- ◆ If there are no such contracted service providers to be contracted it is recommended that a joint evaluation by the School Department and the Town (DPW). By establishing a shared services program for janitorial, vehicle and building maintenance. The potential for overall savings through reduction of baseline and overtime costs may be significant on both the School and Town side of the budget.
- ◆ Recommend the Schools look into sharing Information Technology personnel with the town wide services.
- ◆ Implementation of employee wellness programs to reduce health benefit costs
- ◆ Recommend that the School Administration and School Committee reach out to large industry sector leaders for student learn/work programs and to partner with these large industry sector companies for grant monies to fund Science, Technology, Engineering & Math (STEM) and Vocational programs.

**Comments / Other:**

To: Advisory & Finance Committee  
From: Budget Sub-Committee F  
Christopher Merrill; Chair, Shelagh Joyce, Kevin Carty, Harry Helm, Patricia MacPherson  
Date: February 24, 2016  
Subject: Sub-Committee F FY2017 Budget Review & Recommendations: Medicaid Program

### **Budget Summary: Medicaid Program (#390)**

Proposed FY2017 Budget	Total:	\$252,576	Personnel:	\$197,276	Other:	\$55,300
FY2016 Budget	Total:	\$242,753	Personnel:	\$187,453	Other:	\$55,300
FY2015 Actual	Total:	\$217,499	Personnel:	\$177,449	Other:	\$40,000

### **Department Synopsis**

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

*Prior to FY2014, this program was funded by an annual Town Meeting article (Article 17A).*

### **Budget Observations**

Overall, the FY2017 budget reflects a \$9,823 (4.0%) increase, comprised entirely of contractual increases to salaries. Historically, the program generates between \$2.50 and \$3.50 in Medicaid reimbursement revenue for every \$1 appropriated to the budget. The contracted billing service (UMASS) receives 4% of the reimbursed funds as its fee for billing services. The budgeted amount of \$42,000 anticipates reimbursements of \$1,050,000.

### **Initiatives & Opportunities**

None

### **Recommendations**

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended FY 2017 budget of \$252,576.

### **Comments / Other**

None

To: Advisory & Finance Committee  
From: Budget Sub-Committee F  
Christopher Merrill; Chair, Shelagh Joyce, Kevin Carty, Harry Helm, Patricia MacPherson  
Date: February 24, 2016  
Subject: Sub-Committee F FY2017 Budget Review & Recommendations: Out of District Transportation

#### Budget Summary: Out of District Transportation (#391)

Proposed FY2017 Budget	Total:	\$29,500	Personnel:	\$0	Other:	\$29,500
FY2016 Budget	Total:	\$29,500	Personnel:	\$0	Other:	\$29,500
FY2015 Actual	Total:	\$15,292	Personnel:	\$0	Other:	\$15,292

#### Department Synopsis

The Out-of-District Transportation cost center reflects the costs associated with transporting students to other schools that offer agricultural curriculum. Plymouth is required to pay transportation costs for students that select vocational curriculum that is not offered by Plymouth Public Schools.

*Prior to FY2014, this program was funded by an annual Town Meeting article (Article 17B).*

#### Budget Observations

The budget is level-funded for FY 2017 compared to the FY2016 budget. Costs for Out-of-District Transportation can fluctuate from year-to-year depending on the number of students and the schools they elect to attend. The current budget is about one-half the budget for FY 2015 and earlier, due in part to student changes, but primarily the result of partnerships established by Plymouth Public Schools with other local districts (Silver Lake Regional and Wareham Public Schools) to share transportation and services for agricultural education options.

#### Initiatives & Opportunities

None

#### Recommendations

The Sub-Committee recommends:

- Approval of the Town Manager/Board of Selectmen recommended FY2017 budget of \$29,500.

#### Comments / Other

None

## ARTICLE 8:

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the repair and/or purchase and/or lease and/or replacement of departmental equipment for the various departments substantially as follows:

	DEPARTMENT	EQUIPMENT
A	Procurement	Shredder for Town Hall 2nd Floor (*)
B	Information Tech.	Payroll Printer (*)
C	Information Tech.	PCs (*)
D	Information Tech.	Clerk - MUNIS Animal Licensing Program
C	Police	Marked Utility Vehicle (*)
E	Police	Marked Sedan (*)
F	Police	File Storage System
G	Fire	Station Maintenance for 6 Stations (*)
H	Fire	Firefighting Gear (*)
I	Fire	Portable Radio (*)
J	Fire	Upgrades to Dispatch Systems at 7 Stations (*)
K	DPW-Operations	Engr-Magnetic Manhole Cover Lifter
L	DPW-Operations	Hwy-Plate Compactor
M	DPW-Operations	Hwy-9' Sander for Existing Truck
N	DPW-Operations	Hwy-8 Ton Tilt Trailer
O	Marine & Env. Affairs	Dam Inspections
P	Marine & Env. Affairs	Animal Shelter Kennels
Q	Marine & Env. Affairs	Safe Boat Bottom Paint (*)
R	Marine & Env. Affairs	Navigation Electronics 24' ARC (*)
S	DPW-Utilities	Sewer - Portable Area Velocity Flow Meter
T	DPW-Operations	Cemetery - Leaf Vacuum (*)
U	DPW-Operations	Cemetery - Truck Leaf Box
V	DPW-Operations	Cemetery - Mud Tracks
W	DPW-Grounds&Rec	Parks-Morton Park Utility Vehicle
X	DPW-Grounds&Rec	Parks-Morton Park Steel Storage Container
Y	DPW-Grounds&Rec	Parks-Morton Park Infrastructure Improvements
Z	DPW-Grounds&Rec	Parks-Wood Fiber Playground Surfacing (*)
AA	DPW-Grounds&Rec	Rec-MYC Floor Resurfacing (*)
BB	DPW-Grounds&Rec	Rec-Rescue Board (*)
CC	1749 Court House	Fireproof Storage Cabinet
DD	1749 Court House	Museum Vacuum

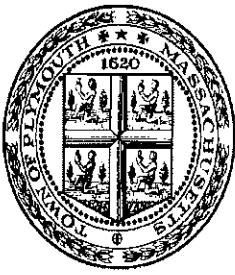
or take any other action relative thereto.

BOARD OF SELECTMEN

### **RECOMMENDATION: Approval \$487,826 (Unanimous, 14-0-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 8. Approval of this article will authorize the purchase of the departmental equipment indicated above. The FY2017 Article 8 department requests totaled \$776,823 of which \$487,826 is recommended by the Town Manager. The Advisory & Finance Committee concurs with the Town Manager's recommendation. Funding sources for these items will be \$8,580 from Sewer Enterprise Retained Earnings, \$9,000 from Waterways Fund, \$11,877 from Cemetery Perpetual Care and the remaining \$458,369 will be funded from Raise and Appropriate and Other Available Funds.





**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 177  
FAX (508) 830-4133

TO: ADVISORY & FINANCE COMMITTEE  
BOARD OF SELECTMEN

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: ATM ARTICLE 8 – DEPARTMENT EQUIPMENT

DATE: FEBRUARY 4, 2016

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Article 8 includes all departmental equipment, furnishings, and repairs that don't fall within CIC guidelines and parameters. These requests totaled \$776,823 and were reviewed with Department & Division Heads during the budget process back in December.

The Town Manager is recommending \$487,826 of these requests.

I am recommending that the funding source for these be:

- \$ 8,580 from Sewer Enterprise Retained Earnings
- \$ 9,000 from Waterways fund
- \$ 11,877 from Cemetery Perpetual Care
- \$ 458,369 from Raise and Appropriate and Other Available Funds.

Thank you.

**FY17 ARTICLE 8 REQUESTS**

DEPARTMENT	EQUIPMENT	QTY	EACH	REQUEST	TOWN MGR RECOMMEND	FUNDING SOURCE
138 Procurement	Shredder for Town Hall 2nd Floor (*)	1	1,200	1,200	1,200	
155 Information Tech.	Payroll Printer (*)	2	2,977	5,954	5,954	
155 Information Tech.	PCs (*)	30	750	22,500	22,500	
155 Information Tech.	Clerk - MUNIS Animal Licensing Program	1	11,900	11,900	11,900	
155 Information Tech.	Engr - Laser Jet Office Printer	1	1,000	1,000	0	
161 Town Clerk	Upgrade of Laserfiche (*)	1	3,800	3,800	0	
210 Police	Marked Utility Vehicle (*)	4	43,848	175,392		
210 Police	Marked Sedan (*)	1	39,139	39,139	220,000	
210 Police	Marked K-9 (*)	1	46,982	46,982		
210 Police	Marked 4x4 (*)	1	45,764	45,764		
210 Police	File Storage System	1	10,135	10,135	10,135	
210 Police	PCs (*)	14	1,000	14,000	0	
210 Police	Dual Band APX Radios	2	7,000	14,000	0	
210 Police	Mobile Technology	1	12,000	12,000	0	
210 Police	Laptops (*)	2	4,000	8,000	0	
220 Fire	Station Maintenance for 6 Stations (*)	6	7,000	42,000	25,000	
220 Fire	Firefighting Gear (*)	10	2,140	21,400	21,400	
220 Fire	Portable Radio (*)	12	2,499	29,988	29,988	
220 Fire	Thermal Imaging Camera (*)	1	14,400	14,400	0	
220 Fire	Upgrades to Dispatch Systems at 7 Stations (*)	7	3,700	25,900	25,900	
411 DPW-Operations	Engr-Magnetic Manhole Cover Lifter	1	2,000	2,000	2,000	
420 DPW-Operations	Hwy-Plate Compactor	1	5,500	5,500	5,500	
420 DPW-Operations	Hwy-9' Sander for Existing Truck	1	10,000	10,000	10,000	
420 DPW-Operations	Hwy-8 Ton Tilt Trailer	1	9,700	9,700	9,700	
420 DPW-Operations	Hwy-Repair Fence-Various Retention Areas(*)	1	15,000	15,000	0	
420 DPW-Operations	Hwy-Confined Spaces Equipment	1	6,500	6,500	0	
420 DPW-Operations	Hwy-Cut Off Saw	1	1,300	1,300	0	
420 DPW-Operations	Hwy-Magnetic Manhole Cover Lifter	1	1,245	1,245	0	
420 DPW-Operations	Hwy-Snowblower for Skid Steere	1	8,880	8,880	0	
427 Marine & Env.	Dam Inspections	3	3,634	10,902	10,902	
427 Marine & Env.	Animal Shelter Kennels	10	1,200	12,000	12,000	
427 Marine & Env.	Safe Boat Bottom Paint (*)	1	5,000	5,000	5,000	Waterways Fund
427 Marine & Env.	Navigation Electronics 24' ARC (*)	1	4,000	4,000	4,000	Waterways Fund
427 Marine & Env.	Hearing Protection/Communication	2	4,000	8,000	0	Waterways Fund
427 Marine & Env.	Town Pier Ladder Repair/Replacement (*)	1	10,000	10,000	0	Waterways Fund
427 Marine & Env.	OHV Quad	1	8,873	8,873	0	
427 Marine & Env.	Animal Shelter Generator	1	14,850	14,850	0	
427 Marine & Env.	Watershed Study	1	20,000	20,000	0	H.Pond Watershed
440 DPW-Utilities	Sewer - Portable Area Velocity Flow Meter	1	8,580	8,580	8,580	Sewer Enterprise
491 DPW-Operations	Cemetery - Leaf Vacuum (*)	1	7,027	7,027	7,027	Perpetual Care
491 DPW-Operations	Cemetery - Truck Leaf Box	1	2,000	2,000	2,000	Perpetual Care
491 DPW-Operations	Cemetery - Mud Tracks	1	2,850	2,850	2,850	Perpetual Care
492 DPW-Grounds&R	Parks-Morton Park Utility Vehicle	1	10,600	10,600	10,600	
492 DPW-Grounds&R	Parks-Morton Park Steel Storage Container	2	5,145	10,290	10,290	
492 DPW-Grounds&R	Parks-Morton Park Infrastructure Improvemen	100	28	2,800	2,800	
492 DPW-Grounds&R	Parks-Landscape Trailer (*)	1	3,872	3,872	0	
492 DPW-Grounds&R	Parks-Wood Fiber Playground Surfacing (*)	200	50	10,000	5,000	
492 DPW-Grounds&R	Parks-Irrigation Well Pump (*)	1	3,000	3,000	0	
492 DPW-Grounds&R	Parks-Back Pack Blower (*)	3	500	1,500	0	
492 DPW-Grounds&R	Parks-Heftee Lift (*)	1	9,500	9,500	0	
630 DPW-Grounds&R	Rec-MYC Floor Resurfacing (*)	1	3,600	3,600	3,600	
630 DPW-Grounds&R	Rec-Rescue Board (*)	1	1,200	1,200	1,200	
695 1749 Court House	Fireproof Storage Cabinet	1	300	300	300	
695 1749 Court House	Museum Vacuum	1	500	500	500	
<b>SUB-TOTAL</b>					776,823	487,826
-100% Perpetual Care					(11,877)	(11,877)
-100% Sewer Enterprise Fund					(8,580)	(8,580)
-100% Waterways Uses Acct					(27,000)	(9,000)
-100% Herring Pond Watershed					(20,000)	0
<b>TOTAL</b>					709,366	458,369
						(250,997)

\* indicates replacement item

FY16 Appropriation - \$641,835

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

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
<b><u>123 - TOWN MANAGER</u></b>									
20129A30	ATM APRIL 2012	Y	BUILDING FACILITY STUDY ART 9	100,000.00	60,825.00	39,175.00	-	-	39,175.00
2011F4E	FATM 2011 OCTOBER	Y	TOWN GREEN MONUMENT	10,000.00	-	10,000.00	-	-	10,000.00
2014F10	FATM 2014 OCTOBER	Y	PILGRIM PILOT ART 10 FY15 FATM	400,000.00	31,502.00	368,498.00	65,107.84	303,390.16	-
2015F4A	FATM 2015 OCTOBER	Y	N PLYMOUTH LAND/BUILDING FIRE	25,000.00	-	25,000.00	-	-	25,000.00
2015F4B	FATM 2015 OCTOBER	Y	POLICE-STUDY OF DEPT	40,000.00	-	40,000.00	-	-	40,000.00
2015F4D	FATM 2015 OCTOBER	Y	PERSONNEL STUDY TOWN-WIDE	42,000.00	-	42,000.00	-	-	42,000.00
<b><u>133 - FINANCE AND ACCOUNTING</u></b>									
2014F24	FATM 2014 OCTOBER	Y	ART 24 FY15 FATM	8,335.69	2,261.17	6,074.52	1,762.95	-	4,311.57
<b><u>138 - PROCUREMENT</u></b>									
13800908	ATM MAY 2006	Y	FY07 ARTICLE 8	47,902.91	42,156.01	5,746.90	-	-	5,746.90
8A-II CPS- Software Upgrade									
CPS-Update Town Street Map (*)									
CPS- Desktop PC's (*)									
CPS - Network Printers (*)									
CPS- Cemetery - Self Contained Leaf Loader (*)									
CPS- Cemetery - 48" Scag Hydro Mower (*)									
CPS- Parks - 36" Scag Mower (*)									
CPS- Parks - Snow Thrower (*)									
CPS - Parks - Flag Pole at Sirrico Park (*)									
CPS- Recreation - Portable Radios (*)									
CPS- Engineering - Transportation Software (*)									
CPS - Engineering - Water/Sewer Software									
CPS - Maintenance - Radios (*)									
CPS - Maintenance - Carpenter Shop Generator (*)									
CPS - Maintenance - Paint Truck Bodies									
CPS - Maintenance - Wiring TOB Generator									
CPS- Maintenance - Paint Cruisers									
CPS - Replace Fencing at Landfill (*)									
CPS - Replace Fencing at Transfer Station (*)									
CPS - Trash Containers									
CPS - Recycling Container									
CPS - Pavement Saw									
CPS - Personnel Identification System									
CPS - 250hp Outboard Motor (*)									
CPS - Copier (*)									
CPS - Electric Door Opener									
CPS - Marked Cruisers (*)									
CPS - Marked 4-WD Vehicle (*)									
CPS - 4-WD Vehicle (*)									

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

**NON-DPW ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
			CPS - Animal Control Pick-Up Truck (*)						
13801008	ATM JUNE 2007	Y	FY08 ARTICLE 8	107,828.32	104,516.25	3,312.07	-	-	3,312.07
			CPS- Records Management						
			CPS-Electric HP Door Opener						
			CPS-Desktop PC's (*)						
			CPS-Network Printers (*)						
			CPS-Parks-Soccer Goals at West Rec (8)						
			CPS-Parks-Hustler Mower (*)						
			CPS-Parks-Gravely Mower						
			CPS-Parks-Flag Pole at Newfield St Playground (*)						
			CPS-Engineering - Traffic Engineering Software						
			CPS-Engineering - Sewer Modeling Software						
			CPS-Engineering - GPSModem						
			CPS-Highway - Plate Compactor (*)						
			CPS-Highway - Portable Cement Mixer						
			CPS-Highway - VersaCAMM Printer (*)						
			CPS-Maintenance-Gutter Repair at 159 Camelot Dr. (*)						
			CPS-Maintenance-Roof Fan at 159 Camelot Dr. (*)						
			CPS-Maintenance-Roof Repairs at Fire HQ (*)						
			CPS-Maintenance-Pressure Washer at Police Station (*)						
			CPS-Maintenance-Vacuum Cleaner at Police Station (*)						
			CPS-Maintenance-Paint Police Cruisers (*)						
			CPS-Maintenance-Paint Department Vehicles (*)						
			CPS-Maintenance-Paint Truck Bodies (*)						
			CPS-Maintenance-Floor Stripper (*)						
			CPS-Maintenance-Sander (*)						
			CPS-Maintenance-Planer (*)						
			CPS-Maintenance-Vacuum Cleaner at TOB (*)						
			CPS-Maintenance-Battery Jump Kit (*)						
			CPS-Maintenance-Portable Oil Drain (*)						
			CPS-Maintenance-Slack Adjustor Kit (*)						
			CPS-Maintenance-Sandblaster						
			CPS-Maintenance-Brake Washer						
			CPS-Maintenance-Tool Kit for Volvo Trucks						
			CPS-FEMA-Compatible Software						
			CPS-CERT Response Team						
			CPS-Engraver						
			CPS-Mattresses (*)						

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

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
			CPS-Radios						
			CPS-90HP Outboard Motor (*)						
			CPS-Utility Trailer(*)						
			CPS-Base Radios (*)						
			CPS-Microfilm Reader/Printer (*)						
			CPS-Printer,DMP Board, Workstation V						
			CPS-Marked Cruiser (*)						
			CPS-Marked 4WD Cruiser (*)						
			CPS-Marked 4WD Cruiser (*)						
			CPS-Copier (*)						
			CPS-Workstation						
			CPS-PA System Upgrades						
13801108	ATM APRIL 2008	Y	FY09 ART 8 PROCUREMENT	11,500.00		-	11,500.00	-	11,500.00
			Workstation Components	2,200.00					
			New Workstation & Equipment	3,000.00					
			Workstation Components	3,800.00					
			Workstation Components	2,500.00					
42201108	ATM APRIL 2008	Y	FY09 ART 8 MAINTENANCE	43,709.00	43,215.80	493.20	-	-	493.20
			Maintenance-Metal Chop Saw w/Blade						
			Maintenance-Police Vehicle Software Upgrade (*)						
			Maintenance-Truck Kingpin Tool (*)						
			Maintenance-Battery Charger (*)						
			Maintenance-Portable Table Saw (*)						
			Maintenance-Cleaning Equipment for Cellblock						
			Maintenance-Riding Mower (*)						
			Maintenance-Fencing						
			Maintenance-Paint Cruisers (*)						
			Maintenance-TOB Stair Treads (*)						
			Maintenance-Memorial Hall Cleaning Equipment						
			Maintenance-1749 C.H. Bathroom Repairs (*)						
			Maintenance-Paint One Ton Trucks(*)						
			Maintenance-Portable Radios for Assessing (*)						
			Maintenance-Vehicle Radios for DPW (*)						
			Maintenance-Boiler at Fire Station 2 (*)						
42201308	ATM APRIL 2010	Y	BLDG MAINT/ART 8-DEPT EQUIP	37,000.00	13,708.62	23,291.38	-	-	23,291.38
			Maint - 1749 Court House Chimney Liner (*)						
			Maint - Station 4 Heater (*)						
			Maint - Bathroom Repairs at Information Center						
			Maint - Security Gate at 159 Camelot Dr (*)						
			Maint - Paint Library Doors						

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

**NON-DPW ARTICLES**

MUNIS Account #	Article Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
Maint - HydraulicOil Cleaning Equipment									
21001408	ATM APRIL 2011	Y	POLICE/ART 8-DEPT EQUIP	259,610.97	259,545.13	65.84	-	-	65.84
42501408	ATM APRIL 2011	Y	FLEET MAINT/ART 8-DEPT EQUIP	9,048.00	8,499.34	548.66	-	-	548.66
49201408	ATM APRIL 2011	Y	PARKS & FORST/ART 8-DEPT EQUIP	16,582.00	15,170.95	1,411.05	-	1,409.53	1.52
61001408	ATM APRIL 2011	Y	LIBRARY/ART 8-DEPT EQUIP	3,190.00	1,599.00	1,591.00	-	-	1,591.00
63001408	ATM APRIL 2011	Y	RECREATION/ART 8-DEPT EQUIP	13,450.00	13,364.58	85.42	-	-	85.42
15501508	ATM APRIL 2012	Y	INFO TECH ART 8/DEPT EQUIP	72,500.00	70,497.82	2,002.18	-	2,002.18	-
21001508	ATM APRIL 2012	Y	POLICE/ART 8/DEPT EQUIP	354,336.00	352,939.70	1,396.30	21.47	-	1,374.83
29501508	ATM APRIL 2012	Y	HARBOR MASTER/ART 8/DEPT EQUIP	9,500.00	4,549.11	4,950.89	-	321.65	4,629.24
42001508	ATM APRIL 2012	Y	HIGHWAY/ART 8/DEPT EQUIP	67,600.00	65,265.47	2,334.53	-	-	2,334.53
42201508	ATM APRIL 2012	Y	BLDG MAINT/ART 8 DEPT EQUIP	31,680.00	7,370.00	24,310.00	-	-	24,310.00
42501508	ATM APRIL 2012	Y	FLEET MAINT/ART 8/DEPT EQUIP	100,093.00	86,438.03	13,654.97	-	4,800.02	8,854.95
49001508	ATM APRIL 2012	Y	CREMATORI/ART 8/DEPT EQUIP	29,337.00	29,332.00	5.00	-	-	5.00
49101508	ATM APRIL 2012	Y	CEMETERY/ART 8/DEPT EQUIP	110,201.00	107,938.20	2,262.80	1,801.66	-	461.14
49201508	ATM APRIL 2012	Y	PARKS & FOREST/ART 8/DEPT EQUIP	136,447.00	123,816.08	12,630.92	-	4,950.00	7,680.92
63001508	ATM APRIL 2012	Y	RECREATION/ART 8/DEPT EQUIP	30,352.00	27,201.32	3,150.68	2,000.00	413.00	737.68
15501608	ATM APRIL 2013	Y	INFO TECH ART 8/DEPT EQUIPMENT	47,700.00	27,368.52	20,331.48	-	9,864.54	10,466.94
22001608	ATM APRIL 2013	Y	FIRE ART 8/DEPT EQUIPMENT	171,020.00	169,460.00	1,560.00	-	1,555.00	5.00
29501608	ATM APRIL 2013	Y	HARB MAST ART8/DEPT EQUIPMENT	69,500.00	44,590.76	24,909.24	-	-	24,909.24
42001608	ATM APRIL 2013	Y	HIGHWAY ART 8/DEPT EQUIPMENT	46,500.00	13,505.00	32,995.00	-	2,020.00	30,975.00
42201608	ATM APRIL 2013	Y	MAINT ART 8/DEPT EQUIPMENT	70,800.00	-	70,800.00	40,800.00	-	30,000.00
42501608	ATM APRIL 2013	Y	FLMAINT ART 8/DEPT EQUIPMENT	21,000.00	20,710.00	290.00	-	-	290.00
42701608	ATM APRIL 2013	Y	MAR ENV ART8/DEPT EQUIPMENT	26,000.00	24,800.00	1,200.00	-	1,200.00	-
49001608	ATM APRIL 2013	Y	CREMATORI ART 8/DEPT EQUIPMENT	39,100.00	27,023.87	12,076.13	10,180.00	-	1,896.13
49101608	ATM APRIL 2013	Y	CEMETERY ART 8/DEPT EQUIPMENT	15,600.00	13,962.09	1,637.91	871.91	-	766.00
49201608	ATM APRIL 2013	Y	PARKS ART 8/DEPT EQUIPMENT	40,705.00	40,415.47	289.53	74.60	-	214.93
63001608	ATM APRIL 2013	Y	RECREATEIN ART 8/DEPT EQUIPMENT	24,000.00	23,844.50	155.50	-	-	155.50
13801708	ATM APRIL 2014	Y	PROCUREMENT ART8/DEPT EQUIPMEN	3,363.00	-	3,363.00	-	-	3,363.00

## BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

### NON-DPW ARTICLES

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
				5,000.00	-	5,000.00	-	-	5,000.00
15501708	ATM APRIL 2014	Y	INFO TECH ART 8/DEPT EQUIPMENT	368,340.00	336,088.00	32,252.00	7,081.31	-	25,1170.69
21001708	ATM APRIL 2014	Y	POLICE ART 8/DEPT EQUIPMENT	61,077.00	40,281.27	20,795.73	6,874.29	13,921.44	-
22001708	ATM APRIL 2014	Y	FIRE ART 8/DEPT EQUIPMENT	34,500.00	11,437.19	23,062.81	8,450.00	-	14,612.81
29501708	ATM APRIL 2014	Y	HARB MSTR ART 8/DEPT EQUIPMENT	3,600.00	-	3,600.00	-	-	3,600.00
41101708	ATM APRIL 2014	Y	ENG ART 8/EPT EQUIPMENT	34,500.00	21,598.07	12,901.93	12,000.01	67.38	834.54
42001708	ATM APRIL 2014	Y	HIGHWY ART 8/DEPT EQUIPMENT	19,812.00	-	19,812.00	13,081.22	-	6,730.78
42201708	ATM APRIL 2014	Y	MAINT ART 8/DEPT EQUIPMENT	10,608.00	10,529.97	78.03	-	-	78.03
42501708	ATM APRIL 2014	Y	FLT MAINT ART 8/DEPT EQUIPMENT	8,500.00	6,023.38	2,476.62	-	-	2,476.62
49001708	ATM APRIL 2014	Y	CREM ART 8/DEPT EQUIPMENT	20,346.00	17,260.71	3,085.29	914.25	-	2,117.04
49101708	ATM APRIL 2014	Y	CEMETERY ART 8/DEPT EQUIPMENT	37,182.00	23,051.27	14,130.73	5,296.70	-	8,834.03
49201708	ATM APRIL 2014	Y	PARKS ART 8/DEPT EQUIPMENT	7,750.00	-	7,750.00	6,000.00	-	1,750.00
13801808	ATM APRIL 2015	Y	PROCUREMENT ART8/DEPT EQUIPMENT	18,000.00	-	18,000.00	-	-	18,000.00
15501808	ATM APRIL 2015	Y	INFO TECH ART8/DEPT EQUIPMENT	250,000.00	-	250,000.00	188,545.00	50,808.00	10,647.00
21001808	ATM APRIL 2015	Y	POLICE ART8/DEPT EQUIPMENT	112,228.00	-	112,228.00	86,078.43	1,215.00	24,934.57
22001808	ATM APRIL 2015	Y	FIRE ART8/DEPT EQUIPMENT	30,000.00	-	30,000.00	-	-	30,000.00
29101808	ATM APRIL 2015	Y	EMERGENCY MANAGE ART8/DEPT EQU	47,750.00	-	47,750.00	3,076.16	-	44,673.84
29501808	ATM APRIL 2015	Y	HARBOR MASTER ART8/DEPT EQUIPM	2,400.00	-	2,400.00	-	-	2,400.00
41101808	ATM APRIL 2015	Y	ENGINEERING ART8/DEPT EQUIPMEN	77,840.00	-	77,840.00	29,894.95	-	47,945.05
42001808	ATM APRIL 2015	Y	HIGHWAY ART8/DEPT EQUIPMENT	8,500.00	-	8,500.00	-	-	8,500.00
49001808	ATM APRIL 2015	Y	CREMATORI ART8/DEPT EQUIPMENT	16,550.00	-	16,550.00	10,529.87	4,420.13	1,600.00
49101808	ATM APRIL 2015	Y	CEMETARY ART8/DEPT EQUIPMENT	36,025.00	-	36,025.00	23,791.23	4,500.00	7,733.77
49201808	ATM APRIL 2015	Y	PARKS ART8/DEPT EQUIPMENT	4,200.00	-	4,200.00	3,599.00	-	601.00
63001808	ATM APRIL 2015	Y	RECREATION ART8/DEPT EQUIPMENT	1,000.00	-	1,000.00	-	-	1,000.00
<b>152 - HUMAN RESOURCES</b>				3,133.09	1,085.59	2,047.50	-	-	2,047.50
2014F3A	FATM 2014 OCTOBER	Y	UNPAID BILL/HR ART 3 FY15 FATM						
<b>155 - INFORMATION TECHNOLOGY</b>									
20099A10	ATM APRIL 2009	Y	IT MASTERPLAN PHASE V	130,650.00	128,144.88	2,505.12	-	580.00	1,925.12
20139A17	ATM APRIL 2013	Y	MICROSOFT UPGRADE/TRN ART9	84,282.00	83,888.25	393.75	-	-	393.75

## BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

MUNIS Account #	Article Month & Year	Multi- Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
20149A5	ATM APRIL 2014	Y	FIBER FOR EMERGENCY OP CENTER	80,000.00	23,865.00	56,135.00	55,685.00	-	450.00
20159A1	ATM APRIL 2015	Y	INFRASTRUCTURE REPLACEMENT	177,423.00	-	177,423.00	147,123.08	26,082.00	4,217.92
20159A5	ATM APRIL 2015	Y	FIRE SERVER/PUBLIC SAFETY TECH	20,000.00	-	20,000.00	16,718.50	1,646.21	1,635.29
<b>161 - TOWN CLERK</b>									
20159A12	ATM APRIL 2015	Y	MAIL MACHINE W/FOLDER INSERTER	42,388.00	-	42,388.00	42,321.00	-	67.00
<b>210 - POLICE</b>									
20129A2	ATM APRIL 2012	Y	2W/AZ RADIO REPL UPGRADE ART 9	287,590.00	258,882.54	28,707.46	-	8,597.70	20,109.76
20139A18	ATM APRIL 2013	Y	MOBIL DATA TERM REPL ART9	193,939.00	179,283.02	14,655.98	7,842.40	3,211.90	3,601.68
20149A29	ATM APRIL 2014	Y	POLICE TECHNOLOGY UPGRADES	20,000.00	-	20,000.00	-	-	20,000.00
20159A2	ATM APRIL 2015	Y	NETWORK VIDEO SERVER	57,862.00	-	57,862.00	-	-	57,862.00
2013F4G	FATM 2013 OCTOBER	Y	SECURITY/TOWN BLDGSFATM ART4G	597,500.00	433,589.06	163,910.94	149,997.15	-	13,913.79
<b>220 - FIRE</b>									
20119A2	ATM APRIL 2011	Y	FIRE-STA 1 GENERATOR-ART 9	74,000.00	70,636.39	3,363.61	-	-	3,363.61
2011A11	ATM APRIL 2011	Y	HAZARDOUS WASTE COLL-ART 11	50,000.00	49,538.82	461.18	353.85	107.33	-
20129A13	ATM APRIL 2012	Y	REFURB AERIAL LADDER ART 9	85,500.00	78,282.67	7,217.33	6,568.46	-	648.87
20129A14	ATM APRIL 2012	Y	REF BRUSH TRUCKS 177&375 ART9	87,840.00	85,097.03	2,742.97	-	-	2,742.97
20139A1	ATM APRIL 2013	Y	REP & REFURB BRUSH TOOLS ART9	91,640.00	91,404.06	235.94	-	-	235.94
20149A1	ATM APRIL 2014	Y	UPGRADE SCOTT FACE PIECES	90,480.00	88,199.45	2,280.55	-	0.55	2,280.00
20149A24	ATM APRIL 2014	Y	REHAB & REPAIR ENGINE 4	46,550.00	45,949.72	600.28	-	-	600.28
20149A26	ATM APRIL 2014	Y	REMOVE & REPLACE UNDER TANKS 5	48,790.00	-	48,790.00	41,475.00	7,315.00	-
20149A4	ATM APRIL 2014	Y	PUBLIC SAFETY MICROWAVE NETWORK	211,500.00	-	211,500.00	-	211,500.00	-
20159A3	ATM APRIL 2015	Y	REPLACE STRUCTURAL FIREFIGHT	78,400.00	-	78,400.00	41,830.00	-	36,570.00
20159A4	ATM APRIL 2015	Y	PUBLIC SAFETY REMOTE RECEIVER	197,000.00	-	197,000.00	-	-	197,000.00
20159A6	ATM APRIL 2015	Y	REPLACE & EQUIP TANKER 2	382,000.00	-	382,000.00	9,610.21	360,594.00	11,795.79
2014F4	FATM 2014 OCTOBER	Y	COMMNICATN TWR ART4 FY15 FATM	410,000.00	-	410,000.00	171,403.00	140,181.00	98,416.00
2015F4C	FATM 2015 OCTOBER	Y	CORROSION REPAIR ENGINES	30,532.00	-	30,532.00	22,295.82	-	8,236.18
<b>291 - EMERGENCY MANAGEMENT</b>									
2015F4K	FATM 2015 OCTOBER	Y	EMERGENCY OPERATIONS PLAN	120,460.00	-	120,460.00	-	-	120,460.00
<b>295 - HARBOR MASTER</b>									
20149A6	ATM APRIL 2014	Y	REPAIRS TO TOWN WHARF	81,250.00	-	81,250.00	-	-	81,250.00

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

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2013F4E	FATM 2013 OCTOBER	Y	TOWN WHARF PROJ FATM ART4E	32,440.00	17,820.00	14,620.00	10,660.00	3,960.00	-
<b><u>300 - SCHOOL</u></b>									
20119A6	ATM APRIL 2011	Y	MANOMET AC ROOFTOP UNIT-ART 9	283,047.00	256,654.75	26,392.25	-	-	26,392.25
30001508	ATM APRIL 2012	Y	SCHOOL/ART 8/DEPT EQUIP	239,840.00	233,028.24	6,811.76	-	-	6,811.76
20139A6	ATM APRIL 2013	Y	ART & REC FLR IBES/WEST ART9	150,000.00	140,760.00	9,240.00	-	-	9,240.00
20139A7	ATM APRIL 2013	Y	OUTSIDE DOORS S ELEM ART9	85,544.00	55,730.00	29,814.00	-	-	29,814.00
20139A8	ATM APRIL 2013	Y	INSTALL LOCKERS/IBES ART 9	52,000.00	49,975.00	2,025.00	-	-	2,025.00
20139A9	ATM APRIL 2013	Y	GENERATOR @ PCIS ART9	126,000.00	99,745.00	26,255.00	-	-	26,255.00
20159A11	ATM APRIL 2015	Y	SCHOOL BUILDING REPAIR PROGRAM	200,000.00	-	200,000.00	198,895.00	-	1,105.00
20159A14	ATM APRIL 2015	Y	SCHOOL VEHICLE & EQUIPMENT REP	83,600.00	-	83,600.00	83,600.00	-	-
<b><u>610 - LIBRARY</u></b>									
20149A23	ATM APRIL 2014	Y	CLIMATE CONTROL UNION	42,500.00	-	42,500.00	-	-	42,500.00
2015S4	STM APRIL 2015	Y	ART 4 FY15STM CARPET REPLACEM	45,821.00	-	45,821.00	44,832.64	588.24	400.12
<b><u>699 - TOWN PROMOTION</u></b>									
2012A12	ATM APRIL 2012	Y	TOWN PROMOTION ART 12	483,501.00	453,501.00	30,000.00	-	-	30,000.00
2013A13	ATM APRIL 2013	Y	TOWN PROMOTION ART13	472,626.00	442,626.00	30,000.00	-	-	30,000.00
2014A12	ATM APRIL 2014	Y	TOWN PROMOTION ART 12	515,134.00	486,225.07	28,908.93	8,908.93	-	20,000.00
2015A11	ATM APRIL 2015	Y	ART11 TOWN PROMOTION FUND	535,839.00	-	535,839.00	434,155.37	65,500.00	36,183.63
<b>TOTAL NON-DPW ARTICLES</b>				25,218,176.40	20,378,949.61	4,839,226.79	2,022,108.26	1,236,721.96	1,580,396.57

## BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

### DPW ARTICLES

MUNIS Account #	Article Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
<b><u>411 - DPW ENGINEERING</u></b>									
20029A22	ATM APRIL 2002	Y	STORMWATER MASTER PLAN	100,002.98	75,764.72	24,238.26	-	19,249.00	4,989.26
20039A21	ATM APRIL 2003	Y	ASSET MANAGEMENT PLAN	49,306.00	47,265.12	2,040.88	-	2,040.00	0.88
20069A22	ATM MAY 2006	Y	EMERGENCY SIGNAL CEDARVILLE	60,000.00	-	60,000.00	-	-	60,000.00
20119A18	ATM APRIL 2011	Y	ENG TWIN DRAINAGE INSTALL-ART 9	100,000.00	82,073.33	17,926.67	1,022.95	-	16,903.72
20139A11	ATM APRIL 2013	Y	RESTRIPING PART SAMOSET ST ART9	100,000.00	-	100,000.00	-	-	100,000.00
20139A12	ATM APRIL 2013	Y	NEWFIELD ST BRIDGE DESIGN ART9	300,000.00	80,298.99	219,701.01	77,179.55	53,820.45	88,701.01
20139A13	ATM APRIL 2013	Y	DRAIN REHAB 2020 TOWN ART9	250,000.00	185,134.60	64,865.40	575.00	-	64,290.40
2013A11	ATM APRIL 2013	Y	ART 11 PRIVATE ROADS IMPROVEMENT	500,000.00	238,089.80	261,910.20	260,925.20	-	985.00
2014A27	ATM APRIL 2014	Y	ART A27 PRIVATE ROADS	500,000.00	-	500,000.00	189,175.92	-	310,824.08
20159A8	ATM APRIL 2015	Y	STORMWATR PHASE II	125,000.00	-	125,000.00	-	-	125,000.00
20159A9	ATM APRIL 2015	Y	PUBLIC RD PAVEENT PRESERVATION	250,000.00	-	250,000.00	55,728.24	9,120.97	185,150.79
2015A15	ATM APRIL 2015	Y	ART 15 PRIVTE ROADS IMPROVEMENT	500,000.00	-	500,000.00	-	-	500,000.00
<b><u>420 - DPW HIGHWAY</u></b>									
20109A7	ATM APRIL 2010	Y	HIGHWAY/STREET SWEEPER-ART 9	232,000.00	231,335.46	664.54	-	-	664.54
20119A14	ATM APRIL 2011	Y	HIGHWAY DUMP TRUCK-ART 9	197,000.00	193,833.70	3,166.30	-	-	3,166.30
20119A16	ATM APRIL 2011	Y	VEHICLE & EQUIP PAINTING-ART 9	40,000.00	37,510.50	2,489.50	-	957.50	1,532.00
20119A17	ATM APRIL 2011	Y	HIGHWAY TRAFFIC SIGNAGE-ART 9	20,000.00	3,466.70	16,533.30	9,409.53	1,581.48	5,542.29
20129A16	ATM APRIL 2012	Y	PURCHASE EXAVATOR & TRAILER	235,000.00	202,000.00	33,000.00	-	-	33,000.00
20139A20	ATM APRIL 2013	Y	CRUSHING OP/RECYCLE MAT ART9	23,595.00	15,800.00	7,795.00	-	-	7,795.00
20149A17	ATM APRIL 2014	Y	REPLACE H349 VACTOR TRUCK	425,000.00	418,800.00	6,200.00	-	-	6,200.00
20149A21	ATM APRIL 2014	Y	UNDERGROUND STORAGE TANK COMPL	68,400.00	-	68,400.00	4,986.00	-	63,414.00
<b><u>422 - BUILDING MAINTENANCE</u></b>									
20079A2	ATM JUNE 2007	Y	BUILDING REPAIR PROGRAM	155,780.63	133,786.98	21,993.65	-	-	21,993.65
200828	STM JUNE 2008	Y	MEMORIAL HALL PAINTING	39,540.00	20,022.00	19,518.00	-	215.50	19,302.50
20119A10	ATM APRIL 2011	Y	FIRE STA 1 ROOF REPAIR-ART 9	30,000.00	10,715.25	19,284.75	-	4,789.75	14,495.00
20129A11	ATM APRIL 2012	Y	ROOF REPLACE 5 LOC ART 9	110,555.00	7,955.00	102,600.00	-	-	102,600.00
20129A12	ATM APRIL 2012	Y	ROOF/BLDG REPAIRS 6 LOC ART 9	96,325.00	34,608.84	61,716.16	17,343.97	5,600.55	38,771.64
20139A14	ATM APRIL 2013	Y	REPLACE VEHICLES ART9	575,000.00	568,866.79	6,133.21	5,838.80	-	294.41

## BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

DPW ARTICLES		MUNIS Account #	Article Month & Year	Multi-Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
20139A2		ATM APRIL 2013	Y	REPR7REUP CHAIRS MEM HALL ART9	183,900.00	132,532.15	51,367.85	9,972.00	4,673.47	36,722.38	
20139A3		ATM APRIL 2013	Y	REPLACE CARPETING/LIBRARY ART9	140,400.00	-	140,400.00	140,400.00	-	-	
20149A13		ATM APRIL 2014	Y	FIRE STATION ONE DRAINAGE PRO	38,390.00	3,780.00	34,610.00	17,640.00	3,780.00	13,190.00	
20149A14		ATM APRIL 2014	Y	TOWN HALL REPAIRS	24,000.00	-	24,000.00	-	-	24,000.00	
20149A15		ATM APRIL 2014	Y	LUBE PIT DECOMMISSION & LIFT	104,000.00	4,280.28	99,719.72	61,931.86	3,309.87	34,477.99	
20159A10		ATM APRIL 2015	Y	TOWN BUILDING REPAIR PROGRAM	250,000.00	-	250,000.00	-	-	250,000.00	
20159A13		ATM APRIL 2015	Y	TOWN VEHICLE & EQUIPMENT REPLA	261,400.00	-	261,400.00	96,912.80	-	164,487.20	
<b>425 - FLEET MAINTENANCE</b>											
2015F4E		FATM 2015 OCTOBER	Y	PRESSURE WASHER	5,300.00	-	5,300.00	4,746.01	-	553.99	
2015F4F		FATM 2015 OCTOBER	Y	TIRE CHANGER	14,000.00	-	14,000.00	-	-	14,000.00	
2015F4G		FATM 2015 OCTOBER	Y	TIRE BALANCER	11,000.00	-	11,000.00	-	-	9,763.20	1,236.80
2015F4H		FATM 2015 OCTOBER	Y	STICK WELDER	6,000.00	-	6,000.00	5,896.00	-	104.00	
<b>427 - NATURAL RESOURCES</b>											
20129A15		ATM APRIL 2012	Y	POND RD STORMWATER MATCH ART 9	45,000.00	43,374.55	1,625.45	-	-	1,625.45	
2012F4F		FATM 2012 OCTOBER	Y	ENG & PERM FLOATS/SIGN/GVY ART4F	5,195.00	3,950.00	1,245.00	45.00	1,200.00	-	
2013F4C		FATM 2013 OCTOBER	Y	AK FINNEY BLDG FATM ART 4C	150,000.00	138,192.98	11,807.02	-	11,807.02	-	
2013F4D		FATM 2013 OCTOBER	Y	WARREN'S COVE FATM ART4D	250,000.00	28,171.91	221,828.09	-	1,521.09	220,307.00	
<b>491 - CEMETERY</b>											
20099A15		ATM APRIL 2009	Y	CEMETERY SOFTWARE	18,000.00	12,301.49	5,698.51	435.00	776.66	4,486.85	
20109A13		ATM APRIL 2010	Y	BURIAL HL HEADSTONE PRES-ART 9	70,000.00	31,856.59	38,143.41	2,634.40	3,836.00	31,673.01	
20119A19		ATM APRIL 2011	Y	PARTING WAYS CEMETERY-ART 9	75,000.00	-	75,000.00	-	-	75,000.00	
20139A16		ATM APRIL 2013	Y	BURIAL HILL RENOVATION ART9	110,000.00	99,554.84	10,445.16	-	-	10,445.16	
20139A19		ATM APRIL 2013	Y	BURIAL RENOVATION TREE ART9	60,000.00	6,310.92	53,689.08	814.90	34.00	52,840.18	
20139A22		ATM APRIL 2013	Y	VINE HILLS/RD WATER REPAI ART9	80,000.00	65,553.38	14,446.62	1,263.03	-	13,183.59	
20149A16		ATM APRIL 2014	Y	REPLACE 1996 EXCAVATOR	47,861.00	33,186.00	14,675.00	-	7,895.00	6,780.00	
<b>492 - PARKS AND FORESTRY</b>											
20039A4		ATM APRIL 2003	Y	FORGES FIELD PHASE II	10,866.42	10,166.12	700.30	-	-	700.30	
2004F4K		FATM OCTOBER 2004	Y	VETERANS FIELD MASTER PLAN	10,184.03	-	10,184.03	-	3,000.00	7,184.03	
20149A22		ATM APRIL 2014	Y	P62 DUMP TRUCK	74,764.00	71,367.45	3,396.55	-	-	3,396.55	

## BURKE'S LAW - OUTSTANDING ARTICLE BALANCES

152 DPW ARTICLES

MUNIS Account #	Article Month & Year	Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
20149A28	ATM APRIL 2014	Y	RESURFACE NELSON PK & EROSION	29,500.00	9,817.48	19,682.52	9,593.71	-	-	10,088.81
20149A30	ATM APRIL 2014	Y	REPLACE WOODEN FOOT BRIDGE	75,000.00	13,925.00	61,075.00	-	6,000.00	55,075.00	-
2015A29	ATM APRIL 2015	Y	ART29 ELMER RAYMOND PLAY AREA	60,000.00	-	60,000.00	60,000.00	-	-	-
2012F4G	FATM 2012 OCTOBER	Y	DRAINAGE/HEDGES PND REC ART4G	34,936.38	21,865.57	13,070.81	2,584.92	-	-	10,485.89
<b>TOTAL DPW ARTICLES</b>					<b>10,849,351.19</b>	<b>6,839,664.24</b>	<b>4,009,686.95</b>	<b>1,037,054.79</b>	<b>168,971.51</b>	<b>2,803,660.65</b>

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

MUNIS Account #	Article Meeting Month & Year	Multi Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Current Year Balance
<b><u>138 - PROCUREMENT</u></b>									
43301508	ATM APRIL 2012	Y	SOLID WASTE/ART 8/EPT EQUIP	42,240.00	-	42,240.00	-	-	42,240.00
43301708	ATM APRIL 2014	Y	SOL WSTE ART 8/DEPT EQUIPMENT	8,000.00	3,500.00	4,500.00	-	-	4,500.00
43301808	ATM APRIL 2015	Y	SOLID WASTE ART8/DEPT EQUIPMENT	15,000.00	-	15,000.00	-	-	15,000.00
44001808	ATM APRIL 2015	Y	SEWER ART8/EPT EQUIPMENT	14,592.00	-	14,592.00	11,981.19	-	2,610.81
<b><u>433 - TRANSFER STATION OPERATION</u></b>									
20109A15	ATM APRIL 2010	Y	SOUTH ST LNDFL & TR STA-ART 9	90,000.00	71,864.83	18,135.17	-	465.17	17,670.00
20119A24	ATM APRIL 2011	Y	SOLID WASTE COMPACTOR/ART 9	28,952.00	-	28,952.00	-	-	28,952.00
20129A28	ATM APRIL 2012	Y	MANOMET TR STA REALIGN ART 9	200,000.00	195,395.08	4,604.92	3,415.96	-	1,188.96
20149040	ATM APRIL 2014	Y	REPLACE 2003 FRONT END LOADER	376,450.00	369,753.00	6,697.00	6,697.00	-	-
<b><u>440 - SEWER</u></b>									
20129A22	ATM APRIL 2012	Y	SEWER WASTEWATER MASPLN ART 9	250,000.00	150,213.43	99,786.57	-	11,066.57	88,720.00
20129A24	ATM APRIL 2012	Y	SEWER SYSTEM UPGRADES ART 9	100,000.00	85,841.89	14,158.11	-	-	14,158.11
20139A23	ATM APRIL 2013	Y	SEWER SYSTEM UPGRADES ART9	100,000.00	30,284.56	69,715.44	-	-	69,715.44
20149A31	ATM APRIL 2014	Y	WINTER ST PUMP STATION REPLACE	230,000.00	24,400.00	205,600.00	205,600.00	-	-
20149A32	ATM APRIL 2014	Y	SEWER SYSTEM UPGRADE	250,000.00	7,434.00	242,566.00	131,250.25	11,149.75	100,166.00
20159C2	ATM APRIL 2015	Y	SEWER SYSTEM UPGRADE	500,000.00	-	500,000.00	224,124.75	197,935.25	77,940.00
20159C3	ATM APRIL 2015	Y	REPLACE UTILITY TRUCK	90,000.00	-	90,000.00	-	-	90,000.00
<b><u>450 - WATER</u></b>									
20109A12	ATM APRIL 2010	Y	WATER SYSTEM DIST IMPRV-ART 9	350,000.00	326,330.14	23,669.86	-	20,000.00	3,669.86
20119A22	ATM APRIL 2011	Y	WATER/INFRASTRUCTURE IMP-ART 9	250,000.00	235,923.11	14,076.89	-	2,645.26	11,431.63
20129A25	ATM APRIL 2012	Y	REPLACE 1989 BACKHOE ART 9	105,000.00	98,000.00	7,000.00	-	7,000.00	-
20129A26	ATM APRIL 2012	Y	RESTORE N PINE HILLS TNK ART 9	1,050,000.00	792,569.20	257,430.80	-	21,774.87	235,655.93
20129A27	ATM APRIL 2012	Y	WATER DIST SYS IMP ART 9	250,000.00	-	250,000.00	-	-	250,000.00
20139A24	ATM APRIL 2013	Y	GENERATORS-WATER/PINE HILL STA	420,000.00	201,257.24	218,742.76	-	16,817.76	201,925.00
20139A26	ATM APRIL 2013	Y	WATER INFRASTRUCTURE IMP ART9	150,000.00	114,603.86	35,396.14	6,075.00	10,638.86	18,682.28
20149A33	ATM APRIL 2014	Y	STUDY PERFORMANCE/TEST 2 WELLS	500,000.00	-	500,000.00	24,900.00	475,100.00	-
20149A34	ATM APRIL 2014	Y	REPLACE W47 2008 FORD F350 TRK	73,000.00	61,079.50	11,920.50	-	-	11,920.50
20149A35	ATM APRIL 2014	Y	GENERATORS SCADA SYSTEM UPGRAD	50,000.00	29,187.75	20,812.25	13,277.25	4,050.00	3,485.00

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

**ENTERPRISE FUND ARTICLES**

MUNIS Account #	Article Meeting Month & Year	Multi- Year Fund	Description of Article	Original Appropriation (in MUNIS)	Prior Years Actual Exp	Current MUNIS Budget	Current Year Expended	Current Year Encumb	Year Balance
				100,000.00	-	100,000.00	31,922.50	2,500.00	65,577.50
20149A36	ATM APRIL 2014	Y	WATER INFRASTRUCTURE IMPROVE	61,000.00	-	61,000.00	-	-	61,000.00
20149A37	ATM APRIL 2014	Y	CONTAMINATE SOIL REMOVE CAMELO	41,000.00	-	41,000.00	737.50	39,737.50	525.00
20159C4	ATM APRIL 2015	Y	MUNIS UTILITY BILLING SOFTWARE	500,000.00	-	500,000.00	151,764.03	150,000.00	198,235.97
20159C6	ATM APRIL 2015	Y	WATER INFRASTRUCTURE	30,000.00	-	30,000.00	28,103.50	-	1,896.50
20159C7	ATM APRIL 2015	Y	REPLACE 2006 SEDAN	15,000.00	-	15,000.00	-	-	15,000.00
20159C8	ATM APRIL 2015	Y	STEEL PLATES FOR ROAD CONSTRUC	2,201.81	-	2,201.81	-	-	2,201.81
2015S3A	STM APRIL 2015	Y	ART 3 UNPAID BILL-WATER						
<b>482 - AIRPORT</b>									
20149A39	ATM APRIL 2014	Y	AVIATIO FUEL FARM/TOWN SHARE	52,000.00	-	52,000.00	-	-	52,000.00
20159C11	ATM APRIL 2015	Y	ADMIN BUILDING-DESIGNS & CONST	195,000.00	-	195,000.00	-	-	195,000.00
20159C12	ATM APRIL 2015	Y	SIGNS ON SOUTH MEADOW ROAD	6,000.00	-	6,000.00	-	-	6,000.00
20159C9	ATM APRIL 2015	Y	RUNWAY 24 & 33 STOPWAYS	66,000.00	-	66,000.00	-	-	66,000.00
<b>TOTAL ENTERPRISE FUND ARTICLES</b>				9,142,710.54	<b>5,378,912.32</b>	<b>3,763,798.22</b>	<b>839,848.93</b>	<b>970,880.99</b>	<b>1,953,068.30</b>
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NON-DPW ARTICLES				11,036,800	6,197,573	4,839,227	2,022,108	1,236,722	1,580,397
DPW ARTICLES				7,327,201	3,317,514	-	1,037,055	168,972	2,803,661
ENTERPRISE FUNDS ARTICLES				6,561,436	2,797,638	-	839,849	970,881	1,953,068
<b>GRAND TOTAL</b>				<b>45,210,238</b>	<b>32,597,526</b>	<b>12,612,712</b>	<b>3,899,012</b>	<b>2,376,574</b>	<b>6,337,126</b>

## ARTICLE 9:

**ARTICLE 9:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money for the construction and/or repair and/or purchase and/or lease and/or replacement of departmental buildings and/or equipment and/or capital facilities for various departments of the Town and/or for feasibility and other types of studies as follows:

PROJECT NUMBER	DEPARTMENT OR SPONSOR	
A1	Fire/Police/MEA Departments	Public Safety Radio System Repeaters
A2	Town Clerk	Voting Machine Replacement
A3	DPW Operation-Engineering	Taylor Ave. Roadway Improvements
A4	DPW Operation-Engineering	Water St. Stormwater Remediation Grant Match
A5	DPW Operations-Maintenance	Replace 2000 Pickup Truck C71
A6	DPW Operations-Maintenance	Replace 2000 Trash Packer
A7	DPW Operations-Maintenance	Fleet Fuel Efficiency Replacement Program
A8	DPW Operations-Maintenance	Replace 1996 Backhoe
A9	DPW Operations-Maintenance	Replace 2003 Pickup ME6
A10	DPW Operations-Maintenance	Replace 2005 SUV ME1
A11	DPW Operations-Maintenance	Replace 1996 Truck P61
A12	DPW Operations-Maintenance	Purchase New Pickup Truck
A13	Marine & Environmental	Harbor Master Facility Designer
A14	School Repairs Hedge	Replace Gutters, Downspouts and Fascia Boards
A15	School Repairs Manomet	Replace Gutters, Downspouts and Repaint Fascia Boards
A16	School Repairs Nathaniel Morton	Paint Exterior Trim exterior trim
A17	School Repairs PCIS	Digitize Blake Planetarium
A18	DPW Operations-Maintenance	Replace Floor Drains & Oil/Water Separator at 159 Camelot Dr
A19	DPW Operations-Maintenance	Brick Re-Pointing at Memorial Hall
A20	DPW Operations-Maintenance	Repair Brick Veneer at Memorial Hall
A21	DPW Operations-Maintenance	Masonry Sealing at Memorial Hall
A22	DPW Operations-Maintenance	Replace HVAC Controls at Memorial Hall
A23	DPW Operations-Maintenance	Replace ADA Ramp at Manomet Youth Center
A24	DPW Operations-Maintenance	1749 Court House (repair per facilities assessment report)
A25	DPW Operations-Maintenance	Animal Shelter (repair per facilities assessment report)
A26	DPW Operations-Maintenance	Fresh Pond Bath House (repair per facilities assessment report)
A27	DPW Operations-Maintenance	Morton Park Bath House (repair per facilities assessment report)
A28	DPW Operations-Maintenance	Plymouth Beach Restrooms (repair per facilities assessment report)
A29	Fire Department	Replace & Equipment Command Vehicles C7, C14, and C1
A30	DPW Operation-Engineering	Robotic Surveying Instrument
A31	School Department	Replace 2004 Trash Compacting Truck
A32	School Department	Replace 1999 Dump Truck 946
A33	DPW Grounds & Rec-Parks	Brewster Garden Stair Replacement
A34	DPW Grounds & Rec-Parks	Restroom Trailer
A35	Fire Department	Fire Station Alerting System
A36	Police Department	CAD RMS System
A37	Police Department	Locker Replacement
A38	DPW Utilities (Sewer)	Capacity, Management, Operation & Maintenance (CMOM) Plan

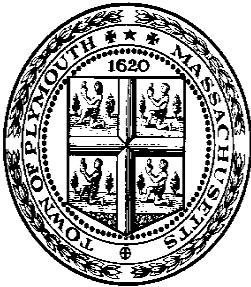
A39	DPW Utilities (Sewer)	Sewer System Upgrades
A40	DPW Utilities (Water)	Water Infrastructure
A41	DPW Utilities (Water)	New Mini Excavator
A42	DPW Utilities (Water)	Replace 2007 Utility Truck W44
B1	DPW Admin	Water Street Promenade - South Phase
B2	DPW Operation-Engineering	Newfield St. Bridge Construction
B3	DPW Operation-Engineering	Town Center Sidewalk Rehabilitation (3 phases)
B4	DPW Utilities (Sewer)	Water Street Pump Station Upgrades
B5	DPW Utilities (Water)	Replace Water Mains - Stafford and Town Streets

or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval of \$19,707,591 (Unanimous, 13-0-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 9. The Advisory & Finance Committee is in agreement with the Town Manager's Recommendation for Capital Projects. Capital requests totaled \$37.1 million for FY17 of which \$19,707,591 is recommended by the Town Manager. The General Fund Capital requests total \$11,487,591 to be funded with \$3,408,158.34 from Free Cash, \$389,432.66 from other available funds, and \$7,690,000 from debt. The Enterprise Fund Capital requests total \$8,220,000 to be funded by \$750,000 from Sewer Enterprise Fund Retained Earnings, \$6,000,000 from Sewer Enterprise Fund debt, \$650,000 from Water Enterprise Fund Retained Earnings, and \$820,000 from Water Enterprise Fund debt.



**TOWN OF PLYMOUTH**  
ACCOUNTING & FINANCE DEPARTMENT  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 177  
FAX (508) 830-4133

To: ADVISORY & FINANCE COMMITTEE  
BOARD OF SELECTMEN

FROM: LYNNE A. BARRETT  
DEPARTMENT OF FINANCE

SUBJECT: ATM ARTICLE 9 – CAPITAL REQUESTS & RECOMMENDED PROJECTS

DATE: FEBRUARY 4, 2016

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Capital requests totaled \$37.1 million for FY17.  
The Town Manager is recommending \$19.7 million.

Recommended funding is as follows:

Free Cash:	\$ 3,408,158.34
Other Available Funds:	\$ 389,432.66
Borrowing:	
General Fund	\$ 7,690,000
Sewer	\$ 6,000,000
Water	\$ 820,000
Sewer Retained Earnings & Available Funds:	\$ 750,000
Water Retained Earnings & Available Funds:	<u>\$ 650,000</u>
	\$19,707,591

The following spreadsheet lists the project descriptions, costs, rankings by the Capital Improvements Committee, and funding sources.

Thank you for your support of Article 9.

## FY17 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY CAPITAL IMPROVEMENTS COMMITTEE 1/14/16

DEPT	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	FREE CASH	TRANSFER BALANCES	SEWER FUND	WATER FUND	TOWN MANAGER	
									A PROJECT FUNDING	K
A1 220	Fire/Police/MEA	Public Safety Radio System Repeaters		\$ 103,526	1	\$ 103,526	\$ 103,526	\$ 103,526		
A2 161	Town Clerk	Voting Machine Replacement		\$ 109,400	2	\$ 109,400	\$ 109,400	\$ 109,400		
A3 411	DPW-Engineering	Taylor Ave. Roadway Improvements		\$ 250,000	3	\$ 250,000	\$ 250,000	\$ 250,000		
A4 411	DPW-Engineering	Water St. Stormwater Remediation Grant Match		\$ 160,000	4	\$ 160,000	\$ 160,000	\$ 160,000		
A5 422	DPW-Maintenance	Town Vehicle & Equipment Replacement Program		\$ 2,987,052	5	\$ 761,189	\$ 761,189	\$ 761,189		
A6 491	CE	Replace 2000 Pickup Truck C71	\$ 39,200							
A7 425	FLT	Replace 2000 Trash Packer	\$ 247,500							
A8 425	FLT	Fleet Fuel Efficiency Replacement Program	\$ 196,857							
A9 425	FLT	Replace 2005 Service Vehicle	\$ 88,034							
A10 420	HY	Replace 1983 Forklift	\$ 42,343							
A11 420	HY	Replace 1986 Backhoe	\$ 147,400							
A12 420	HY	Purchase New Snow Blower for Loader	\$ 181,500							
A13 420	HY	Replace 1999 6 Wheel Truck H37	\$ 231,000							
A14 420	HY	Replace 1995 Dump Truck H342	\$ 82,500							
A15 420	HY	Replace 1995 6 Wheel Dump Truck	\$ 264,000							
A16 420	HY	Replace 2000 6 Wheel Truck H32	\$ 231,000							
A17 420	HY	Replace Asphalt Roller	\$ 43,450							
A18 420	HY	Replace 1999 6 Wheel Truck H36	\$ 264,000							
A19 420	HY	Replace 1988 Holder Mower/Sidewalk Plow H332	\$ 203,500							
A20 420	HY	Purchase New Hook Lift Leaf Vacuum	\$ 44,000							
A21 420	HY	Purchase New Compact Skid Steer Loader	\$ 36,300							
A22 420	HY	Replace 1995 Holder 325	\$ 198,000							
A23 420	HY	Replace 5 Ton Roller	\$ 96,800							
A24 420	HY	Purchase New Asphalt Roller	\$ 43,450							
A25 420	HY	Replace 1 Ton Dump Truck H302	\$ 82,500							
A26 427	MEA	Replace 2003 Pickup ME6	\$ 34,000							
A27 427	MEA	Replace 2005 SUV ME1	\$ 41,000							
A28 492	PK	Replace 1996 Truck P61	\$ 27,616							
A29 492	PK	Replace 2000 Truck P21	\$ 27,261							
A30 630	REC	Purchase New Pickup Truck	\$ 27,616							
A31 440	SWR	Purchase Snow Removal Equipment for Dump Truck	\$ 66,225							
A32 440	SWR	Purchase Snow Removal Equipment for Dump Truck	\$ 66,225							
A33 440	SWR	Purchase Snow Removal Equipment for Dump Truck	\$ 66,225							
A34 440	SWR	Purchase Snow Removal Equipment for Dump Truck	\$ 66,225							
A35 440	SWR	Purchase Snow Removal Equipment for Dump Truck	\$ 66,225							
A36 440	SWR	Purchase Snow Removal Equipment for Dump Truck	\$ 66,225							
A37 440	SWR	Purchase Snow Removal Equipment for Dump Truck	\$ 66,225							
A38 440	SWR	Purchase Snow Removal Equipment for Dump Truck	\$ 66,225							
A39 440	SWR	Purchase Snow Removal Equipment for Dump Truck	\$ 66,225							
A40 440	SWR	Purchase Snow Removal Equipment for Dump Truck	\$ 66,225							
A41 300	School Department	School Building Repair Program		\$ 98,000	6	\$ 98,000	\$ 98,000	\$ 98,000		
A42 414	Hedge	Replace Gutters, Downspouts and Fascia Boards	\$ 91,000							
A43 415	Manomet	Replace Gutters, Downspouts and Repaint Fascia Boards	\$ 80,950							
A44 416	Nathaniel Morton	Paint Exterior Trim	\$ 85,000							
A45 417	PCIS	Digitize Blake Planetarium	\$ 230,320							
A46 417	Cold Spring	Replace Floor Tiles	\$ 137,500							
A47 417	South	Add New Parking Lot	\$ 92,353							
A48 417	West	Replace Windows-1 Pod Per Year	\$ 58,000							
A49 427	Marine & Environment	Harbor Master Facility Designer		\$ 98,000	6	\$ 98,000	\$ 98,000	\$ 98,000		
A50 300				\$ 1,924,921	7	\$ 487,270	\$ 326,487	\$ 160,783		

## FY17 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY CAPITAL IMPROVEMENTS COMMITTEE 1/14/16

DEPT	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	TOWN MANAGER		WATER FUND	DEBT
					R	A RECOMMENDED PROJECT FUNDING	N	FREE CASH
	Manomet	Repave Asphalt Areas	\$ 16,300					
Hedge		Field Renovations	\$ 61,237					
Indian Brook		Repave Asphalt Areas	\$ 175,000					
PCIS		Replace Gym Floor	\$ 170,000					
South		Resurface Gym Floor	\$ 36,000					
Indian Brook		Resurface Gym Floor	\$ 36,000					
Federal Furnace		Resurface Gym Floor	\$ 36,000					
West		Design and Create Additional Parking	\$ 50,000					
Federal Furnace		Replace Exterior Windows in Classrooms & Cafeteria	\$ 231,106					
PSMS		Repave Asphalt Areas	\$ 67,800					
PSMS		Carpet Replacement in Specified Areas	\$ 37,672					
PCIS		Add Additional Card Readers to Exterior Doors	\$ 22,891					
Nathaniel Morton		Refurbish and Refinish Wood Floors	\$ 84,800					
PCIS		Replace I/M Carpet with Vinyl Tile	\$ 59,825					
PCIS		Replace Classroom Curtains with Vertical Blinds	\$ 15,042					
PCIS		Field Renovations	\$ 50,125					
422	DPW-Maintenance	Town Building Repair Program:		\$ 2,698,351	8	\$	653,281	\$ 534,631.34 \$ 118,649.66
A18		Replace Floor Drains & Oil/Water Separator at 159 Camelot Dr	\$ 264,550					
A19		Brick Re-Pointing at Memorial Hall	\$ 28,407					
A20		Repair Brick Veneer at Memorial Hall	\$ 17,910					
A21		Masonry Sealing at Memorial Hall	\$ 39,714					
A22		Replace HVAC Controls at Memorial Hall	\$ 32,560					
A23		Replace ADA Ramp at Manomet Youth Center	\$ 70,180					
		Repairs to the Following Buildings per Facilities Assessment Report:						
A24		1749 Court House	\$ 118,000					
A25		Animal Shelter	\$ 21,000					
		Camp Denen (Hedges Pond Main Building)	\$ 34,000					
		Cedarville Garage	\$ 43,308					
		DPW Annex	\$ 276,559					
		Fire Station 1 - HQ	\$ 26,927					
		Fire Station 2 - W. Plymouth	\$ 31,127					
		Fire Station 3 - Pine Hills	\$ 2,948					
		Fire Station 4 - Bourne Rd	\$ 11,451					
		Fire Station 5 - Manomet	\$ 48,363					
		Fire Station 6 - Cedarville	\$ 1,716					
		Fresh Pond Bath House	\$ 33,007					
		Harbor Master Building	\$ 52,242					
		Highway Building	\$ 108,105					
		Library - Main Branch	\$ 626,503					
		Library - Manomet Branch	\$ 23,959					

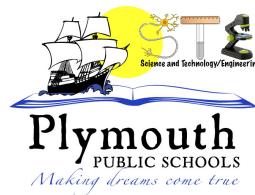
## FY17 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY CAPITAL IMPROVEMENTS COMMITTEE 1/14/16

DEPT	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	FREE CASH	TRANSFER BALANCES	SEWER FUND	WATER FUND	DEBT	TOWN MANAGER
R	A	RECOMMENDED PROJECT FUNDING	K							
A27		Little Red Schoolhouse	\$ 7,497							
A28		Manomet Youth Center	\$ 64,508							
	Memorial Hall		\$ 58,284							
	Morton Park Bath House		<b>\$ 10,364</b>							
	Plymouth Beach Restrooms		<b>\$ 17,589</b>							
	Police Station		\$ 102,300							
	Senior Center		\$ 34,054							
	Stephens Field Concession/Restroom Facility		\$ 15,628							
	Town Hall		\$ 292,888							
	Vine Hills Cemetery Office		\$ 159,151							
	Visitor Center		\$ 23,552							
A29	220 Fire Department	Replace and Equipment Command Vehicles C7, C14, and C1		<b>\$ 120,000</b>	9	\$ 120,000	\$ 120,000			
A30	411 DPW-Engineering	Robotic Surveying Instrument		<b>\$ 33,000</b>	10	\$ 33,000	\$ 33,000			
A31	300 School Department	School Vehicle & Equipment Replacement Program		<b>\$ 125,133</b>	11	\$ 170,733	\$ 170,733			
A32	DW Facilities	Replace 2004 Trash Compacting Truck		<b>\$ 45,600</b>						
	DW Facilities	Replace 1999 Dump Truck 946								
	DW Facilities	Replace 2006 Utility Truck 945								
	DW Food Service	Replace Food Service Box Truck								
	Technical Studies	Replace 2001 12-Passenger Van								
B1	421 DPW Admin	Water Street Promenade - South Phase		<b>\$ 3,900,000</b>	12	\$ 3,900,000	\$ 110,000			
B2	411 DPW-Engineering	Newfield St. Bridge Construction		<b>\$ 3,400,000</b>	13	\$ 3,400,000				
B3	411 DPW-Engineering	Town Center Sidewalk Rehabilitation (3 phases)		<b>\$ 500,000</b>	14	\$ 500,000				
	411 DPW-Engineering	Seven Hills Rd. Drainage Improvements								
A33	492 DPW-Rec-Parks	Brewster Garden Stair Replacement		<b>\$ 69,900</b>	15					
	411 DPW-Engineering	Wicking Well Manomet Ave.								
A34	492 DPW-Parks	Restroom Trailer		<b>\$ 25,000</b>	16	\$ 25,000	\$ 25,000			
	491 DPW-Cem	Hearse House and Entry Renovations								
	492 DPW-Rec-Parks	Veterans Park Design								
	491 DPW-Cem	Replace Entrance Fencing in Oak Grove Cemetery								
A35	220 Fire Department	Fire Station Alerting System		<b>\$ 150,000</b>	17	\$ 150,000	\$ 150,000			
A36	210 Police Department	CAD RMS System		<b>\$ 320,537</b>	18	\$ 320,537	\$ 320,537			
	220 Fire Department	Replace Thermal Imaging Cameras								
	210 Police Department	Police Scheduling Software System								
A37	210 Police Department	Locker Replacement		<b>\$ 175,755</b>	19	\$ 175,755	\$ 175,755			
	210 Police Department	Police Station Access Control System								
	492 DPW-Rec-Parks	Replace Sidewalks at the Training Green								
	411 DPW Engineering	Bartlett Rd. Bridge Design								
	300 School Dept.-West	Roof Replacement								
	300 School Dept-Indian Bi-Roof Replacement									
	220 Fire Department	Replace Emergency Generator at Station 4, Bourne Road								

FY17 CAPITAL IMPROVEMENT PLAN REQUESTS PRIORITIZED BY CAPITAL IMPROVEMENTS COMMITTEE 1/14/16

DEPT	DEPARTMENT OR SPONSOR	PROJECT DESCRIPTION	COMPONENT COST	PROJECT COST	A RECOMMENDED PROJECT FUNDING	FREE CASH	TRANSFER BALANCES	SEWER FUND	WATER FUND	DEBT	TOWN MANAGER
											R N K
630	DPW-Rec-Parks	Hedges Pond Restroom Roof Replacement		\$ 25,000	33						
411	DPW-Engineering	Bridge & Culvert Inspection		\$ 100,000	34						
492	DPW-Parks	Structural Inspection of Jenney & Billington Foot Bridges		\$ 25,000	35						
411	DPW-Engineering	Town Wide Signal Inspection		\$ 120,000	36						
492	DPW-Parks	Brewster Garden Wood Fence Replacement		\$ 55,000	37						
411	DPW-Engineering	Town Square Public Space Improvements Plan-Engineering Design		\$ 80,000	38						
491	DPW-Cem	Replace Water Line & Paving in Vine Hills Cemetery		\$ 24,000	39						
220	Fire Department	Replace and Equip Brush Breaker 171		\$ 429,000	40						
427	Marine & Environ	Harbor Bulkhead Facility Study		\$ 25,000	41						
491	DPW- Cem	Fence Replacement on Samoset St.		\$ 38,200	42						
411	DPW-Engineering	FFES Sidewalk Design & Construction (5 phases)		\$ 3,000,000	43						
411	DPW-Engineering	West Plymouth Sidewalk Construction (5 phases)		\$ 3,000,000	44						
421	DPW Admin	Materials Management Plan		\$ 175,000	45						
		<b>TOTAL GENERAL FUND PROJECTS</b>	\$ 28,698,315	\$ 11,487,591	\$ 3,408,158.34	\$ 389,432.66	\$ -	\$ -	\$ 7,690,000		
B4	60-440 DPW Util (Sewer)	Water Street Pump Station Upgrades		<b>\$ 6,000,000</b>	1	\$ 6,000,000					\$ 6,000,000
A38	DPW Util (Sewer)	Capacity, Management, Operation & Maintenance (CMOM) Plan		<b>\$ 500,000</b>	2	\$ 500,000					\$ 500,000
A39	DPW Util (Sewer)	Sewer System Upgrades		<b>\$ 250,000</b>	3	\$ 250,000					\$ 21,984
	DPW Util (Sewer)	Replace 1997 Dump Truck S58		\$ 216,126	4						
		<b>TOTAL FOR SEWER</b>	\$ 6,966,126	\$ 6,750,000	\$ -	\$ 228,016	\$ 521,984	\$ -	\$ 6,000,000		
A40	61-450 DPW Util (Water)	Water Infrastructure		<b>\$ 500,000</b>	1	\$ 500,000					\$ 500,000
A41	DPW Util (Water)	New Mini Excavator		<b>\$ 100,000</b>	2	\$ 100,000					\$ 100,000
A42	DPW Util (Water)	Replace 2007 Utility Truck W44		<b>\$ 50,000</b>	3	\$ 50,000					\$ 50,000
B5	DPW Util (Water)	Replace Water Mains - Stafford and Town Streets		<b>\$ 820,000</b>	4	\$ 820,000					\$ 820,000
		<b>TOTAL FOR WATER</b>	\$ 1,470,000	\$ 1,470,000	\$ -	\$ -	\$ -				
		<b>TOTAL FOR ENTERPRISE FUNDS</b>	\$ 8,436,126	\$ 8,220,000	\$ -	\$ 228,016	\$ 521,984	\$ 650,000	\$ 650,000	\$ 6,820,000	
		<b>TOTAL PROJECTS FOR FY17</b>	<u>\$ 37,134,441</u>	<u>\$ 19,707,591</u>	<u>\$ 3,408,158.34</u>	<u>\$ 617,448.66</u>	<u>\$ 521,984.00</u>	<u>\$ 650,000</u>	<u>\$ 650,000</u>	<u>\$ 14,510,000</u>	

# DR. W. RUSSELL BLAKE PLANETARIUM DIGITAL PROPOSAL



## REQUEST FOR INFORMATION: ARTICLE 9 – PLANETARIUM

### Need for New Equipment

A planetarium helps students grasp abstract astronomical concepts and can spark enjoyment and interest in science. Digital planetarium systems offer features to excite and engage students. Zoom in on and label any object; demonstrate annual motion; display constellations from many cultures; and much more. The system's vast capabilities make it relevant for audiences of all ages.

The current star projector (Spitz 512) and control console is original to PCIS (installed 1972). It accurately simulates the night sky as seen from anywhere on Earth thousands of years in the past and/or future. When the room lights are darkened, the dome is transformed into a realistic simulation of the starry sky. The Spitz 512 is capable of projecting the sun, moon, the 5 naked-eye planets, and about 1,600 stars on the domed ceiling with accuracy in brightness and color. The result is a simulation of the nighttime sky that can be seen day or night — cloudy or clear, but as mentioned previously, only as seen from Earth. That's all it does.

The Spitz 512 projector produces images by shining light through tiny pinpoint holes in the surface of a hollow metal ball. However, for each image produced, a series of mechanical analogs must be completed by extensively trained personnel. For example, to show the constellation Orion, the operator needs to make approximately 6 adjustments on the console in the back of the planetarium. This is ineffective because it changes the pace of the class bringing it to a complete standstill and it also physically removes the instructor from the class while this change is made. It is this type of work that needs to be done by the operator for each new image. The operator needs to be well versed in content, but also with the outdated equipment. This has become increasingly more difficult to find. Our last Planetarium Program Director was found after a 7-month search and then still needed 4 months time to get up to speed before presenting a lesson to a group of middle school students. The Planetarium stood empty during this 11-month period.

It is obvious that the Spitz 512 served us ably for over 40 years, but technology has advanced greatly over time, and now we should be able to present a far more flexible, realistic, and beautiful view of the night sky with personnel that are comfortable using digital equipment, such as computers and plug and play type equipment.

Today's digital planetariums, which are driven by computer, real time software, and employ a digital cinema projector with custom fisheye lens, can be used as a powerful teaching and exploration tool, and not only for astronomy, but for many sciences as well as for history, art, computer graphics classes. With specific software, teachers can fly students to any planet, moon or galaxy which exists. They can explore how eclipses or moon phases look from other positions in space. There is built in curriculum for compelling astronomy lessons. There is also interactive software that contains visuals to support Earth science for covering climate change, geology, ocean temperatures and tides, earthquakes, science on a sphere, etc. The visuals can be arranged, along with digital slides and videos, into multi-media shows to be viewed on the dome. Students can produce multi-media shows on anything ranging from yearbook content to the Boston Tea Party. There are no mechanical, moving parts to a digital planetarium, and no reason not to have students controlling and using it.

Digital systems are designed for ease of use. Typically, digital planetariums have only one or two staff members managing activities and shows in the planetarium. Currently, there are approximately 130 pre-made shows available from producers worldwide to play on digital planetariums and new ones are added all the time. The majority are on science topics, but there are also “press and play” shows on social studies, the arts, animals, and young children’s science topics. Digital shows can be purchased/licensed from providers around the world.

### **Potential Revenue Generation**

The digital planetarium full dome video player shall allow the user to play back pre-rendered video productions as easily as one would operate a DVD player. Full dome video player functions shall be supported by the automated/digital system allowing for the system user to mix real-time sequences with pre-rendered video clips in the same production. In other words, a digitized planetarium can show anything we want. The digital planetarium includes a super high definition projector with a special type of “fish-eye” lens that enables it to project on the full dome. Similar to the Performing Arts Center at Plymouth North High School, personnel could be trained to use the equipment in the planetarium and be hired to provide presentations to the public, as well as outside groups.

Currently, we schedule approximately 5-10 outside groups (e.g., public schools, private schools, homeschool associations) each year at a cost of \$100 (for up to 60 participants) per group. The Planetarium Program Director provides a standards-based program for these groups during the regular school day. Programs are scheduled between Plymouth programs for students in grades K-8. We are very limited in what we provide to outside groups because our Program Director is part-time (20 hours per week) and the equipment is so delicate that we have very few people trained to use it in the district (e.g., Program Director, a technician, Curriculum Coordinator).

With a digitized plug and play type system, operators can easily show programs to the public and across a variety of content areas. Part-time personnel can be hired to direct these programs for the public. We could become a tourist destination during off school hours and advertise with Destination Plymouth, the Plymouth Chamber of Commerce, etc.

### **Grant Funding Option**

We have reached out to several organizations and completed grants in the past (e.g., Cabot Corporation). No organization would fund any or all of the digital project. The feedback we received was that this project did not reach the size and scope of other projects that do receive significant funding. Smaller grants were made available to complete curriculum-related projects (e.g., remote imaging).



## ARTICLE 10:

ARTICLE 10: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to establish an “Environmental Affairs Fund” as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and authorizing the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of the petition:

### AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO ESTABLISH A SPECIAL FUND

Section 1. Notwithstanding section 53 of chapter 44 of the General Laws or any other general or special law to the contrary, the town of Plymouth may establish an “environmental affairs fund” into which shall be deposited revenues received pursuant to renewable energy payment-in-lieu-of-taxes agreements. Any income derived from the investment or reinvestment of the special fund shall remain with and become part of the special fund. The special fund shall be available for appropriation by town meeting to meet costs related to environmental projects including but not limited to design and engineering, mitigation, land acquisition, water quality assessments, stormwater control improvement, river restoration, or as a local grant match to other state and/or federal related environmental grant opportunities.

Section 2. The town treasurer/collector shall be the custodian of the special fund and shall make an accounting of the special fund to each annual town meeting.

Section 3. This act shall take effect upon its passage.

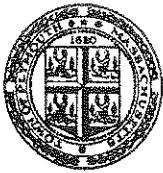
Or take any other action relative thereto.

BOARD OF SELECTMEN

### **RECOMMENDATION: Not Approve (Unanimous, 0-13-0).**

The Advisory & Finance Committee recommends Town Meeting not approve Article 10. Town Meeting approval of this article requests the Board of Selectmen seek special legislation to permit the Town to earmark renewable energy generation PILOT receipts (e.g., solar farms) for various environmental projects. The Committee believes that the concept is a good one, but questions the timing of the proposal given the challenges the community is facing at the present time since the proposal would earmark funds for special use at a time when operating budgets have become constrained by several variables. The Committee also believes it may be premature for the Town to commit all of its renewable energy PILOT receipts to a special fund given the early stage development of these PILOT arrangements.





# TOWN OF PLYMOUTH

11 Lincoln Street  
Plymouth, Massachusetts 02360  
FAX: (508) 830-4140

Board of Selectmen  
Town Manager  
(508) 747-1620 ext. 100

Human Resources  
(508) 747-1620 ext. 101

To: Advisory and Finance Committee  
Cc: Melissa Arrighi, Town Manager  
From: Derek S. Brindisi, Assistant Town Manager  
Date: February 4, 2016  
**Re: Article 10- ENVIRONMENTAL AFFAIRS FUND**

---

Selectman Mahoney moved at a previous Board of Selectmen meeting that the Town establish a special fund utilizing revenues generated from payment-in-lieu-of –taxes (PILOT) agreements with various renewable energy firms. Under the authority of the Town Manager, the Fund will be managed by the Department of Marine and Environmental Affairs for the purposes of various environmental projects to include mitigation, land acquisition, water quality assessments, stormwater improvement and river restoration. Additionally this Fund may be used for a grant match for potential environmental related funding opportunities. Below is a draft of the Special Act.

## **AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO ESTABLISH AN “ENVIRONMENTAL AFFAIRS FUND”**

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

**SECTION 1.** Notwithstanding the provisions of section 53 of chapter 44, or any other general or special law to the contrary, the Town of Plymouth is hereby authorized to establish in the town treasury a special fund to be known as the “Environmental Affairs Fund” into which account shall be deposited certain revenues derived from PILOT agreements for renewable energy as received annually by the Town and as accepted by the Plymouth Town Meeting April 2<sup>nd</sup> 2016.

**SECTION 2.** The revenue generated from renewable energy PILOT agreements shall be designated in their entirety to costs related to environmental projects to include mitigation, land acquisition, water quality assessments, stormwater improvement, river restoration, or as a local grant match to other State and/or federal related environmental grant opportunities. Said revenue shall be expended upon annual appropriation of Town Meeting for the designated purposes.

**SECTION 3.** The Town Manager shall be empowered to expend from the Environmental Affairs Fund those funds appropriated by Town Meeting for the designated purposes.

**SECTION 4.** This act shall take effect upon its passage.



## **ARTICLE 11:**

ARTICLE 11: To see if the Town will vote to appropriate from the Town Promotion Fund created pursuant to Chapter 4 of the Acts of 1993, a sum of money for programs and projects that enhance the beautification, recreational resources, public safety, promotional and marketing activities, events, services and public improvements, or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Approval \$656,280 (Unanimous, 13-0-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 11. Town Meeting approval of this article will allow expenditures from the Town's Promotion Fund. The Promotion Fund, created by special legislation, is funded with 45% of the receipts from the Hotel/Motel Tax and is used to fund special events and celebrations. The Town Promotion Fund also is used to pay a marketing and promotions contract with Destination Plymouth, which provides the Town with television and print advertising around the country, maintains a waterfront information booth, and provides access to a Destination Plymouth website.



# Memo

To: Board of Selectmen  
Advisory and Finance Committee

From: Lee Hartmann, Director of Planning and Development

Re: FY17 Town Promotion Fund

Date: January 2, 2016

---

The receipts collected through the 6% Hotel/Motel Tax increased by 22% (\$267646) from last year (\$1,458,400 compared to \$1,190,754 last year). The Town, by a special act, places 45% of the total Hotel/Motel Tax into its Promotion Fund. The total FY17 funding to be approved for the Town Promotions budget is \$656,280 which is \$120,441 more than last year's appropriation.

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

This year's estimated fixed costs are \$398,228 and include:

- The Town Promotions contract with Destination Plymouth is \$290,000
- The Water Street Visitors Information Center operation contract is \$42,000
- Public Improvements at \$65,628 (\$10,000 allocated toward the new Town Hall), which is 10% of the budget as required by the Home Rule Petition.
- Salaries (\$600)

Other costs include (\$258,052 available)

- Event Funding and Additional Marketing (\$213,052)
- Distinguished Visitors (\$5,000 last year)
- 2020 Celebrations (\$40,000 last year)

Funds that are not expended (primarily due to event cancellations) remain available. The current unexpended balance is \$3,501.05. Due to the current economic situation, we expect to see a continued decrease in private donations for tourism events and activities. These funds will be available to help off-set these reductions.

The FY 17 budget is as follows:

Salaries and Wages (Admin. Support).....	\$600
Contractual Services (Promotions and Info Center) .....	\$332,000*
Public Improvements .....	\$65,628*
Event Funding, Distinguished Visitors, Special Events,	
Exhibit Grants & Additional Marketing .....	<u>\$258,052</u>
Total .....	\$656,280

\*Fixed costs

The following is a list of Celebrations (special events and exhibit grants) funding from FY16:

Special Events

Musician's Union Concert Series	\$1,700	Thanksgiving Food Fest	\$3,800
July 4 <sup>th</sup> Parade	\$7,900	Thanksgiving Waterfront Activities	\$3,900
July 4th Fireworks	\$7,300	Christmas in Historic Plymouth	\$400
PA Concert Series & Folk Festival	\$6,000	Myles Standish Road Race	\$1,600
Pilgrims Progress	\$850	Score for A Cure	\$900
Downtown Waterfront Festival	\$3,200	Plymouth Restaurant Week	\$1,800
Plymouth Outdoor Trails	\$2,500	Barktoberfest	\$2,100
Acoustic Nights Concerts	\$650	July 4 Philharmonic	\$7,600
The Thirsty Pilgrim	\$600	Halloween on Main St	\$1,600
Annual Juried Art Show	\$3,200	Saturday Stroll	\$2,400
Plymouth Festival of Cyclo Cross	\$2,400		
Thanksgiving Parade	\$9,600		
Thanksgiving Free Concert	\$5,700		

Misc.

Destination Plymouth Additional Marketing	\$95,075
2020 Celebrations - Public Improvements	\$37,000
1820 Courthouse / Municipal Bldg.	\$10,000
America's Hometown Shuttle	\$14,500
Boston to Waterfront Shuttle	\$15,000
Plymouth Art Project	\$2,000
Downtown Hanging Planters	\$8,190
Downtown Holiday Decorations	\$7,324
Installation of Downtown Banners	\$9,233
Tourism Event Calendar Boards	\$2,000
Plymouth Pilgrim Baseball	\$5,000
Pilgrim Path Audio Tour	\$2,600

Thank you.

## **ARTICLE 12:**

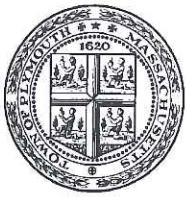
ARTICLE 12: To see if the Town will vote to appropriate from available funds a sum of money as the State's share of the cost of work under G.L. c.90, §34(2)(a) of the Massachusetts General Laws, or take any other action relative thereto.

BOARD OF SELECTMEN

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

The Advisory & Finance Committee recommends Town Meeting approve Article 12. Positive action on this article will enable the Town to accept State Highway (Chapter 90) Funds for repairs and reconstruction of public roads. While the actual amount of Chapter 90 funds for FY17 was not known at the time this report was prepared, Plymouth did receive more than \$1.5 million for FY16. The Town expects a similar amount in FY17 unless there is change in policy and/or the state's financial health.





# TOWN OF PLYMOUTH

Department of Public Works

11 Lincoln Street

Plymouth, Massachusetts 02360

**TO: ADVISORY AND FINANCE COMMITTEE**

**FROM: SID KASHI, P.E. *S.K.***  
**TOWN ENGINEER**

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

**DATE: January 29, 2016**

**Subject: 2016 SPRING ANNUAL TOWN MEETING – ARTICLE EXPLANATION  
ARTICLE 12 – ACCEPTING CHAPTER 90 (STATE) FUNDS**

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This Annual Article authorizes the Town to accept the funding provided by the State under G.L., Chapter 90 for the maintenance of public roads. In the last round of yearly appropriations, the Town received **\$1,512,961.00**. The estimated amount for Fiscal Year 2017 is unknown at this time.

The Town can expect a similar amount in Fiscal Year 2017, unless there is a change in policy and/or the State's financial health.

**There is not any need for funding this Article.**

The D.P.W. recommends that the ADVISORY AND FINANCE COMMITTEE vote to approve and support Article 12 as presented.



## **ARTICLE 14:**

ARTICLE 14: To see if the Town will vote to raise and appropriate, transfer or borrow the sum of \$200,000 for the purposes of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners; including without limitation, the payment of all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; and to meet this appropriation the Treasurer with approval of the Board of Selectmen is authorized to borrow \$200,000 under G.L. c.44 or any other enabling authority, which amount may be borrowed through the Massachusetts Water Pollution Abatement Trust or otherwise; and further to authorize the Board of Selectmen to take any other action necessary to carry out this project; or take any other action relative thereto.

### **PLANNING AND DEVELOPMENT**

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

The Advisory & Finance Committee recommends Town Meeting approve Article 14. Town Meeting approval of this article will authorize the Town to borrow \$200,000 from the Massachusetts Water Pollution Abatement Trust for use in making loans to local homeowners for septic system repair or replacement or for sewer hook-ups; the septic system must be failed to qualify. The state loans the funds to Plymouth at 2% interest rate. Homeowners are eligible for loans up to \$15,000 from the Town at 5%; the additional interest offsets the program administration costs. The loans are recorded as liens on the property and are billed by the Assessor's Office as a tax bill attachment, which ensures repayment of the loan.



# **Memo**

To: Town Manager  
Board of Selectmen  
Advisory and Finance Committee

From: Lee Hartmann, Dir. of Planning & Development

Date: December January 4, 2016

Re: Septic System Repair program - 2016 Annual Town Meeting

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## **ARTICLE 14:**

To see if the Town will vote to raise and appropriate, transfer or borrow \$200,000, for the purposes of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners; including without limitation, the payment of all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; and to meet this appropriation the Treasurer with approval of the Board of Selectmen is authorized to borrow \$200,000 under G.L. c.44 or any other enabling authority, which amount may be borrowed through the Massachusetts Water Pollution Abatement Trust or otherwise; and that the Board of Selectmen is authorized to take any other action necessary to carry out this project.

Office of Community Development

## **TITLE V BETTERMENT LOAN PROGRAM**

Town Meeting has approved eleven prior rounds (eight at \$200,000 two at \$300,000 and one at \$400,000) for this greatly needed and successful septic system improvement program. Due to the popularity of the program, the funds are expended quickly (all current funds have been allocated). The Department of Planning and Development is recommending that the Town Treasurer borrow \$200,000 from the Massachusetts Water Pollution Abatement Trust. The state provides these funds to the Town at a 2% interest rate. The funds are made available to local homeowners for sewer hook-ups, septic system repair or replacement (systems must be failed to qualify). In cases where Town sewer is available, these funds can also be used to cover the costs associated with sewer connections. Loans up to \$15,000 are available per household at 5% interest (interest charge covers the Town's cost of administering the program). Loans are recorded as liens on the property and are billed by the Assessors' Office as a tax bill attachment. Terms of the loan range from five to fifteen years depending on the amount borrowed (up to \$5,000 -5yrs; \$5,001 to \$10,000 -10yrs; \$10,001 to \$15,000 -15yrs.).

To date, this program has enabled 255 homeowners to repair/replace their failed systems. This program is administered by the Office of Community Development on behalf of the Town.



## **ARTICLE 15:**

ARTICLE 15: To see if the Town will vote to raise and appropriate, or transfer from available funds, or borrow a sum of money for the purchase and acquisition of land for general municipal purposes, and to design, construct, and equip a new Fire Station thereon, including all costs incidental and related thereto; and further to authorize the Board of Selectmen to take any other action necessary to carry out the purposes of this article; or take any other action relative thereto.

BOARD OF SELECTMEN

**RECOMMENDATION: Please see Annual Town Meeting Supplement I.**



## **ARTICLE 16A:**

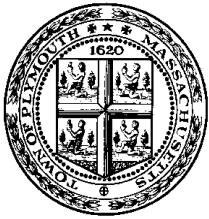
ARTICLE 16A: To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16A of the 2014 Spring Annual Town Meeting for the restoration of the 1820 Court House, as previously amended, by reducing the amount to be borrowed by the sum of \$500,000 and transferring the sum of \$500,000 from Fiscal Year 2017 Community Preservation Act estimated annual revenues for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

### **RECOMMENDATION: Approval (11-0-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 16A. Town Meeting approval of this article will authorize a \$500,000 reduction to the remaining \$4,000,000 borrowing authorization for the restoration of the 1820 Court House and authorize the Community Preservation Committee to set aside \$500,000 of FY17 CPA revenue for 1820 Court House restoration expenses. This will enable the Community Preservation Committee to reduce borrowing for the project, thereby saving the Town money on interest costs.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Friday January 15, 2016  
Re: ANNUAL SPRING TM 2016: CPA Article 16A

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**ARTICLE 16A: To see if the Town will vote to amend the vote taken under Article 16A of the 2014 Spring Annual Town Meeting by reducing the \$5,000,000 borrowing authorization approved there under for the restoration for 1820 Court House by the sum of \$500,000 and further to transfer \$500,000 for fiscal 2017 Community Preservation Act revenues for purposes of future restoration of said 1820 Court House, including construction, demolition, renovation, operation, and related costs, or take any other action relative thereto.**

### COMMUNITY PRESERVATION COMMITTEE

#### CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in favor of Article 16A at its meeting held Thursday, January 14, 2016

#### SUMMARY & INTENT:

The Community Preservation Committee recommends the reduction of the original borrowing appropriation, under Article 16A from Spring Town Meeting 2014, (\$5 Million) for the 1820 Court House. The Committee intends to move available funds into an account to be utilized for the renovation, preservation and rehabilitation of the 1820 Court House. At Fall TM 2014 and Spring TM 2015 the CPC made similar recommendations by reducing each time by \$500,000. The current recommendation would reduce the borrowing authorization down to \$3.5 Million. The borrowing reduction strategy is a policy of the CPC to build up a reserve fund to avoid borrowing. This strategy will allow the CPC to avoid interest by paying for construction activities on the 1820 Court House with cash on hand.



## **ARTICLE 16B:**

ARTICLE 16B: To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16A of the 2015 Fall Annual Town Meeting for the historical preservation, restoration and rehabilitation for the Simes House, by reducing the amount to be borrowed, originally approved as \$2,500,000, by the sum of \$500,000 and by transferring the sum of \$500,000 from Fiscal Year 2017 Community Preservation Act estimated annual revenues for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

### **RECOMMENDATION: Approval (11-0-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 16B. Town Meeting approval of this article will authorize a \$500,000 reduction to the \$2,500,000 borrowing authorization for the restoration of the Simes House and authorize the Community Preservation Committee to set aside \$500,000 of FY17 CPA revenue for Simes House restoration expenses. This will enable the Community Preservation Committee to reduce borrowing for the project, thereby saving the Town money on interest costs.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Friday January 15, 2015  
Re: ANNUAL SPRING TM 2016: CPA Article 16B

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**ARTICLE 16B: To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16A of the 2015 Fall Annual Town Meeting for the historical preservation, restoration and rehabilitation for the Simes House, by reducing the amount to be borrowed, originally approved as \$2,500,000, by the sum of \$500,000 and by transferring the sum of \$500,000 from Fiscal Year 2017 Community Preservation Act estimated annual revenues for such purposes, or take any other action relative thereto.**  
**COMMUNITY PRESERVATION COMMITTEE**

**CPC RECOMMENDATION: Approval (unanimous)**

The Community Preservation Committee voted unanimously in favor of Article 16B at its meeting held Thursday, January 14, 2016

**SUMMARY & INTENT:**

The Community Preservation Committee recommends the reduction of the original borrowing appropriation, under Article 16A from Fall Town Meeting 2015, for the Simes House. The Committee intends to move available funds into an account to be utilized for the renovation, preservation and rehabilitation of the Simes House. This Article will reduce the borrowing authorization from \$2.5 Million to \$2 million. The borrowing reduction strategy is a policy of the CPC. The plan is to build up a reserve fund to avoid borrowing. This strategy will allow the CPC to avoid interest by paying for construction activities on the Simes House with cash on hand.



## **ARTICLE 16C:**

ARTICLE 16C: To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16B of the 2015 Spring Annual Town Meeting for the restoration and rehabilitation of Stephens Field by reducing the amount to be borrowed, originally approved as \$2,000,000, by the sum of \$200,000 and further by transferring the sum of \$200,000 from Fiscal Year 2017 Community Preservation Act estimated annual revenues for such purposes, or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

### **RECOMMENDATION: Approval (11-0-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 16C. Town Meeting approval of this article will authorize a \$200,000 reduction to the \$2,000,000 borrowing authorization for the renovation, preservation and rehabilitation of Stephens Field and authorize the Community Preservation Committee to set aside \$200,000 of FY17 CPA revenue for the Stephens Field project expenses. This will enable the Community Preservation Committee to reduce borrowing for the project, thereby saving the Town money on interest costs.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Friday January 15, 2016  
Re: ANNUAL SPRING TM 2016: CPA Article 16C

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**ARTICLE 16C: To see if the Town will vote to revise the funding sources and thereby amend the vote taken under Article 16B of the 2015 Spring Annual Town Meeting for the restoration and rehabilitation of Stephens Field by reducing the amount to be borrowed, originally approved as \$2,000,000, by the sum of \$200,000 and further by transferring the sum of \$200,000 from Fiscal Year 2017 Community Preservation Act estimated annual revenues for such purposes, or take any other action relative thereto.**

**COMMUNITY PRESERVATION COMMITTEE**

**CPC RECOMMENDATION: Approval (unanimous)**

The Community Preservation Committee voted unanimously in favor of Article 16C at its meeting held Thursday, January 14, 2016

**SUMMARY & INTENT:**

The Community Preservation Committee recommends the reduction of the original borrowing appropriation, under Article 16B from Spring Town Meeting 2015, for Stephens Field (\$2million). The Committee intends to move available funds into an account to be utilized for the renovation, preservation and rehabilitation of Stephens Field. This Article will reduce the borrowing authorization from 2 million to 1.5 million. The borrowing reduction strategy is a policy of the CPC. The plan is to build up a reserve fund to avoid borrowing. This strategy will allow the CPC to avoid interest by paying for construction activities on the renovations for Stephens Field with cash on hand.



## ARTICLE 16D:

ARTICLE 16D: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land containing 14.6 acres, more or less, located off Black Cat Road in the Town of Plymouth, shown on Assessor's Map 90 as Lot 22C, Lot 23A and Lot 23B, and further that said land shall be held under the care, custody and control of the Conservation Commission; and as funding therefor to appropriate \$46,000 for the acquisition, including all costs incidental and related thereto, from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum pursuant to G.L. c.44B, §11 or G.L. c.44, §7 or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and issue notes and bonds therefor; provided, however, that any amounts to be borrowed hereunder shall be reduced by any gifts or grants received for such purposes prior to any borrowing; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L. c.44B, §12 meeting the requirements of G.L. c.184, §§31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

### **RECOMMENDATION: Approval \$46,000 (11-0-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 16D. Town Meeting approval of this article will appropriate \$46,000 from the Community Preservation Fund to purchase approximately 14.6 acres of land off Black Cat Road for open space purposes. The acquisition of this parcel, to be held under the care, custody and control of the Conservation Commission, is intended to protect the headwaters of Town Brook. Water from this property runs to Billington Sea and into Town Brook.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Friday January 15, 2016  
Re: ANNUAL SPRING TM 2016: CPA Article 16D

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**ARTICLE 16D: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest of land located off Black Cat Road in the Town of Plymouth comprised of 14.6 acres more or less being made up of lot 22C, 37B and lot 23B shown on Assessors Map 90 said land to be held under the care, custody and control of the Conservation Commission, to appropriate \$46,000 for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum which shall be reduced by the amount of any grants received by the Town pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L.c.44B, section 12 meeting the requirements of G.L. c. 184, sections 31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.**

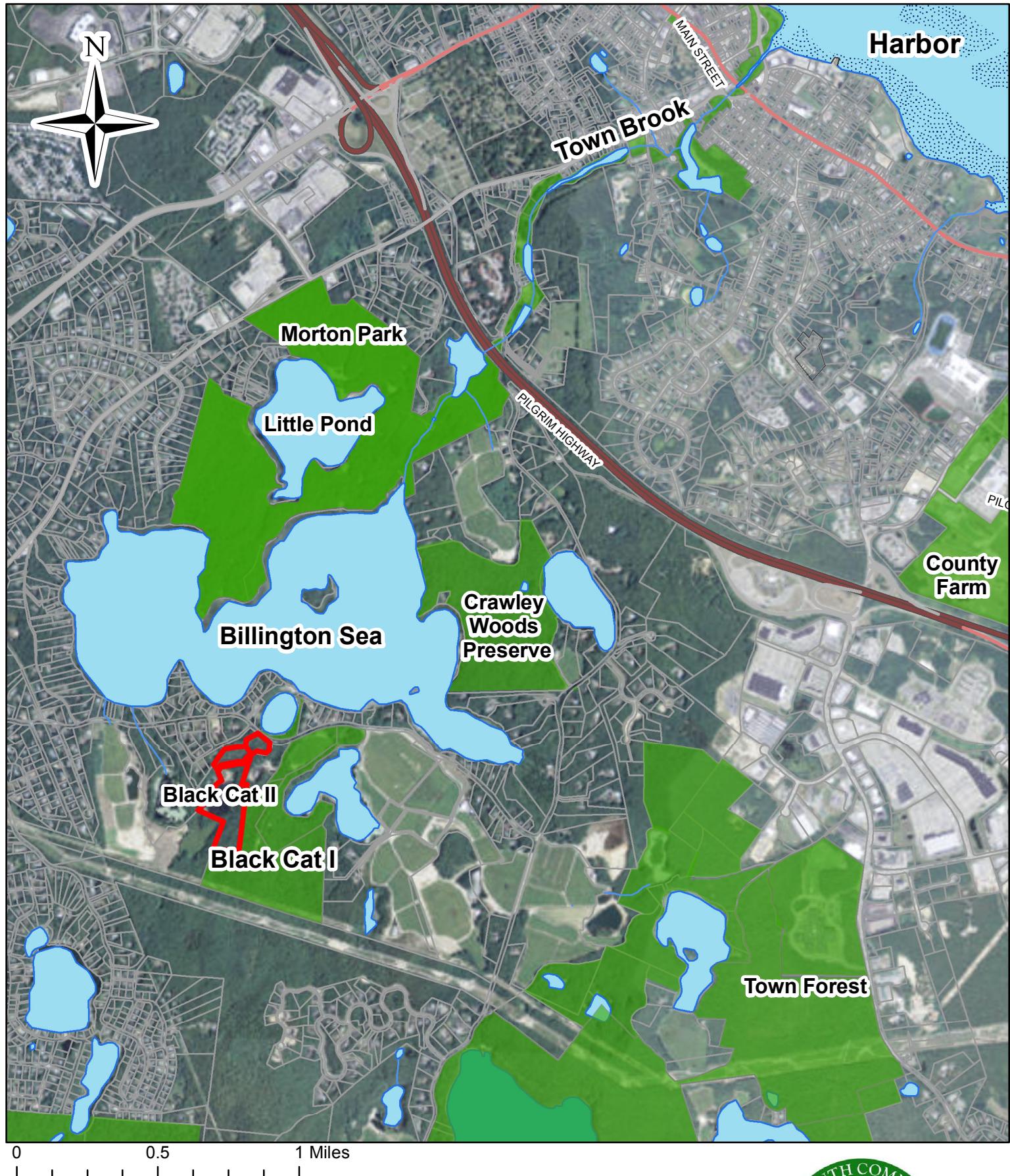
### COMMUNITY PRESERVATION

#### CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in favor of Article 16D at its meeting held Thursday, January 14, 2016

#### SUMMARY & INTENT:

The Community Preservation Committee is recommending the purchase of land off Black Cat Road. The intention is to preserve the headwaters of the Town Brook. The water from this property runs to Billington Sea and down the Town Brook. The Town Brook is a major contributor to Plymouth Harbor. The quality of the water of Billington Sea, Town Brook and our harbor are all interrelated. Our ability to preserve the water quality is directly related to the viability of the Town to build a local sustainable economy. We as residents depend on clean water. Eco-tourism visitors also expect protected natural resources.



### Legend

Black Cat II

Municipal Rec. Land

## Article 16D SATM Black Cat II



APPLICATION  
to the  
PLYMOUTH  
COMMUNITY PRESERVATION  
COMMITTEE

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FEBRUARY, 2015

PROJECT: TOWN BROOK HEADWATERS  
PROTECTION PROJECT, PHASE 2

LOCATION: BLACK CAT ROAD  
(*south side*)

ACREAGE: Approximately 14.6 acres

CURRENT OWNERS:

GEORGE R. HOLMES, JR.  
*Map 90, Parcels 22C, 23A-U*

23b

CURRENT ASSESSED VALUES: \$7,630 (*Ch. 61A value*)

*Parcel 22C: \$5,862*

*Parcel 23A-U: \$1,768*

## **PROJECT SUMMARY:**

The Wildlands Trust (“WLT”) hereby submits an application to the Plymouth Community Preservation Committee, pursuant to the possibility of the Town acquiring two contiguous parcels of open space situated off of the south side of Black Cat Road.

The subject parcels collectively comprise 14.6 acres of upland woodlands and two inactive cranberry bogs, and include extensive frontage on Black Cat Road, identified in the Town of Plymouth Open Space and Recreation Plan as a “Scenic Resource” because of the scenic views it affords of forested landscapes punctuated by cranberry bogs and several significant water bodies, including Billington Sea.

The properties possess considerable natural resource values. They are partially within several areas designated by the Commonwealth of Massachusetts Natural Heritage and Endangered Species Program (“NHESP”) as important wildlife habitat, including Bio Map 2 “Core Habitat” and “Critical Natural Landscape”, Priority Habitats of Rare Species “PH 276” and “Estimated Habitats of Rare Wildlife”, and are proximate to, though not directly abutting, an area identified as Sandplain Natural Community Systems “Grassland”.

The proposed acquisition of the subject parcels meets several of the “Open Space Goals and Criteria” enumerated in Plymouth’s Community Preservation Committee Application, and is consistent with several of the goals and objectives articulated in the Open Space and Recreation Plan. It is also consistent with, and supports, the Town’s ongoing efforts to improve the water quality of Billington Sea, one of the largest water bodies in Plymouth but also one of the most ecologically stressed.

## **PROJECT HISTORY:**

Mr. Holmes initiated discussions with the Community Preservation Committee in 2014. In early January 2015 WLT was advised of Mr. Holmes’ interest in a potential sale of his land to the Town for conservation purposes, and began work on this application.

## **ZONING/DEVELOPMENT POTENTIAL:**

The subject parcels are situated entirely within the Rural/Residential Zoning District.

Parcel 23A-U, the smaller of the two subject parcels, has frontage on Black Cat Road and appears to consist entirely of upland terrain. Its larger counterpart, Parcel 22C, also appears to be primarily upland, but does include two cranberry bogs that are no longer in production. Landowner George Holmes indicates that the last harvest from the larger of the two bogs took place in the fall of 2013.

Neither Mr. Holmes nor WLT are aware of any existing or pending subdivision plans for the properties, whether conceptual or definitive, and their development potential isn’t clear. The

parcels do appear to be enrolled in Chapter 61A, which does provide the Town with the Right of First Refusal should there be any proposal to change the property's use.

### **ACQUISITION PLAN:**

The Town would acquire the entirety of the Premises as soon as possible following a vote by Plymouth Town Meeting approving the project, subject to the satisfactory completion of all required due diligence. The next town meeting will occur in April.

It is anticipated that the required CPA Conservation Restriction will be completed no more than six months following the Town's acquisition of the Premises.

### **NATURAL RESOURCES SUMMARY:**

Lot 23A-U is entirely wooded. Lot 22C includes the two inactive cranberry bogs and an adjacent area to the north that is mostly open, and from which sand was apparently taken over the years as part of cranberry growing operations.

The parcels lie within or are proximate to multiple areas designated as ecologically significant by the Commonwealth of Massachusetts Natural Heritage and Endangered Species Program ("NHESP"), including:

- Partially within Bio Map 2 "Core Habitat" and "Critical Natural Landscape"
- Lot 23A-U is partially within Priority Habitats of Rare Species "PH 276" and "Estimated Habitats of Rare Wildlife"
- Situated to the south of Lot 22C, though not directly abutting, is a linear area identified as Sandplain Natural Community Systems "Grassland"

### **LANDSCAPE CONTEXT:**

The subject parcels are proximate to multiple water bodies of varying sizes. Trask Pond lies just to the north across Black Cat Road, with Billington Sea just beyond that, and the Briggs Reservoir is closely proximate to the east. Several large parcels of conservation interest directly abut Lot 22C to the east and west. A high-voltage power line is situated approximately 250 feet to the south of Lot 22C, and just below the power line is a large tract of town-owned land. The Mass GIS data layer for this parcel suggests, but does not conclusively affirm, that this parcel is protected open space.

### **IMPROVEMENTS/ACCESS/WATER RIGHTS:**

The following improvements associated with its long history of cranberry production remain on Lot 22C:

- 4" well
- Aluminum flumes
- Cargo Container (this will be removed prior to any Town purchase)

9  
0

Lot 23A-U includes frontage on Black Cat Road. Lot 22C appears to be accessed by a common driveway extending in from Black Cat Road (depicted on a 1975 plan included herewith as an attachment). The deed for the subject properties does not specifically mention any rights of access, though it is possible that Lot 22C could benefit from prescriptive rights.

The deed does reference the right to use a water system that connects with Trask Pond, ostensibly for the purposes of cranberry production. Title examination work will be required to conclusively ascertain the status of these deeded rights.

**LONG-TERM MANAGEMENT PROGNOSIS:** Should the Town acquire the subject parcels, it is not anticipated that they would require significant management attention, and wouldn't therefore impose a burden on Town staff or budgets.

**OTHER:** Mr. Holmes indicates that the last cranberry harvest taken from the bog on Lot 22C occurred in the fall of 2013, and the bog has not been actively managed subsequent to that time.

The Town assessors maps show a parcel situated between the subject lots, but does not provide any information as to its ownership status. Mr. Holmes asserts that this parcel is under his ownership. It could be that it is considered part of one of Mr. Holmes' adjacent lots for which we have specific map and lot numbers.

#### **ALIGNMENT WITH COMMUNITY PRESERVATION ACT GOALS FOR OPEN SPACE**

**GOAL 1:** *Preserve Plymouth's Rural Character.* The Premises has extensive frontage on Black Cat Road, and it is part of the scenic open vistas that comprise an integral part of Plymouth's rural character.

**GOAL 2:** *Protect rare, unique, and endangered plant and wildlife habitat.* The properties lie partially within several NHESP-designated areas of ecological significance, including Bio Map 2 "Core Habitat" and "Critical Natural Landscape", "Priority Habitats of Rare Species PH 276" and "Estimated Habitats of Rare Wildlife", and Lot 22C is proximate to an area identified as Sandplain Natural Community Systems "Grassland".

**GOAL 6:** *Increase the town's ability to protect environmentally sensitive, historic and culturally significant properties.* The Town's acquisition of the subject parcels would support the ongoing effort to improve the water quality of Billington Sea, one of the largest water bodies in Plymouth and an environmentally sensitive and historically significant resource.

**OTHER SUPPORTING INFORMATION:** The proposed acquisition would be consistent with several of the goals and objectives enumerated in the updated 2009 Town of Plymouth Open Space and Recreation Plan, including:

9

Section VIII, GOALS & OBJECTIVES, pp. 100-102:

Maintenance of Biodiversity and Wildlife Habitat

- *Goal: "Maintain the biodiversity and wildlife habitat in Plymouth."*
- *Objective: "Work with non-profit conservation organizations to identify, protect, and manage lands of significant ecological habitat value, including an overall assessment of priority areas".* WLT, a nonprofit conservation organization, is helping to facilitate this project that will preserve wildlife habitat identified as significant by the Commonwealth of Massachusetts.

Surface Water Quality

- *Goal: Protect the surface water quality in ponds, wetlands, waterways and coastal areas in Plymouth.*
- *Objective: Protect lands that provide buffers to surface waters to reduce erosion and pollution in surface waters through the use of conservation restrictions, outright purchase and other conservation tools such as regulatory measures".* The proposed acquisition would result in the Town's outright purchase of land in close proximity to three water bodies, including Billington Sea, and thus ensure that the subject parcels' buffering capacity will always remain in place.

Scenic Views

- *Goal: "Maintain the existing scenic views in Plymouth that give Plymouth a distinctive sense of place."*
- *Objective: "Protect the views of and from the inventoried scenic views and keep this list current".* The subject parcels are situated along Black Cat Road, identified on pg. 42 in the Open Space Plan as a "Scenic Resource" because of its "views of forested areas, cranberry bogs and several ponds".

## **PROJECT BUDGET**

*Proposed Sales Price* \$ TBD following Appraisal

### Funding Sources

*Town of Plymouth CPC Funds* \$ TBD

*Other* \$ TBD

## Project Costs

*Due Diligence* \$ 30,000<sup>1</sup> (to potentially include survey plan, EHA, closing and legal costs)

*Stewardship Endowment* \$ 10,000<sup>2</sup>

**Project Total** **\$ TBD**

<sup>1</sup>Estimated figure—some of the indicated due diligence steps, particularly a survey, may not be required.

<sup>2</sup>Any conservation restriction holder, including Wildlands Trust, will require a stewardship endowment contribution. The Town provides this contribution, and not the landowner. The indicated contribution is an estimate, and will need to be verified by a property-specific stewardship endowment calculation.

## PROJECT TIMELINE

- Submission of Application to CPC—February 2015
- Appraisal completed--March 2015
- CPC Deliberations on Application/Vote—Winter 2015
- Execution of P+S/Letter of Intent—Late Winter/Early Spring 2015
- Town Meeting Vote on Warrant Article Authorizing CPC Expenditure on Project—April 2015
- Due Diligence Initiated/Completed—Spring 2015
- Closing—Pending completion of due diligence, within six to eight weeks after Town Meeting vote authorizing project
- Completion of WLT CR--Within six months after Closing

## **ATTACHMENTS/EXHIBITS**

- **ASSESSORS FIELD CARDS FOR SUBJECT PARCELS**
- **DEED AND ASSOCIATED PLAN OF LAND FROM 1975  
DEPICTING THE 30' ENTRANCE STRIP INTO LOT 22C**
- **LANDSCAPE CONTEXT MAP DEPICTING SUBJECT  
PROPERTY AND ADJACENT OPEN SPACE HOLDINGS**

See Blk 5232  
Pg 300  
Pg 304

Book 4385 Page 146  
BOOK 4385 PAGE 146

I, RUTH R. HOLMES, of Plymouth, Plymouth County, Massachusetts, for consideration paid grant to GEORGE R. HOLMES, JR., of Boot Pond Road, in Plymouth, Plymouth County, Massachusetts, with QUITCLAIM COVENANTS, all my undivided interest in and to three certain lots or tracts of land with the buildings thereon situated on the adjoining Black Cat Road, in PLYMOUTH, Plymouth County, Massachusetts, being more particularly bounded and described as follows:-

See Plan  
Book 19  
Page 965

**PARCEL ONE:** A certain lot of woodland in said Plymouth lying Southerly of Billington Sea, so-called, being a portion of the premises conveyed to John Stephens by Rosseter Cotton by deed dated February 11, 1819, and recorded in Plymouth County Registry of Deeds, Book 134, Page 199, and bounded:-

Beginning at a pine tree being in the range between the third and fourth Great Lakes, - said tree is on the range of William Jackson's land and has stones about it;  
thence Northwesterly by West about 25 rods to a pine tree and stones, being the corner of land now or formerly of Thomas Jackson;  
thence Southwesterly to a pine tree marked, being the corner of land now or formerly of Sarah E. Bradford;  
thence in said Bradford's range South 48° East, 12 rods, to the Easterly side of a wall;  
thence South 56° 30' West, 21 rods 20 links;  
thence South 53° 30' West, 4 rods, 20 links;  
thence North 71° 15' West to Jackson's line, now or formerly of Sarah E. Bradford's;  
thence Southwesterly to a corner being a large tree marked in range of land formerly of Jesse Harlow;  
thence Southeasterly by said land about 69 rods to the line of the fourth Great Lot to a pine tree marked;  
thence Northeasterly by line of the third and fourth Great Lots about 68 rods to the first bound.

Being the same premises conveyed to Thomas B. Swift by deed of Nathaniel Brown dated April 21, 1885, and recorded in said Registry, Book 618, Page 394, and later conveyed to Solomon M. Holmes, Sr. by deed of said Thomas B. Swift dated April 18, 1899, and recorded in said Registry in Book 776, Page 378.

Excepting therefrom that portion thereof which said Solomon M. Holmes, Sr. conveyed to his son, George M. Holmes by deed dated August 27, 1902, and recorded with said Registry of Deeds, Book 862, Page 561. The lot above described, with the aforesaid excepted portion, is the second lot described in the deed from Solomon M. Holmes, Sr. to his five sons, Solomon M. Holmes, Jr., William B. Holmes, Ernest V. Holmes, Irwin W. Holmes, and George M. Holmes, dated October 26, 1914, and recorded with said Registry in Book 1237, Pages 516 and 519, inclusive.

**PARCEL TWO:** Also hereby conveying a certain tract of Wild Brown Meadow situated in said Plymouth, Westerly of the road leading back of Billington Sea which leads by Trask Pond, so-called, but not bounded on said road but described as follows:-

Beginning at a red oak tree marked on two sides, being at the corner of land now or formerly of Merritt W. Bumpus & Co., conveyed to them by Charles C. Davis, and running South 6 rods to a pine tree marked and a pile of stones, the

corner of land now or formerly of Solomon M. Holmes; thence by said Holmes' land Northwesterly by West, 15 rods, more or less, to a pile of stones at another corner of said land; thence East Northeast 10 rods, more or less, to an oak tree marked at the corner of said Merritt W. Bumpus & Co. land; thence by said land, 7 rods, more or less, to the point of beginning.

Together with the right to use and maintain the existing water way between the "Bump Bog" and the "George's Bog", and the right to use and maintain a pump or pumps and the pump house as described in deed of Webster L. Holmes dated January 28, 1952, recorded with said Plymouth Deeds, Book 2189, Page 440.

This conveyance is made subject to a right to use and maintain the existing water way from Trask Pond Through the "Bump Bog" and the right to use and maintain pump or pumps and the pump house on said "Bump Bog" Land as described in deed of Maynard Holmes to Webster L. Holmes dated January 28, 1952, and duly recorded with Plymouth County Registry of Deeds.

Excepting, however, from the above so much thereof as was conveyed to Colburn C. Wood dated August 29, 1963, and recorded with said Registry, Book 3047, Page 298.

PARCEL THREE: A certain lot of swamp and woodland known as "Bump Bog", partly made into cranberry bog, situated in said Plymouth, Plymouth County, Massachusetts, Southerly from Trask Pond, and bounded as follows:-

Beginning at the corner of the road running back of Billington Sea and the road leading from said road just Easterly of Trask Pond to Micajah's Pond; thence Southerly by said road leading to Micajah's Pond about three hundred fifty (350) feet to an oak tree marked on four sides; thence Westerly about three hundred (300) feet to a large oak tree marked on four sides; thence Northerly by a line distant fifteen (15) feet Westerly from the swamp to the road back of Billington Sea; and thence by said road Easterly to the point of beginning.

There is excepted, however, from the above-described parcels one, two and three all that portion of the same as was conveyed by Carolyn R. Holmes et al to Roy and Claudia Holmes by deed dated September 15, 1975, and duly recorded in Plymouth County Registry of Deeds, Book 4125, Page 757.

For title to Parcel One and Parcel Two, see the deed of Carlton F. Holmes and Esther L. Holmes to the grantor and others dated May 11, 1965, recorded in Book 3204, Pages 208 and 209. See also the deed of Colburn C. Wood, Jr. to George R. Holmes et al dated October 24, 1966, recorded in Book 3628, Page 152. See also the Probate of the Estate of George R. Holmes in Plymouth County Probate records #100796.

Consideration for this conveyance is nominal.

WITNESS my hand and seal this 23rd day of March, 1976.

Ruth Holmes

Book 4385 Page 148  
BOOK 4385 PAGE 148

COMMONWEALTH OF MASSACHUSETTS

Plymouth, ss.

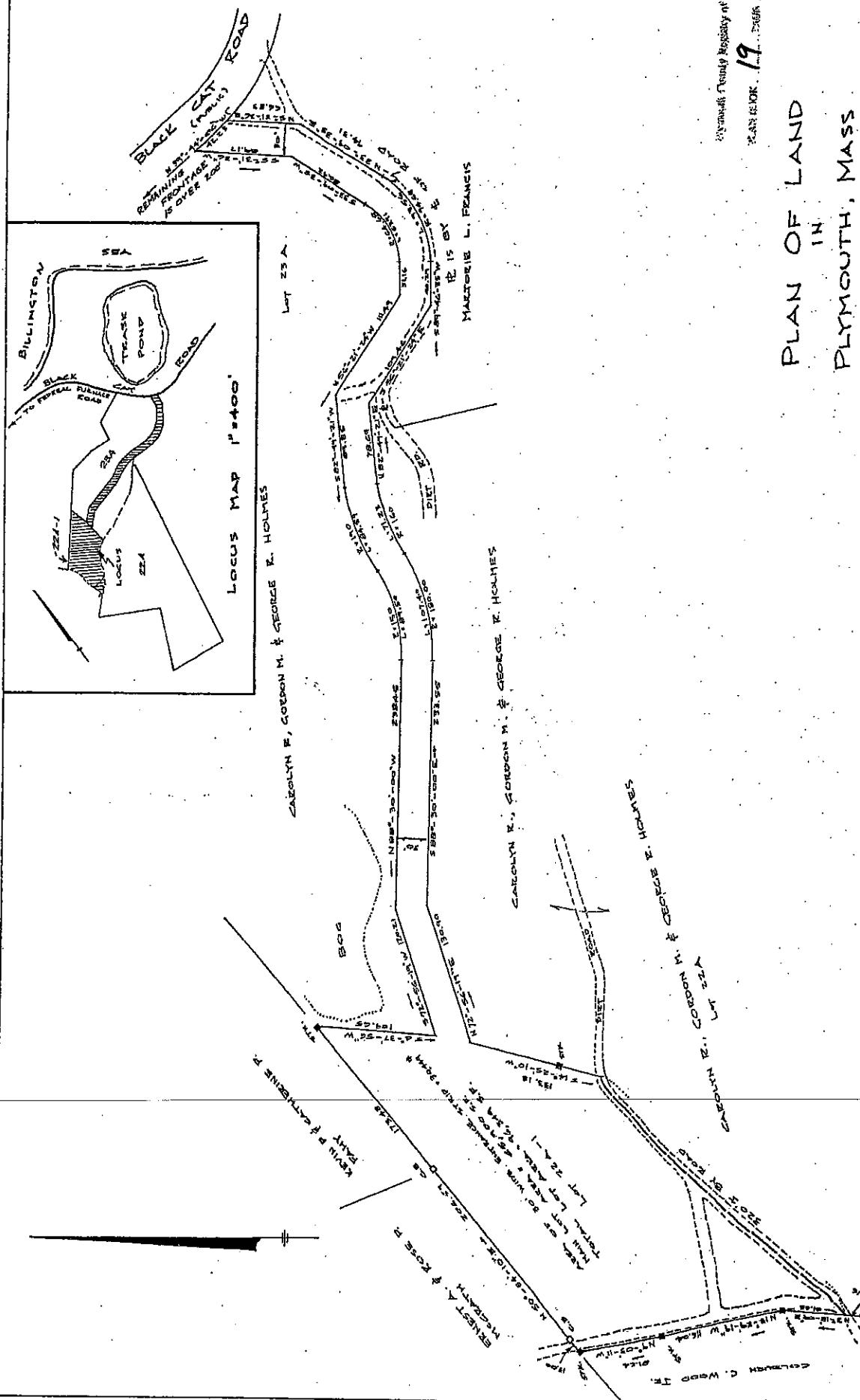
March 23, 1976

Then personally appeared the above-named Ruth R. Holmes and acknowledged the foregoing instrument to be her free act and deed, before me,

  
Robert D. Duggan  
Notary Public

My Commission Expires: January 21, 1977

RECD DEC 22 1977 AT 3-56 PM AND RECORDED



PREPARED FOR  
ROY AND CLAUDIA HOLMES

SCALE 1:60  
TUNE 24, 1975  
BY  
LAWRENCE E. HUGHES  
REGISTERED LAND SURVEYOR

PLYMOUTH, MASS. 12-22-77  
ZONE 14 122

NOTE  
LOT 22A HAS NO FRONTAGE AND IS NOT  
TO BE CONSIDERED A BUILDING LOT AS  
DEPICTED IN THE SUBDIVISION CONTROL LAW.  
LOT 22B HAS MORE THAN THE FRONTAGE  
REQUIRED BY THE CURRENT ZONING BY-LAW.

PLYMOUTH PLANNING BOARD  
APPROVAL UNDER THE SUBDIVISION  
CONTROL LAW IS NOT REQUIRED

7 October 1975  
DATE  
CREEK

## Unofficial Property Record Card - Plymouth, MA

### General Property Data

Parcel ID 090-000-023A-000U

Account Number 15128

Prior Parcel ID 8190-C01-090\*0114\*

Property Owner HOLMES GEORGE R JR

Property Location UPLAND NR BILL SEA

Mailing Address 27 BOOT POND RD

Property Use BOGC

Most Recent Sale Date 1/1/1900

Legal Reference 4385/176

City PLYMOUTH

Grantor

Mailing State MA

Zip 02360-3101

Sale Price 0

Parcel Zoning RR

Land Area 2.060 acres

### Current Property Assessment

Card 1 Value Building Value 0

Xtra Features  
Value 0

Land Value 1,768

Total Value 1,768

### Building Description

Building Style N/A

Foundation Type N/A

Flooring Type N/A

# of Living Units N/A

Frame Type N/A

Basement Floor N/A

Year Built N/A

Roof Structure N/A

Heating Type N/A

Building Grade N/A

Roof Cover N/A

Heating Fuel N/A

Building Condition N/A

Siding N/A

Air Conditioning 0%

Finished Area (SF) N/A

Interior Walls N/A

# of Bsmt Garages 0

Number Rooms 0

# of Bedrooms 0

# of Full Baths 0

# of 3/4 Baths 0

# of 1/2 Baths 0

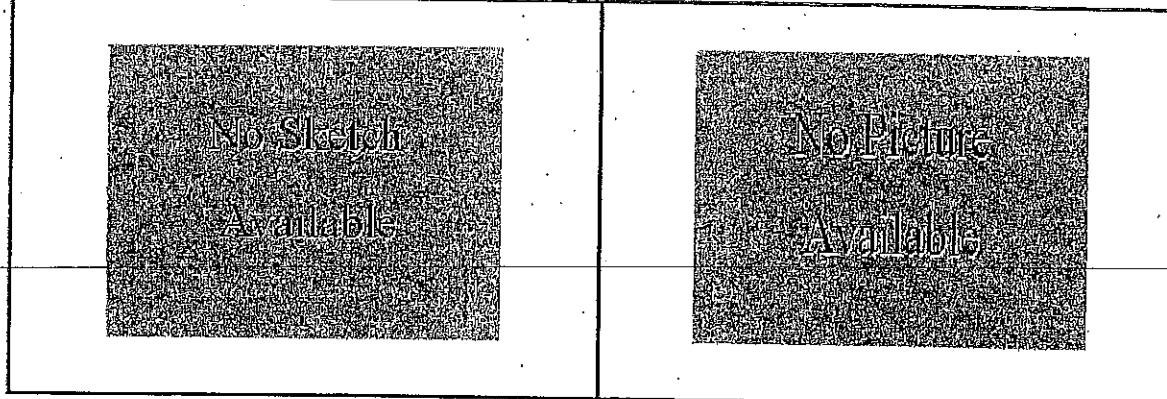
# of Other Fixtures 0

### Legal Description

#### Narrative Description of Property

This property contains 2.060 acres of land mainly classified as BOGC with a(n) N/A style building, built about N/A, having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

### Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

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## Unofficial Property Record Card - Plymouth, MA

### General Property Data

Parcel ID 090-000-022C-000	Account Number 15125
Prior Parcel ID 8190 -C01 -090*0111*	
Property Owner HOLMES GEORGE R JR	Property Location OFF BLACK CAT RD
	Property Use BOGC
Mailing Address 27 BOOT POND RD	Most Recent Sale Date 1/1/1900
	Legal Reference 4385/146
City PLYMOUTH	Grantor
Mailing State MA Zip 02360-3101	Sale Price 0
ParcelZoning RR	Land Area 12.610 acres

### Current Property Assessment

Card 1 Value	Building Value	Xtra Features	Land Value
0	0	Value 300	5,562
			Total Value 5,862

### Building Description

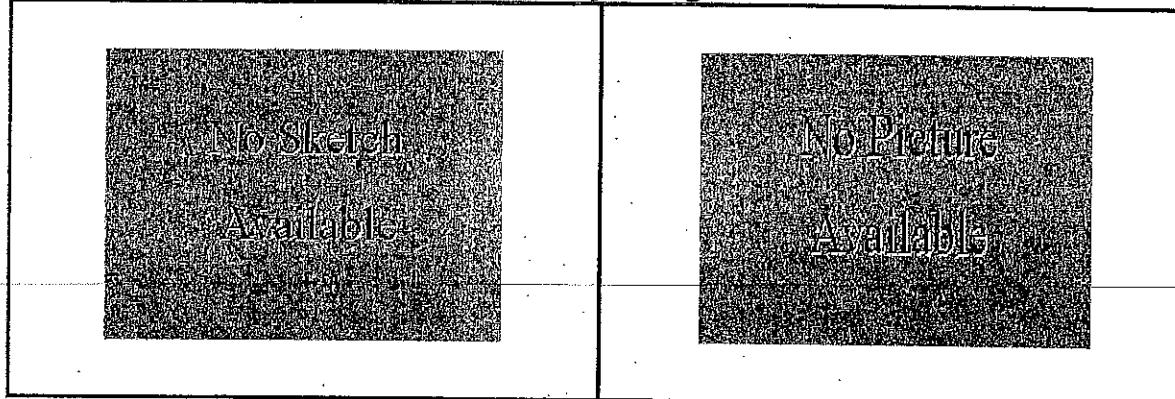
Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units N/A	Frame Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition N/A	Siding N/A	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

### Legal Description

### Narrative Description of Property

This property contains 12.610 acres of land mainly classified as BOGC with a(n) N/A style building, built about N/A, having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

### Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranteed.

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## ARTICLE 16E:

ARTICLE 16E: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land containing 7.8 acres, more or less, located off Hedges Pond Road in the Town of Plymouth shown on Assessor's Map 55 as a portion of Lot 36B and Lot 37B, and further that said land shall be held under the care, custody and control of the Conservation Commission; and as funding therefor to appropriate \$45,000 for the acquisition, including all costs incidental and related thereto, from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum pursuant to G.L. c. 44B, §11 or G.L. c. 44, §7 or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and issue notes and bonds therefor; provided, however, that any amounts to be borrowed hereunder shall be reduced by any gifts or grants received for such purposes prior to any borrowing; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L. c. 44B, §12 meeting the requirements of G.L. c.184, §§31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

### **RECOMMENDATION: Approval \$45,000 (8-3-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 16E. Town Meeting approval of this article will appropriate \$45,000 from the Community Preservation Fund to purchase approximately 7.8 acres of land located off Hedges Pond Road for open space and recreational purposes. The acquisition of this parcel, to be held under the care, custody and control of the Conservation Commission, is intended to square off existing Town-owned land at Hedges Pond Recreational Area & Preserve; the land contains trails that are currently used by visitors to the recreational area and is recognized as an area of Critical Environmental Concern by the Commonwealth's Executive Office of Environmental Affairs.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Friday January 15, 2016  
Re: ANNUAL SPRING TM 2016: CPA Article 16E

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**ARTICLE 16E: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land located off Hedges Pond Road in the Town of Plymouth comprised of 7.8 acres more or less being made up of a portion of lot 36B and 37B shown on Assessors Map 55 said land to be held under the care, custody and control of the Conservation Commission, to appropriate \$45,000.00 for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum which shall be reduced by the amount of any grants received by the Town pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L.c.44B, section 12 meeting the requirements of G.L. c. 184, sections 31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.**

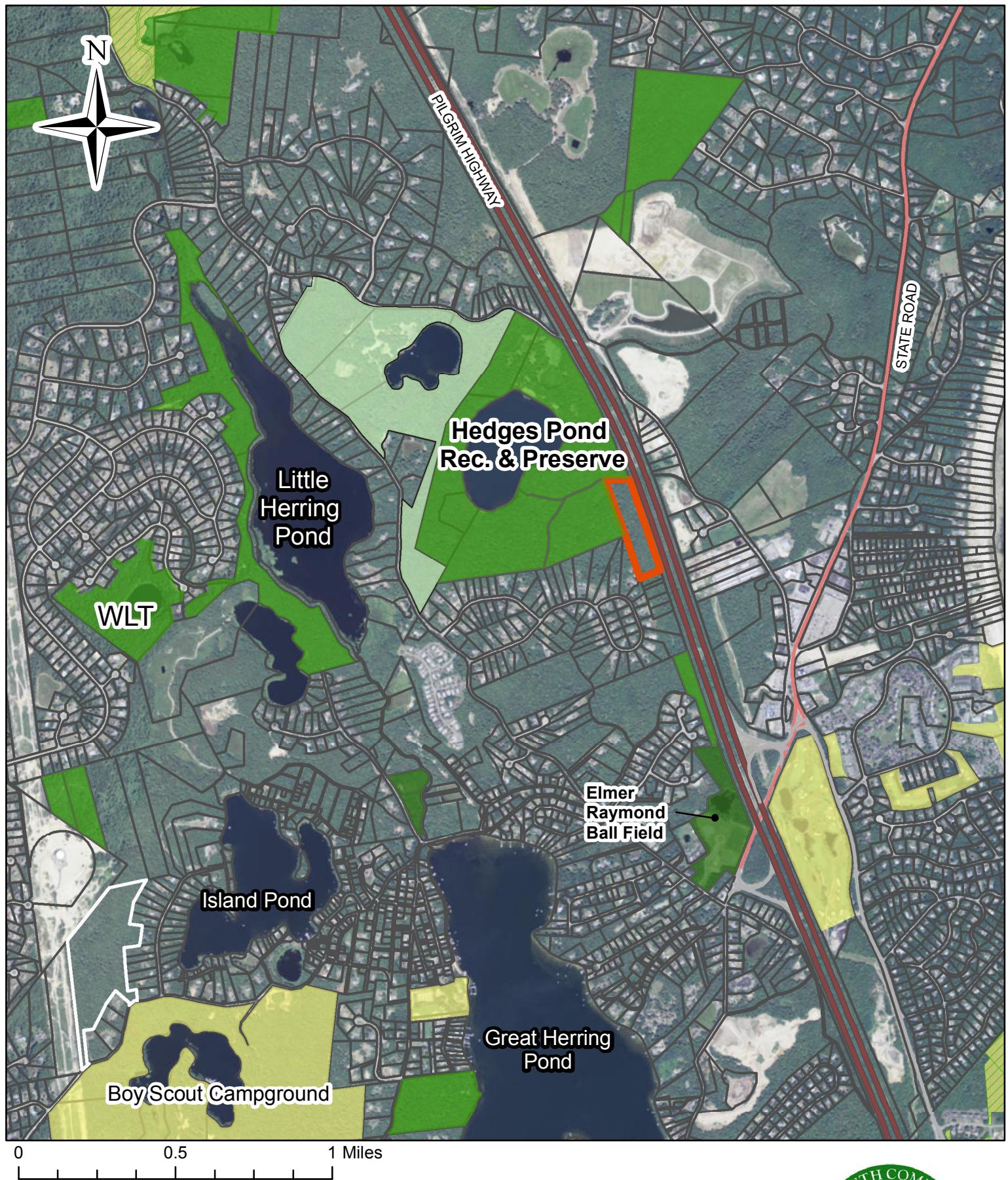
### COMMUNITY PRESERVATION

#### CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in favor of Article 16E at its meeting held Thursday, January 14, 2016

#### SUMMARY & INTENT:

The Community Preservation Committee is recommending the purchase of land off Hedges Pond Road. The intention of the Article would increase the size and amenities of the Hedges Pond Recreation Area and Preserve (a CPA acquisition from 2007). This would be the second acquisition with CPA funds to increase the original size of the Hedges Pond Rec Area and Preserve. The property is also entirely within the 4450-acre Herring River Watershed Area which is land recognized as a area of Critical Environmental Concern ("ACEC") as designated by the Commonwealth of Massachusetts Executive Office of Environmental Affairs. The property possesses considerable natural resource value. It is in close proximity to areas designated by Natural Heritage and Endangered Species Program ("NHESP") as important Wildlife habitat, including Priority Habitats of Rare Species.



#### Legend

- Hedges Pond III
- Municipal Rec. Land
- Private Rec. Land

## Article 16E SATM Hedges Pond III



**APPLICATION  
to the  
PLYMOUTH  
COMMUNITY PRESERVATION  
COMMITTEE**

**DECEMBER, 2015**

**PROJECT: HEDGES POND "3" ADDITION**

**LOCATION: OFF HEDGES POND ROAD**

**ACREAGE: Approximately 7.8 acres**

**CURRENT OWNER:**

**LUCIA A. CUMMINGS TRUST  
LUCIA A. CUMMINGS, TRUSTEE**

*Map 55, Parcel 36B*

*2nd  
31B*

**CURRENT ASSESSED VALUE: \$157,100**

### **PROJECT SUMMARY:**

The Wildlands Trust ("WLT") hereby submits an application to the Plymouth Community Preservation Committee, pursuant to the possibility of the Town acquiring a 7.8-acre parcel of land off of the east side of Hedges Pond Road in South Plymouth, and directly adjacent to the Town's Hedges Pond Recreation Area and Preserve.

The Premises possesses considerable natural resource values. It is proximate to areas designated by the Commonwealth of Massachusetts Natural Heritage and Endangered Species Program ("NHESP") as important wildlife habitat, including Priority Habitats of Rare Species "PH 1396" and "Estimated Habitats of Rare Wildlife". It directly abuts the southeastern portion of the Hedges Pond Recreation Area and Preserve, and would expand this recently established and very popular town conservation and recreation amenity. The Property is also entirely within the 4450-acre Herring River Watershed Area of Critical Environmental Concern ("ACEC") as designated by the Commonwealth of Massachusetts Executive Office of Environmental Affairs in 1991.

The Property is of recreational significance. It is strategically situated along a proposed hiking trail that would connect the Hedges Pond Recreation Area and Preserve with a large tract of town conservation land and the "Little Red Schoolhouse" to the south, and would serve as a critical link in that trail system.

The proposed acquisition of the subject Property meets several of the "Open Space Goals and Criteria" enumerated in Plymouth's Community Preservation Committee Application, and is consistent with several of the goals and objectives articulated in Plymouth's Open Space and Recreation Plan.

### **OWNERSHIP HISTORY/PROJECT HISTORY:**

The Property has been under its current ownership since 1993.

A representative of the current owner recently engaged the Plymouth CPC in a conversation about potentially selling the land to the Town for conservation purposes. This application is the next step in advancing toward that potential outcome.

### **ZONING/DEVELOPMENT POTENTIAL/CHAPTER 61 STATUS:**

The subject parcels are situated entirely within the "20MD" Zoning District.

Although the Property appears to be all upland, it does not have any road frontage, and its development potential would thus appear to be limited.

The Property does not contain acreage sufficient to qualify for enrollment in Chapter 61.

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parcels do appear to be enrolled in Chapter 61A, which does provide the Town with the Right of First Refusal should there be any proposal to change the property's use.

### **ACQUISITION PLAN:**

The Town would acquire the entirety of the Premises as soon as possible following a vote by Plymouth Town Meeting approving the project, subject to the satisfactory completion of all required due diligence. The next town meeting will occur in April.

It is anticipated that the required CPA Conservation Restriction will be completed no more than six months following the Town's acquisition of the Premises.

### **NATURAL RESOURCES SUMMARY:**

Lot 23A-U is entirely wooded. Lot 22C includes the two inactive cranberry bogs and an adjacent area to the north that is mostly open, and from which sand was apparently taken over the years as part of cranberry growing operations.

The parcels lie within or are proximate to multiple areas designated as ecologically significant by the Commonwealth of Massachusetts Natural Heritage and Endangered Species Program ("NHESP"), including:

- Partially within Bio Map 2 "Core Habitat" and "Critical Natural Landscape"
- Lot 23A-U is partially within Priority Habitats of Rare Species "PH 276" and "Estimated Habitats of Rare Wildlife"
- Situated to the south of Lot 22C, though not directly abutting, is a linear area identified as Sandplain Natural Community Systems "Grassland"

### **LANDSCAPE CONTEXT:**

The subject parcels are proximate to multiple water bodies of varying sizes. Trask Pond lies just to the north across Black Cat Road, with Billington Sea just beyond that, and the Briggs Reservoir is closely proximate to the east. Several large parcels of conservation interest directly abut Lot 22C to the east and west. A high-voltage power line is situated approximately 250 feet to the south of Lot 22C, and just below the power line is a large tract of town-owned land. The Mass GIS data layer for this parcel suggests, but does not conclusively affirm, that this parcel is protected open space.

### **IMPROVEMENTS/ACCESS/WATER RIGHTS:**

The following improvements associated with its long history of cranberry production remain on Lot 22C:

- 4" well
- Aluminum flumes
- Cargo Container (this will be removed prior to any Town purchase)

### **LANDSCAPE CONTEXT:**

The Hedges Pond Recreation Area and Preserve abuts to the west and north, Rt. 3 abuts to the east, one lot of the Alewife Road/Pisces Lane subdivision abuts to the southwest, and several small undeveloped parcels under various private ownerships abut to the south.

The Old Colony YMCA's Camp Clark is situated to the northwest, though not directly abutting the subject Property.

### **LONG-TERM MANAGEMENT PROGNOSIS:**

In the event the Town acquires the subject Property it should not pose a significant operational burden on Town natural resources staff, as it would be acquiring undeveloped land without any improvements that would be absorbed into the existing Hedges Pond Recreational Area and Preserve.

### **ALIGNMENT WITH COMMUNITY PRESERVATION ACT GOALS FOR OPEN SPACE**

**GOAL 2:** *Protect rare, unique, and endangered plant and wildlife habitat.* The subject Property is proximate to areas identified by NHESP as significant wildlife habitat, including "Priority Habitat for Rare Species", and is also located entirely within the Herring River Watershed ACEC.

**GOAL 4:** *Ensure adequate size and connection of protected natural areas to maximize environmental and habitat benefits.* The subject Property directly abuts the Hedges Pond Recreation Area and Preserve, and the Town's acquisition of the Premises would expand that important open space and recreational amenity.

**GOAL 7:** *Improve public access and trail linkages to existing conservation, recreational and other land uses.* The subject Property can provide a critical link in a hiking trail network that would connect the Hedges Pond Recreation Area and Preserve with the "Little Red Schoolhouse" and adjacent town conservation land on Herring Pond Road.

**OTHER SUPPORTING INFORMATION:** The proposed acquisition would be consistent with several of the goals and objectives enumerated in the updated 2012 Town of Plymouth Open Space and Recreation Plan, including:

**Section VIII, GOALS & OBJECTIVES, pp. 100-102:**

**Maintenance of Biodiversity and Wildlife Habitat**

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Section VIII, GOALS & OBJECTIVES, pp. 100-102:

Maintenance of Biodiversity and Wildlife Habitat

- *Goal: "Maintain the biodiversity and wildlife habitat in Plymouth."*
- *Objective: "Work with non-profit conservation organizations to identify, protect, and manage lands of significant ecological habitat value, including an overall assessment of priority areas". WLT, a nonprofit conservation organization, is helping to facilitate this project that will preserve wildlife habitat identified as significant by the Commonwealth of Massachusetts.*

Surface Water Quality

- *Goal: Protect the surface water quality in ponds, wetlands, waterways and coastal areas in Plymouth.*
- *Objective: Protect lands that provide buffers to surface waters to reduce erosion and pollution in surface waters through the use of conservation restrictions, outright purchase and other conservation tools such as regulatory measures". The proposed acquisition would result in the Town's outright purchase of land in close proximity to three water bodies, including Billington Sea, and thus ensure that the subject parcels' buffering capacity will always remain in place.*

Scenic Views

- *Goal: "Maintain the existing scenic views in Plymouth that give Plymouth a distinctive sense of place."*
- *Objective: "Protect the views of and from the inventoried scenic views and keep this list current". The subject parcels are situated along Black Cat Road, identified on pg. 42 in the Open Space Plan as a "Scenic Resource" because of its "views of forested areas, cranberry bogs and several ponds".*



Map Created December 2015

## Hedges Pond III

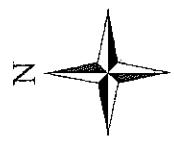
Potential Addition to Hedges Pond  
Recreation Area & Preserve

### Legend



Hedges Pond III

Town (pending)



N

1 Miles  
0.5  
0



## PROJECT BUDGET

### *Proposed Sales Price*

\$ TBD following Appraisal

### Funding Sources

#### *Town of Plymouth CPC Funds*

\$ TBD

#### *Other*

\$ TBD

### Project Costs

#### *Due Diligence*

\$ 5,000<sup>1</sup> (to potentially include EHA, closing and legal costs)

#### *Stewardship Endowment*

\$ 10,000<sup>2</sup>

### **Project Total**

\$ TBD

<sup>1</sup>Estimated figure—some of the indicated due diligence steps, particularly a survey, may not be required.

<sup>2</sup>Any conservation restriction holder, including Wildlands Trust, will require a stewardship endowment contribution. The Town provides this contribution, and not the landowner. The indicated contribution is an estimate, and will need to be verified by a property-specific stewardship endowment calculation.

## **PROJECT TIMELINE**

- Submission of Application to CPC—February 2015
- Appraisal completed—March 2015
- CPC Deliberations on Application/Vote—Winter 2015
- Execution of P+S/Letter of Intent—Late Winter/Early Spring 2015
- Town Meeting Vote on Warrant Article Authorizing CPC Expenditure on Project—April 2015
- Due Diligence Initiated/Completed—Spring 2015
- Closing—Pending completion of due diligence, within six to eight weeks after Town Meeting vote authorizing project
- Completion of WLT CR--Within six months after Closing

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## **ATTACHMENTS/EXHIBITS**

- **TOWN OF PLYMOUTH ASSESSORS FIELD CARD FOR SUBJECT PROPERTY**
- **DEED FOR SUBJECT PROPERTY**
- **LANDSCAPE CONTEXT MAP DEPICTING PROPERTY AND ADJACENT OR PROXIMATE OPEN SPACE AND IMPORTANT NATURAL FEATURES**



corner of land now or formerly of Solomon M. Holmes; thence by said Holmes' land Northwesterly by West, 15 rods, more or less, to a pile of stones at another corner of said land; thence East Northeast 10 rods, more or less, to an oak tree marked at the corner of said Merritt W. Bumpus & Co. land; thence by said land, 7 rods, more or less, to the point of beginning.

Together with the right to use and maintain the existing water way between the "Bump Bog" and the "George's Bog", and the right to use and maintain a pump or pumps and the pump house as described in deed of Webster L. Holmes dated January 28, 1952, recorded with said Plymouth Deeds, Book 2189, Page 440.

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Beginning at the corner of the road running back of Billington Sea and the road leading from said road just Easterly of Trask Pond to Micajah's Pond; thence Southerly by said road leading to Micajah's Pond about three hundred fifty (350) feet to an oak tree marked on four sides; thence Westerly about three hundred (300) feet to a large oak tree marked on four sides; thence Northerly by a line distant fifteen (15) feet Westerly from the swamp to the road back of Billington Sea; and thence by said road Easterly to the point of beginning.

There is excepted, however, from the above-described parcels one, two and three all that portion of the same as was conveyed by Carolyn R. Holmes et al to Roy and Claudia Holmes by deed dated September 15, 1975, and duly recorded in Plymouth County Registry of Deeds, Book 4125, Page 757.

For title to Parcel One and Parcel Two, see the deed of Carlton F. Holmes and Esther L. Holmes to the grantor and others dated May 11, 1965, recorded in Book 3204, Pages 208 and 209. See also the deed of Colburn C. Wood, Jr. to George R. Holmes et al dated October 24, 1966, recorded in Book 3628, Page 152. See also the Probate of the Estate of George R. Holmes in Plymouth County Probate records #100796.

Consideration for this conveyance is nominal.

WITNESS my hand and seal this 23rd day of March, 1976.

*Ruth Holmes*

I, LUCIA A. CUMMINGS, of Plymouth, Plymouth County, Massachusetts,

for consideration paid, the sum of less than One Hundred (\$100.00)  
Dollars,

grant to,

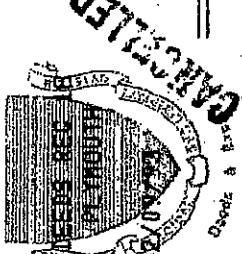
LUCIA A. CUMMINGS, Trustee of the LUCIA A. CUMMINGS Trust, a written Trust  
dated December 18, 1992, which Trust is recorded just prior hereto, whose  
principal address is 24 Rocky Hill Road, P.O. Box 898, Plymouth,  
Massachusetts 02362,

with QUITCLAIM COVENANTS:

Two certain parcels of land on the westerly side of Hedges Pond Road in  
Plymouth, Plymouth County, Massachusetts, known as Lot No. 2 set off to  
Betsey Hush and Lot No. 3 set off to Mary Hush of the 1850 Division of  
Herring Pond Indian Land (a plan of which is filed at the State Library,  
State House, Boston, MA) and designated as Lots 37A & 37B and Lots 36A &  
36B on Plat 55 of the Plymouth Assessors Map, excepting and reserving from  
said two lots that portion thereof and rights therein taken by the  
Massachusetts Department of Public Works for State Highway purposes by an  
order dated January 10, 1956 recorded in Plymouth County Registry of Deeds  
Book 2478 Page 34.

For title see Estate of Edward Bonardi, Middlesex Probate No. 467047. See  
also deed of George A. Parks recorded in Book 2500 Page 55.

WITNESS my hand and seal this 29<sup>th</sup> day of January, 1993.

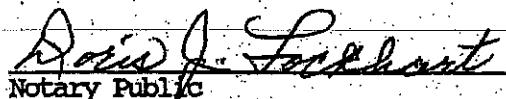
  
LUCIA A. CUMMINGS

COMMONWEALTH OF MASSACHUSETTS

Plymouth, ss.

January 29, 1993

Personally appeared before me this day LUCIA A. CUMMINGS and  
acknowledged the foregoing instrument to be her free act and deed.

  
Notary Public

My commission expires: 6/1/95

Received & Recorded  
PLYMOUTH COUNTY  
REGISTRY OF DEEDS  
09 FEB 1993 09:21AM  
JOHN D. RIORDAN  
REGISTER

← END OF INSTRUMENT →

## Unofficial Property Record Card - Plymouth, MA

## General Property Data

Parcel ID 090-000-023A-000U

Account Number 15128

Prior Parcel ID 8190-C01-090\*0114\*

Property Owner HOLMES GEORGE R JR

Property Location UPLAND NR BILL SEA

Mailing Address 27 BOOT POND RD

Property Use BOGC

Most Recent Sale Date 1/1/1900

City PLYMOUTH

Grantor

Mailing State MA

Zip 02360-3101

Sale Price 0

Parcel/Zoning RR

Land Area 2.060 acres

## Current Property Assessment

Card 1 Value Building Value 0

Xtra Features

Value 0

Land Value 1,768

Total Value 1,768

## Building Description

Building Style N/A

Foundation Type N/A

Flooring Type N/A

# of Living Units N/A

Frame Type N/A

Basement Floor N/A

Year Built N/A

Roof Structure N/A

Heating Type N/A

Building Grade N/A

Roof Cover N/A

Heating Fuel N/A

Building Condition N/A

Sliding N/A

Air Conditioning 0%

Finished Area (SF) N/A

Interior Walls N/A

# of Bsmt Garages 0

Number Rooms 0

# of Bedrooms 0

# of Full Baths 0

# of 3/4 Baths 0

# of 1/2 Baths 0

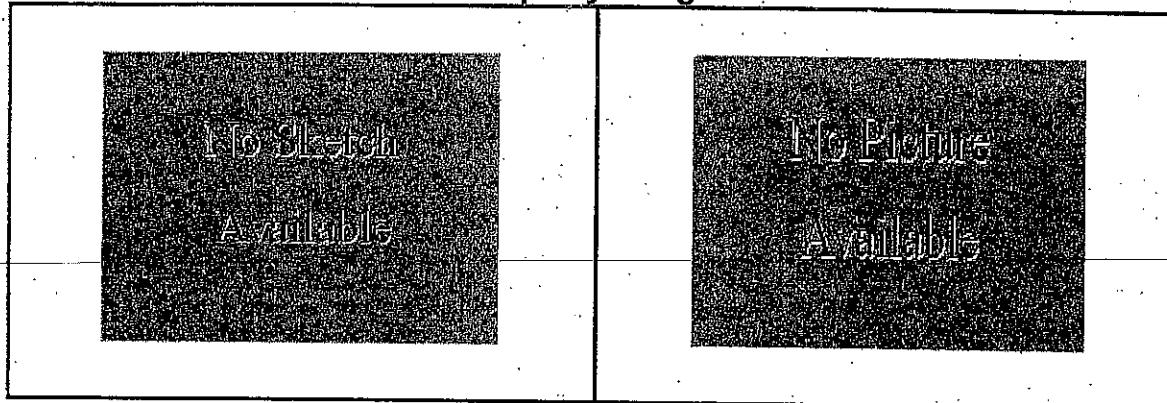
# of Other Fixtures 0

## Legal Description

## Narrative Description of Property

This property contains 2.060 acres of land mainly classified as BOGC with a(n) N/A style building, built about N/A, having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

## Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



## ARTICLE 16F:

ARTICLE 16F: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land containing 9.98 acres, more or less, located off Fisherman's Lane, Ship Pond Marsh, Surfside and Bayside Beaches in the Town of Plymouth, shown on Assessor's Map 50 as Lot 3, and further that said land shall be held under the care, custody and control of the Conservation Commission; and as funding therefor to appropriate \$140,000 for the acquisition, including all costs incidental and related thereto from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum pursuant to G.L. c. 44B, §11 or G.L. c.44, §7 or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and issue notes and bonds therefor; provided, however, that any amounts to be borrowed hereunder shall be reduced by any gifts or grants received for such purposes prior to any borrowing; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L. c. 44B, §12 meeting the requirements of G.L. c. 184, §§31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

### **RECOMMENDATION: Approval \$140,000 (7-3-1).**

The Advisory & Finance Committee recommends Town Meeting approve Article 16F. Town Meeting approval of this article will appropriate \$140,000 from the Community Preservation Fund to purchase approximately 9.98 acres of land located off Fisherman's Lane for open space and recreational purposes. The acquisition of this parcel, to be held under the care, custody and control of the Conservation Commission, is intended to preserve 1,200 feet of frontage on Ship Pond Marsh and 1,000 feet of frontage on Cape Cod Bay. The parcel consists of a barrier beach between Cape Cod Bay and Ship Pond and will provide opportunities for hike-in shore recreation from Fisherman's Lane, Bayberry Road and Douglas Avenue.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Friday January 15, 2016  
Re: ANNUAL SPRING TM 2016: CPA Article 16F

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**ARTICLE 16F: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest of land located off Fisherman's Lane, Ship Pond Marsh, Surfside and Bayside Beaches in the Town of Plymouth comprised of 9.98 acres more or less being made up of lot 3 and shown on Assessors Map 50 said land to be held under the care, custody and control of the Conservation Commission, to appropriate \$140,000 for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum which shall be reduced by the amount of any grants received by the Town pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L.c.44B, section 12 meeting the requirements of G.L. c. 184, sections 31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.**

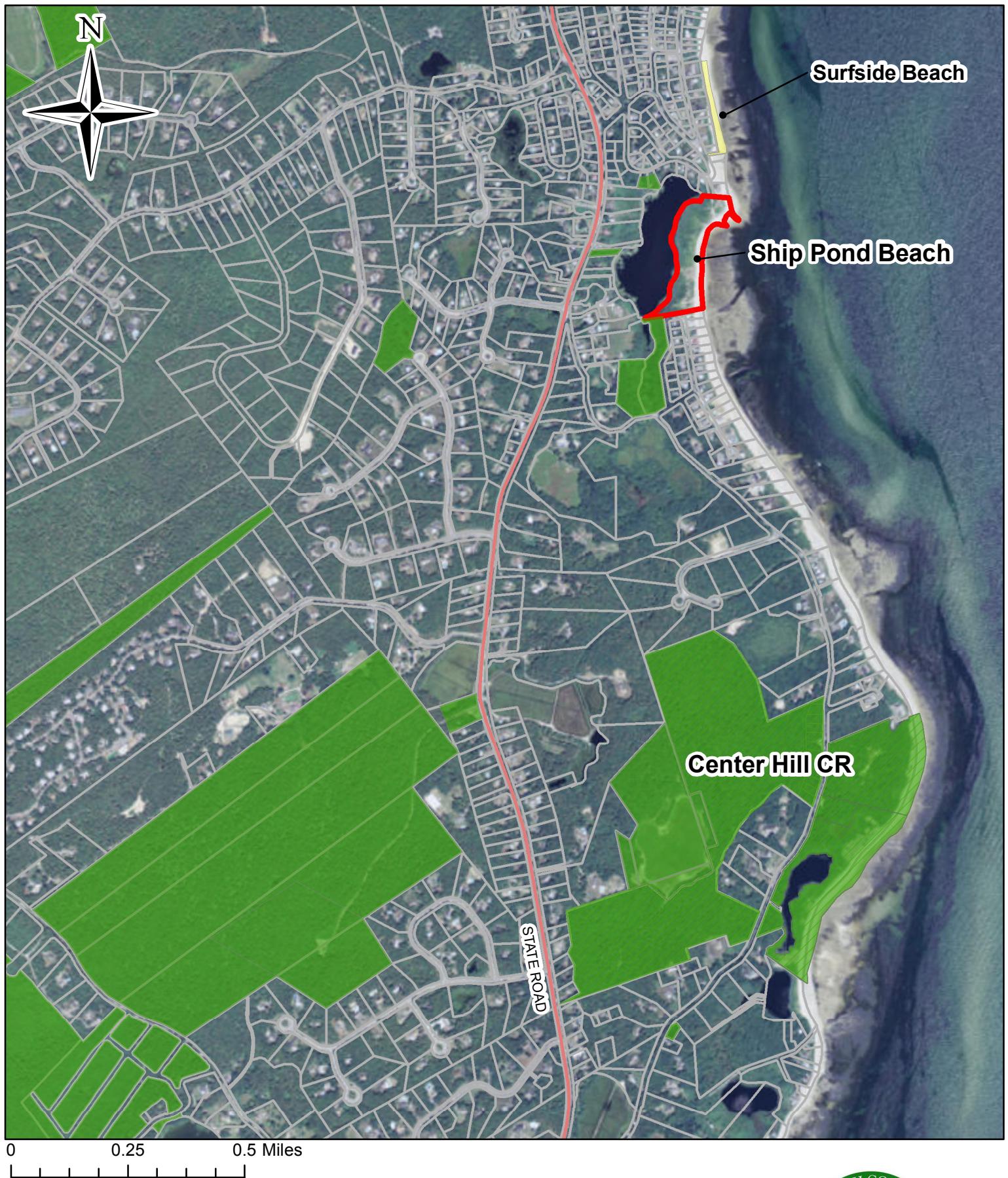
### COMMUNITY PRESERVATION

#### CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in favor of Article 16F at its meeting held Thursday, January 15, 2016

#### SUMMARY & INTENT:

The Community Preservation Committee is recommending the purchase of land off Fisherman's Lane & Ship Pond Marsh. The intention is to preserve the 1,200 feet of frontage on Ship Pond Marsh, 1,000 feet of frontage on Cape Cod Bay, South of Surfside Beach and North of Bayside Beach. The 90 feet of frontage on Fisherman's Lane will allow access and accommodation for a trailhead. The property will also have pedestrian access from 180 feet of frontage on Bayberry Road and Douglas Avenue. The Property possesses considerable natural resource values. It is within areas designated by the Commonwealth of Massachusetts as "Barrier Beach" and "Hurricane Surge Inundation Zone" and is directly adjacent to areas just offshore that are designated as "Lobster Harvest Zone" and "Approved Shellfish Growing Area". It contains the entirety of Ship Pond's eastern shoreline as well as a barrier beach that includes extensive frontage on Cape Cod Bay.



## Article 16F SATM Ship Pond Beach Acquisition



Map Created February 2016

**APPLICATION  
to the  
PLYMOUTH  
COMMUNITY PRESERVATION  
COMMITTEE**

**OCTOBER, 2015**

**PROJECT: SHIP POND/BAYSIDE BEACH  
ACQUISITION**

**LOCATION: FISHERMAN'S LANE**

**ACREAGE: Approximately 6.71 acres**

**CURRENT OWNERS:**

**SHIP POND MARSH REALTY TRUST  
GLORIA A. ARRUDA, TRUSTEE**

*Map 50, Parcel 3*

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**CURRENT ASSESSED VALUE: \$38,926 (Ch. 61B value)**

### PROJECT SUMMARY:

The Wildlands Trust ("WLT") hereby submits an application to the Plymouth Community Preservation Committee, pursuant to the possibility of the Town acquiring a strategically situated parcel off of Fisherman's Lane, and with frontage on Ship Pond and Cape Cod Bay.

The Property possesses considerable natural resource values. It is within areas designated by the Commonwealth of Massachusetts as "Barrier Beach", and "Hurricane Surge Inundation Zone", and is directly adjacent to areas just offshore that are designated as "Lobster Harvest Zone" and "Approved Shellfish Growing Area". It contains almost the entirety of Ship Pond's eastern shoreline as well as a barrier beach that includes extensive frontage on Cape Cod Bay.

The Property is the largest remaining undeveloped parcel adjacent to Ship Pond, and is one of the few remaining undeveloped coastal properties in all of Plymouth.

The proposed acquisition of the subject parcels meets several of the "Open Space Goals and Criteria" enumerated in Plymouth's Community Preservation Committee Application, and is consistent with several of the goals and objectives articulated in Plymouth's Open Space and Recreation Plan.

### PROJECT HISTORY:

Ms. Arruda contacted the Trust earlier this year seeking assistance with preparing this application. That initial contact was followed up more recently with additional information about the Property, and a reaffirmation of the owner's interest in selling it for conservation.

### ZONING/DEVELOPMENT POTENTIAL/CHAPTER 61 STATUS:

The Property is situated entirely within the R25 Zoning District. Given its location within a coastal zone and "Hurricane Surge Inundation Zone", its development potential is unclear.

The Property is enrolled in Chapter 61B, and the Town would have a Right of First Refusal in the event the property owners sought to change the current use of the land by pursuing development plans.

### PLANS OF LAND

The Town of Plymouth Assessors Field Card for the subject Property, included as an attachment herewith, indicates that the Property contains 5.59 acres. However, also included herewith is an updated plan of land prepared in August 2015. This plan was commissioned by the landowners to correct a scrivener's error on a 2011 plan that depicts the subject Property. The 2011 plan is believed to be accurate in all other respects, including its indicated acreage total of 6.71 acres.

### ACQUISITION PLAN/TIMELINE:

The Town would acquire either the fee simple interest in the subject Property as soon as possible following a vote by Spring 2016 Plymouth Town Meeting approving the project, subject to the satisfactory completion of all required due diligence.

It is anticipated that the required CPA Conservation Restriction will be completed no more than six months following the Town's acquisition of the Property.

### NATURAL RESOURCES SUMMARY:

The Property includes almost the entirety of Ship Pond's eastern shore. It is within areas designated by the Commonwealth of Massachusetts as "Barrier Beach", and "Hurricane Surge Inundation Zone", and is directly adjacent to areas just offshore that are designated as "Lobster Harvest Zone" and "Approved Shellfish Growing Area".

It is not known whether any rare species such as Piping Plovers might occur on the Property, but it is possible given its extensive barrier beach habitat. Should the Town acquire the Property, it should pursue further investigations into the extent and quality of its habitat.

### LANDSCAPE CONTEXT:

The Atlantic Ocean abuts to the east, Ship Pond abuts to the west, the Bayberry Road and Douglas Avenue neighborhoods abut to the south, and the Pond View Circle neighborhood abuts to the north.

Although the Property does not directly abut any protected open space parcels, there are two town-owned parcels across Ship Pond to the northwest that appear to be conservation land, a third parcel on the pond's southwestern shore that is also town-owned, and another parcel to the south that is town-owned but does not appear to be designated as conservation land.

### IMPROVEMENTS/ACCESS:

There are no improvements located on the subject Property.

The Plan of Land depicting the Property (included herewith as an attachment) indicates that it has frontage on both Fisherman's Lane to the north and Bayberry Road and Douglas Avenue to the south, and is serviced by a cart path/woods road entering from the west. However, it is not clear as to the condition of these potential access points on the ground, and further investigation is needed to assess their legal status and functional viability.

### HISTORIC VALUES/NOTES OF INTEREST

The Property includes the remains of a device used to transport maritime vessels between Ship Pond and Cape Cod Bay. The exact provenance of this structure is not known.

## **LONG-TERM MANAGEMENT PROGNOSIS:**

Should the Town acquire the Property, it should not pose a significant operational burden on Town natural resources staff.

## **ALIGNMENT WITH COMMUNITY PRESERVATION ACT GOALS FOR OPEN SPACE**

**GOAL 1:** *Preserve Plymouth's Rural Character.* The subject Property is the largest remaining undeveloped parcel in proximity to Ship Pond, and provides scenic vistas of a barrier beach and the Atlantic Ocean. . .

**GOAL 2:** *Protect rare, unique, and endangered plant and wildlife habitat.* Barrier beaches are considered rare and unique resources that buffer mainland areas from direct contact with the ocean, and often provide habitat for rare species such as Piping Plover.

**GOAL 4:** *Ensure adequate size and connection of protected natural areas to maximize environmental and habitat benefits.* The subject properties are proximate to large tracts of protected open space, and link with them to create wildlife corridors and a greenbelt within Plymouth's agricultural heartland.

**OTHER SUPPORTING INFORMATION:** The proposed acquisition would be consistent with several of the goals and objectives enumerated in the updated 2009 Town of Plymouth Open Space and Recreation Plan, including:

### Section VIII, GOALS & OBJECTIVES, pp. 100-102:

#### Maintenance of Biodiversity and Wildlife Habitat

- *Goal: "Maintain the biodiversity and wildlife habitat in Plymouth."*
- *Objective: "Work with non-profit conservation organizations to identify, protect, and manage lands of significant ecological habitat value, including an overall assessment of priority areas".* WLT, a nonprofit conservation organization, is helping to facilitate this project that will preserve a barrier beach, a significant and uncommon habitat type.

#### Surface Water Quality

- *Goal: Protect the surface water quality in ponds, wetlands, waterways and coastal waters in Plymouth.*

- *Objective: "Protect lands that provide buffers to surface waters to reduce erosion and pollution in surface waters through the use of conservation restrictions, outright purchase and other conservation tools".*

The proposed acquisition would protect land with extensive frontage on Ship Pond, an unusual coastal pond situated in close proximity to Cape Cod Bay.

### Additional Action Items, pg. 109:

## Scenic Views

*"Protect lands with distinctive landscapes by identifying the public and private properties that have potential for acquisition or conservation."* The subject Property includes a very distinctive landscape notable for its combination of coastal pond, barrier beach, and ocean frontage.

## PROJECT BUDGET

*Proposed Sales Price*      \$ TBD following Appraisal

### *Funding Sources*

*Town of Plymouth CPC Funds* \$ TBD

*Other* \$ TBD

## Project Costs

*Due Diligence* \$ 5,000<sup>1</sup> (to potentially include EHA, closing and legal costs)

*Stewardship Endowment* \$ 10,000<sup>2</sup>

**Project Total** **\$ TBD**

<sup>1</sup>Estimated figure—some of the indicated due diligence steps, particularly a survey, may not be required, as the landowners have commissioned an updated plan that is included herewith as an attachment.

<sup>2</sup>Any conservation restriction holder, including Wildlands Trust, will require a stewardship endowment contribution. The Town provides this contribution, and not the landowner. The indicated contribution is an estimate, and will need to be verified by a property-specific stewardship endowment calculation.

## **PROJECT TIMELINE (conditional)**

- Submission of Application to CPC—October 2015
- CPC Deliberations on Application/Vote—Fall/Early Winter 2015
- Appraisal completed—Fall/Early Winter 2015
- Execution of P+S—Early Winter 2015
- Due Diligence Initiated/Completed—Winter/Early Spring 2016
- Town Meeting Vote on Warrant Article Authorizing CPC Expenditure on Project—April 2016
- Closing—Pending completion of due diligence, within six to eight weeks after Town Meeting vote authorizing project

Completion of WLT CR--Within six months after Closing

## **ATTACHMENTS/EXHIBITS**

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- ASSESSORS FIELD CARD FOR SUBJECT PROPERTY
- DEED FOR SUBJECT PROPERTY
- AUGUST 2015 PLAN OF LAND DEPICTING SUBJECT PROPERTY
- LANDSCAPE CONTEXT MAP DEPICTING PROPERTY AND ADJACENT FEATURES (SUBJECT COMPRIMES MOST OF SHIP POND'S EASTERN SHORELINE, AND ALSO INCLUDES OCEAN FRONTAGE)

## Unofficial Property Record Card - Plymouth, MA

## General Property Data

Parcel ID 050-000-003-000  
 Prior Parcel ID 9220-C01-050\*0545\*  
 Property Owner SHIP POND MARSH REALTY TRUST  
 ARRUDA GLORIA A TR  
 Mailing Address 24 POND VIEW CIR  
 Account Number 9401  
 Property Location SHIP-PD MARSH  
 Property Use 61B NATURE  
 Most Recent Sale Date 9/29/2010  
 Legal Reference 39048-13  
 City PLYMOUTH  
 Mailing State MA Zip 02360  
 ParcelZoning R25  
 Grantor LAPHAM, RUTH L ESTATE OF  
 Sale Price 50,000  
 Land Area 5.559 acres

## Current Property Assessment

Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 38,926	Total Value 38,926
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## Building Description

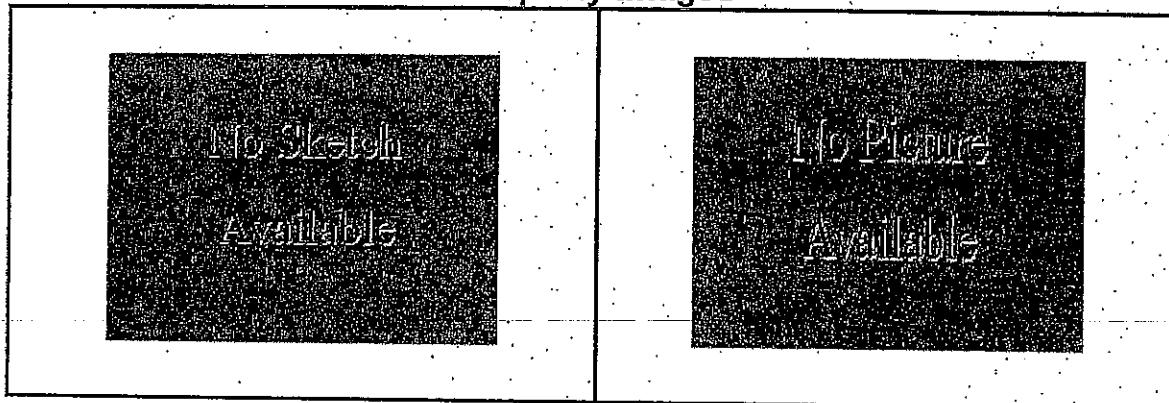
Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units N/A	Frame Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition N/A	Siding N/A	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

## Legal Description

## Narrative Description of Property

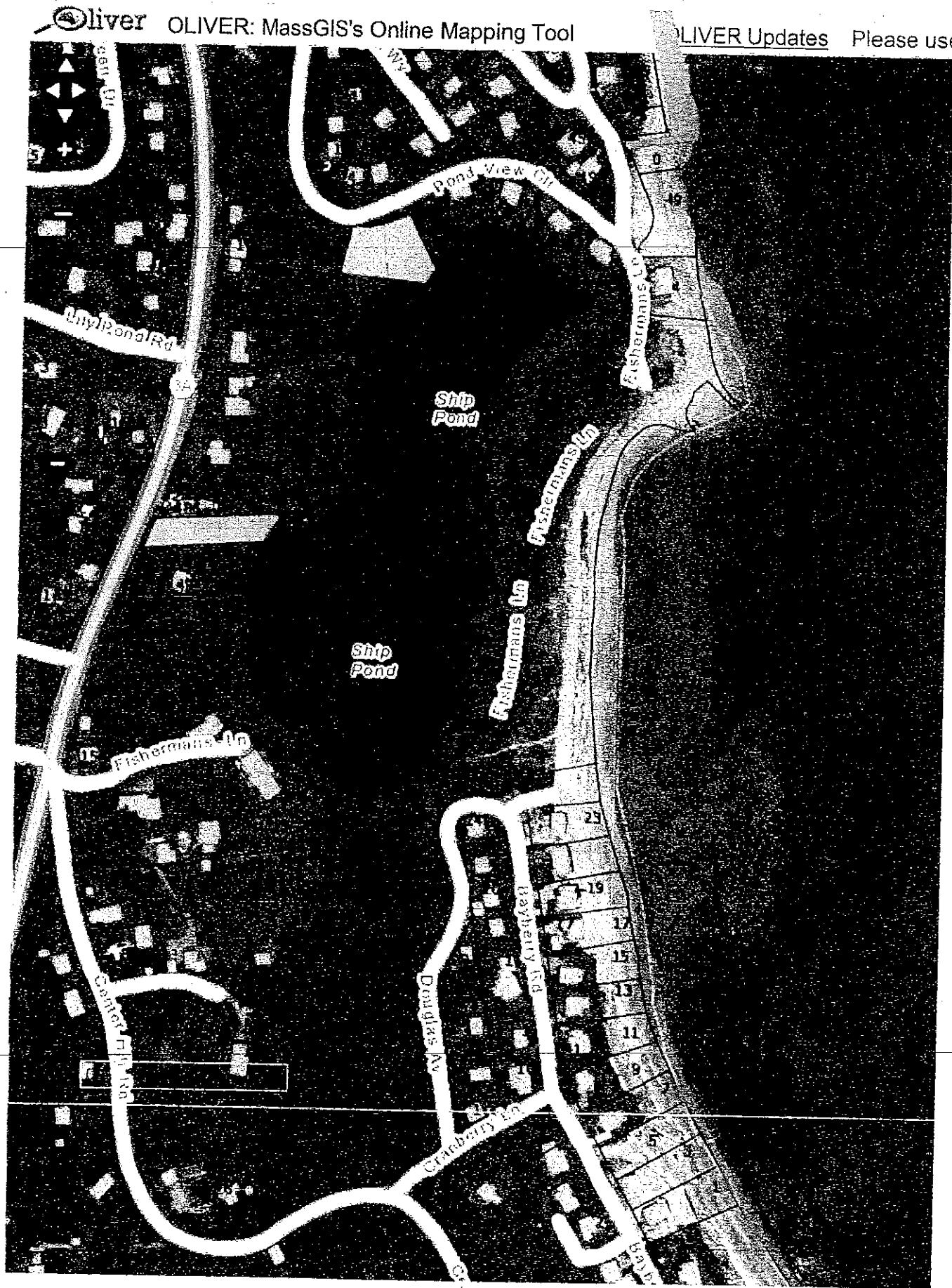
This property contains 5.559 acres of land mainly classified as 61B NATURE with a(n) N/A style building, built about N/A, having N/A exterior and N/A roof cover, with N/A unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

## Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.





## ARTICLE 16G:

ARTICLE 16G: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land containing 26 acres, more or less, located off Little Sandy Pond Road and Livingston Drive in the Town of Plymouth shown on Assessor's Map 59 as Lot 27-66; and further that said land shall be held under the care, custody and control of the Conservation Commission; and as funding therefor, to appropriate \$175,000 for the acquisition, including all costs incidental and related thereto from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum pursuant to G.L. c.44B, §11 or G.L. c.44, §7 or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and issue notes and bonds therefor; provided, however, that any amounts to be borrowed hereunder shall be reduced by any gifts or grants received for such purposes prior to any borrowing; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L. c.44B, §12 meeting the requirements of G.L. c.184, §§31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

### **RECOMMENDATION: Approval \$175,000 (11-0-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 16G. Town Meeting approval of this article will appropriate \$175,000 from the Community Preservation Fund to purchase approximately 26 acres of land located off Little Sandy Pond Road and Livingston Drive for open space and recreational purposes. The acquisition of this parcel, to be held under the care, custody and control of the Conservation Commission, is intended to provide passive recreational walking trails. The land borders Town-owned open space property to the north, which includes the well that provides residential water for the Ponds of Plymouth.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Friday January 15, 2016  
Re: ANNUAL SPRING TM 2016: CPA Article 16G

---

**ARTICLE 16G:** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, for open space and recreational purposes pursuant to G.L. c.44B and to accept the deed to the Town of Plymouth, of a fee simple interest or less of land located off Little Sandy Pond Road and Livingston Drive in the Town of Plymouth comprised of 26 acres more or less and shown on Assessors Map 59 Lot 27-66 to be held under the care, custody and control of the Conservation Commission, to appropriate \$175,000 for the acquisition and other costs associated therewith from the Community Preservation Fund estimated annual revenues, fund balance, or reserves, and/or borrow said total sum which shall be reduced by the amount of any grants received by the Town pursuant to G.L.c.44B, section 11 or G.L. c.44, section 7 or any other enabling authority; and further to authorize the Board of Selectmen to grant a conservation restriction in said property in accordance with G.L.c.44B, section 12 meeting the requirements of G.L. c. 184, sections 31-33; and to authorize appropriate Town officials to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said purchase; or take any other action relative thereto.

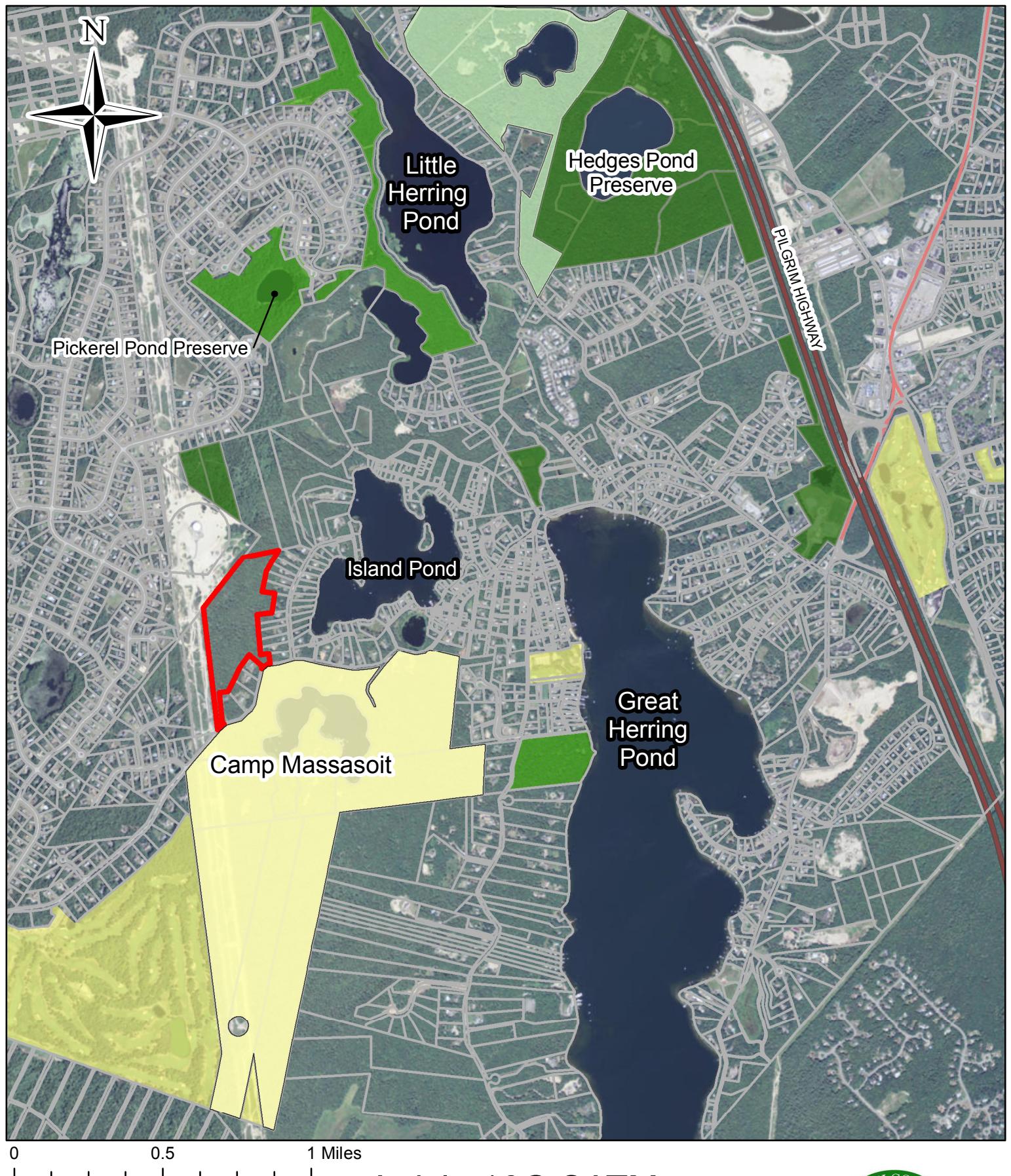
### COMMUNITY PRESERVATION

#### CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in favor of Article 16G at its meeting held Thursday, January 14, 2016

#### SUMMARY & INTENT:

The Community Preservation Committee is recommending the purchase of land off Little Sandy Pond Road and Livingston Drive. The property has frontage along Little Sandy Pond Road and Livingston Drive. The land is across the street from Camp Massasoit and Elbow Pond. To the north the Town owns open space, which abuts the property. To the north there is a well servicing the residential drinking water to the Ponds of Plymouth. The power lines to the west side act as a natural wildlife corridor. The property is in a location for passive recreational walking trails.



#### Legend

- Island Pond Parcel
- Protected Rec. Land
- Private Rec. Land

## Article 16G SATM Island Pond Subwatershed Protection Project

248



Map Created February 2016

APPLICATION  
to the  
PLYMOUTH  
COMMUNITY PRESERVATION  
COMMITTEE

APRIL, 2015

**PROJECT: ISLAND POND SUBWATERSHED  
PROTECTION PROJECT**

**LOCATION: LITTLE SANDY POND ROAD  
(*north side*)**

**ACREAGE: Approximately 26.2 acres**

**CURRENT OWNERS:**

**ISLAND POND REALTY TRUST  
BRUCE W. LIVINGSTON, TRUSTEE  
*Map 59, Parcel 27-66***

*Lot 27-66*

**CURRENT ASSESSED VALUE: \$998.00 (Ch. 61A  
value)**

### **PROJECT SUMMARY:**

The Wildlands Trust ("WLT") hereby submits an application to the Plymouth Community Preservation Committee, pursuant to the possibility of the Town acquiring a sizable parcel of open space situated off of the north side of Little Sandy Pond Road.

The subject property consists of over 26 acres of upland woodlands, and includes two areas of frontage on Little Sandy Pond Road. A Town-owned open space parcel and a well that supplies drinking water to the Ponds at Plymouth development directly abuts to the northwest.

The property possesses considerable natural resource values. Approximately two-thirds of its extent lies within an area designated by the Commonwealth of Massachusetts Natural Heritage and Endangered Species Program ("NHESP") as "Priority Habitat of Rare Species, PH 1396" and "Estimated Habitats of Rare Wildlife". It is also entirely within the 4450-acre Herring River Watershed Area of Critical Environmental Concern ("ACEC") designated in 1991 by the Commonwealth of Massachusetts. The ACEC designation reflects the area's multiple ecological and cultural values, including a significant anadromous fish run and an encampment that is believed to have housed a Native American community adjacent to Great Herring Pond. The Premises also lie above the Plymouth-Carver sole source aquifer, an invaluable natural resource that provides Plymouth with clean drinking water.

The proposed acquisition of the subject parcels meets several of the "Open Space Goals and Criteria" enumerated in Plymouth's Community Preservation Committee Application, and is consistent with several of the goals and objectives articulated in Plymouth's Open Space and Recreation Plan.

### **PROJECT HISTORY:**

The project was brought to our attention in April of this year by Bruce Livingston, a Trustee of the Trust that controls the property. Mr. Livingston is interested in exploring the potential for preserving the property, which is the remnant of a much larger parcel acquired by his father in the 1960's.

### **ZONING/DEVELOPMENT POTENTIAL:**

The Premises are situated entirely within the R25 Zoning District.

It has two areas of frontage along Little Sandy Pond Road: an approximately 100' strip at its southwest corner, and an approximately 60' access at its southeast corner. Either access point might be sufficient for a potential subdivision road. The landowner possesses a conceptual subdivision plan that depicts a 20-lot maximum subdivision (copy included herewith as an attachment). Four of these lots have already been built.

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The parcel is enrolled in Chapter 61, and the Town would have a Right of First Refusal in the event the property owners sought to change the current use of the land by pursuing development plans.

#### **ACQUISITION PLAN:**

The Town would acquire the entirety of the Premises as soon as possible following a vote by Plymouth Town Meeting approving the project, subject to the satisfactory completion of all required due diligence. The next town meeting will occur in October.

It is anticipated that the required CPA Conservation Restriction will be completed no more than six months following the Town's acquisition of the Premises.

#### **NATURAL RESOURCES SUMMARY:**

The Premises are entirely wooded, with a mix of mature coniferous and deciduous species. Along its northwestern boundary is an area that Mass GIS identifies as "Pine Barrens Natural Community Systems Pitch Pine". Plymouth's Pine Barren Forests are a globally rare habitat type.

The Premises' topography is variable. It does not appear to include any wetlands or streams.

Approximately two-thirds of the Premises lies within an area designated by NHESP as "Priority Habitat of Rare Species, PH 1396" and "Estimated Habitats of Rare Wildlife". Such areas are prioritized for the contribution they make to the perpetuation of the Commonwealth's biodiversity.

The Premises are also located entirely within the 4450-acre Herring River Watershed ACEC, formally designated as such by the Commonwealth in 1991. This designation reflects the area's multiple ecological and cultural features, including its eleven lakes and ponds (the largest is the 376-acre Great Herring Pond), numerous wetlands and cranberry bogs, regionally significant anadromous fish runs, and several hundred acres of protected open space.

#### **LANDSCAPE CONTEXT:**

Little Sandy Pond Road and several developed frontage lots abut to the south. Camp Massasoit and Elbow Pond are also situated to the south, just across Little Sandy Pond Road. A town-owned open space parcel and a drinking water well servicing the Ponds at Plymouth development abut to the northwest. A high-tension power line abuts to the west. To the east are multiple single-family homes with frontage on Livingston Drive. To the north/northeast lie several large undeveloped parcels under private ownership.

### **IMPROVEMENTS/ACCESS:**

So far as is known at the time of this application, there are no improvements existing on the Premises. It has two areas of frontage on Little Sandy Pond Road that provide access.

### **LONG-TERM MANAGEMENT PROGNOSIS:**

Should the Town acquire the subject property, it is not anticipated that it would require significant management attention, as it would join with and complement existing Town holdings. Therefore, the acquisition of the subject parcels wouldn't impose a burden on Town staff or budgets.

### **ALIGNMENT WITH COMMUNITY PRESERVATION ACT GOALS FOR OPEN SPACE**

**GOAL 1:** *Preserve Plymouth's Rural Character.* The Premises is one of the largest remaining undeveloped parcels along the north side of Little Sandy Pond Road, and helps the area maintain a rural feel and appearance.

**GOAL 2:** *Protect rare, unique, and endangered plant and wildlife habitat.* Approximately two-thirds of the Premises lies within NHESP-designated "Priority Habitat of Rare Species PH 1396" and "Estimated Habitats of Rare Wildlife". Such designations are afforded to areas that possess significant habitat for rare species. The Premises are also located entirely within the Herring River Watershed ACEC as described previously herein. . .

**GOAL 3:** *Protect aquifer and aquifer recharge areas to preserve quality and quantity of future water supply.* The Premises includes 26 acres of upland terrain with well-drained soils that lies above the Plymouth-Carver sole source aquifer. Protecting such properties is the most effective means of ensuring the aquifer's long-term integrity and viability. The Premises also directly abuts a drinking water well that serves the Ponds at Plymouth development.

**OTHER SUPPORTING INFORMATION:** The proposed acquisition would be consistent with several of the goals and objectives enumerated in the updated 2009 Town of Plymouth Open Space and Recreation Plan, including:

#### **Section VIII, GOALS & OBJECTIVES, pp. 100-102:**

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#### **Maintenance of Biodiversity and Wildlife Habitat**

- *Goal: "Maintain the biodiversity and wildlife habitat in Plymouth."*
- *Objective: "Work with non-profit conservation organizations to identify, protect, and manage lands of significant ecological habitat value, including an overall assessment of priority areas".* WLT, a nonprofit conservation organization, is helping to facilitate this

project that will preserve wildlife habitat identified as significant by the Commonwealth of Massachusetts.

#### Water Supply

- *Goal: Protect the sources of drinking water supply in Plymouth through the use of open space conservation and management.*

The proposed acquisition would protect land above the Plymouth-Carver sole-source aquifer, a priceless natural resource that supplies Plymouth with high-quality drinking water. The project would also protect land that is directly adjacent to a drinking water well that serves the Ponds at Plymouth development.

### PROJECT BUDGET

*Proposed Sales Price*

\$ TBD following Appraisal

#### Funding Sources

*Town of Plymouth CPC Funds*

\$ TBD

*Other*

\$ TBD

#### Project Costs

*Due Diligence*

\$ 15,000<sup>1</sup> (to potentially include survey plan, EHA, closing and legal costs)

*Stewardship Endowment*

\$ 10,000<sup>2</sup>

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**Project Total**

\$ TBD

<sup>1</sup>Estimated figure—some of the indicated due diligence steps, particularly a survey, may not be required.

<sup>2</sup>Any conservation restriction holder, including Wildlands Trust, will require a stewardship endowment contribution. The Town provides this contribution, and not the landowner. The indicated contribution is an estimate, and will need to be verified by a property-specific stewardship endowment calculation.

## PROJECT TIMELINE

- Submission of Application to CPC—May 2015
- CPC Deliberations on Application/Vote—Spring 2015
- Appraisal completed—Late Spring/Early Summer 2015
- Execution of P+S/Letter of Intent—Summer 2015
- Town Meeting Vote on Warrant Article Authorizing CPC Expenditure on Project—October 2015
- Due Diligence Initiated/Completed—Fall 2015
- Closing—Pending completion of due diligence, within six to eight weeks after Town Meeting vote authorizing project
- Completion of WLT CR--Within six months after Closing

52

## **ATTACHMENTS/EXHIBITS**

- ASSESSORS FIELD CARDS FOR SUBJECT PARCEL
- DEED FOR SUBJECT PARCEL
- CONCEPUTAL SUBDIVISION PLAN FOR SUBJECT PARCEL DEPICTING POTENTIAL 18-LOT SUBDIVISION
- LANDSCAPE CONTEXT MAP DEPICTING SUBJECT PROPERTY AND ADJACENT OPEN SPACE HOLDINGS

**Unofficial Property Record Card - Plymouth, MA****General Property Data**

Parcel ID 059-000-027-066	Account Number 59181
Prior Parcel ID 9600-C01-059*0018D	
Property Owner ISLAND POND REALTY TRUST	Property Location LITTLE SANDY POND RD
LIVINGSTON W BRUCE	Property Use C61 10Y
Mailing Address 17 PILGRIM RD	Most Recent Sale Date 6/30/1995
	Legal Reference 13668/065
City HINGHAM	Grantor
Mailing State MA Zip 02043	Sale Price 45,000
Parcel Zoning R25	Land Area 26.272 acres

**Current Property Assessment**

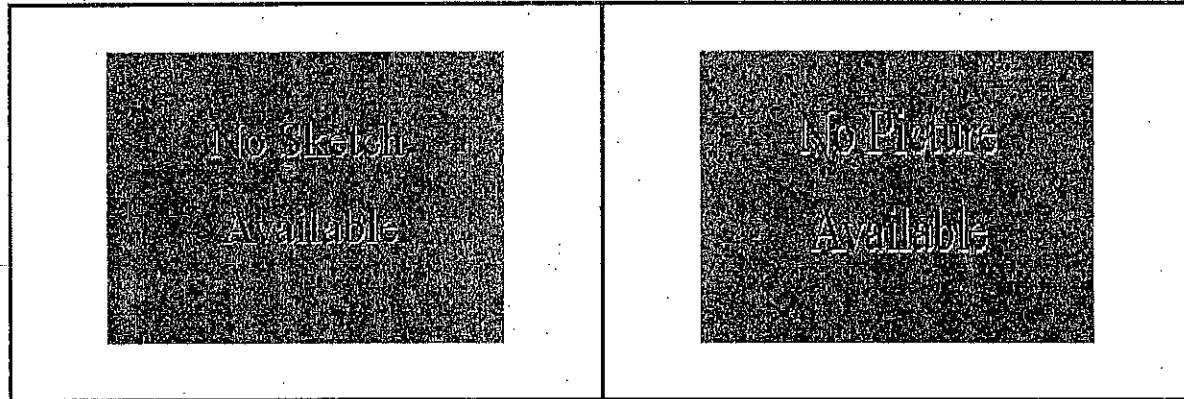
Card 1 Value	Building Value 0	Xtra Features Value 0	Land Value 998	Total Value 998
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**Building Description**

Building Style	Foundation Type	Flooring Type N/A
# of Living Units 0	Frame Type	Basement Floor N/A
Year Built N/A	Roof Structure	Heating Type N/A
Building Grade	Roof Cover	Heating Fuel N/A
Building Condition N/A	Siding	Air Conditioning 0%
Finished Area (SF) N/A	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

**Legal Description****Narrative Description of Property**

This property contains 26.272 acres of land mainly classified as C61 10Y with a(n) style building, built about N/A, having exterior and roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

**Property Images**

Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

54

BK 13668 Pg 0065

53857  
Received & Recorded  
PLYMOUTH COUNTY  
REGISTRY OF DEEDS  
30 JUN 1995 01:06PM  
JOHN D. RIORDAN  
REGISTER  
Bk 13668 Pg 65.

QUITCLAIM DEED

I, Charles H. Resnick of Todd Pond Road, Lincoln,  
Middlesex County, Commonwealth of Massachusetts,  
with a one-fourth undivided interest, as a tenant  
in common, for consideration of forty five thousand  
five hundred dollars (\$45,500.00) paid, grant with  
quitclaim covenants to W. Bruce Livingston and Barbara  
E. Alexander, Trustees under Declaration of Trust dated  
May 23, 1995 by W. Bruce Livingston and Barbara E.  
Alexander, known as the Island Pond Realty Trust, which  
trust will be duly recorded with this deed at the  
Plymouth County Registry of Deeds, all of my right,  
title and interest in the following described real  
estate:

The land in Plymouth, Plymouth County,  
Commonwealth of Massachusetts, bounded and described:

Beginning at a point where the WESTERLY boundary  
of Lot No. 31 as show on a plan entitled, "Plan of  
Lots 20 through 47, Livingston Drive & Little Sandy  
Pond, Plymouth, Massachusetts", dated October 24, 1972  
and recorded with Plymouth County Registry of Deeds as  
Plan No. 448 of 1973, meets the NORTHERLY boundary of  
Little Sandy Pond Road (sometimes called "Carter  
Bridge Road") as shown on said Plan;

55

Shanty Shire 35 Hillbros of Pisces 07/02/69  
17 Plymouth Rd Weymouth MA 02143

Thence turning and running SOUTH  $27^{\circ} 07' 35''$  WEST one hundred forty and 41/100 (140.41) feet along the NORTHWESTERLY boundary of Lot No. 38 as shown on said Plan and one hundred forty-eight and 16/100 (148.16) feet along the NORTHWESTERLY boundary of Lot No. 37 as shown on said Plan;

Thence turning and running SOUTH  $62^{\circ} 52' 25''$  EAST one hundred sixty-seven and 35/100 (167.35) feet to the NORTHEASTERLY corner of Lot No. 17 as shown on said Plan;

Thence turning and running along the NORTHWESTERLY boundaries of Lots 17 and 16 as shown on said Plan two hundred sixty (260.0) feet to the NORTHEASTERLY boundary of Lot No. 36 as shown on said Plan;

Thence turning and running NORTH  $79^{\circ} 43' 30''$  WEST along the NORTHEASTERLY boundary of said Lot No. 36 one hundred ninety (190) feet to the NORTHERLY corner of said Lot No. 36;

Thence turning and running SOUTH  $10^{\circ} 16' 30''$  WEST along the NORTHWESTERLY boundaries of Lots numbered 36, 35, 34, 33, and 32 as shown on said Plan respectively: one hundred two and 32/100 (102.32) feet, one hundred two and 68/100 (102.68), one hundred ten (110) feet, one hundred seven and 73/100 (107.73) feet and one hundred seven and 73/100 (107.73) feet;

Thence turning and running SOUTH  $79^{\circ} 43' 30''$  EAST ninety and 5/100 (90.05) feet to the NORTHWESTERLY corner of said Lot No. 31;

Resnick to Commonwealth Electric Company, a Massachusetts Corporation, duly recorded at Plymouth County Registry of Deeds in Book 8918, Page 306. Also being the same premises described in an easement dated November 19, 1965 from Florence Manchester, Donald W. Manchester and Chauncey Lewis, recorded with Plymouth County Registry of Deeds in Book 3256, Page 307. See also Plan 754 of 1966 recorded in Plymouth County Registry of Deeds.

This conveyance is made with the benefit of any and all rights of the Grantors appurtenant to the premises conveyed and subject to the rights of others entitled thereto to use the paths or roadways heretofore established on the premises conveyed.

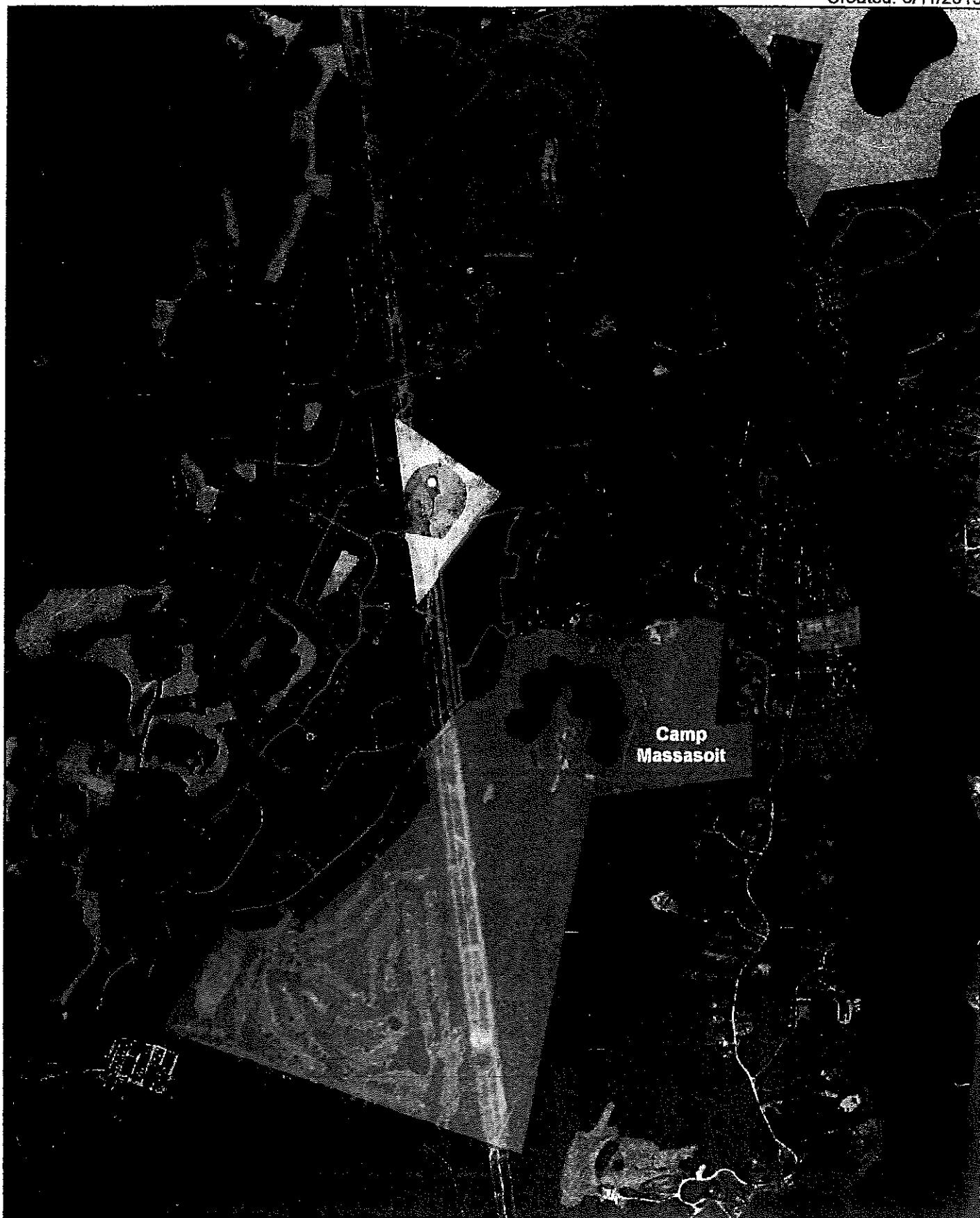
Subject to real estate taxes assessed by the Town of Plymouth for the year ending June 30, 1995.

For reference to our title see Quitclaim Deed from Florence Manchester and Chauncy N. Lewis to William Livingston and Florence G. Livingston recorded with Plymouth Registry of Deeds, Book 3417, page 537 and Quitclaim Deed dated December 21, 1978 from William Livingston and Florence G. Livingston to Charles H. Resnick recorded with Plymouth Registry of Deeds, Book 4591, Page 77.

Witness my hand and seal this 8th day of

June, 1995.





## Island Pond Subwatershed Protection Project

26.2 Acres

Locus Map



59

0 1,250 2,500  
Feet



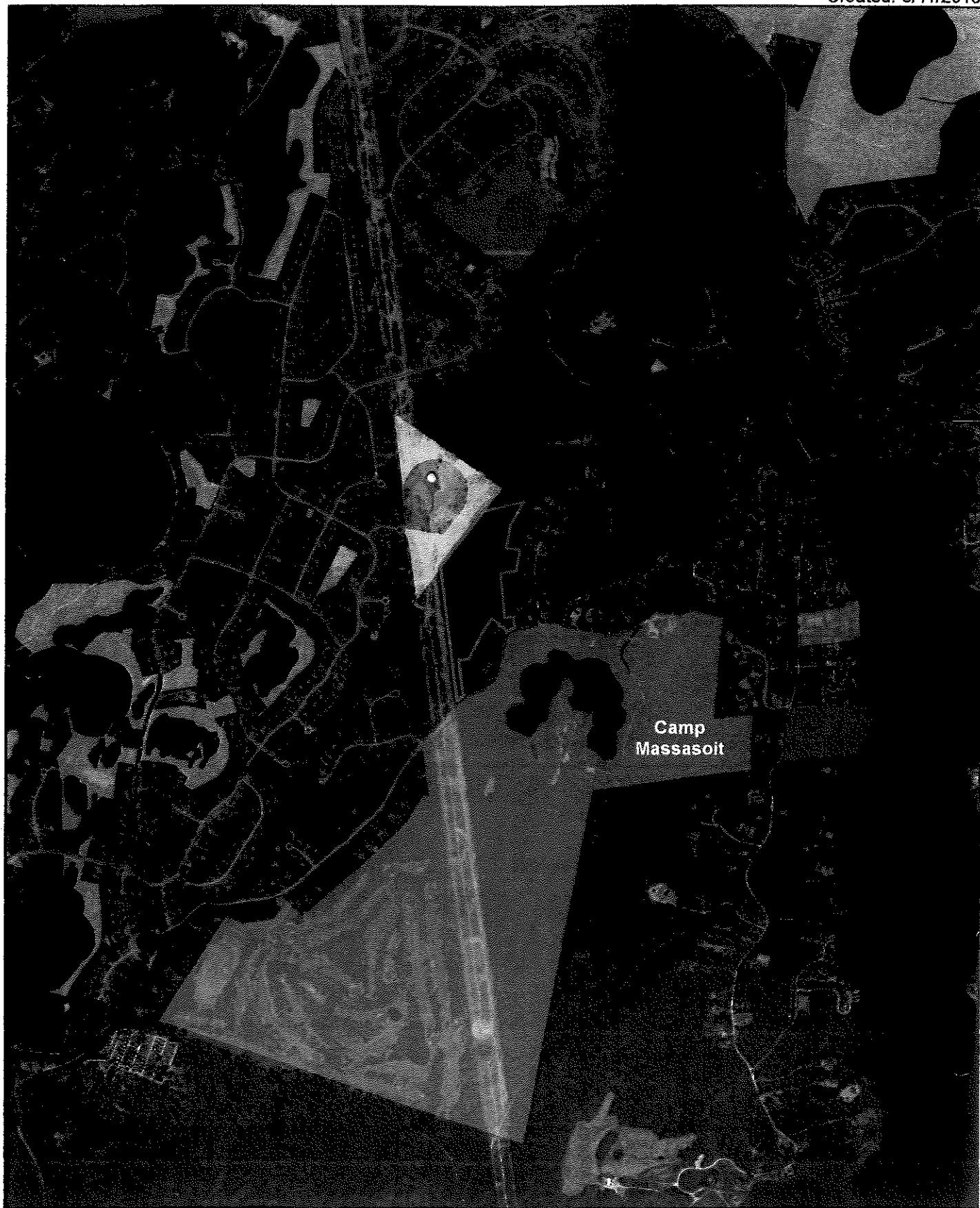
Property Boundary

Land Trust

Municipal

Non-Profit

Private 261



## Island Pond Subwatershed Protection Project

26.2 Acres

Locus Map



WILDLANDS TRUST

0 1,250 2,500  
Feet

Property Boundary

Land Trust

Municipal

Non-Profit

Private



## **ARTICLE 16H:**

ARTICLE 16H: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2017 Community Preservation Budget and to appropriate from the Community Preservation Fund a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2017, future appropriation amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation, and preservation of land for open space, including restoration and rehabilitation of land for recreational use, a sum of money for acquisition, preservation, restoration and rehabilitation of historic resources, and a sum of money for the acquisition, creation, preservation and support of community housing, or take any other action relative thereto.

### **COMMUNITY PRESERVATION COMMITTEE**

#### **RECOMMENDATION: Approval \$2,655,429 (11-0-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 16H. Town Meeting approval of this article will allow the Community Preservation Committee to set aside for later spending 10% of the annual revenues of the Community Preservation Fund for each of the following: a) open space in the amount of \$275,543; b) historic resources in the amount of \$275,543; and c) community housing in the amount of \$275,543. Also, \$110,217 (4%) of the annual revenues of the Community Preservation Fund will be set aside for the purpose of funding administrative and operational expenses. The balance of the annual CPA revenue, \$1,818,583, will be held as a reserve balance which can be used for any CPA purpose at future Town Meetings.





## TOWN OF PLYMOUTH COMMUNITY PRESERVATION COMMITTEE

# MEMO

TO: Town Meeting, Board of Selectmen, and the Advisory & Finance Committee  
From: The Community Preservation Committee  
Date: Friday January 15, 2016  
Re: ANNUAL SPRING TM 2016: CPA Article 16H

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**ARTICLE 16H: To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2017 Community Preservation Budget and to appropriate from the Community Preservation Fund a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2017, future appropriation amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation, and preservation of land for open space, and including restoration and rehabilitation of land for recreational use, a sum of money for acquisition, preservation, restoration and rehabilitation of historic resources, and a sum of money for the acquisition, creation, preservation and support of community housing, or take any other action relative thereto.**

### **COMMUNITY PRESERVATION COMMITTEE**

#### CPC RECOMMENDATION: Approval (unanimous)

The Community Preservation Committee voted unanimously in favor of Art 16H CPA Fund set-asides at its meeting held Thursday, January 14, 2016

#### CPC SUMMARY & INTENT:

The Community Preservation Committee recommends that 10% of the Fiscal Year 2016 estimated annual Community Preservation Fund revenues be set aside for each of the following purposes: a) community housing, b) historic resources and c) open space, including land for recreational use; and further, that 4% of the annual revenues in the Community Preservation Act Fund be appropriated for the purpose of funding the administrative and operating expenses of the Community Preservation Committee in Fiscal Year 2016 including legal services, appraisal work, as well as signage and establishing safe or emergency access to, CPA approved projects. It should be noted that any unused portion of funds appropriated for the administrative purposes of the Committee reverts to the CPA unallocated balance at the end of each fiscal year.

**Community Preservation Fund  
FISCAL 2017 SOURCES & USES OF FUNDS  
Report for Community Preservation Committee**

**SOURCES:**

**Estimated 2017 CPA Revenues:**

Estimated 2017 Tax Revenue	\$ 149,227,485
CPA Surcharge Rate	1.50%
Estimated Surcharge for 2017 less Abatements & Exemptions	\$ 2,238,412
Investment Earnings	\$ 5,000
<b>State Trust Fund Distribution estimated at 24%</b>	<b>2,133,400.00</b>
	<b>\$ 512,016</b>
	<b><u>\$ 2,755,428</u></b>

**USES:**

***To meet the required Percentages (%) from 2017 Estimated CPA Revenues:***

Open Space	10%	\$ 275,543
Historic Resources	10%	\$ 275,543
Community Housing	10%	\$ 275,543
<b><i>Total required to be spent or set aside</i></b>		<b>\$ 826,628</b>

***Amount available for CPA Administrative costs:***

CPA Operating Budget	4%	\$ 110,217
<b><i>Amount available for budget (but not</i></b>		<b>\$ 110,217</b>

***Amount recommended to be set aside in a Budgeted Reserve for Future FY2017 Town Meetings - Remaining FY2017 Estimated Revenues***

<b><i>Available for all 4 CPA Purposes (If not used during FY2017 it will close out to Unreserved Fund Balance at June 30, 2017)</i></b>	<b>\$ 1,818,583</b>
--	---------------------

Note that the budgeted reserve amount will be reduced by the amount of special purpose CPA articles voted within the Annual Town Meeting.

Lynne A. Barrett  
Finance Director  
2/18/2016

h9

Community Preservation Fund - Available Funds				Balances	
Fund Balances:	FY2015 Annual Town Meeting Action	Balances Available for FY2016 Town Meetings - FATM, April STM & ATM	Art 16A Simes House	Art 16B Open Space - Little Herring Cederville	Remaining for STM in April
Reserved for Open Space	38,025.00	245,573.00	283,598.00	(283,598.00)	-
Reserved for Community Housing	507,343.00	245,573.00	752,916.00		752,916.00
Reserved for Historic Resources	262,674.00	245,573.00	508,247.00	(508,247.00)	-
Budgeted Reserve		465,783.00	465,783.00	(349,230.00)	151.00
Unreserved - for any Purpose					
Undesignated Fund Balance	407,686.25		407,686.25		407,686.25
<b>Grand Total</b>	<b>\$1,215,728.25</b>	<b>\$1,202,502.00</b>	<b>\$2,418,230.25</b>	<b>(\$857,477.00)</b>	<b>(\$400,000.00)</b>
					1,160,753.25



## ARTICLE 17:

ARTICLE 17: To see if the Town will vote to transfer the care, custody, management and control of the following parcel from the Town Treasurer for the purpose of sale at auction to the Board of Selectmen for purpose of conveyance, and further, that the Board of Selectmen be authorized to convey the property upon such terms and conditions as the Board of Selectmen deem appropriate to the Affordable Housing Trust for the purpose of affordable housing:

Parcel ID	Road	Legal Reference	Tax Title
053-000-032-006	2106 State Road	Bk#41632 Page 144	#10287

Or take any other action relative thereto,  
AFFORDABLE HOUSING

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

The Advisory & Finance Committee recommends Town Meeting approve Article 17. Town Meeting approval of this article will transfer the property from the Town Treasurer, who acquired the property through the tax title process, to the Affordable Housing Trust for rehabilitation of the existing structure and marketing it as an affordable home. The home would be deeded affordable in perpetuity and count toward the Town's affordable housing inventory.



# Memo

To: Board of Selectmen  
Advisory and Finance Committee

From: Derek Brindisi  
Assistant Town Manager

Date: March 2, 2016

Re: Annual Town Meeting, Articles 17 and 19 – Transfer Parcels to  
Affordable Housing

---

To see if the Town will vote to transfer the following parcels from the Town Treasurer to the Affordable Housing Trust for the purpose of creating affordable housing:

**Article 17.** The Town has officially taken 2106 State Road through tax title. The home was abandoned by both the owners and the lending bank in 2012. The building is unoccupied and in disrepair. This site has been identified by the Affordable Housing Trust as a good location for an affordable home. Approval of this article would allow the Trust to officially obtain ownership of the property where they would rehab the property and market and sell as an affordable home. The home would be deeded affordable in perpetuity and count towards the Town's 10% subsidized housing inventory list.

**Article 19.** The Town has officially taken 227 Long Pond Road through tax title. This home was abandoned in 2011 and is uninhabitable. The site has been identified as a great location for affordable housing. Approval of this article would allow the Trust to officially obtain ownership of the property where they would market it to builders to remove the run down, abandoned structure, clear the lot and build deed restricted affordable housing in perpetuity which would count toward the Town's 10% subsidized housing inventory list.

## Unofficial Property Record Card - Plymouth, MA

## General Property Data

Parcel ID 053-000-032-006  
 Prior Parcel ID 1100 -G01 -053\*0192\*  
 Property Owner PLYMOUTH TOWN OF

Mailing Address 11 LINCOLN ST

City PLYMOUTH  
 Mailing State MA Zip 02360  
 ParcelZoning RR

Account Number 10370  
 Property Location 2106 STATE RD  
 Property Use Imp TT  
 Most Recent Sale Date 7/11/2012  
 Legal Reference 41632-144  
 Grantor LAVERTY, JESSICA  
 Sale Price 0  
 Land Area 0.989 acres

## Current Property Assessment

Card 1 Value Building Value 88,000

Xtra Features 0  
Value

Land Value 119,800

Total Value 207,800

## Building Description

Building Style Ranch  
 # of Living Units 1  
 Year Built 1975  
 Building Grade AVERAGE  
 Building Condition Average  
 Finished Area (SF) 960  
 Number Rooms 5  
 # of 3/4 Baths 0

Foundation Type CONCRETE  
 Frame Type WOOD  
 Roof Structure GABLE  
 Roof Cover Asphalt  
 Siding Frame/Shingl  
 Interior Walls DRYWALL  
 # of Bedrooms 3  
 # of 1/2 Baths 0

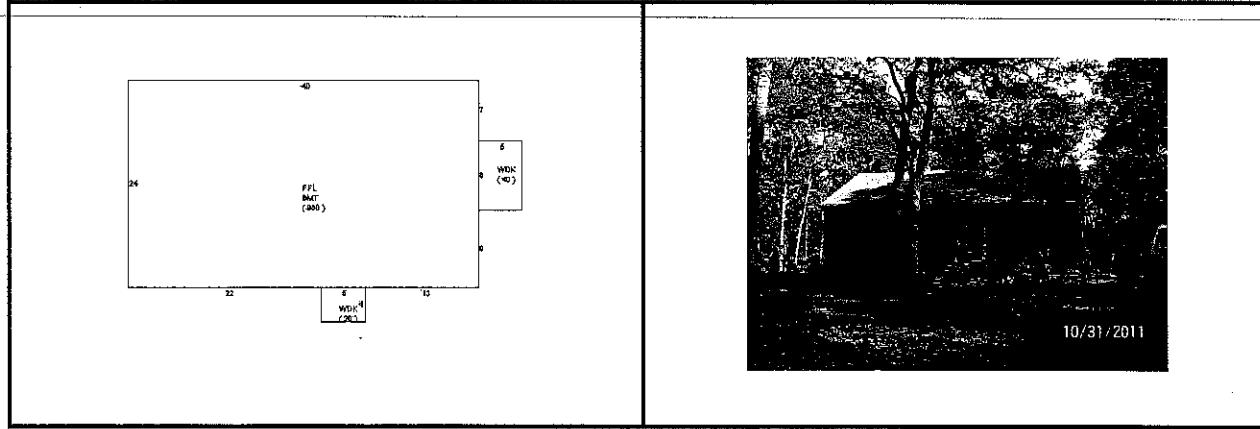
Flooring Type AVERAGE  
 Basement Floor CONCRETE  
 Heating Type FORCED H/W  
 Heating Fuel OIL  
 Air Conditioning 0%  
 # of Bsmt Garages 0  
 # of Full Baths 1  
 # of Other Fixtures 0

## Legal Description

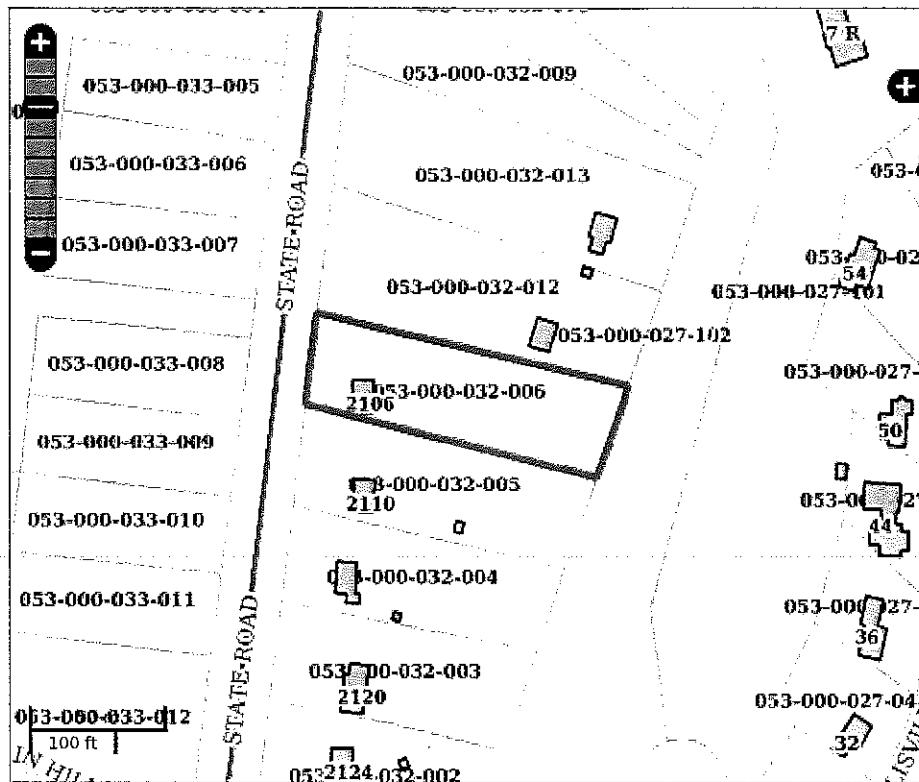
## Narrative Description of Property

This property contains 0.989 acres of land mainly classified as Imp TT with a(n) Ranch style building, built about 1975 , having Frame/Shingl exterior and Asphalt roof cover, with 1 unit(s), 5 room(s), 3 bedroom(s), 1 bath(s), 0 half bath(s).

## Property Images



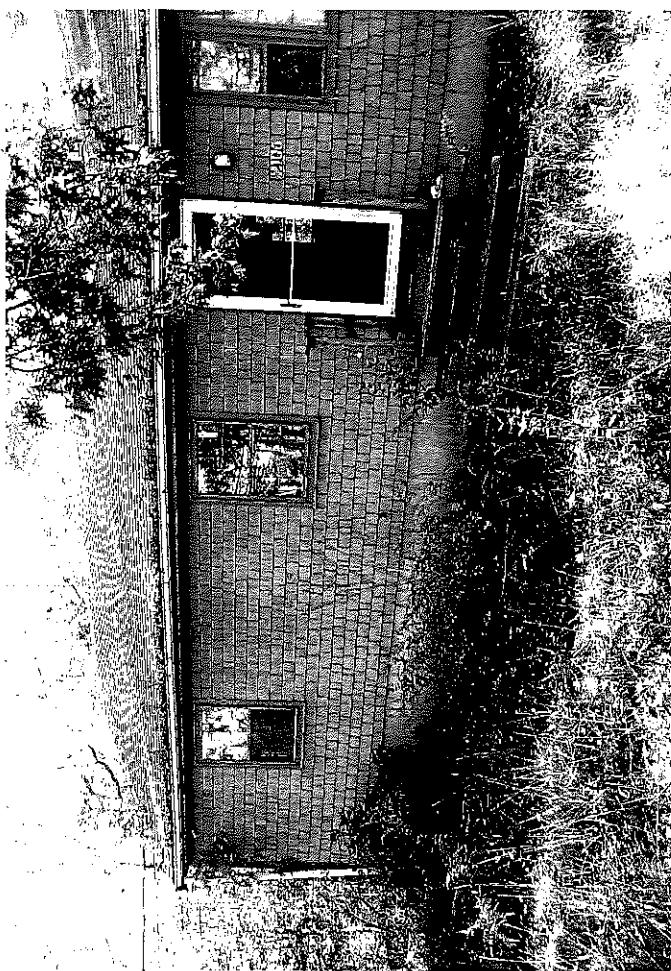
Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



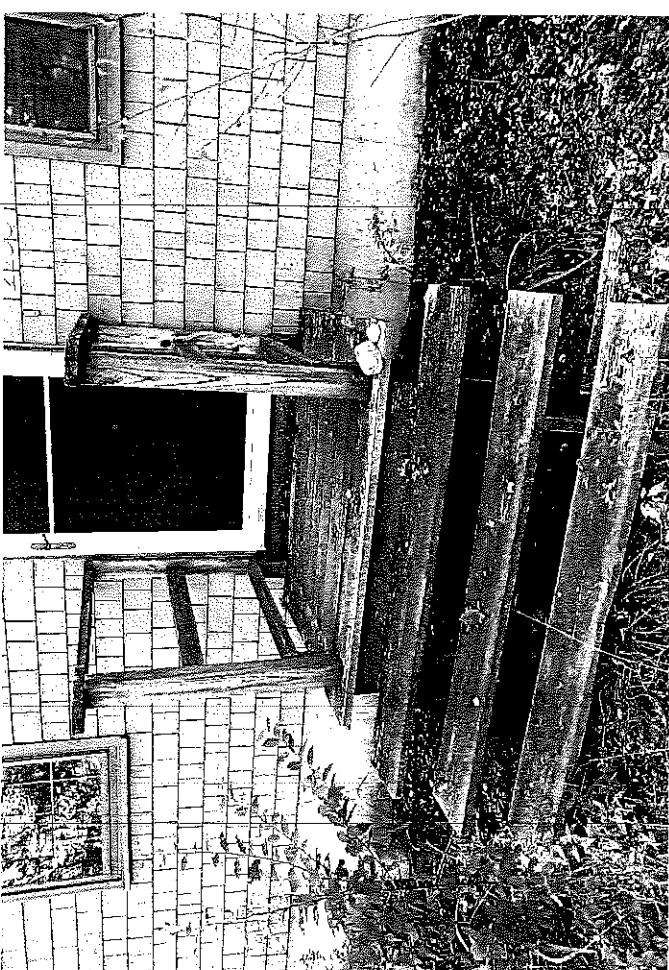
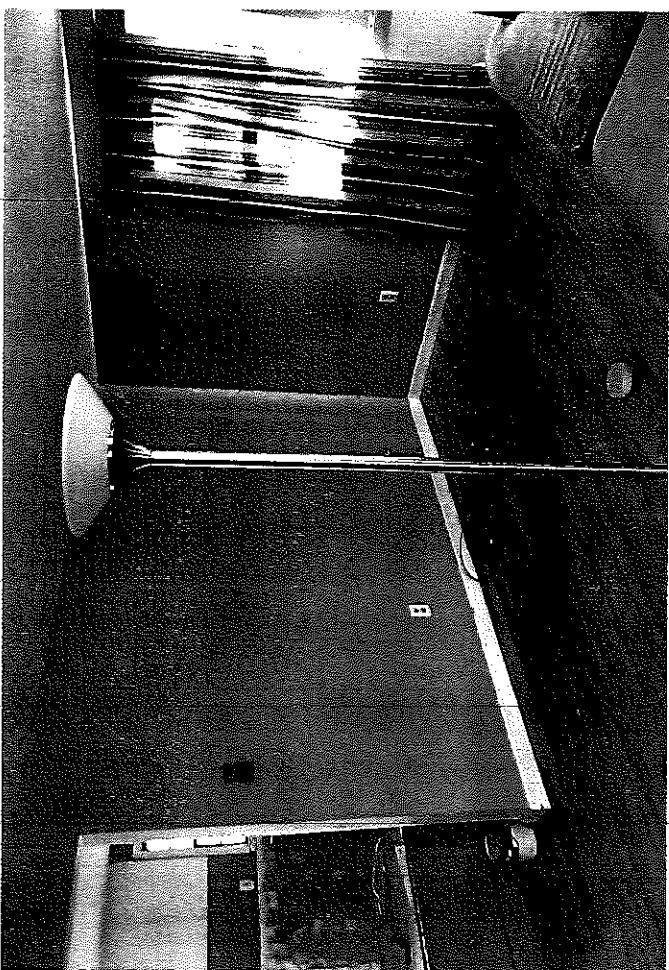
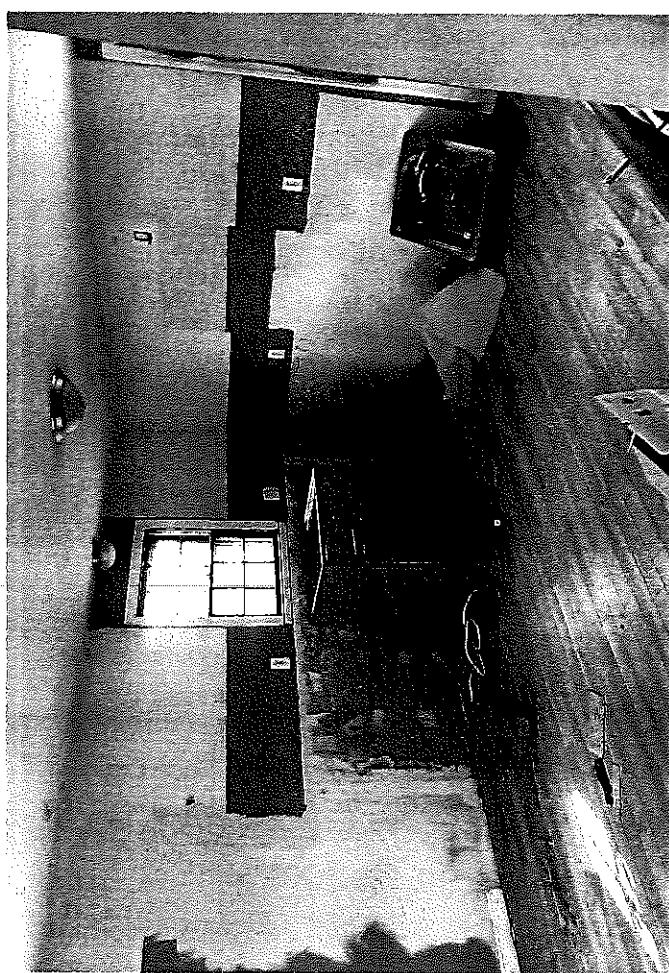
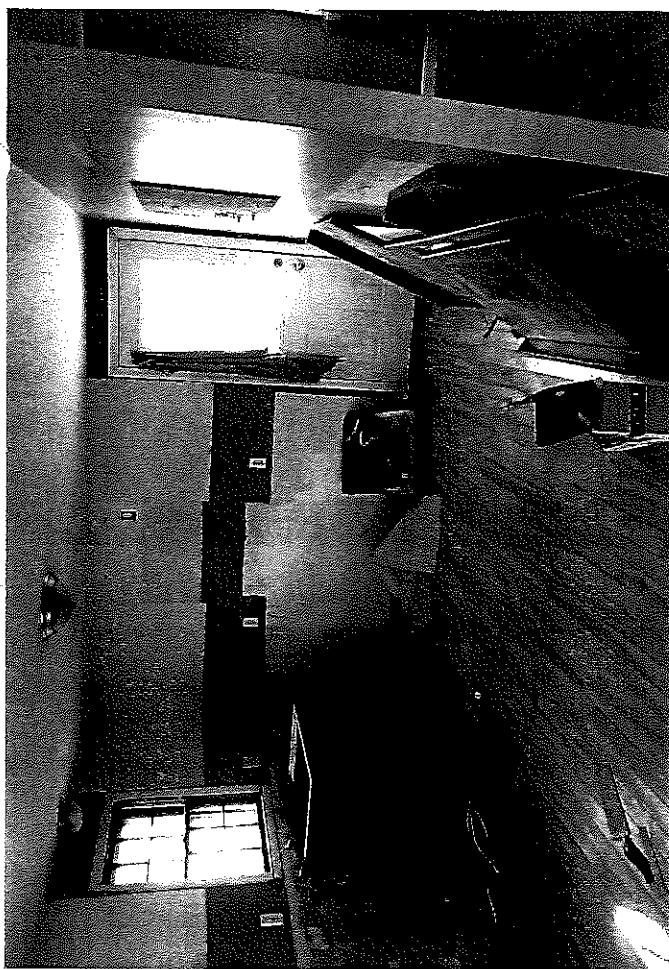
The Town of Plymouth makes no claims, no representations and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of the GIS data and/or GIS products furnished by the Town, including the implied validity of any uses of such data. Parcel lines are graphic representations only.

Parcel ID: 053-000-032-006  
 Address: 2106 STATE RD  
 Owner1: PLYMOUTH TOWN OF  
 Owner2:  
 Total Value: \$209,300  
 Land Use Code: 937

[Property Card Link](#)



2106 STATE RD PROPERTY





## ARTICLE 19:

ARTICLE 19: To see if the Town will vote to transfer the care, custody, management and control of the following parcel from the Town Treasurer for the purpose of sale at auction to the Board of Selectmen for purpose of conveyance, and further, that the Board of Selectmen be authorized to convey the property upon such terms and conditions as the Board of Selectmen deem appropriate to the Affordable Housing Trust for the purpose of affordable housing:

Parcel ID	Road	Legal Reference	Tax Title
084-000-010-002	227 Long Pond Road	Bk#10542/ Page 085	#11425

Or take any other action relative thereto.

### AFFORDABLE HOUSING

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

The Advisory & Finance Committee recommends Town Meeting approve Article 19. Town Meeting approval of this article will transfer the property from the Town Treasurer, who acquired the property through the tax title process, to the Affordable Housing Trust for marketing to builders to demolish the existing uninhabitable structures, clear the lot and construct at least one housing unit to be deeded affordable in perpetuity and count toward the Town's affordable housing inventory.



# Memo

To: Board of Selectmen  
Advisory and Finance Committee

From: Derek Brindisi  
Assistant Town Manager

Date: March 2, 2016

Re: Annual Town Meeting, Articles 17 and 19 – Transfer Parcels to  
Affordable Housing

---

To see if the Town will vote to transfer the following parcels from the Town Treasurer to the Affordable Housing Trust for the purpose of creating affordable housing:

**Article 17.** The Town has officially taken 2106 State Road through tax title. The home was abandoned by both the owners and the lending bank in 2012. The building is unoccupied and in disrepair. This site has been identified by the Affordable Housing Trust as a good location for an affordable home. Approval of this article would allow the Trust to officially obtain ownership of the property where they would rehab the property and market and sell as an affordable home. The home would be deeded affordable in perpetuity and count towards the Town's 10% subsidized housing inventory list.

**Article 19.** The Town has officially taken 227 Long Pond Road through tax title. This home was abandoned in 2011 and is uninhabitable. The site has been identified as a great location for affordable housing. Approval of this article would allow the Trust to officially obtain ownership of the property where they would market it to builders to remove the run down, abandoned structure, clear the lot and build deed restricted affordable housing in perpetuity which would count toward the Town's 10% subsidized housing inventory list.

**Unofficial Property Record Card - Plymouth, MA****General Property Data**

Parcel ID 084-000-010-002  
 Prior Parcel ID 1100 -G01 -084\*0045A  
 Property Owner ~~BARNES ALVIN~~ Town of Plymouth  
 Mailing Address 227 LONG POND RD  
 City PLYMOUTH  
 Mailing State MA Zip 02360  
 ParcelZoning RR

Account Number 51563  
 Property Location 227 LONG POND RD  
 Property Use MULTI HOUSE  
 Most Recent Sale Date 10/21/1991  
 Legal Reference 10542/085  
 Grantor BARNES LYLIS  
 Sale Price 0  
 Land Area 1.358 acres

**Current Property Assessment**

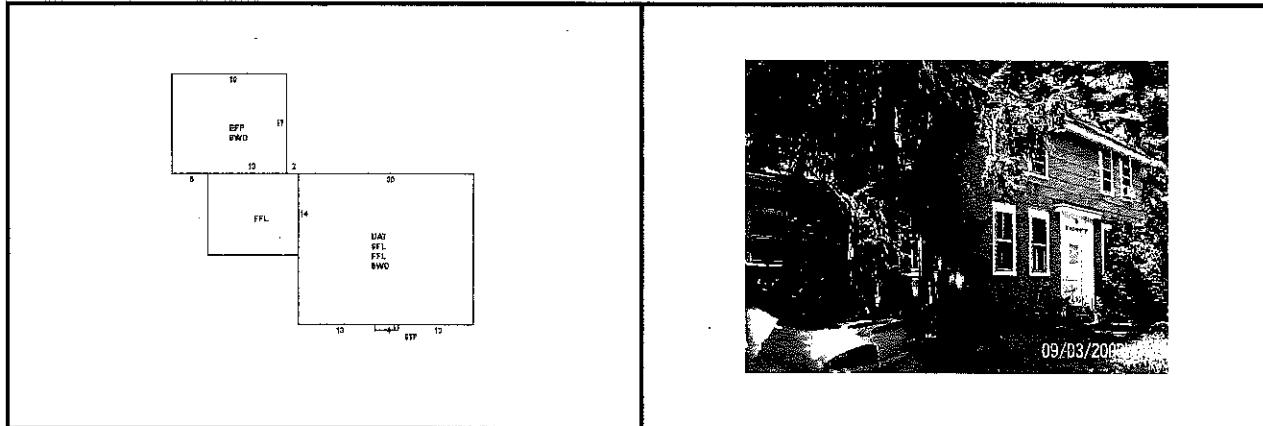
Card 1 Value Building Value 117,200	Xtra Features Value 8,800	Land Value 164,100	Total Value 290,100
Total Parcel Value Building Value 134,600	Xtra Features Value 8,800	Land Value 164,100	Total Value 307,500

**Building Description**

Building Style Colonial	Foundation Type BRK/STN	Flooring Type SOFTWOOD
# of Living Units 1	Frame Type WOOD	Basement Floor CONCRETE
Year Built 1825	Roof Structure GABLE	Heating Type FORCED H/W
Building Grade AVERAGE	Roof Cover Asphalt	Heating Fuel OIL
Building Condition Fair	Siding Frame/Shingl	Air Conditioning 0%
Finished Area (SF) 1770	Interior Walls PLASTER	# of Bsmt Garages 0
Number Rooms 9	# of Bedrooms 4	# of Full Baths 1
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

**Legal Description****Narrative Description of Property**

This property contains 1.358 acres of land mainly classified as MULTI HOUSE with a(n) Colonial style building, built about 1825 , having Frame/Shingl exterior and Asphalt roof cover, with 1 unit(s), 9 room(s), 4 bedroom(s), 1 bath(s), 0 half bath(s).

**Property Images**

Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



Town of Plymouth, Massachusetts  
**Department of Marine and Environmental Affairs**

11 Lincoln Street, Plymouth, MA 02360 | 508-747-1620



## MEMO

**To:** Bruce Arons, Community Development Director

**Through:** Melissa Arrighi, Town Manager

**From:** David Gould, Director of Marine and Environmental Affairs *(Signature)*

**Re:** 227 Long Pond Road

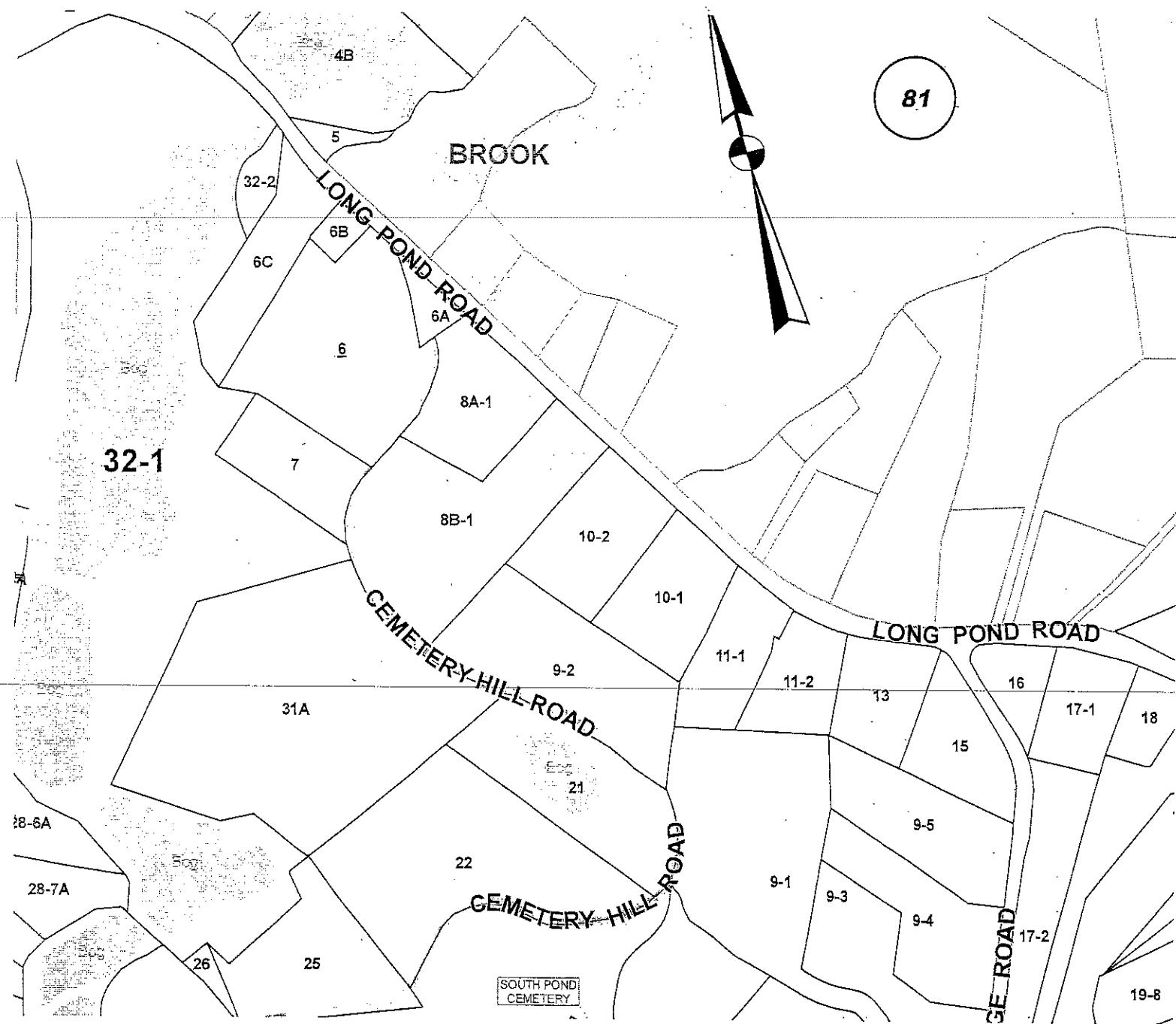
**Date:** January 14, 2016

Please know that the Department of Marine and Environmental Affairs (DMEA) does not have any interest in the above-listed property for open space acquisition. The parcel is surrounded by other residential lots and contains multiple buildings that would require demolition. The parcel does not establish improved access or connectivity to existing open space parcels. It also does not fall within any Estimated Habitats for Rare or Endangered Species. While the parcel does contain wetland resources those resource areas are relatively small and are protected through the Massachusetts Wetlands Protection Act and the Town of Plymouth Wetlands Protection By-Law.

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

C: Derek Brindisi, Assistant Town Manager







## ARTICLE 22:

ARTICLE 22: To see if the Town will vote to authorize the Board of Selectmen to accept and allow as a public way the following street or portions thereof as laid out by the Board of Selectmen and reported to the Town, and as shown on plans on file with Town Clerk; to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain an easement or easements to use said way for all purposes for which public ways are used in the Town of Plymouth, and all associated easements; and further to raise and appropriate or transfer from available funds a sum of money, or accept gifts for this purpose and any expenses related thereto; and authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisition(s);

- Raymond Road
- Camelot Drive

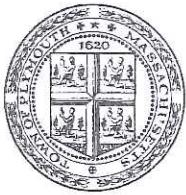
or take any other action relative thereto.

DEPARTMENT OF PUBLIC WORKS

### **RECOMMENDATION: Approval (Unanimous, 12-0-1).**

The Advisory & Finance Committee recommends Town Meeting approve Article 22. Town Meeting approval of this article will authorize the Board of Selectmen to accept Raymond Road and Camelot Drive as public ways. Both roads have been evaluated and approved for acceptance by the Roads Advisory Committee.





# TOWN OF PLYMOUTH

Department of Public Works

Engineering Division

11 Lincoln Street

Plymouth, Massachusetts 02360

TO: ADVISORY AND FINANCE COMMITTEE

FROM: SID KASHI, P. E. *✓8.K.*  
TOWN ENGINEER

Through: Jonathan Beder, Director of Public Works

CC: Roads Advisory Committee

DATE: January 29, 2016

**SUBJECT: STREET LAYOUT (ACCEPTANCE) PROGRAM  
2016 SPRING ANNUAL TOWN MEETING – ARTICLE 22**

This year there are two (2) streets being proposed for acceptance, namely Raymond Road in the Ponds of Plymouth subdivision located in South Plymouth, and Camelot Drive (Portion of).

Raymond Road and Camelot Drive which are presently unaccepted have been approved by the Roads Advisory Committee for acceptance.

There is not any need for funding this Article.

This package contains a brief synopsis of the locations being considered and locus maps.

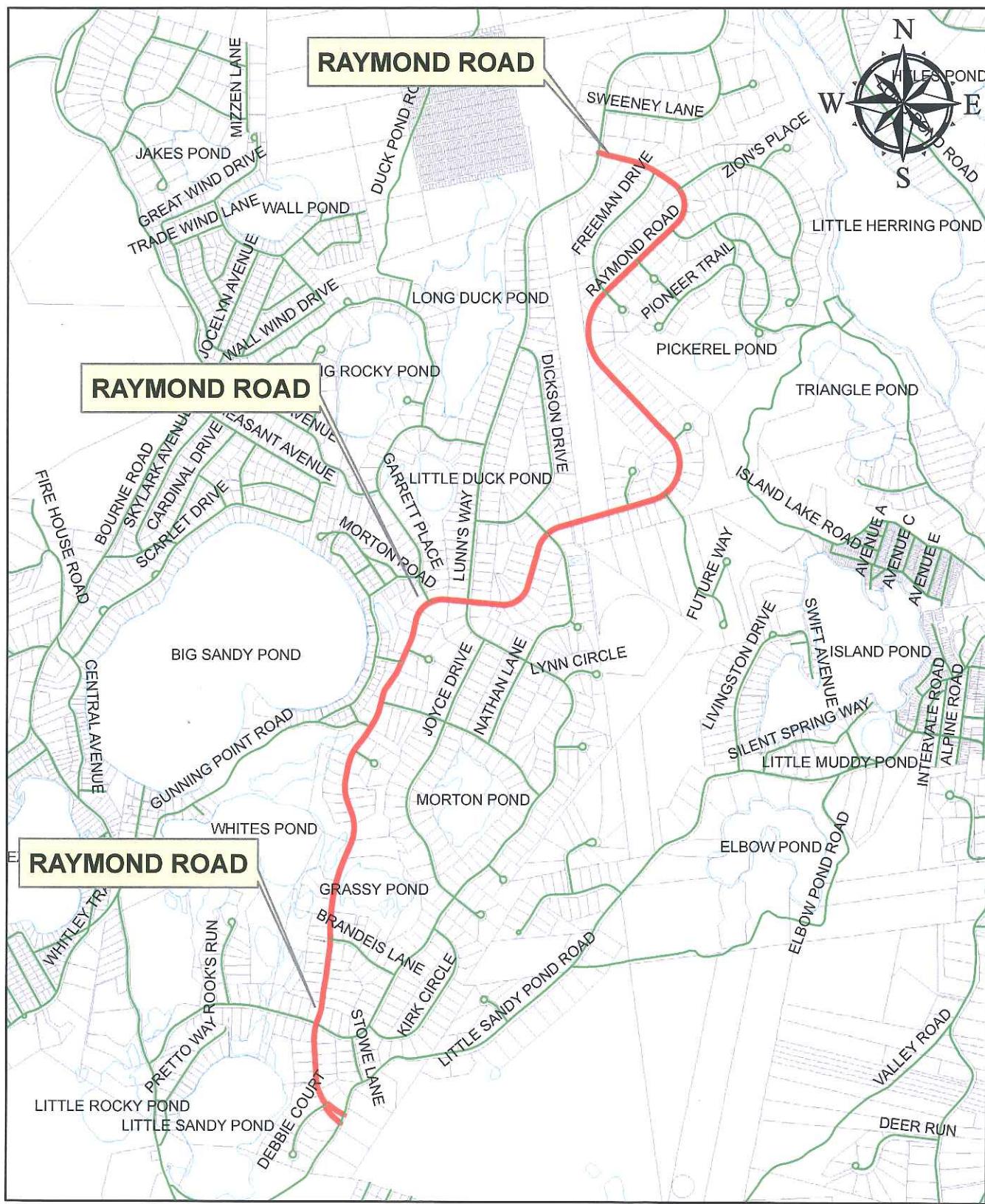
Representative of the Engineering Division will be available on February 10<sup>th</sup> to present the materials and answer any questions that you may have.

The D.P.W. - Engineering Division recommends that the ADVISORY AND FINANCE COMMITTEE members vote to support Article 22 as presented.

# 2016 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE 22:  
DPW ENGINEERING - RAYMOND ROAD

PLAT 113, 122, 123 & 124



PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

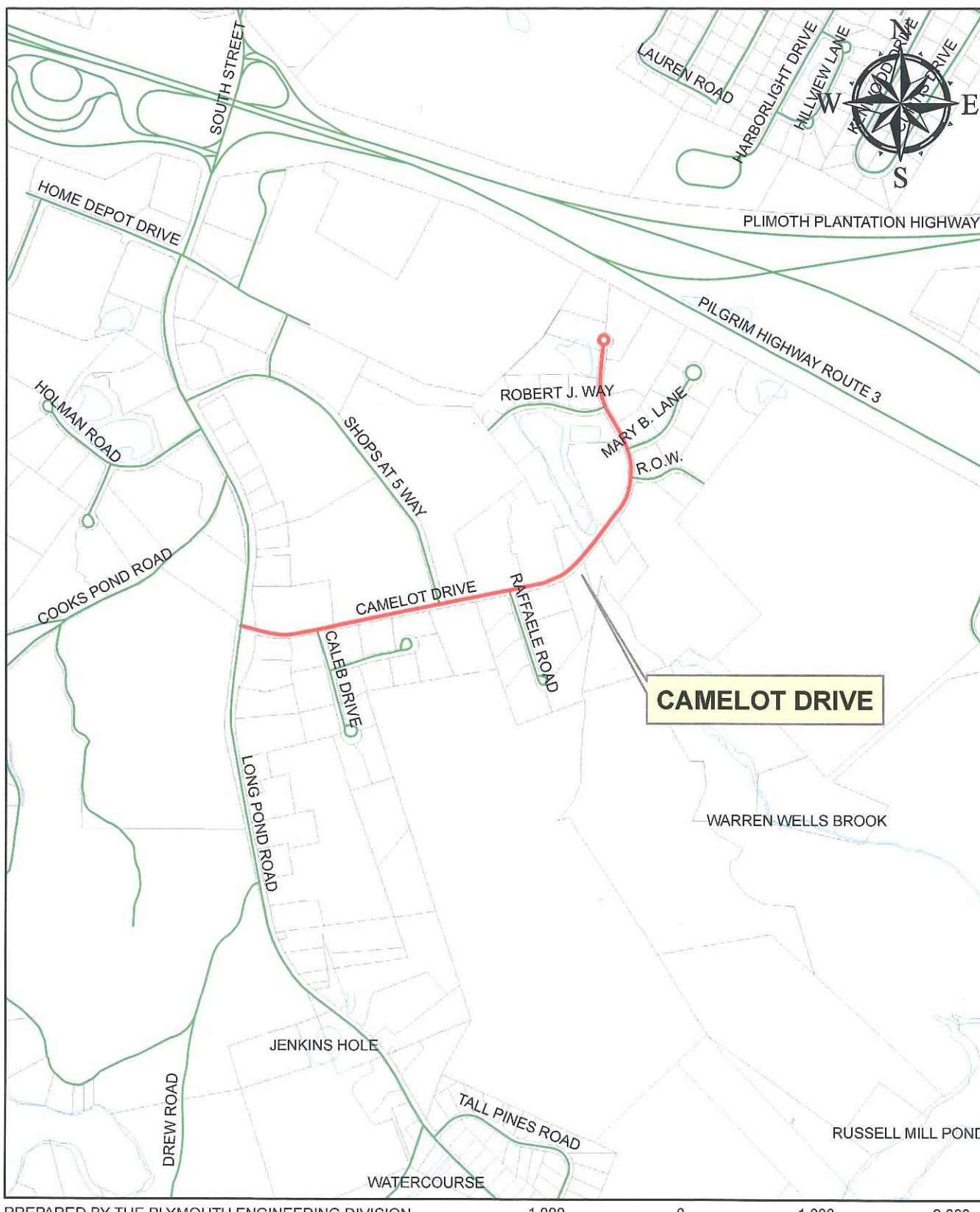
1,600 0 1,600 3,200

SCALE IN FEET

# 2016 ANNUAL TOWN MEETING LOCUS MAP

ARTICLE 22:  
DPW ENGINEERING - CAMELOT DRIVE

PLAT 83



PREPARED BY THE PLYMOUTH ENGINEERING DIVISION

1,000 0 1,000 2,000

SCALE IN FEET

## **ARTICLE 22**

**RAYMOND ROAD** - is located in the South Plymouth section of Town and comprises a portion of the “Ponds of Plymouth, *fka Heritage Hills*” subdivision. Built in phases between 1973 thru 2007, Raymond Road runs from south to north at a length of 15,735’ or 2.98 miles, connecting Little Sandy Pond Road and Lunn’s Way. Raymond Road is the second Town layout in this development. Lunn’s Way was laid out last year (2015).

**CAMELOT DRIVE** - is located in the upper Long Pond Road section of Town and comprises the Camelot Park subdivision. Built in the early 1980’s, Camelot Drive runs from east to west at a length of 2,640’ or 0.50 mile, running from Long Pond Road to the Towns Department of Public Works facility. The laying out of Camelot Drive is important to the Town, in that, Camelot Drive services the Towns Water department, Parks, Highway and Sewer Treatment facilities.

## **ARTICLE 23:**

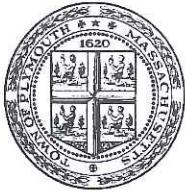
ARTICLE 23: To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise fund \$500,000 in improvements to Private Roads including all costs necessary and related thereto, consistent with the provisions of Chapter 112 of the Acts of 2012, or take any other action relative thereto.

ROADS ADVISORY COMMITTEE

**RECOMMENDATION: Approval \$500,000 (Unanimous, 13-0-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 23. Town Meeting approval of this article will authorize appropriation of \$500,000 for improvements of private (unaccepted) roads. This is the fourth consecutive year that Plymouth will provide funding for repair and maintenance of the Town's unaccepted roads.





# TOWN OF PLYMOUTH

Department of Public Works

Engineering Division

11 Lincoln Street

Plymouth, Massachusetts 02360

**TO: ADVISORY AND FINANCE COMMITTEE**

**FROM: SID KASHI, P.E. *JKV*  
TOWN ENGINEER**

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

**CC: Melissa Arrighi, Town Manager  
Roads Advisory Committee**

**DATE: January 29, 2016**

**SUBJECT: 2016 SPRING ANNUAL TOWN MEETING – ARTICLE EXPLANATION –  
ARTICLE 23 - \$500,000. FUNDING FOR UNACCEPTED ROADS  
IMPROVEMENT PROGRAM**

Over half of the roads in Plymouth are unaccepted AS PUBLIC WAY. There are approximately 200 miles of unaccepted roads, and 33% of these roads are unpaved. A large percentage of requests to the DPW for road repairs involve unaccepted roads, and many of them being used as Town-Wide connectors, which are located in areas with significant build-out potential.

Many residents living on unaccepted roads expect that the Town should be doing more to maintain or improve unaccepted roads.

There are not any funding sources available to support adequate levels of Town maintenance on unaccepted roads. The DPW and the Roads Advisory Committee (RAC) have been exploring various options to create a program to help fund desired improvements to unaccepted roads. To accomplish this goal the RAC recommended to the Board of Selectmen (BOS) to place an article in the Town Meeting Warrant requesting that the Board of Selectmen petition the Legislation to file for a Special Act authorizing the Town of Plymouth to make improvements on unaccepted roads with public funds. Several years ago, an Article was placed on Town Meeting Warrant. The Special Act was passed by State Legislators and signed by the Governor on June 13, 2012.

Funding to repair/maintain unaccepted roads has been authorized in the past by Town Meeting. Several years ago at a Special Town Meeting on November 1, 1994, the Town Meeting members voted to “appropriate the sum of \$170,000.00 from free cash for the maintenance of unaccepted roads”. The funding continued through the 1998 construction season.

In the past three (3) years the Town Meeting appropriated \$500,000 each year for improving and maintaining of unaccepted paved and gravel roads.

The following is a list of projects which were either completed or on-going utilizing funds:

**1. Crack Seal**

- Bruce Road (South Meadow Road to Montgomery Drive)
- Ashbury Street (Montgomery Drive to Pimental Way)
- Cox Lane (Montgomery Drive to Knoll Road)
- Donna Drive (State Road to Andrews Way)

**2. Overlay**

- Bruce Road (South Meadow Road to Montgomery Drive) – 1800 feet
- Shore Road (Pond Road to Valley Road)
- Pond Road (Valley Road to the End)
- Little Sandy Pond Road (portion of) – approximately 1,800 feet

**3. Full Depth Re-Construction**

- Little Sandy Pond Road (portion of) – approximately 1,000 feet
- George Street
- Queen Drive

**4. Pavement Management Program** – Assist with inventory and development of a long term maintenance program for unaccepted gravel and paved roads.

**5. Spreading and grading Recycled Asphalt** (material) for improving gravel roads

**6. Field Survey and Design** – Conducted field survey and office work for Birch Street and Curtis drive watershed areas in order to design drainage system, and roadway.

This article asks that the Town Meeting to fund \$500,000.00 to improve unaccepted roads. The funding will allow the Public Works Department to improve the condition and safety of these unaccepted roads. Improvements needed to keep these roads maintained and safe.

The \$500,000.00 funding will be utilized in the following areas by generating a pavement management program:

Surface Treatment \$200,000.00	Reconstruction \$100,000.00
Mill & Overlay \$120,000.00	Crack Seal \$30,000.00
Gravel Road Upgrade \$50,000.00	

Representatives of the Engineering Division and the Roads Advisory Committee will be available on February 10th to present the materials and answer any questions that you may have.

The D.P.W. recommends that the ADVISORY AND FINANCE COMMITTEE Members vote to approve and support Article 23 as presented.

Encl: Special Act passed by Legislators and signed by Governor  
Report prepared by "BETA" (a pavement management firm)

S 1049

Chapter 112

THE COMMONWEALTH OF MASSACHUSETTS

In the Year Two Thousand and Twelve

AN ACT AUTHORIZING THE TOWN OF PLYMOUTH TO MAKE IMPROVEMENTS ON UNACCEPTED ROADS.

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 5N of chapter 40, any other general or special law or charter provision to the contrary, the town of Plymouth may transfer money from available funds or borrow money to implement a road improvement program to prepare road layout or make improvements to unaccepted roads and to conduct studies associated with such layouts or improvements.

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

House of Representatives, June 5, 2012.

Passed to be enacted,

  
Peter F. Tarrasch, Speaker.

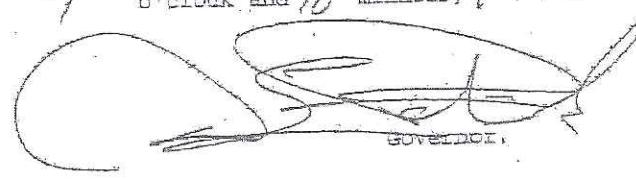
Senate, June 6, 2012.

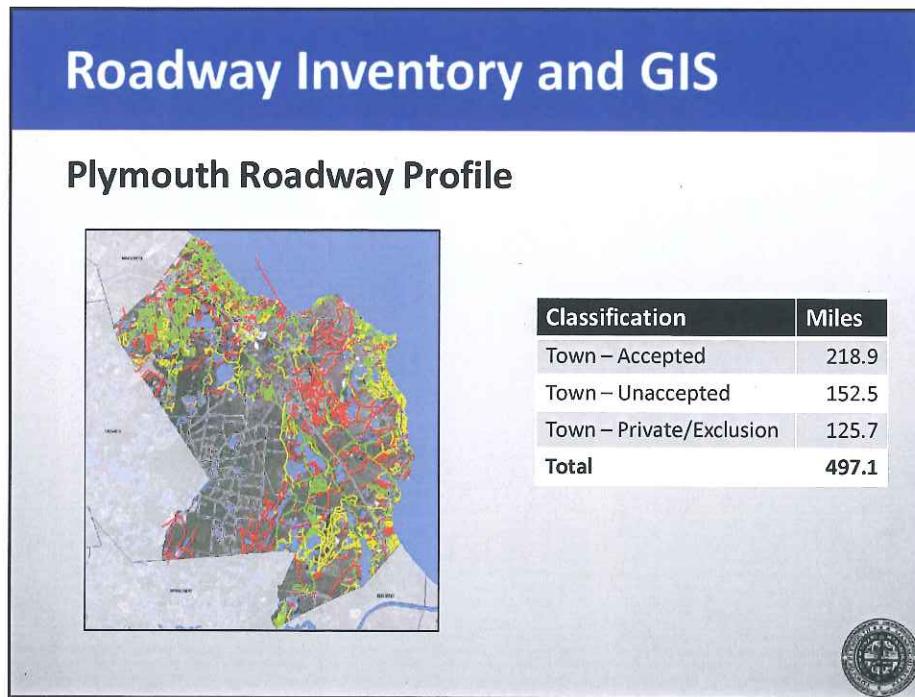
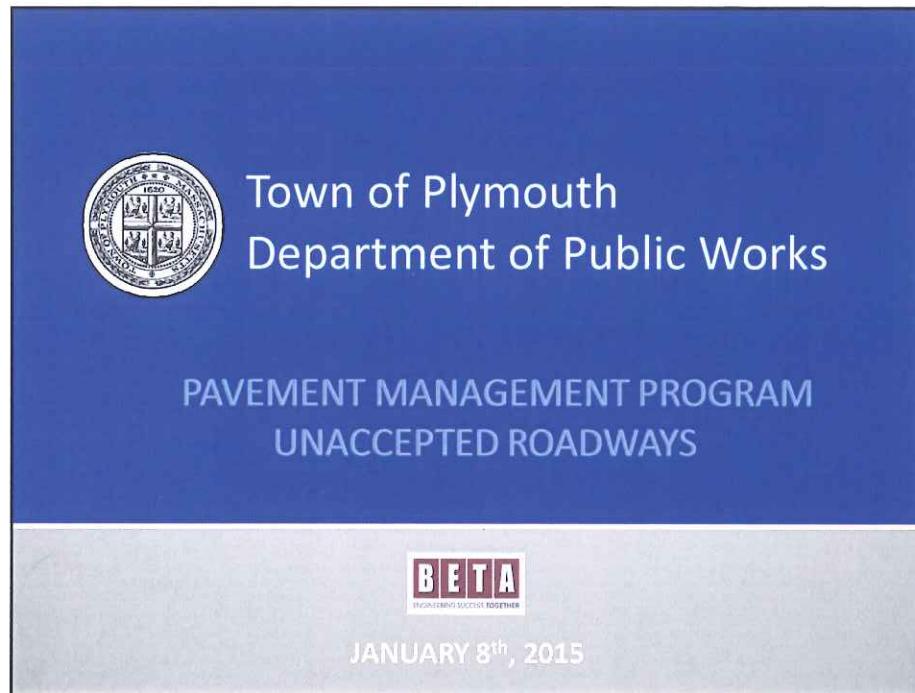
Passed to be enacted,

  
Michael J. Madigan, President.

13 June , 2012.  
Approved,

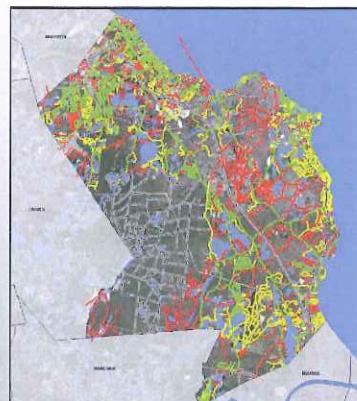
at 1 o'clock and 10 minutes, P. M.

  
Deval Patrick, Governor.



## Roadway Inventory and GIS

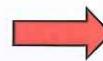
### Plymouth Unaccepted Roadway Profile



Road Type	Miles
Unaccepted – Asphalt	87.5
Unaccepted – Gravel	65.0
<b>Total</b>	<b>152.5</b>



## Pavement Management



#### Maintenance

- *Crack Seal*
- *Pothole/Utility Patching*

#### Surface Treatment

- *Microsurfacing*
- *Rubber Chip Seal*
- *Double Chip Seal*

#### Structural Repair

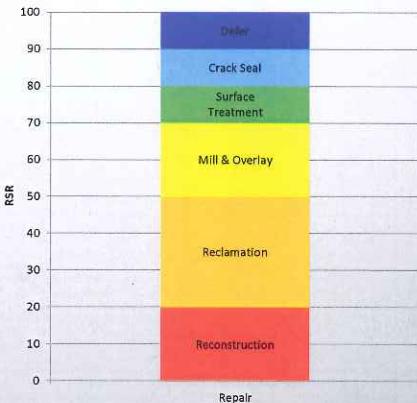
- *Mill and Overlay*
- *Reclamation*
- *Reconstruction*



## Maintenance & Repair Methods

### Paved Roadways

- Defer Maintenance - \$0.00 SY
- Crack Seal- \$1.00 SY
- Surface Treatment - \$14.00 SY
  - Micro Seal
  - Rubber Chip Seal
  - Double Chip Seal
- Mill & Overlay - \$20.00 SY
- Reclamation - \$90.00 SY
- Reconstruction - \$135.00 SY

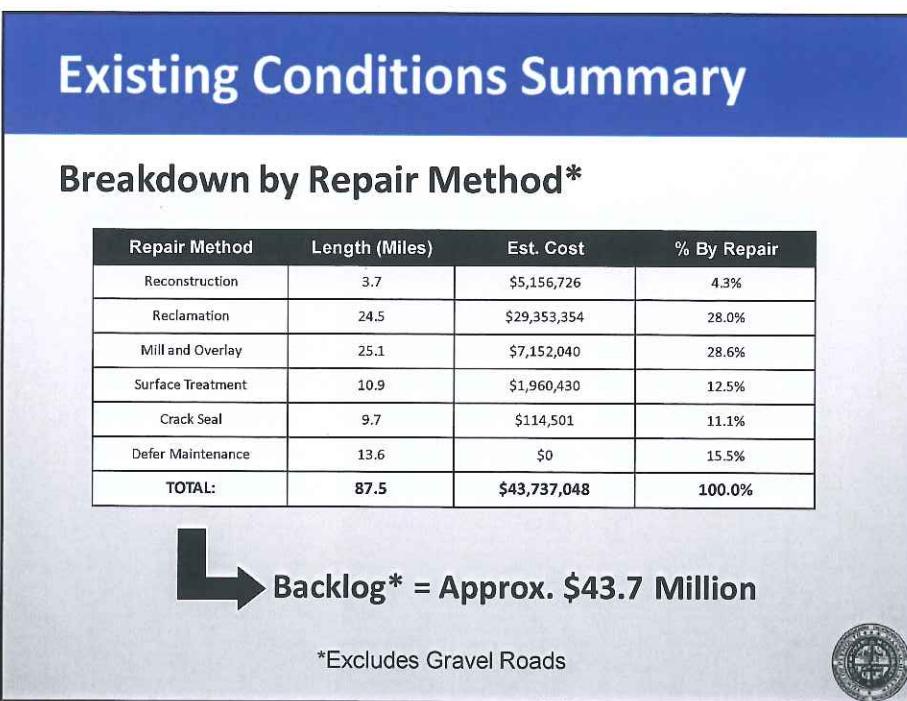
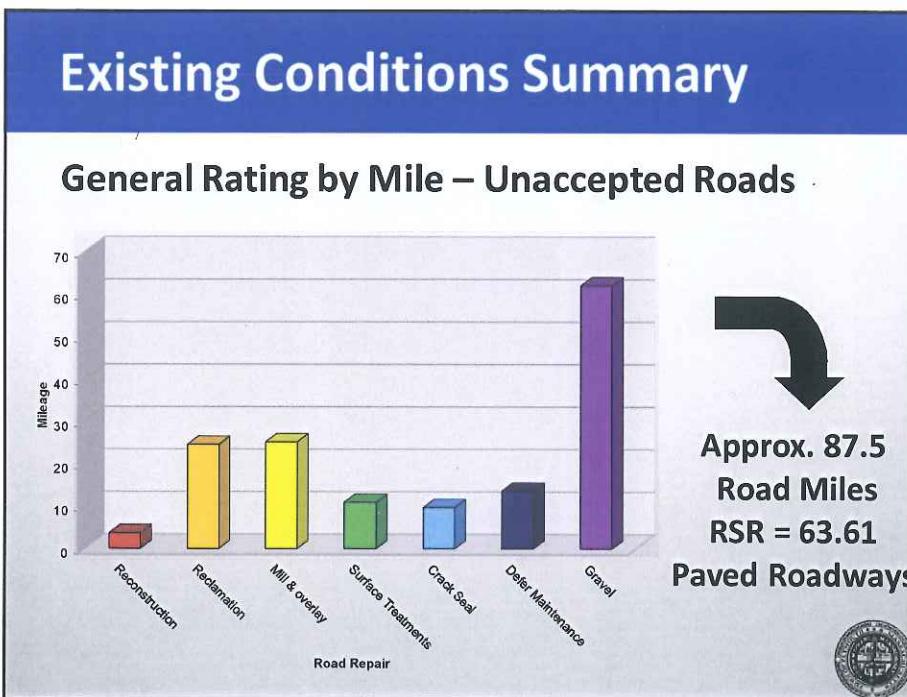


## Maintenance & Repair Methods

### Gravel Roadways

- Gravel Road Annual Re-grading Maint. - \$2.00 SY
- Gravel Road Dense Grade - \$13.00 SY
- Gravel Paved Roadway – \$135.00 SY





## Construction History - Unaccepted



### ■ 2013 Construction

- Bruce Road – Overlay/Crack Seal
- Ashbury Street - Overlay/Crack Seal
- Cox Lane – Overlay/Crack Seal
- Donna Drive – Crack Seal
- Little Sandy Pond Road – 1,000ft
  - Full Depth Reconstruction



## Anticipated Construction

### ■ 2015 Unaccepted Roads

- George Street
  - \$510K (Money Allocated)
- Queen Drive
  - \$165K (Money Allocated)
- Birch Street
  - \$225K (Money Not Allocated)

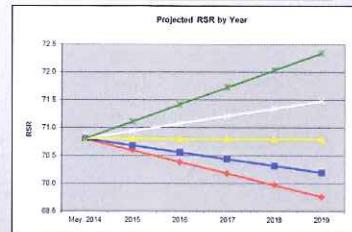


\*Asking for \$500K at Town Meeting FY2016



## Next Steps

- Determine target funding levels
- Identify funding sources
- Prioritize Roadway Construction
- Installation and Train of Town Staff



Town of Plymouth  
Department of Public Works

### PAVEMENT MANAGEMENT PROGRAM UNACCEPTED ROADWAYS

Thank You

January 08, 2015





## **ARTICLE 24:**

ARTICLE 24: To see if the Town will vote to amend its Zoning Bylaw, Section 205-19: Signs, as on file with the Town Clerk, to allow School Information Display Boards for High Schools, grades nine through twelve (a School Information Display Board is illuminated by internal Light Emitting Diodes (LED) and used as a community communication tool), as well as amend associated definitions, procedures, and schedules, or take any other action relative thereto.

SCHOOL COMMITTEE

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

The Advisory & Finance Committee recommends Town Meeting approve Article 24. Town Meeting approval of this article will extend the zoning bylaw change approved by Town Meeting in 2013 to permit use of the illuminated school information display board at Plymouth North High School to a similar device that will be installed as part of the construction of Plymouth South High School. The board at PSHS will be placed on the entrance/access road to the schools approximately 630 feet from Long Pond Road to minimize unintentional effects of the illuminated board on homes in the area.



FINAL REPORT AND RECOMMENDATION OF  
THE PLANNING BOARD TO SEE IF THE TOWN  
WILL VOTE TO AMEND ITS ZONING BYLAW, SECTION 205-19 SIGNS,  
TO ALLOW SCHOOL INFORMATION DISPLAY BOARDS FOR ACTIVE  
KINDERGARTEN THROUGH TWELFTH GRADE SCHOOLS

DATE OF PUBLICATION OF PUBLIC HEARING: December 16, 2015  
December 23, 2015

DATE OF PUBLIC HEARING: January 4, 2016

VOTE: On January 4, 2016, the Planning Board voted (5-0) **to support** the following amendment to Town Meeting:

PROPOSED AMENDMENT:

Underlined words added

§ 205-19. Signs. [Amended 4-21-1974 ATM by Art. 65; 4-17-1975 ATM by Art. 68; 4-10-1976 ATM by Art. 56; 4-24-1979 ATM by Art. 66; 4-20-1982 STM by Art. 44; 4-2-1983 ATM by Art. 29, 4-5-1989 ATM by Art. 31; by 10-26-2004 FTM by Article 21; 4-6-2013 ATM by Art. 29]]

G. Special regulations.

- (1) **Filling station.** Gasoline filling stations and garages may divide the one architectural sign affixed to the front wall of the building to which they are entitled as hereinabove provided into separate signs affixed to and parallel to such wall and indicating the separate operations or departments of the business. In addition, one sign standing or otherwise indicating the company whose gasoline is being sold and the price of gasoline being sold may be erected of such type, in such location, and in such manner as is otherwise permitted. The standard type of gasoline pump bearing thereon in usual size and form the name of the type of gasoline and the price thereof shall not be deemed to be in violation of this bylaw. Temporary or moveable signs of any and every type are specifically prohibited.
- (2) **Uses or activities above first floor.** Such uses or establishments may display architectural and/or hanging architectural signs as permitted under this bylaw for first floor tenants provided that this sign or signs and the signs otherwise permitted for the first floor establishments do not in combination exceed the dimensional limits for placement of signs for the first floor establishments.
- (3) **Iconographic signs.** An iconographic sign may be erected in lieu of a sign otherwise permitted by this bylaw if it meets the dimensional regulations for the sign for which it is being substituted.
- (4) **School Information Display Boards.** School Information Display Boards are allowed for active kindergarten through twelfth grade schools high schools (Grades 9-nine through 12(twelve)twelfth grade schools provided such boards:
  - (i) Do not exceed 24 square feet in size;

- (ii) Are located adjacent to the school's primary entrances;
- (iii) Do not obstruct vehicular sight-lines and;
- (iv) Are located within the Obery Street Overlay District or Rural Residential (RR) District.

### NEED AND JUSTIFICATION

Nationally, school information display boards have become a common tool for conveying information related to student safety, various school activities and community events. The Plymouth School Department would like to install a display board located at Plymouth South High School.

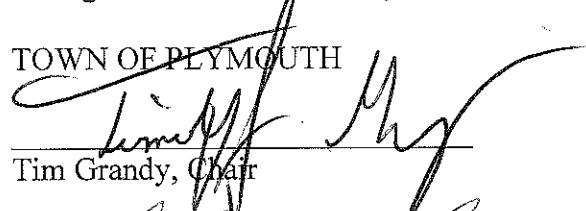
This amendment limits the location of display boards to high schools, (grades nine through twelve). Display boards will continue to be prohibited for all other uses.

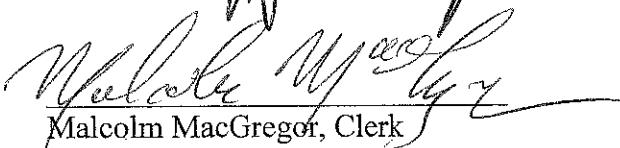
The board can only be illuminated by Light Emitting Diodes (LEDs).

### INTENT

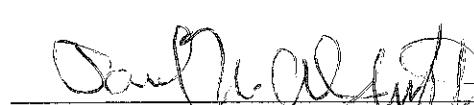
The intent of this amendment is to allow for the installation of information display boards for high schools located in Plymouth.

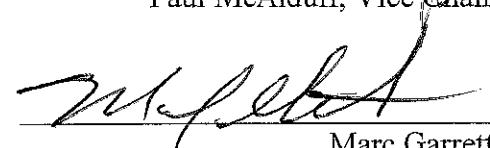
TOWN OF PLYMOUTH

  
Tim Grandy, Chair

  
Malcolm MacGregor, Clerk

  
Kenneth Buechs

  
Paul McAlduff, Vice Chair

  
Marc Garrett

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD:

January 11, 2016

DATE FILED WITH TOWN CLERK:

January 12, 2016

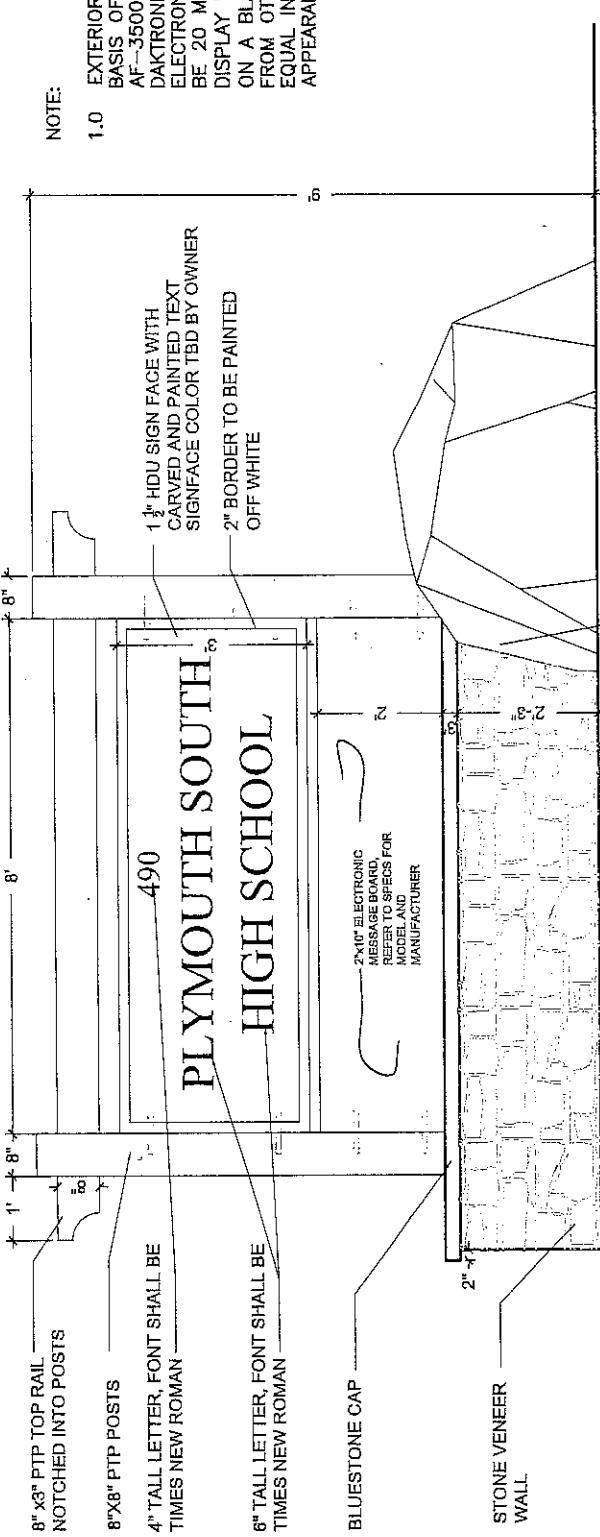
c: Town Clerk  
Board of Selectmen  
Advisory and Finance Committee

ENTRANCE SIGN

SKC:002

Lake Point Road

MEASUREMENT TAKEN FROM  
EDGE OF ROAD TO CENTER  
LINE OF PROPOSED SIGN



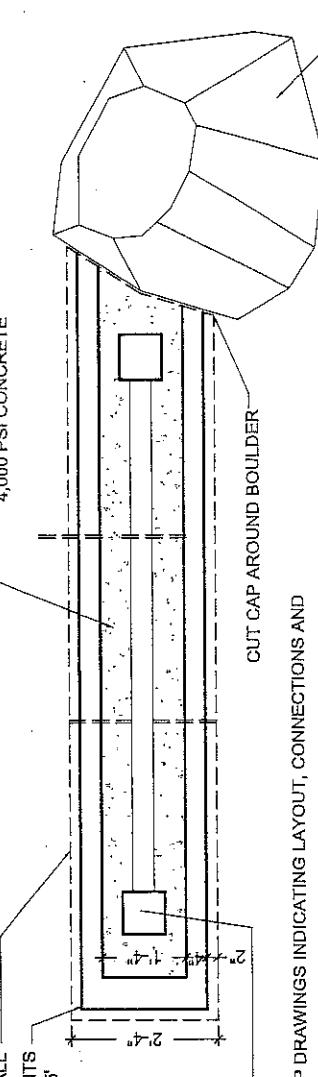
### ENTRANCE SIGN

SCALE: 1/2"=1'

STONE VENEER WALL  
SHALL BE A MINIMUM OF 5'  
LONG

CONTRACTOR SHALL COORDINATE  
BOULDER SELECTION WITH  
LANDSCAPE ARCHITECT

4,000 PSI CONCRETE



NOTES:

1. CONTRACTOR SHALL SUPPLY SHOP DRAWINGS INDICATING LAYOUT, CONNECTIONS AND ATTACHMENTS.
2. CONTRACTOR SHALL COORDINATE WITH THE OWNER AND LANDSCAPE ARCHITECT FOR FINAL GRAPHICS AND TEXT

### PLAN VIEW

SCALE: 1/2"=1'

626 Boston Post Road  
Wayland, MA  
01778  
TEL: 508.356.0790  
FAX: 508.365.0791



DRAWN BY:	A/E
SCALE:	1-50'-0"
DR NO:	SKL-002
DATE:	03/08/95

## **ARTICLE 26:**

ARTICLE 26: To see if the Town will vote to amend its Zoning Bylaw, Section 205-27, Special permit uses, as on file with the Town Clerk, to allow by right public safety buildings and uses in all districts, as well as amend associated definitions, procedures, and schedules, or take any other action relative thereto.

### **PLANNING BOARD**

#### **RECOMMENDATION: Approval (Unanimous, 14-0-0).**

The Advisory & Finance Committee recommends Town Meeting approve Article 26. Town Meeting approval of this article will amend Plymouth Zoning Bylaw 205-27 pertaining to special permit uses to exempt public safety buildings and uses from the special permit provisions, allowing such buildings and uses by-right in all zones and districts of the Town.



2016 FEB 24 10:31  
FINAL REPORT AND RECOMMENDATION OF THE PLANNING BOARD  
ON AN AMENDMENT TO THE ZONING BYLAW  
TO ALLOW BY-RIGHT PUBLIC SAFETY BUILDINGS AND USES  
IN ALL DISTRICTS

DATE OF PUBLICATION OF PUBLIC HEARING: January 6, 2016

January 13, 2016

January 25, 2016

DATE OF PUBLIC HEARING:

VOTE: On January 25, 2016, the Planning Board voted (4-0) to support the following amendment to Town Meeting:

PROPOSED AMENDMENT:

(underlined wording added)

(strikethrough wording deleted)

**§205-27. Special permit uses.**

- E. **Town buildings and uses.** Except for public safety buildings and uses, which are allowed by-right in all districts, other Town buildings and uses require a special permit provided that such uses shall be in character with the surrounding district, and that no use of an industrial or commercial nature (such as a town garage) shall be located in a residential zone.

**NEED AND JUSTIFICATION**

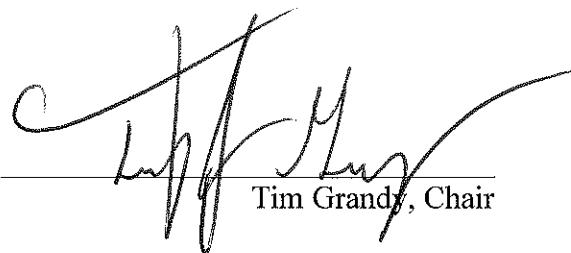
Providing adequate public safety coverage for Town residents is critical. Public safety buildings and uses include fire stations, police stations and emergency management facilities. The special permit process adds time and significant costs (to the taxpayers) to the construction of public facilities.

Furthermore, such projects are fully vetted through the Town's Building Committee's review process and site plan review through the Planning Board which serve as forums for public participation.

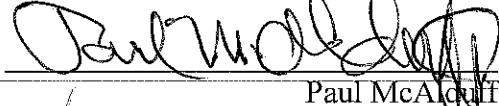
**INTENT**

The intent of this amendment to protect the health, safety and welfare of Plymouth's residents by allowing by-right the construction of public safety facilities and uses throughout the Town of Plymouth.

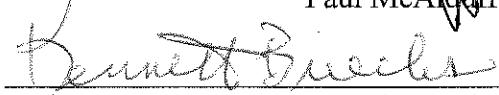
TOWN OF PLYMOUTH



Tim Grandy, Chair



Malcolm MacGregor  
Paul McAlonan



Paul McAlonan  
Kenneth Buechs



Marc Garrett

BEING A MAJORITY OF THE PLANNING BOARD

DATE SIGNED BY THE PLANNING BOARD: February 1, 2016

DATE FILED WITH TOWN CLERK: February 2, 2016

cc: Town Clerk  
Board of Selectman  
Advisory and Finance Committee

## **ARTICLE 27:**

ARTICLE 27: To see if the Town will vote to amend the Zoning Bylaw, as on file with the Town Clerk, by adding a new section entitled, "Ground-Mounted Solar Energy Facilities", that identifies solar energy facility site locations, selection criteria and evaluation criteria as well as amending associated definitions, procedures, and schedules, or take any other action relative thereto.

ENERGY COMMITTEE

**RECOMMENDATION: Please see Annual Town Meeting Supplement I.**



## ARTICLE 29:

ARTICLE 29: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to amend the Town Charter to remove procurement responsibilities from the Department of Finance, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general objectives of the petition:

An Act Relative to the Charter of the Town of Plymouth

Section 1. Section 1 of chapter 358 of the acts of 2004 is hereby amended by striking out in section 3-8-2 the following words:- general supervision of the purchase of all goods, services, materials, and supplies by the town; and.

Section 2. Said section 1 of chapter 358 is hereby further amended by deleting in section 3-9-4 the following words: and procurement.

Section 3. This act shall take effect upon passage.

or take any action relative thereto.

BOARD OF SELECTMEN

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

The Advisory & Finance Committee recommends Town Meeting approve Article 29. Town Meeting approval of this article will authorize the Board of Selectmen to petition the state legislature for amendments to the Town Charter that are required due to a Board of Selectmen approved reorganization of Procurement from the Department of Finance to the Office of the Town Manager.



**TOWN OF PLYMOUTH  
11 Lincoln Street  
Plymouth, MA 02360  
(508) 747-1620**

**OFFICE OF TOWN MANAGER  
MEMORANDUM**

---

To: Board of Selectmen  
Advisory and Finance Committee Members

From: Derek S. Brindisi, Assistant Town Manager

Date: January 11<sup>th</sup> 2016

Re: **Annual Town Meeting, Article 29– Reorganization of Procurement Division**

The Board of Selectmen voted at their meeting of 12/08/15 to move the Procurement Division from the Finance Department to Administrative Services. As outlined within the Town Charter, the Town Manager is the Chief Procurement Officer and responsible for all procurement activities. This recommendation was presented to the Board of Selectmen by the Town Manager in order to develop a more efficient and effective purchasing program.

As a result, the following amendments to the Charter are being requested in Article 29:

*ARTICLE 29: To see if the Town will vote to amend the Plymouth Town Charter by deleting the term “general supervision of the purchase of all goods, services, materials, and supplies by the town; and” under section 3-8-2 and deleting the word “procurement” under section 3-9-4 or take any action relative thereto.*

The full Charter sections showing the strikethroughs can be found on the next page.

Thank you for your consideration.

TOWN OF PLYMOUTH, MASSACHUSETTS  
CHARTER

**Section 8 Establishment and Scope of the Department of Finance**

**3-8-2** The Department of Finance shall be responsible for, and shall include, the following functions:

- coordination of all financial services and activities of town government;
- maintenance of all accounting records and other financial statements for all town government offices and agencies;
- payment of all financial obligations on behalf of the town;
- investment of town funds and management of debt;
- receipt of all funds due to the town from any source;
- maintenance of the system of property valuation;
- rendering of advice, assistance, guidance and recommendations to all other town offices and agencies in any financial or fiscal affairs;
- monitoring throughout the fiscal year of the expenditure of funds by town offices and agencies;
- ~~general supervision of the purchase of all goods, services, materials and supplies by the town; and~~
- general supervision of all data processing functions, activities and equipment of town government offices and agencies.

**Section 9 Director of Finance**

**3-9-4** The Director of Finance shall be responsible to the Town Manager and shall have the following specific powers and duties, subject to the direction of the Town Manager:

- coordination of the financial functions of all departments and agencies and supervision of the following functions: accounting, treasury, tax collections, assessing, data processing, budgeting and ~~procurement~~; ensure that each function is operating efficiently and in accordance with the applicable statute, by-law, code and/or accepted practice;
- accountability for planning, organizing and providing administrative direction for all financial functions;
- working with the Town Manager and the Board of Selectmen in developing strategic financial plans and policies;
- compilation and submission of an annual operating budget and an annual capital improvement plan to the Town Manager. The Director shall receive all requests made for the expenditure of town funds from every town office and agency and shall assemble all such requests into a form deemed to be best suited to show a complete financial plan for all town funds and activities for the ensuing fiscal year. The proposed budget shall show in detail all estimated income from the proposed property tax levy and from every other source by category; and
- general oversight, throughout the year, of the expenditure of all town funds pursuant to such budgets and expenditures as authorized by the representative town meeting.

## ARTICLE 30:

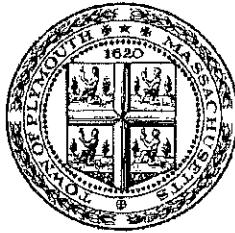
ARTICLE 30: To see if the Town will vote to authorize the Board of Selectmen to grant to NSTAR Electric Company and Verizon New England, Inc. a perpetual non-exclusive utility easement for the purpose of locating, relocating, erecting, constructing, reconstructing, installing, operating, maintaining, patrolling, inspecting, repairing, replacing, altering, changing the location of, extending or removing the utility equipment along, upon, under, across and over that portion of Town owned property located at 248 Old Sandwich Road, Plymouth, Massachusetts, more particularly described in a deed recorded with Plymouth County Registry of Deeds Book 45230, Page 329 and shown on Plymouth Assessor's Map 78A as Parcel 11-257, upon those portions shown on plans on file with the Town Clerk entitled "NSTAR Electric, Plan of Old Sandwich Road (Tower) Plymouth, MA," prepared by NSTAR, dated August 20, 2015 and "Communications Tower Site Plan, Town of Plymouth, Massachusetts," prepared by Woodard & Curran, dated July 24, 2015, on such terms and conditions which the Board of Selectmen may determine, or take any other action relative thereto.

### BOARD OF SELECTMEN

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

The Advisory & Finance Committee recommends Town Meeting approve Article 30. Town Meeting approval of this article will authorize the Board of Selectmen to grant perpetual, non-exclusive easements to NSTAR (Eversource) and Verizon New England on property located at 248 Old Sandwich Road. The easements are required to permit the construction and installation of electricity and communications connections and services for the new municipal emergency communications tower.





# TOWN OF PLYMOUTH

BOARD OF SELECTMEN / TOWN MANAGER  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 106 AND 100  
FAX (508) 830-4140

## MEMORANDUM

TO: BOARD OF SELECTMEN  
ADVISORY & FINANCE COMMITTEE

FROM: TIFFANY PARK, ADMINISTRATIVE ASSISTANT TO THE TOWN MANAGER *T.P.*

SUBJECT: ARTICLE 30 – EASEMENT FOR ELECTRIC & TELECOMM SERVICE TO  
COMMUNICATIONS TOWER AT 248 OLD SANDWICH ROAD

DATE: JANUARY 20, 2016

### ARTICLE 30:

To see if the Town will vote to authorize the Board of Selectmen to grant to NSTAR Electric Company and Verizon New England, Inc. the perpetual non-exclusive right and easement for the purpose of locating, relocating, erecting, constructing, reconstructing, installing, operating, maintaining, patrolling, inspecting, repairing, replacing, altering, changing the location of, extending or removing the utility equipment along, upon, under, across and over that portion of Town owned property located at 248 Old Sandwich Road, Plymouth, Massachusetts, more particularly described in a deed recorded with Plymouth County Registry of Deeds on Page 329 of Book 45230 and shown on Plymouth Assessor's Map 78A as Parcel 11-257, upon those portions shown on plans on file with the Town Clerk entitled "NSTAR Electric, Plan of Old Sandwich Road (Tower) Plymouth, MA," prepared by NSTAR and dated August 20, 2015 and "Communications Tower Site Plan, Town of Plymouth, Massachusetts," prepared by Woodard & Curran and dated July 24, 2015, on such terms and conditions which the Board of Selectmen may determine, or take any other action relative thereto.

### BOARD OF SELECTMEN

In the fall of 2013, Town Meeting approved a land swap with The Pinehills in an area off Old Sandwich Road for the purpose of establishing a municipal emergency communications tower. The 2014 Fall Town Meeting appropriated the capital request for the project.

NSTAR Electric Company (d/b/a Eversource) and Verizon New England seek an easement over the Town's property at this site, for the purpose of installing and maintaining electric and telecommunications service to the Communications Tower.

The granting of a permanent easement requires authorization from Town Meeting. For the purpose of expediting the initial installation of service to the site, the Selectmen have granted a temporary license agreement to the utility providers. With authorization from Town Meeting, the Selectmen may subsequently cancel the temporary license and grant the permanent easement.

Attached, please find a plan of land, site map of the tower project, and an NSTAR/Eversource engineering map, illustrating the location of the two poles that are planned for installation. Only one of the two new poles will be situated on Town property (Pole # 9304/103D). The other falls within property owned by The Pinehills, in an area where a long-standing utility easement (granted to the New Bedford Gas & Edison Light Company) is situated. Please feel free to contact me with any further questions you may have regarding this matter.



273 Summer Street, Plymouth, MA 02360

October 13, 2015

Town of Plymouth  
Office of Selectmen  
11 Lincoln Street  
Plymouth, MA 02360

Dear Selectmen:

Enclosed is a prepared form by which you may grant a License Agreement to NSTAR Electric Company (d/b/a Eversource Energy) for electric facilities which will service 248 Old Sandwich Road, Plymouth, MA.

The License Agreement shall remain in effect until the permanent easement can be signed at the next Town Meeting.

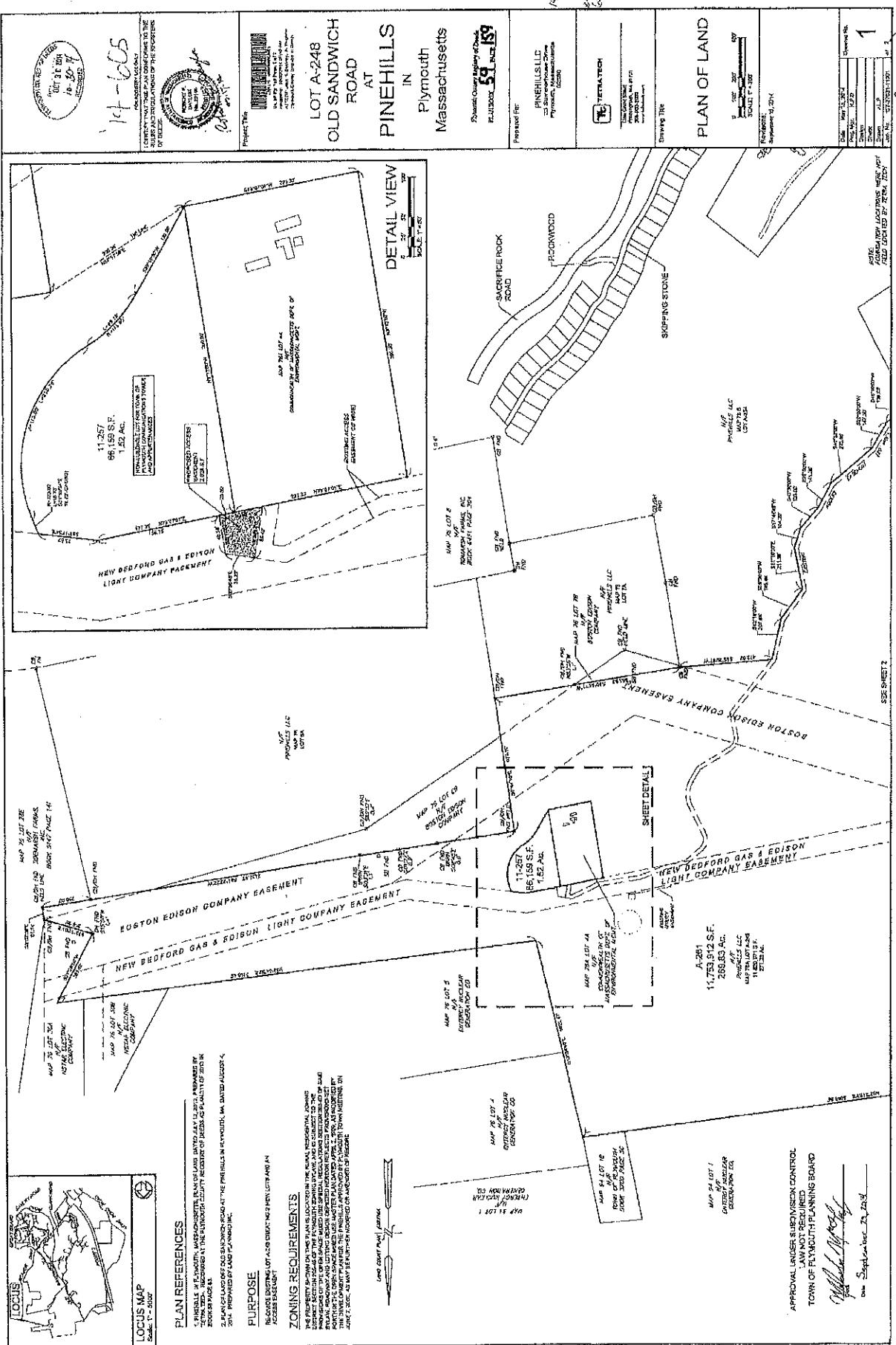
If this meets with your approval, please have the Selectmen sign the Agreement and return one original copy of the instrument to me at 273 Summer Street, Plymouth, MA. 02360. You may retain an additional copy for your records.

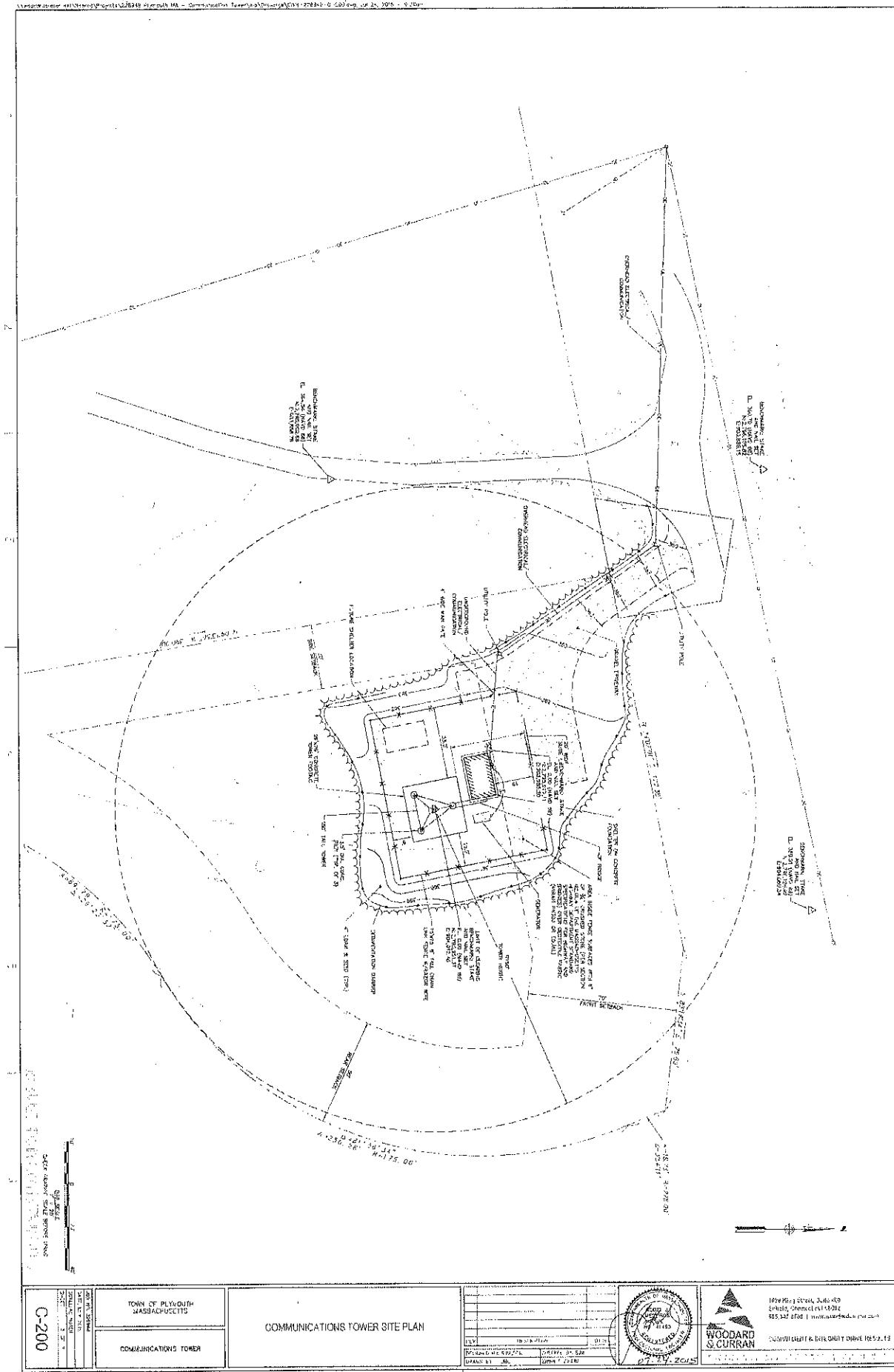
Do not hesitate to call with any questions.

Very truly yours,

A handwritten signature in black ink that reads "Karen Rae".

Karen Rae  
Right of Way Agent  
(508) 732-4239





Service Address: Old Sandwich Rd ( tower)	City: Plymouth	Page Number: 1 of 1	Auth. No.:
Customer's Name/Title: Town of Plymouth	Prepared by: Joanna 8/20/15	Circuit Number: 3-71-71	
Sales Representative: Kathy White	access road is @ #248 Old Sandwich Rd.	TLM:	
Electrician: Jim McNulty		Secondary Sheet Number:	
Switch Size: 25(A)			

9304/103 25(A) 3-71-71	
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## **ARTICLE 31:**

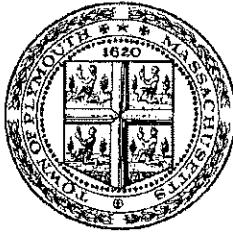
ARTICLE 31: To see if the Town will vote to authorize the Board of Selectmen to grant to NSTAR Electric Company and Verizon New England, Inc. a perpetual non-exclusive utility easement for the purpose of locating, relocating, erecting, constructing, reconstructing, installing, operating, maintaining, patrolling, inspecting, repairing, replacing, altering, changing the location of, extending or removing the utility equipment along, upon, under, across and over that portion of Town owned property located at 490 Long Pond Road, Plymouth, Massachusetts, more particularly described in a deed recorded with Plymouth County Registry of Deeds Book 11972, Page 164 and shown on Plymouth Assessor's Map 77A as Parcel 7, and on a plan on file with the Town Clerk entitled "Plymouth South High School Site Electrical Renovation Plan," prepared by Griffith & Vary, Inc. for Ai3 Associates, dated May 21, 2015, on such terms and conditions which the Board of Selectmen may determine, or take any other action relative thereto.

BOARD OF SELECTMEN

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

The Advisory & Finance Committee recommends Town Meeting approve Article 31. Town Meeting approval of this article will authorize the Board of Selectmen to grant perpetual, non-exclusive easements to NSTAR (Eversource) and Verizon New England on property located at 490 Long Pond Road. The easements are required to permit the construction and installation of electricity and communications connections and services for the new Plymouth South High School.





# TOWN OF PLYMOUTH

BOARD OF SELECTMEN / TOWN MANAGER  
11 LINCOLN STREET, PLYMOUTH, MA 02360  
PHONE (508) 747-1620 EXTENSIONS 106 AND 100  
FAX (508) 830-4140

## MEMORANDUM

TO: BOARD OF SELECTMEN  
ADVISORY & FINANCE COMMITTEE

FROM: TIFFANY PARK, ADMINISTRATIVE ASSISTANT TO THE TOWN MANAGER *T. Park*

SUBJECT: ARTICLE 31 – EASEMENT FOR ELECTRIC & TELECOMM SERVICE TO  
PLYMOUTH SOUTH HIGH SCHOOL PROJECT AT 490 LONG POND ROAD

DATE: JANUARY 20, 2016

---

### ARTICLE 31:

To see if the Town will vote to authorize the Board of Selectmen to grant to NSTAR Electric Company and Verizon New England, Inc. the perpetual non-exclusive right and easement for the purpose of locating, relocating, erecting, constructing, reconstructing, installing, operating, maintaining, patrolling, inspecting, repairing, replacing, altering, changing the location of, extending or removing the utility equipment along, upon, under, across and over that portion of Town owned property located at 490 Long Pond Road, Plymouth, Massachusetts, more particularly described in a deed recorded with Plymouth County Registry of Deeds on Page 164 of Book 11972 and shown on Plymouth Assessor's Map 77A as Parcel 7, upon those portions shown on a plan on file with the Town Clerk entitled "Plymouth South High School Site Electrical Renovation Plan," prepared by Griffith & Vary, Inc. for Ai3 Associates and dated May 21, 2015, on such terms and conditions which the Board of Selectmen may determine, or take any other action relative thereto.

### BOARD OF SELECTMEN

---

NSTAR Electric Company (d/b/a Eversource) and Verizon New England seek an easement over the Town's property at 490 Long Pond Road, for the purpose of installing and maintaining electric and telecommunications service to the new Plymouth South High School facility.

The granting of a permanent easement requires authorization from Town Meeting. For the purpose of expediting the initial installation of service to the site, the Selectmen have granted a temporary license agreement to the utility providers. With authorization from Town Meeting, the Selectmen may subsequently cancel the temporary license and grant the permanent easement.

Attached, please find back-up information and a detailed site map of the project, illustrating the location of the poles and equipment that are planned for installation. Please feel free to contact me with any further questions you may have regarding this matter.



273 Summer Street, Plymouth, MA 02360

RE: #

NOV 02 2015

BOARD OF SELECTMEN

October 28, 2015

Town of Plymouth  
Office of Selectmen  
11 Lincoln Street  
Plymouth, MA 02360

Dear Selectmen:

Enclosed is a prepared form by which you may grant a License Agreement to NSTAR Electric Company (d/b/a Eversource Energy) for electric facilities which will service 490 Long Pond Road, Plymouth, MA.

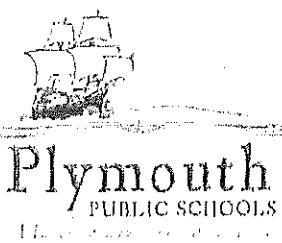
The License Agreement shall remain in effect until the permanent easement can be signed at the next Town Meeting.

If this meets with your approval, please have the Selectmen sign the Agreement and return one original copy of the instrument to me at 273 Summer Street, Plymouth, MA. 02360. You may retain an additional copy for your records.

Do not hesitate to call with any questions.

Very truly yours,

Karen Rae  
Right of Way Agent  
(508) 732-4239



## Plymouth Public Schools

Administration Building  
253 South Meadow Road  
Plymouth, MA 02360

Telephone: 508-830-4300  
Fax: 508-746-1873  
Web: [www.plymouth.k12.ma.us](http://www.plymouth.k12.ma.us)

GARY E. MAESTAS, Ed.D.  
Superintendent of Schools  
CHRISTOPHER S. CAMPBELL, Ed.D.  
Assistant Superintendent  
Administration and Instruction  
PAMELA A. GOULD, Ed.D.  
Assistant Superintendent  
Human Resources  
GARY L. COSTIN, RSP.A.  
School Business Administrator

November 13, 2015

Town of Plymouth  
Board of Selectman  
11 Lincoln Street  
Plymouth, MA 02360

RE: Eversource Easement

To Whom It May Concern:

The license agreement being presented is to grant Eversource an easement to access the primary electrical service at the new Plymouth South High School. Access will be required for the construction of and to maintain the primary electrical cables and manholes as needed.

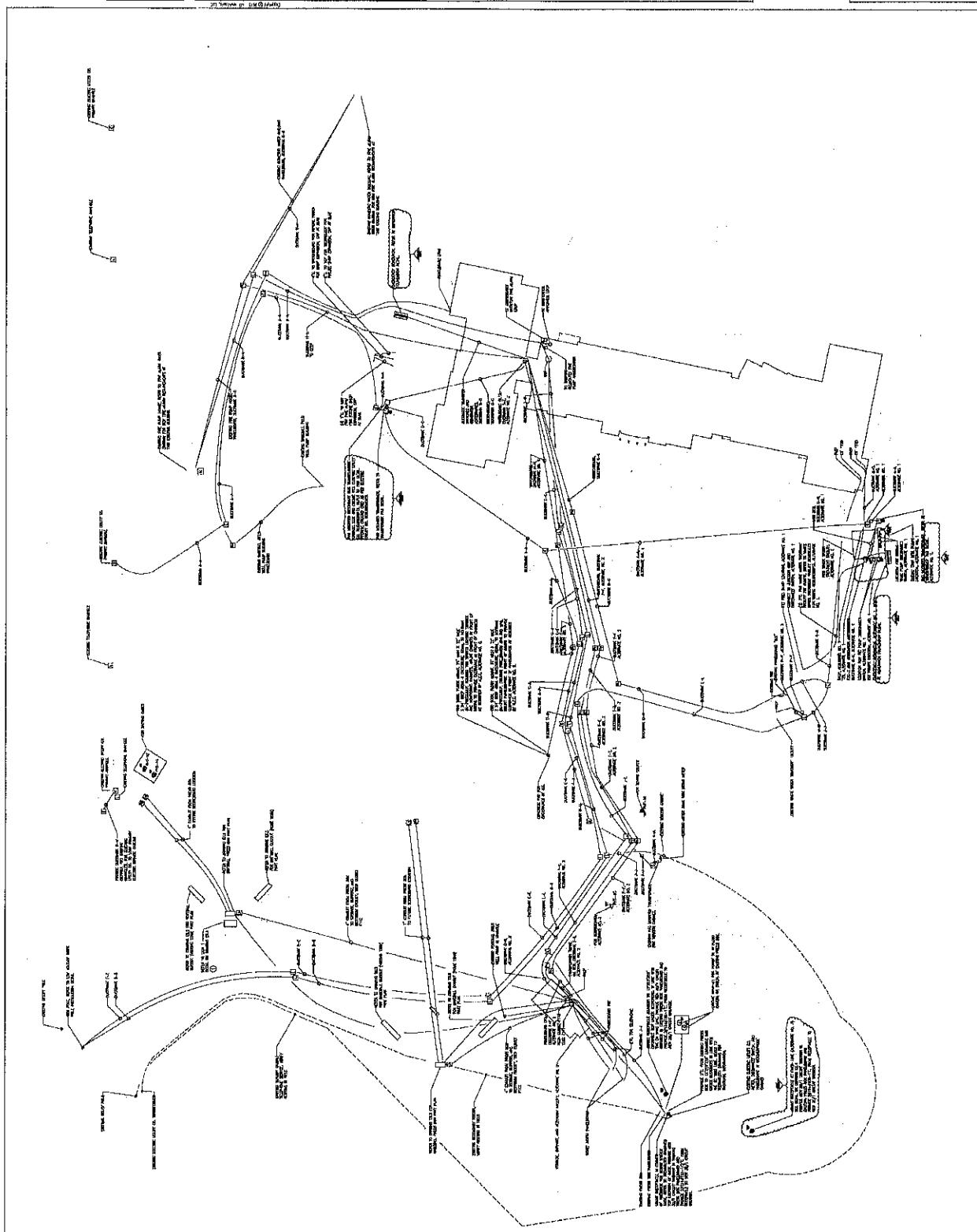
Thank you,

Gary E. Maestas, Ed.D.  
Superintendent of Schools



PLYMOUTH  
SOUTH  
HIGH SCHOOL

MONTH/ADVISER  
ACCOMMODATED  
THREE SET  

## **ARTICLE 32:**

ARTICLE 32: To see if the Town will vote to repeal the previous acceptance of Sections 3 to 7 inclusive, of Chapter 44B of the Massachusetts General Laws, otherwise known as the Community Preservation Act, or take any other action relative thereto.

BY PETITION: Steven Striar et al.

### **RECOMMENDATION: Not Approve (0-11-0).**

The Advisory & Finance Committee recommends Town Meeting not approve Article 32. This article seeks the approval of Town Meeting to advance a proposal to repeal the Community Preservation Act. Town Meeting approval of this article would authorize the placement of a ballot initiative in an upcoming election to repeal Plymouth's acceptance of the Community Preservation Act.



## **Article 32**

While the repeal, for me is primarily a philosophical endeavor there are also several practical reasons for repealing the Community Preservation Act in the Town of Plymouth.

I believe first among them would be the much appreciated savings that Plymouth taxpayers would enjoy upon repeal (about \$85 per year on a \$400,000 home). A small amount compared to this years anticipated real estate tax increase of over \$300 for that same home. But every bit helps.

Another benefit is keeping properties on the tax roll. Not only vacant land which if developed appropriately and in accordance with our zoning and environmental laws adds to the overall tax base but also existing structures like the Simes House. Also, several downtown properties that were acquired or repurposed using CPA funds may have ultimately found there way into private ownership and back onto the tax roll as well. All together they could be generating hundreds of thousands of dollars in tax revenue every year to help pay for needed town services and projects.

Along with the increase in the tax base associated with development and private ownership of real estate the town also benefits from increases in other taxes and fee revenue. Its citizens and businesses benefit as well. From additional consumer spending for services and products to enhanced employment opportunities to provide those services and products.

Another area of concern is keeping housing affordable in Plymouth. This is different then the affordable housing program for low income residents impacted by the CPA. This is about the ability of the marketplace to create and keep pace with the need for real workforce housing. While the average existing home price in Plymouth is around \$320,000, new home prices are averaging significantly higher. And while we may never fully be able to get back to where we need to be in pricing that allows for a better mix of new housing types and sizes, we may be able to slow the price appreciation by pulling the public money out of the mix. Hopefully, allowing market forces to correct a bit and bring that average price down. There are a lot of people who live in this town who would also like their children or grandchildren to be able to afford to buy a home here.

However, the above being some of the practical, tangible issues arguing for repeal I will shift now to the philosophical and historical reasons for repealing the Community Preservation Act.

If one wants to understand the history of the CPA you will need to go back to 1980, the year Proposition 2 1/2 was approved by voter referendum. The purpose of Prop. 2 1/2 was to put a cap on the level of municipal tax increases. In 1983, the year after Prop. 2 1/2 went into effect many local and State officials started to look for ways to get around the mandates of Prop. 2 1/2. From that time and continuing to today they keep looking. Out of this effort have come a number of 'Local Option" taxes. Authorized by the legislature but enacted locally, I believe they are used to circumvent the will of the voters as expressed by the approval of Prop.2 1/2.

In the late 1990's after repeatedly failing to win passage of legislation to create a Land Bank option for municipalities which, if enacted would have been funded by a local real estate transfer tax and used exclusively for conservation purposes, proponents changed their strategy. They realized that to be successful they would need to broaden the scope of their efforts. It could not just be about open space.

To win over legislators from the cities, developed suburbs and rural towns in the western part of the state with lots of open space they added funding for historic preservation and affordable housing to the program. The proponents knew to win over reluctant taxpayers would take a little more. In order to pave the way for local passage the CPA includes an incentive. Matching funds. These funds would come from a fee (actually another tax) charged for recording documents at the County Registry of Deeds. In September of 2000 the CPA was signed into law.

So what grew out of the best of intentions, was a legislative scheme to get around the restrictions imposed by Prop.2 1/2. But even worse. At least for citizens of the towns that did not pass the CPA locally is the requirement that they subsidize the participating communities every time they record a document at the Registry of Deeds. And still worse, for everyone. Because of shortfalls in the level of matching funds available, now down to approximately 20%, to participating communities the State has started supplementing the community preservation fund with general fund dollars. Millions of dollars that should be going to fix our roads and bridges, fund our schools or provide health care services for those in need is being diverted from this common good.

Also, considering that many of the municipalities that opted for the higher 3% tax are some of the wealthiest in the State it raises a significant question about the overall fairness and prudence of the Act itself. Is it really good public policy to redirect limited assets from poorer communities to wealthier ones.

Putting aside the fairness issue, one can now ask, is it in the best interests of the citizens of a city or town to give the local government, even one populated by wonderful people with good intentions the ability to raise and appropriate tax money in this way? Creating, in essence a slush fund to be administered by those good, well intentioned people to further their vision and beliefs. I believe the answer is no. We have a time honored and well tested method for raising and appropriating funds in our community. What sets these issues, open space, historical preservation and affordable housing apart from all others? Are these needs so great that they can only be funded in this manner? Managed in this manner? Again, I believe the answer is no. The town of Plymouth and it's people, historical societies, local conservation groups and affordable housing advocates have been addressing these issues with tax dollars, donations and toil long before the CPA . I can not imagine that changing because the CPA is repealed.

So, to that end I ask your favorable consideration and support of this article. Understanding that because of an interesting and disturbing provision of the CPA itself there is a requirement that the Community Preservation Act may only be repealed (after being in effect for at least five years) in the same manner by which it was enacted. In this case that means legislative action by Town Meeting this spring. Only then and only if they approve, to a referendum in the fall. To the best of my knowledge this is the only local option tax or tax of any kind that places such a burden on the people to affect it's repeal.



## General Laws

[Print Page](#)

### **PART I ADMINISTRATION OF THE GOVERNMENT**

[NEXT](#)

### **TITLE VII CITIES, TOWNS AND DISTRICTS**

[PREV](#) [NEXT](#)

### **CHAPTER 44B COMMUNITY PRESERVATION**

[PREV](#) [NEXT](#)

### **Section 16 Amendments to amount and computation of surcharge; revocation of Secs. 3 to 7**

[PREV](#) [NEXT](#)

Section 16. (a) At any time after imposition of the surcharge, the legislative body may approve and the voters may accept an amendment to the amount and computation of the surcharge, or to the amount of exemption or exemptions, in the same manner and within the limitations set forth in this chapter, including reducing the surcharge to 1 per cent and committing additional municipal funds pursuant to subsection (b1/2) of section 3.

(b) At any time after the expiration of five years after the date on which sections 3 to 7, inclusive, have been accepted in a city or town, said sections may be revoked in the same manner as they were accepted by such city or town, but the surcharge imposed under section 3 shall remain in effect in any such city or town, with respect to unpaid taxes on past transactions and with respect to taxes due on future transactions, until all contractual obligations incurred by the city or town prior to such termination shall have been fully discharged.

[Show / Hide Site Map](#)

**According to the annual CP-2  
reports filed with the  
State**

**The Community Preservation  
Committee has spent  
more than \$800,000 on  
Administrative expenses  
and more than \$820,000  
on Debt Service through  
fiscal year 2015.**

**Fiscal year 2016 is  
anticipated to be over  
\$98,000**

# **Historic Plymouth properties preserved\* prior to the CPA (partial list)**

**Memorial Hall  
Pilgrim Hall Museum  
Mayflower Society House  
1749 Court House  
Spooner House  
Howland House  
Sparrow House  
Hedge House  
Harlow Old Fort House  
Nathaniel Morton School  
Town Hall  
Cordage Park**

**\* using both public or private funds**

## **Plymouth Open Space\***

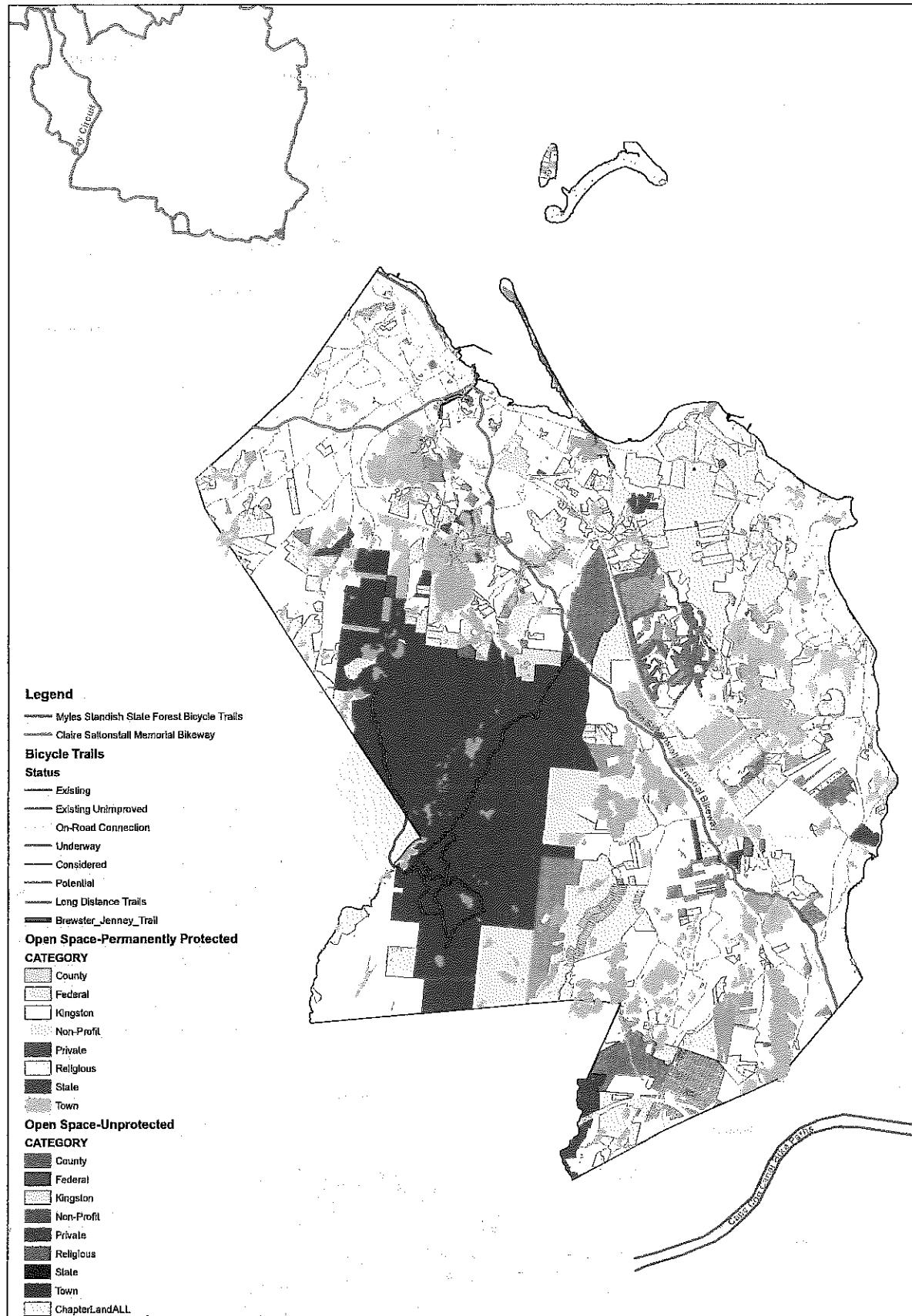
**The Town of Plymouth consists of approximately 66,000 acres. Of this area almost 20,000 acres are considered permanently protected open space.**

**There are over 11,000 acres of beaches, wetlands, waterbodies and other natural resource areas that may be protected from development by regulation. This does not include the thousands of acres impacted by priority habitat areas identified by Natural Heritage although there is some overlap.**

**There are also another 14,000 acres of land that is temporarily protected under Chapter 61. This land is primarily agricultural or forestry although approximately 1500 acres is recreational.**

**Of the 66,000 acres, 47,000 are either fully or partially protected.**

\*All information obtained from Town of Plymouth documents.

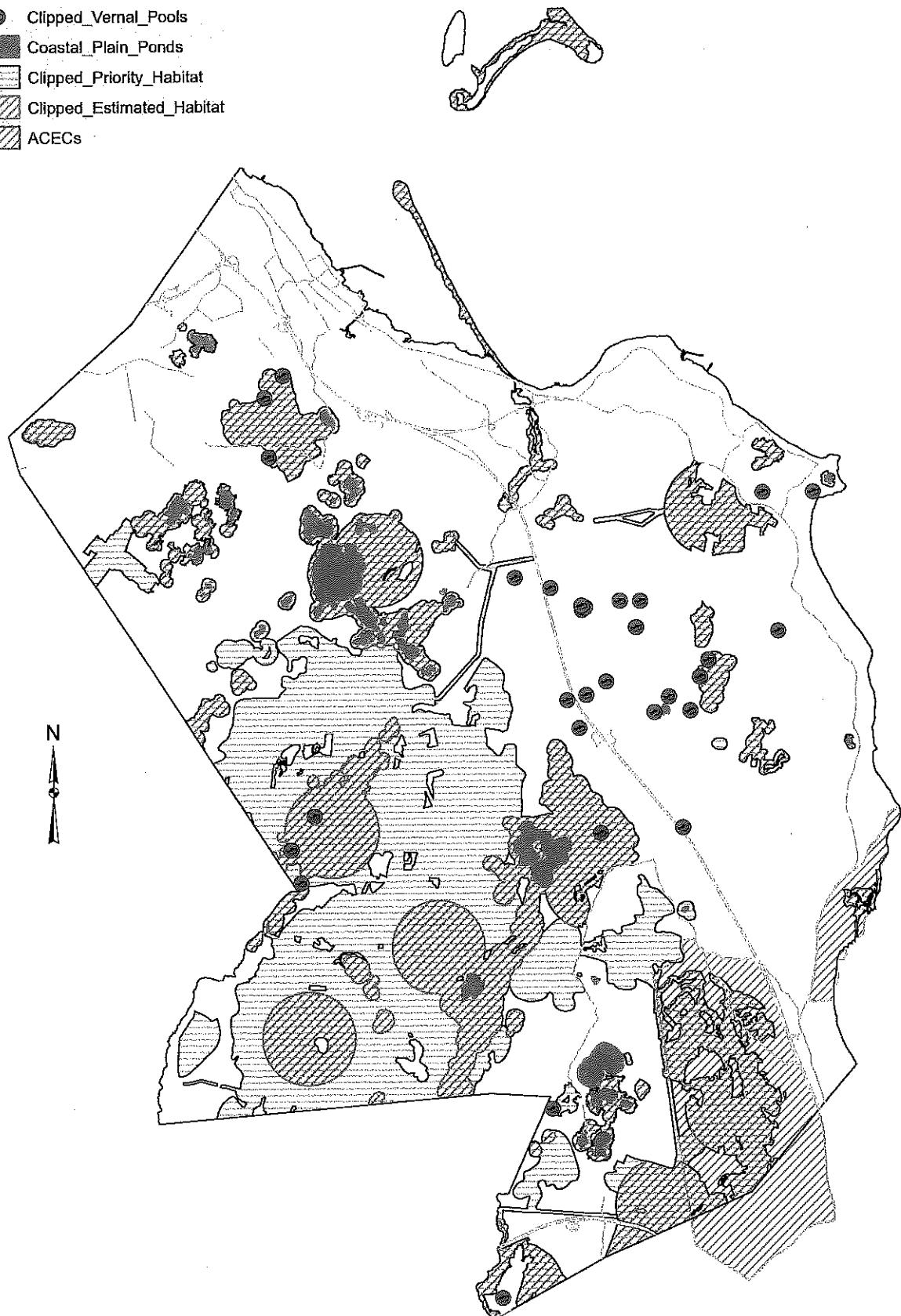


Open Space Inventory Map  
July 2009

Department of Planning  
and Development

### Legend

- Clipped\_Vernal\_Pools
- Coastal\_Plain\_Ponds
- ▨ Clipped\_Priority\_Habitat
- ▨ Clipped\_Estimated\_Habitat
- ▨ ACECs



National Association of Home Builders

# **The Economic Impact of Home Building in a Typical Local Area**

## **Income, Jobs, and Taxes Generated**

**April 2015**

**Housing Policy Department**





# **The Economic Impact of Home Building in a Typical Local Area**

## **Income, Jobs, and Taxes Generated**

### **Contents**

<b>Executive Summary.....</b>	<b>1</b>
<b>Detailed Tables on Single-Family Construction.....</b>	<b>4</b>
<b>Detailed Tables on Multifamily Construction.....</b>	<b>9</b>
<b>Detailed Tables on Residential Remodeling.....</b>	<b>14</b>
<b>Background and a Brief Description of the Model Used to Estimate the Economic Benefits.....</b>	<b>18</b>

#### **Attachment:**

**Local Impact of Home Building—Technical Documentation for the NAHB Model Used to Estimate the Income, Jobs, and Taxes Generated**

## Executive Summary

Home building generates substantial local economic activity, including new income and jobs for residents, and additional revenue for local governments. The National Association of Home Builders has developed a model to estimate these economic benefits. The model captures the effect of the construction activity itself, the ripple impact that occurs when income earned from construction activity is spent and recycles in the local economy, and the ongoing impact that results from new homes becoming occupied by residents who pay taxes and buy locally produced goods and services. In order to fully appreciate the positive impact residential construction has on a community, it is important to include the ripple effects and the ongoing benefits. Since the model was initially developed in 1996, NAHB has used it successfully to estimate the impacts of construction in over 800 projects, local jurisdictions, metropolitan areas, non-metropolitan counties, and states across the country.

This report presents separate estimates of the local area impacts of building 100 single-family homes, 100 rental apartments and \$1 million worth of spending on residential remodeling. As described more fully below, most of the key inputs (such as value of the homes being built, and impact fees and property taxes per dollar of new construction) are based on national averages. Other than construction-related fees and residential property taxes, local government revenue is determined by aggregating line items for all 89,000-plus local governments in the U.S. in the latest Census of Governments.

For purposes of the NAHB model, a local area must be large enough to include the places where construction workers live and spend their money, as well as the places where the new home occupants are likely to work, shop, and go for recreation. In practice, this usually means a Metropolitan Statistical Area (MSA) or Metropolitan Division, as defined by the U.S. Office of Management and Budget (OMB) based on local commuting patterns. Outside of an MSA, many counties are relatively self-contained areas that will satisfy the above criteria for a local area.

The NAHB model produces impacts on income and employment in 16 industries and local government, as well as detailed information about taxes and other types of local government revenue. Aggregate results are summarized below. Subsequent sections of the report show detail by industry and type of tax or fee revenue generated.

### Single-Family Construction

- ④ The estimated one-year impacts of building 100 single-family homes in a typical local area include
  - **\$28.7 million** in local income,
  - **\$3.6 million** in taxes and other revenue for local governments, and
  - **394** local jobs.

These are local impacts, representing income and jobs for residents of an average metropolitan area or nonmetropolitan county, and other sources of revenue, including permit fees) for all local jurisdictions within the local area. They are also one-year impacts that include both the direct and indirect impact of the construction activity itself, and the impact of local residents who earn money from the construction activity spending part of it

within the local area. Local jobs are measured in full time equivalents—i.e., one reported job represents enough work to keep one worker employed full-time for a year, based on average hours worked per week by full-time employees in the industry. The one-year estimates also assume that construction materials are subject to a local sales tax of 1.52 percent, an average (weighted by population) computed by NAHB across rates for individual states reported by the Tax Foundation.

- The additional, annually recurring impacts of building 100 single-family homes in a typical local area include
  - **\$4.1 million** in local income,
  - **\$1.0 million** in taxes and other revenue for local governments, and
  - **69** local jobs.

These are ongoing, annual local impacts that result from the new homes becoming occupied, and the occupants paying taxes and otherwise participating in the local economy year after year. The ongoing impacts also include the effect of increased property taxes, based on the difference between the value of raw land and the value of a completed housing unit on a finished lot, assuming that raw land would be taxed at the same rate as the completed housing unit.

The above impacts were calculated assuming that new single-family homes built in a typical metropolitan area or nonmetropolitan county have an average price of \$378,000; which includes \$48,000 in raw land value and \$13,672 in permit, hook-up, impact and other fees paid to local governments; and incur an average property tax of \$4,239 per year. The house price and raw land value are based on a blended average of prices of new homes built for sale and contract prices for custom homes built on the homeowner's land, from the Census Bureau's Survey of Construction (along with assumptions about raw land and other factors the Census Bureau uses when processing construction value in the survey).<sup>1</sup> The impact fees are based on a national average percentage estimated by NAHB in a 2011 article.<sup>2</sup> The property tax payment is based on a national average computed from the Census Bureau's American Community Survey summary files.

## Multifamily Construction

- The estimated one-year impacts of building 100 rental apartments in a typical local area include
  - **\$11.7 million** in local income,
  - **\$2.2 million** in taxes and other revenue for local governments, and
  - **161** local jobs.

These are local impacts, representing income and jobs for residents of the typical metropolitan area or nonmetropolitan county, and revenue for all jurisdictions within the local area. They are also one-year impacts that include both the direct and indirect impact of the construction activity itself, and the impact of local residents who earn money from the construction activity spending part of it within the local area's economy.

<sup>1</sup> For more detail, see "Impact of Home Building and Remodeling on the U.S. Economy" published by NAHB in *HousingEconomics.com*, May 2014.

<sup>2</sup> "How Government Regulation Affects the Price of a New Home," *HousingEconomics.com*, July 2011

- The additional, annually recurring impacts of building 100 rental apartments in a typical local area include
  - **\$2.6** million in local income,
  - **\$503,000** in taxes and other revenue for local governments, and
  - **44** local jobs.

These are ongoing, annual local impacts that result from the new apartments becoming occupied, and the occupants paying taxes and otherwise participating in the local economy year after year. They also represent impacts that have been reduced to account for the natural vacancy rate that tends to prevail in multifamily properties (see page 23 of the Technical Documentation).

These impacts were calculated assuming that new multifamily units built in the typical local area have an average market value of \$145,000; which includes \$14,000 in raw land value and \$13,672 in permit, hook-up, impact and other fees paid to local governments; and incur an average annual property tax of \$1,626 per unit. Value is based on national median asking rent for new apartments in the Survey of Market Absorption (funded by HUD and conducted by the U.S. Census Bureau) and the national median rent to value ratio in the inaugural Rental Housing Rental Housing Finance Survey (also funded by HUD and conducted by the Census Bureau). The assumptions about the construction related fee percentage and residential property tax rate are the same as for single-family construction.

### **Residential Remodeling**

- The estimated one-year local impacts of \$1 million spent on residential remodeling in a typical local area include
  - **\$841,000** in local income,
  - **\$71,000** in taxes and other revenue for local governments, and
  - **11 and a half** local jobs.
- Again, these represent local, one-year impacts occurring within a metropolitan area or nonmetropolitan county.
- Although certain remodeling jobs may be extensive enough to render otherwise uninhabitable units fit for occupancy (thereby allowing the local area to retain extra households and trigger ongoing impacts analogous to the ones for new construction), the NAHB local impact model uses a conservative default assumption that this is not the case. The ongoing, annual economic benefits to the local economy are therefore limited to
  - \$11,000 in residential property taxes.

In addition to the treatment of property taxes, the estimated remodeling impacts assume that 1.25 percent of the value of the remodeling job is paid to a jurisdiction in the local area in the form of permit fees, a percentage NAHB Remodelers have reported as typical for projects undertaken by professional remodeling companies.



# **The Economic Impact of Home Building in a Typical Local Area**

**Income, Jobs, and  
Taxes Generated**

**Detailed Tables  
on  
Single-Family  
Construction**

# Impact of Building 100 Single-Family Homes In a Typical Local Area

## Summary

Total One-Year Impact: Sum of Phase I and Phase II:

Local Income	Local Business Owners' Income	Local Wages and Salaries	Local Taxes <sup>1</sup>	Local Jobs Supported
\$28,670,800	\$8,606,200	\$20,064,700	\$3,358,600	394

Phase I: Direct and Indirect Impact of Construction Activity:

Local Income	Business Owners' Income	Local Wages and Salaries	Local Taxes <sup>3</sup>	Local Jobs Supported
\$19,204,100	\$6,526,800	\$12,677,400	\$2,152,500	237

Phase II: Induced (Ripple) Effect of Spending the Income and Taxes from Phase I:

Local Income	Business Owners' Income	Local Wages and Salaries	Local Taxes <sup>1</sup>	Local Jobs Supported
\$9,466,700	\$2,079,400	\$7,387,300	\$1,206,100	157

Phase III: Ongoing, Annual Effect that Occurs When New Homes are Occupied:

Local Income	Local Business Owners' Income	Local Wages and Salaries	Local Taxes <sup>1</sup>	Local Jobs Supported
\$4,091,900	\$922,400	\$3,169,900	\$1,014,800	69

<sup>3</sup> The term local taxes is used as a shorthand for local government revenue from all sources: taxes, fees, fines, revenue from government-owned enterprises, etc.

**Impact of Building 100 Single-Family Homes in a Typical Local Area**  
**Phase I—Direct and Indirect Impact of Construction Activity**

**A. Local Income and Jobs by Industry**

Industry	Local Income	Local Business Owners' Income	Local Wages and Salaries	Wages & Salaries per Full-time Job	Number of Local Jobs Supported
Construction	\$14,804,600	\$5,048,300	\$9,756,300	\$55,000	176
Manufacturing	\$1,500	\$100	\$1,500	\$54,000	0
Transportation	\$800	\$400	\$400	\$29,000	0
Communications	\$123,700	\$43,200	\$80,500	\$78,000	1
Utilities	\$27,300	\$5,900	\$21,400	\$97,000	0
Wholesale and Retail Trade	\$1,535,500	\$338,600	\$1,196,900	\$35,000	34
Finance and Insurance	\$276,900	\$10,400	\$266,500	\$120,000	2
Real Estate	\$760,400	\$654,700	\$105,600	\$55,000	2
Personal & Repair Services	\$76,000	\$18,100	\$57,900	\$40,000	1
Services to Dwellings / Buildings	\$52,100	\$20,100	\$32,000	\$37,000	1
Business & Professional Services	\$1,217,500	\$283,300	\$934,300	\$66,000	14
Eating and Drinking Places	\$43,800	\$7,200	\$36,600	\$29,000	1
Automobile Repair & Service	\$16,200	\$4,900	\$11,300	\$40,000	0
Entertainment Services	\$9,500	\$900	\$8,600	\$33,000	0
Health, Educ. & Social Services	\$1,700	\$100	\$1,700	\$51,000	0
Local Government	\$63,700	\$0	\$63,700	\$74,000	1
Other	\$192,900	\$90,600	\$102,200	\$48,000	2
<b>Total</b>	<b>\$19,204,100</b>	<b>\$6,526,800</b>	<b>\$12,677,400</b>	<b>\$53,000</b>	<b>237</b>

**B. Local Government General Revenue by Type**

TAXES:		USER FEES & CHARGES:	
Business Property Taxes	\$55,200	Residential Permit / Impact Fees	\$1,367,200
Residential Property Taxes	\$0	Utilities & Other Govt. Enterprises	\$200,000
General Sales Taxes	\$190,500	Hospital Charges	\$92,600
Specific Excise Taxes	\$8,200	Transportation Charges	\$36,300
Income Taxes	\$40,200	Education Charges	\$37,700
License Taxes	\$6,900	Other Fees and Charges	\$113,200
Other Taxes	\$4,600	<b>TOTAL FEES &amp; CHARGES</b>	<b>\$1,847,000</b>
<b>TOTAL TAXES</b>	<b>\$305,500</b>	<b>TOTAL GENERAL REVENUE</b>	<b>\$2,152,500</b>

**Impact of Building 100 Single-Family Homes in a Typical Local Area**  
**Phase II—Induced Effect of Spending Income and Tax Revenue from Phase I**

**A. Local Income and Jobs by Industry**

Industry	Local Income	Local Business Owners' Income	Local Wages and Salaries	Wages & Salaries per Full-time Job	Number of Local Jobs Supported
Construction	\$554,600	\$203,900	\$350,600	\$55,000	6
Manufacturing	\$1,900	\$100	\$1,800	\$52,000	0
Transportation	\$21,300	\$10,300	\$11,000	\$29,000	0
Communications	\$498,300	\$206,300	\$292,000	\$81,000	4
Utilities	\$171,900	\$36,400	\$135,600	\$97,000	1
Wholesale and Retail Trade	\$1,343,000	\$226,000	\$1,116,900	\$31,000	36
Finance and Insurance	\$289,100	\$11,400	\$277,800	\$90,000	3
Real Estate	\$919,000	\$380,900	\$538,100	\$55,000	10
Personal & Repair Services	\$342,200	\$124,800	\$217,400	\$40,000	5
Services to Dwellings / Buildings	\$121,900	\$47,000	\$74,800	\$37,000	2
Business & Professional Services	\$1,241,500	\$359,300	\$882,300	\$58,000	15
Eating and Drinking Places	\$615,900	\$120,400	\$495,600	\$27,000	18
Automobile Repair & Service	\$272,500	\$82,000	\$190,500	\$40,000	5
Entertainment Services	\$74,800	\$14,200	\$60,500	\$30,000	2
Health, Educ. & Social Services	\$1,467,600	\$163,200	\$1,304,400	\$55,000	24
Local Government	\$1,341,600	\$0	\$1,341,600	\$60,000	22
Other	\$189,600	\$93,200	\$96,400	\$43,000	2
<b>Total</b>	<b>\$9,466,700</b>	<b>\$2,079,400</b>	<b>\$7,387,300</b>	<b>\$47,000</b>	<b>157</b>

**B. Local Government General Revenue by Type**

TAXES:		USER FEES & CHARGES:	
Business Property Taxes	\$299,400	Residential Permit / Impact Fees	\$0
Residential Property Taxes	\$0	Utilities & Other Govt. Enterprises	\$421,800
General Sales Taxes	\$105,600	Hospital Charges	\$89,300
Specific Excise Taxes	\$44,400	Transportation Charges	\$17,900
Income Taxes	\$31,900	Education Charges	\$18,600
License Taxes	\$28,500	Other Fees and Charges	\$125,900
Other Taxes	\$22,900	<b>TOTAL FEES &amp; CHARGES</b>	<b>\$673,400</b>
<b>TOTAL TAXES</b>	<b>\$532,700</b>	<b>TOTAL GENERAL REVENUE</b>	<b>\$1,206,100</b>

**Impact of Building 100 Single-Family Homes in a Typical Local Area**  
**Phase III—Ongoing, Annual Effect That Occurs Because Units Are Occupied**

**A. Local Income and Jobs by Industry**

Industry	Local Income	Local Business Owners' Income	Local Wages and Salaries	Wages & Salaries per Full-time Job	Number of Local Jobs Supported
Construction	\$232,500	\$85,600	\$147,000	\$55,000	3
Manufacturing	\$800	\$0	\$800	\$53,000	0
Transportation	\$6,500	\$3,200	\$3,400	\$29,000	0
Communications	\$230,800	\$96,100	\$134,800	\$81,000	2
Utilities	\$81,800	\$17,300	\$64,500	\$97,000	1
Wholesale and Retail Trade	\$639,700	\$104,500	\$535,200	\$31,000	17
Finance and Insurance	\$151,400	\$5,600	\$145,900	\$88,000	2
Real Estate	\$283,900	\$117,700	\$166,300	\$55,000	3
Personal & Repair Services	\$145,100	\$57,100	\$88,000	\$40,000	2
Services to Dwellings / Buildings	\$55,900	\$21,600	\$34,300	\$37,000	1
Business & Professional Services	\$617,400	\$190,300	\$427,100	\$60,000	7
Eating and Drinking Places	\$306,100	\$57,900	\$248,300	\$27,000	9
Automobile Repair & Service	\$123,800	\$37,200	\$86,500	\$40,000	2
Entertainment Services	\$47,400	\$8,100	\$39,300	\$29,000	1
Health, Educ. & Social Services	\$606,600	\$70,200	\$536,400	\$55,000	10
Local Government	\$460,000	\$0	\$460,000	\$60,000	8
Other	\$102,200	\$50,000	\$52,100	\$42,000	1
<b>Total</b>	<b>\$4,091,900</b>	<b>\$922,400</b>	<b>\$3,169,900</b>	<b>\$46,000</b>	<b>69</b>

**B. Local Government General Revenue by Type**

TAXES:		USER FEES & CHARGES:	
Business Property Taxes	\$143,800	Residential Permit / Impact Fees	\$0
Residential Property Taxes	\$370,100	Utilities & Other Govt. Enterprises	\$230,700
General Sales Taxes	\$50,700	Hospital Charges	\$85,300
Specific Excise Taxes	\$21,300	Transportation Charges	\$7,700
Income Taxes	\$14,400	Education Charges	\$8,000
License Taxes	\$13,600	Other Fees and Charges	\$58,100
Other Taxes	\$11,000	<b>TOTAL FEES &amp; CHARGES</b>	<b>\$389,900</b>
<b>TOTAL TAXES</b>	<b>\$624,900</b>	<b>TOTAL GENERAL REVENUE</b>	<b>\$1,014,800</b>



# **The Economic Impact of Home Building in a Typical Local Area**

**Income, Jobs, and  
Taxes Generated**

**Detailed Tables  
on  
Multifamily  
Construction**

# Impact of Building 100 Rental Apartments In a Typical Local Area

## Summary

Total One-Year Impact: Sum of Phase I and Phase II:

Local Income	Local Business Owners' Income	Local Wages and Salaries	Local Taxes <sup>1</sup>	Local Jobs Supported
\$11,693,000	\$3,620,500	\$8,072,300	\$2,211,200	161

Phase I: Direct and Indirect Impact of Construction Activity:

Local Income	Business Owners' Income	Local Wages and Salaries	Local Taxes <sup>1</sup>	Local Jobs Supported
\$7,403,300	\$2,750,500	\$4,652,700	\$1,699,600	90

Phase II: Induced (Ripple) Effect of Spending the Income and Taxes from Phase I:

Local Income	Business Owners' Income	Local Wages and Salaries	Local Taxes <sup>1</sup>	Local Jobs Supported
\$4,289,700	\$870,000	\$3,419,600	\$511,600	71

Phase III: Ongoing, Annual Effect that Occurs When New Homes are Occupied:

Local Income	Local Business Owners' Income	Local Wages and Salaries	Local Taxes <sup>1</sup>	Local Jobs Supported
\$2,640,600	\$623,200	\$2,016,900	\$503,500	44

<sup>1</sup> The term local taxes is used as a shorthand for local government revenue from all sources: taxes, fees, fines, revenue from government-owned enterprises, etc.

**Impact of Building 100 Rental Apartments in a Typical Local Area**  
**Phase I—Direct and Indirect Impact of Construction Activity**

**A. Local Income and Jobs by Industry**

Industry	Local Income	Local Business Owners' Income	Local Wages and Salaries	Wages & Salaries per Full-time Job	Number of Local Jobs Supported
Construction	\$6,100,800	\$2,346,500	\$3,754,300	\$55,000	68
Manufacturing	\$400	\$0	\$400	\$54,000	0
Transportation	\$200	\$100	\$100	\$29,000	0
Communications	\$39,500	\$13,600	\$25,900	\$77,000	0
Utilities	\$9,300	\$2,000	\$7,300	\$97,000	0
Wholesale and Retail Trade	\$674,400	\$148,800	\$525,600	\$33,000	16
Finance and Insurance	\$36,000	\$1,400	\$34,600	\$102,000	0
Real Estate	\$152,500	\$131,300	\$21,200	\$55,000	0
Personal & Repair Services	\$24,900	\$5,900	\$19,000	\$40,000	0
Services to Dwellings / Buildings	\$15,000	\$5,800	\$9,200	\$37,000	0
Business & Professional Services	\$272,500	\$66,600	\$205,900	\$63,000	3
Eating and Drinking Places	\$7,800	\$1,200	\$6,500	\$29,000	0
Automobile Repair & Service	\$5,600	\$1,700	\$3,900	\$40,000	0
Entertainment Services	\$2,400	\$200	\$2,200	\$33,000	0
Health, Educ. & Social Services	\$700	\$0	\$700	\$51,000	0
Local Government	\$18,000	\$0	\$18,000	\$78,000	0
Other	\$43,300	\$25,400	\$17,900	\$47,000	0
<b>Total</b>	<b>\$7,403,300</b>	<b>\$2,750,500</b>	<b>\$4,652,700</b>	<b>\$52,000</b>	<b>90</b>

**B. Local Government General Revenue by Type**

<b>TAXES:</b>		<b>USER FEES &amp; CHARGES:</b>	
Business Property Taxes	\$35,300	Residential Permit / Impact Fees	\$1,367,200
Residential Property Taxes	\$0	Utilities & Other Govt. Enterprises	\$77,100
General Sales Taxes	\$80,400	Hospital Charges	\$35,700
Specific Excise Taxes	\$5,200	Transportation Charges	\$14,000
Income Taxes	\$16,100	Education Charges	\$14,500
License Taxes	\$3,900	Other Fees and Charges	\$47,200
Other Taxes	\$2,800	<b>TOTAL FEES &amp; CHARGES</b>	<b>\$1,555,800</b>
<b>TOTAL TAXES</b>	<b>\$143,800</b>	<b>TOTAL GENERAL REVENUE</b>	<b>\$1,699,600</b>

**Impact of Building 100 Rental Apartments in a Typical Local Area**  
**Phase II—Induced Effect of Spending Income and Tax Revenue from Phase I**

**A. Local Income and Jobs by Industry**

Industry	Local Income	Local Business Owners' Income	Local Wages and Salaries	Wages & Salaries per Full-time Job	Number of Local Jobs Supported
Construction	\$231,600	\$85,300	\$146,300	\$55,000	3
Manufacturing	\$900	\$0	\$900	\$52,000	0
Transportation	\$10,500	\$5,100	\$5,400	\$29,000	0
Communications	\$210,600	\$87,000	\$123,600	\$81,000	2
Utilities	\$71,500	\$15,100	\$56,400	\$97,000	1
Wholesale and Retail Trade	\$554,000	\$93,600	\$460,300	\$31,000	15
Finance and Insurance	\$121,100	\$4,700	\$116,300	\$90,000	1
Real Estate	\$380,400	\$157,700	\$222,700	\$55,000	4
Personal & Repair Services	\$145,400	\$52,200	\$93,200	\$40,000	2
Services to Dwellings / Buildings	\$53,000	\$20,500	\$32,500	\$37,000	1
Business & Professional Services	\$533,000	\$153,200	\$379,900	\$58,000	7
Eating and Drinking Places	\$254,900	\$50,000	\$204,900	\$27,000	8
Automobile Repair & Service	\$111,700	\$33,600	\$78,100	\$40,000	2
Entertainment Services	\$30,800	\$5,800	\$25,000	\$30,000	1
Health, Educ. & Social Services	\$599,800	\$66,700	\$533,100	\$55,000	10
Local Government	\$900,400	\$0	\$900,400	\$60,000	15
Other	\$80,100	\$39,500	\$40,600	\$43,000	1
<b>Total</b>	<b>\$4,289,700</b>	<b>\$870,000</b>	<b>\$3,419,600</b>	<b>\$48,000</b>	<b>71</b>

**B. Local Government General Revenue by Type**

TAXES:		USER FEES & CHARGES:	
Business Property Taxes	\$124,400	Residential Permit / Impact Fees	\$0
Residential Property Taxes	\$0	Utilities & Other Govt. Enterprises	\$178,800
General Sales Taxes	\$43,900	Hospital Charges	\$40,100
Specific Excise Taxes	\$18,400	Transportation Charges	\$8,100
Income Taxes	\$14,000	Education Charges	\$8,400
License Taxes	\$11,900	Other Fees and Charges	\$54,100
Other Taxes	\$9,500	<b>TOTAL FEES &amp; CHARGES</b>	<b>\$289,500</b>
<b>TOTAL TAXES</b>	<b>\$222,100</b>	<b>TOTAL GENERAL REVENUE</b>	<b>\$511,600</b>

**Impact of Building 100 Rental Apartments in a Typical Local Area**  
**Phase III—Ongoing, Annual Effect That Occurs Because Units Are Occupied**

**A. Local Income and Jobs by Industry**

Industry	Local Income	Local Business Owners' Income	Local Wages and Salaries	Wages & Salaries per Full-time Job	Number of Local Jobs Supported
Construction	\$86,900	\$32,900	\$53,900	\$55,000	1
Manufacturing	\$600	\$0	\$500	\$52,000	0
Transportation	\$5,900	\$2,800	\$3,000	\$29,000	0
Communications	\$146,800	\$60,800	\$85,900	\$81,000	1
Utilities	\$29,300	\$6,200	\$23,100	\$97,000	0
Wholesale and Retail Trade	\$436,800	\$65,200	\$371,600	\$34,000	11
Finance and Insurance	\$80,500	\$3,100	\$77,400	\$87,000	1
Real Estate	\$499,100	\$206,800	\$292,200	\$55,000	5
Personal & Repair Services	\$77,700	\$28,300	\$49,500	\$40,000	1
Services to Dwellings / Buildings	\$33,100	\$12,800	\$20,300	\$37,000	1
Business & Professional Services	\$271,300	\$76,300	\$194,900	\$53,000	4
Eating and Drinking Places	\$194,200	\$38,100	\$156,100	\$27,000	6
Automobile Repair & Service	\$94,200	\$28,300	\$65,800	\$40,000	2
Entertainment Services	\$35,400	\$4,800	\$30,600	\$29,000	1
Health, Educ. & Social Services	\$367,200	\$38,500	\$328,800	\$55,000	6
Local Government	\$243,800	\$0	\$243,800	\$60,000	4
Other	\$37,800	\$18,300	\$19,500	\$42,000	0
<b>Total</b>	<b>\$2,640,600</b>	<b>\$623,200</b>	<b>\$2,016,900</b>	<b>\$46,000</b>	<b>44</b>

**B. Local Government General Revenue by Type**

TAXES:		USER FEES & CHARGES:	
Business Property Taxes	\$91,100	Residential Permit / Impact Fees	\$0
Residential Property Taxes	\$146,900	Utilities & Other Govt. Enterprises	\$106,200
General Sales Taxes	\$32,100	Hospital Charges	\$41,500
Specific Excise Taxes	\$13,500	Transportation Charges	\$5,000
Income Taxes	\$9,200	Education Charges	\$5,200
License Taxes	\$8,700	Other Fees and Charges	\$37,100
Other Taxes	\$7,000	<b>TOTAL FEES &amp; CHARGES</b>	<b>\$194,900</b>
<b>TOTAL TAXES</b>	<b>\$308,500</b>	<b>TOTAL GENERAL REVENUE</b>	<b>\$503,500</b>



## **ARTICLE 33:**

ARTICLE 33: To see if the Town will vote to amend section 3-12-1 of the Town Charter to read as follows: The Board of Selectmen shall appoint a Zoning Board of Appeals of five members and two associate members for three year overlapping terms. Persons not registered to vote in the town of Plymouth and Representative Town Meeting Members shall not eligible for appointment to or service on the Zoning Board of appeals, or to take any other action relative thereto.

BY PETITION: Steven Striar et al.

### **RECOMMENDATION: Not Approve (5-8-0).**

The Advisory & Finance Committee recommends Town Meeting not approve Article 33. This article seeks to amend the Charter to specifically exclude Town Meeting members from being eligible to serve on the Zoning Board of Appeals. As evidenced by the split vote, members of the Advisory & Finance Committee have substantially differing points of view on this question. On the one hand, several members raised concern about the same individual being able to participate in the process of making laws and the process of interpreting and enforcing those laws and the potential for conflict such dual roles create. Alternatively, the majority of members seemed to believe that no evidence exists (or, at least, was presented) to substantiate the concerns over theoretical role conflicts and expressed concerns about compelling long-standing, knowledgeable ZBA members to choose between being a Town Meeting or ZBA member and the problems that could be created by an incomplete and / or less knowledgeable Zoning Board of Appeals.



## Article 33

'Persons not registered to vote in the Town of Plymouth, Town of Plymouth employees, and representative town meeting members shall not be eligible for appointment to, or service on, the Advisory and Finance Committee.'

Every member of the Advisory and Finance Committee should be familiar with this prohibition. It is the final paragraph of chapter 2 section 12-1 of the Town Charter. It is made part of our Charter for good reason. Among other things, it is meant to place a barrier between those we have elected to make decisions on our behalf and those who serve as their advisors. By this simple act we are able to reduce the likelihood of both real conflicts of interest and the mere appearance of one.

Without this prohibition, the actions and intentions of the Advisory and Finance Committee and representative town meeting could be called into question to the detriment of all.

As correct as it was to include this language in the Charter, I believe there was a failure to recognize the potential conflict that could arise by not including a similar provision in the Charter affecting service on the Zoning Board of Appeals.

As an adjudicatory board, Zoning Board of Appeal members are called on to pass judgement on those aggrieved by the enforcement or dictates of town regulations. Town meeting members on the other hand have the legislative authority to enact the rules and regulations that govern certain activities in the town.

It is at this point that the potential for conflict arises. To have ZBA members, who are in essence and fact our local judges actively participating as our legislators runs counter to the separation of powers doctrine that has served us so well for so long.

Executive, Legislative and Judicial. Each branch of government, whether federal, state or local has its own certain and separate responsibilities. They should not be co-mingled. We would not accept it at the highest levels of government. We should not accept it in Plymouth.

Therefore it is proposed by this article that 3-12-1 of the Town Charter be amended to read as follows:

'The Board of Selectmen shall appoint a Zoning Board of Appeals of five members and two associate members for three year overlapping terms. Persons not registered to vote in the town of Plymouth and Representative Town Meeting Members shall not be eligible for appointment to or service on, the Zoning Board of Appeals.'

This committee should be aware, it is my intention to ask for a revision of this article prior to town meeting or an amendment to the article on town meeting floor. The change would be limited to a provision delaying implementation of this prohibition, if enacted, for up to one year to allow for a more orderly transition period.



## **ARTICLE 34:**

ARTICLE 34: To see if the Town will vote to amend section 7-6-1 of the Town Charter to read as follows: At least once every five years, a special committee shall be appointed by the Moderator to review this Charter and submit a report, with recommendations, to the Citizens of Plymouth and Representative Town Meeting concerning any proposed amendments which the committee may determine to be necessary or desirable. Said report shall be published in the local paper of record and on the Town's website within 14 days of completion, or take any action relative thereto.

BY PETITION: Steven Striar et al.

### **RECOMMENDATION: Not Approve (4-8-1).**

The Advisory & Finance Committee recommends Town Meeting not approve Article 34. This article seeks to amend the Charter to require the publication of the report of all future Charter Review Committees in both the local newspaper and on the Town website. While the majority of committee members agreed that making the report of each Charter Review Committee readily available to the public was a good idea, there were differences of opinion on how that requirement should be established (bylaw versus charter) and the methods and logistics of creating ready public access to the report. In the end, several members voted against this article because of the belief that it belongs in a bylaw and not the charter while others voted against it because they believed the language and logistics needed work before they could recommend approval of the proposal. Several members observed that since the next Charter Review Committee was some years off that there is plenty of time to refine the language and seek approval at a future Town Meeting.



## Article 34

The purpose of this warrant article is to amend chapter 7 section 6-1 of the Town Charter. The existing language reads:

At least once every 5 years, a special committee shall be appointed by the town moderator to review this charter and to make a report, with recommendations, to the representative town meeting concerning any proposed amendments which the committee may determine to be necessary or desirable.

As proposed, the amended section would read:

At least once every 5 years, a special committee shall be appointed by the Moderator to review this charter and submit a report, with recommendations, to the Citizens of Plymouth and representative town meeting concerning any proposed amendments which the committee may determine to be necessary or desirable. Said report shall be published in the local paper of record and on the Towns website within 14 days of completion.

However, it is my intent to revise this article either before town meeting if possible or as an amendment on town meeting floor to remove the requirement of publication in the local paper of record.

My reason for proposing this Charter amendment is simple. It comes from the the first words of the Charter itself.

"We, the people of the Town of Plymouth,....."

The language of the preamble is clear. I believe it is the cornerstone of the document. This is The Peoples Charter and it should be treated as such. It may seem a small thing. And on it's own mean little but 'We the People', as noted in the preamble need to be reminded of our responsibilities with respect to the conduct of our government and we should not give them up freely.

In addition, I am hopeful the publication requirement will provide the public with improved and timely access to the same important information that is provided to their representatives at Town Meeting.



## **ARTICLE 35:**

ARTICLE 35: To see if the Town will vote to reduce thin carry out bags used from stores or take any action relative thereto.

BY PETITION: Alexander L. Burns et al.

**RECOMMENDATION: No Motion No Action at the Request of the Petitioner**



## **ARTICLE 36:**

ARTICLE 36: To see if the Town will vote to amend Chapter 2 Section 4 of the Town Charter by adding the following: All articles requiring spending of Community Preservation funds, exclusive of administration and operating expenses, shall require approval of two thirds (2/3 vote of those present and voting, or take any action relative thereto.

BY PETITION: Steven Striar et al.

**RECOMMENDATION: No Motion No Action at the Request of the Petitioner**