

**ADVISORY AND FINANCE COMMITTEE
MEETING MINUTES
Of
February 23, 2011**

A meeting of the Advisory & Finance Committee was held on, Wednesday, February 23, 2011. The meeting was called to order by the Chairman, William Driscoll at 7:00 p.m. and was conducted at the Plymouth Town Hall, 11 Lincoln Street, Mayflower II Meeting Room, Plymouth, Massachusetts.

PRESENT

Thirteen members of the Committee were present:

William Driscoll, Robert Nassau, James Doherty, Patricia Whalen, Michael Hanlon, Richard Reisig, Christopher Merrill, Linda Benezra, James Sweeney, Peter Neville, Richard Gladdy Charles Stevens and Leonard Blaney.

ABSENT

Two members were absent:

Cornelius Bakker and John Moody

AGENDA ITEMS

ATM Article 42 – Invasive Weeds – Billington Sea.

The Advisory & Finance Committee revisited Article 42 to vote the correct amount of \$23,850, which is based on the signed petition, and warrant language.

Linda Benezra moved to reconsider Article 42.

James Sweeney, second. The motion to reconsider carries. Michael Hanlon voting in opposition.

Linda Benezra moved to vote the amount of \$23,850.

James Sweeney, second. The motion carries unanimously.

Reserve Fund Transfer – Pine Hills Fire Station – Generator Switch \$12,365.57

Chief Bradley presented information regarding the request for a reserve fund transfer, which is required due to problems experienced at the Pine Hills Station during storms as a result of power outages. There was discussion regarding warranties of the generator. Chief Bradley indicated the equipment was purchased with warranties however due to the age of the station, the warranties have expired.

Linda Benezra, moved to approve the Reserve Fund Transfer for \$12,365.57.

James Doherty, second. The motion carries. Patricia Whalen voting in opposition.

Article 7A-7E - FY2012 Operating Budgets Sub-Committee Reports & Recommendations

Sub-Committee A - Administration & Miscellaneous Services, Robert Nassau, Chairman

#123 Town Manager/Board of Selectmen	#482 Airport Enterprise
#152 Human Resources	#910 Member Benefits
#161 Town Clerk	#945 All Town Insurance
#295 Harbor Master	

Linda Benezra, moved to approve the Budget Sub-Committee Recommendation as presented. James Sweeney, second.

Discussion:

Patricia Whalen felt the \$125,000 for town celebrations this is not an appropriate place for the town celebrations and it should be separate

The motion carries. Patricia Whalen and Peter Neville voting in opposition.

Sub-Committee B - Department of Finance, Linda Benezra, Chairman

#114 Moderator	#158 Tax Title Foreclosures
#132 Reserve Fund	#710 Long Term Debt
#133 Finance & Accounting Division	#750 Long Term Interest
#138 Procurement Division	#752 Short Term Interest
#141 Assessing Division	#753 Misc. Interests
#146 Treasury/Collections Division	#755 Bond Issuance
#155 Information Technologies Division	#911 Pension Contributions
#130 Fuel/Utility Fund	#914 Member Insurance
#129 Salary Reserve	

Patricia Whalen, moved to approve the Budget Sub-Committee Recommendation as presented.

Christopher Merrill, second. The motion carries unanimously.

Sub-Committee C - Public Safety Services, Patricia Whalen, Chairman

#210 Police Department	#291 Emergency Management
#220 Fire Department	#293 Parking Enforcement

Linda Benezra, moved to approve the Budget Sub-Committee Recommendation as presented. James Doherty, second. The motion carries unanimously.

Sub-Committee D - Public Works, Michael Hanlon, Chairman

#411 Engineering Division	#433 Solid Waste Enterprise
#420 Highway Division	#440 Sewer Enterprise
#421 Administration	#450 Water Enterprise
#422 Building Maintenance	#491 Cemetery Division
#423 Snow & Ice Removal	#492 Parks & Forestry Division
#630 Recreation Division	#427 Environmental Management
#490 Crematory Division	#425 Fleet Maintenance

Peter Curly, precinct #2 – inquired about the revenue stream for the crematory. Mr. Hanlon said the Crematory is not an enterprise fund and revenue generated goes to the general fund with approximately \$160,000 in revenue received.

Linda Benezra, moved to approve all general fund DPW Divisions in accordance with the Budget Sub-Committee Recommendation as presented.

James Sweeney, second. The motion carries unanimously.

Robert Nassau, moved to approve all enterprise fund DPW Divisions.

Christopher Merrill, second. The motion carries unanimously.

Sub-Committee E – Planning & Development/Community Resources/Inspectional Services, John Moody, Chairman

#175 Community Planning	#189 Redevelopment Authority
#241 Building/Zoning	#510 Board of Health
#541 Council on Aging	#543 Veterans Services
#549 Commission on Disabilities	#610 Library
#695 1749 Court House	

Discussion:

Richard Gladdys raised concerns regarding the 1820 Court House not having property insurance. Mark Stankiewicz said he assumed the building was covered. Members of the Sub-Committee indicated they had previously attempted to get an answer from Laura Schafer regarding insurance on the building but have not yet heard from her. Michael Hanlon said he would investigate the matter. Patricia Whalen indicated MIIA the town's insurance carrier would have blanket coverage on insurance and if the property were to be dropped, the carrier would notify the town.

Robert Nassau, moved to approve Planning & Development in accordance with the Budget Sub-Committee Recommendation as presented.

Linda Benezra, second. The motion carries unanimously.

Linda Benezra, moved to approve Inspectional Services Department in accordance with the Budget Sub-Committee Recommendation as presented.

James Sweeney, second. The motion carries unanimously.

Patricia Whalen, moved to support the recommendation of the Sub-committee for Community Resources Department with the exception that the increase of \$5,000 in funding not be contingent upon using any part of the Advisory & Finance Committee's Reserve Fund. Michael Hanlon, second. The motion does not carry (6-7-0). Mr. Driscoll voting in opposition to break a tie vote.

James Sweeney, moved to approve the Sub-committee recommendation to increase the Library by \$5,000 for Books & Periodicals in accordance with the Sub-Committee's recommendations using the Advisory & Finance Committee Reserve Fund.

James Doherty, second. The motion carries (7-5-0). Michael Hanlon, Charles Stevens, Pat Whalen, Linda Benezra, Peter Neville voting in opposition.

James Doherty moved to approve Veteran Services & Council on Aging in accordance with the Budget Sub-Committee Recommendation as presented.

James Sweeney, second. The motion carries unanimously.

Robert Nassau moved to approve Disabilities and 1749 Court House in accordance with the Budget Sub-Committee Recommendation as presented.

Christopher Merrill, second. The motion carries unanimously.

8:00 p.m. PUBLIC HEARING – Operating & Capital Budgets

In accordance with the Town Charter, section 2-12-2, William Driscoll opened the Public Hearing at 8:00 p.m. There was no one present wishing to make public comment on the FY2012 Operating & Capital Budgets. The hearing was recessed until all capital and operating budgets could be completed.

Sub-Committee F - Public Schools, Christopher Merrill, Chairman

#300 Plymouth Public Schools

James Doherty, moved to approve \$75,224,077 in accordance with the Budget Sub-Committee Recommendation as presented.

James Sweeney, second. The motion carries (11-0-1). Charles Stevens abstained.

Linda Benezra move to reconsider the Advisory & Finance Committee's FY2012 Reserve Fund. James Sweeney, second. The motion to reconsider carries unanimously.

Linda Benezra moved to reduce the Advisory & Finance Committee FY 2012 Reserve Fund by \$5,000 to cover the increase in the Library budget for Books & Periodicals.

James Doherty, second. The motion carries unanimously.

Christopher Merrill moved to approve the FY2012 Town Operating Budget for \$169,063,768. Robert Nassau, second. The motion carries unanimously.

STM Article 4A & Article 4B-Capital Requests

Article 4B -Emergency Management Operations Center

A request was presented for Mold Remediation and Furniture replacement for the Emergency Operations Center for \$80,400. The funding source for this project is \$18,994.75 from free cash, \$3,505.25 from old article balances and \$57,900 from Sale of Real Estate.

James Sweeney, moved to approve.

Christopher Merrill, second. The motion carries unanimously.

Article 4A -Wannos Pond Replacement Well for \$800,000.

This request is a continuation of an article from 2008 STM Art 4C to replace the Wannos Well. Based on additional funding needed to complete the project, Ms. Barrett said she is recommending borrowing the \$800,000. In addition, she said that the sand filter bed project for Bradford Well came in under budget and we will be rescinding \$750,000 in borrowing authorization from that project.

James Sweeney, moved to approve.

Christopher Merrill, second. The motion carries unanimously.

The Advisory & Finance Committee recessed at 8:45 p.m.

The Advisory & Finance Committee reconvened at 8:55 p.m.

STM Article 3-Unpaid Bills - Prior Year - \$275

Robert Nassau, moved to approve for \$275

Patricia Whalen, second. The motion carries unanimously.

STM Article 5-Fund Deficits in Enterprise Fund Projects

Ms. Barrett presented STM Article 5 and indicated her recommendation that the following project deficits be funded through retained earnings:

Enterprise Fund	Project Description	Amount
Water	Savery Pond (Cedarville) Well, Art 9, April 4, 1998 ATM	\$ 4,432.24
Sewer	Waste Water Facility, Art 12, June 9, 2007 STM	\$11,957.66
Airport	Airport Master Plan	\$ 3,265.72

Ms. Barrett said the deficits have been in existence for over 4 years and are a result of over expenditures in the particular projects. She added that it took some time to determine how to rectify the situation and with advice from the Department of Revenue, the solution is to have Town Meeting fund them through the appropriate enterprise available funds.

Michael Hanlon, moved to approve.

Linda Benezra, second. The motion carries unanimously.

STM Article 8 – Rescind Debt

Ms. Barrett presented STM Article 8. She asked the Committee to recommend the rescinding of the borrowing authorization remaining on the Bradford Well Replace Sand filters project that was voted June 9, 2008 STM Art 2-22. The Town originally authorized \$3,750,000 for this project. The Treasurer borrowed \$3,000,000 and the project appears to be coming in at around \$2.9 million. Therefore, my recommendation would be to rescind the remaining \$750,000.

Michael Hanlon, moved to approve.

Christopher Merrill, second. The motion carries unanimously.

STM Article 9-Airport Taxiway reallocation from debt to funding with Airport Free Cash

Ms. Barrett indicated at the October FATM, the town voted Article 4 J Airport Taxiway Relocation project for the Town's share of \$88,000. For timing purposes, this project had to go before the FATM to get started for grant approval process. Since free cash for the Airport was not certified at the time, she recommended that borrowing be authorized for the town's share with the intention of coming back to town meeting in the spring to amend the article. Currently, she is recommending that Article 4J of the 2010 FATM be amended to be paid out of Airport retained earnings instead of borrowing.

Robert Nassau, moved to approve.

Patricia Whalen, second. The motion carries unanimously.

ATM Article 6 – Salaries of Elected Town Officials

	Town Manager Recommendation	Finance Committee Recommendation
Chairman BOS	\$15,000	\$2,000
Other BOS	\$12,000	\$1,000
Moderator	\$12,000	\$300

Linda Benezra, moved to amend to the current rates.

Christopher Merrill, second. The motion carries unanimously.

STM Article 11- Transfer Armstrong Rd. Extension from General Municipal Purposes to Highway Purposes

Sid Kashi, Town Engineer presented information regarding STM Article 11. Mr. Kashi said Armstrong Road Extension a private road has been proposed to be accepted as a Public Way in this year's Spring Annual Town Meeting under Street Acceptances in Article 39. In October 2001, the Town Meeting voted to petition the General Court for Legislation that would authorize the granting of a Temporary Easement across Town property to connect Armstrong Road with Industrial Park Road. The acceptance of this portion of the roadway will require the easements to become permanent.

James Sweeney, moved to approve.

Linda Benezra, second. The motion carries unanimously.

STM Article 12 -Accept Perpetual Easement - Armstrong Road

Sid Kashi, Town Engineer presented information regarding STM Article 12. Armstrong Road Extension a private road has been proposed to be accepted as a Public Way in this year's Spring Annual Town Meeting Article 39. The property owners are willing to grant the Town easement for Highway Purposes. The easements will require the Town Meeting action in order to authorize the Board of Selectmen (BOS) to accept the easements

Christopher Merrill, moved to approve.

James Sweeney, second. The motion carries unanimously.

STM Article 13 - Accept Perpetual Easement - East Russell Mills Road

Sid Kashi, Town Engineer presented information regarding STM Article 13. East Russell Mills has been proposed for getting an established Layout as a Public Way in this year's Spring Annual Town Meeting Article 39. The property owners are willing to grant the Town easement for Highway Purposes. The easements will require the Town Meeting action in order to authorize the Board of Selectmen to accept the easements.

Linda Benezra, moved to approve.

James Doherty, second.

The motion carries (11-1-0). Michael Hanlon voting in opposition.

ATM Article 39 – Street Acceptances

There was discussion and questions regarding the cost of the upgrades to bring the roads up to acceptable standards. Ginny Davis, precinct 4 commented about the lack of accepting private roads and said there needs to be a process.

James Doherty, moved to approve.

James Sweeney, second.

Discussion:

Michael Hanlon spoke as a member of the Roads Advisory Committee. He indicated that he is in the minority and said he has a problem with accepting gravel roads being public ways and concerns with the cost of accepting a road that has not seen improvements in 40 or 50 years. He said, "By accepting unimproved gravel roads, we are asking the taxpayers to pay to have these roads improved". Mr. Hanlon said he is not in favor of using public funds to improve a private way and indicated there should be a betterment attached to the abutters.

Michael Hanlon suggested including Russell Mills Road, Juniper and Spruce only if there is a betterment applied to the property owners. Patricia Whalen said she is an advocate of the betterment process and said, "If public funds are spent on private roads, there should be betterments".

William Driscoll said we would not be able to spend \$240,000 to fix roads in the foreseeable future. By accepting roads that are in disrepair, it is irresponsible.

Christopher Merrill moved to amend to accept the roads, as listed below, that will require minimal repair and build Chapter 90 funds.

*Admiral Byrd Road
Admiral Halsey Road
Admiral Rickover Road*

*Victory Lane
Bonney Briar Drive
Hughes Street
Filmore Street
Santo Street
Armstrong Road Extension*

James Sweeney, second.

The motion carries unanimously.

The main motion as amended carries.

Article 16A – Community Preservation Committee- Simes House \$1,500,000

Bill Keohan opened with a brief explanation of the CPC booklet that will be presented to Town Meeting. Randy Parker President of the Simes House Foundation introduced the members of the Simes House Foundation and provided a brief overview of the project. In addition, Jeff Metcafe provided a power point presentation, which highlighted the current condition and proposed renovations as well as the proposed landscape of the lot.

Richard Gladdys, moved to approve.

Linda Benezra, second. The motion carries unanimously.

Christopher Merrill moved to continue beyond 10:30 P.M.

Robert Nassau, second. The motion carries unanimously.

PUBLIC HEARING – Operating & Capital Budgets

Linda Benezra moved to close the public hearing at 10:28 p.m.

Peter Neville, second. The motion to close carries unanimously.

OLD/NEW BUSINESS

Charles Stevens thanked Bill for sending letter to the Old Colony Memorial regarding the 4-day workweek.

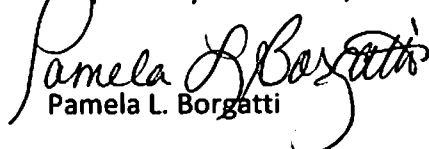
ADJOURNMENT

Robert Nassau, moved for adjournment.

Christopher Merrill, second. The motion for adjournment carries unanimously.

The meeting adjourned at 10:45 p.m.

Respectfully submitted,


Pamela L. Borgatti

To: Advisory & Finance Committee
 From: Budget Sub-Committee A
 Robert Nassau-Chairman, Leonard Blaney, Richard Gladdys,
 Richard Reisig, Patricia Whalen
 Date: February 15, 2011
 Subject: Sub-Committee A Budget Review & Recommendations

Department Name Town Manager/Board of Selectmen

Proposed Budget	Total:	\$1,021,287	Personnel:	\$477,762	Other:	\$543,525
Prior Year Budget	Total:	\$778,068	Personnel:	\$407,343	Other:	\$370,725

Department Synopsis

The proposed budget is an increase of \$243,219 or 31.3% from the 2011 budget. Principal increases include

Salaries	\$70,369
Legal fees	42,800
Town Celebrations	125,000

Recommendations

Salaries. Salaries include a \$57,000 increase in stipends for the Selectmen. The committee recommends that the stipends be level funded and that the salary reserve account be funded for the potential increase in stipends recommended by the Stipend Committee. Impact - reduce the proposed salary budget by \$57,000.

The stipend Committee is also recommending a joint expense account budget of \$1,000 for the Selectmen. The Committee recommends that these funds come from the meeting expense budget, which is increased by \$5,000 in the proposed budget.

Legal fees although increased from the 2011 budget are below the 2010 actual expenditure level. The committee recommends approval of the proposed budget.

Town Celebrations. The budget proposes a \$125,000 increase for Town celebrations based on the increase in meal taxes that would come to the general fund. The Visitor Services Board which automatically receives 45% of the tax increase has substantially more funds in 2012 for promoting the Town. The committee recognizes the desirability of having the Town have dedicated funds to support town celebrations and recommends an amount of \$50,000. Impact - reduce the proposed budget by \$75,000.

Summary. The committee recommends reducing the proposed budget by \$132,000 to \$889,287.

To: Advisory & Finance Committee
From: Budget Sub-Committee A
Robert Nassau-Chairman, Leonard Blaney, Richard Gladdys,
Richard Reisig, Patricia Whalen
Date: February 15, 2011
Subject: Sub-Committee A Budget Review & Recommendations

Department Name Town Clerk

Proposed Budget	Total:	\$459,990	Personnel:	\$234,205	Other:	\$225,785
Prior Year Budget	Total:	\$467,411	Personnel:	\$248,331	Other:	\$219,080

Department Synopsis

The proposed budget of \$459,990 reflects a reduction of \$(7,421) from the 2011 budget.

Budget Observations

Temporary Salaries and wages are reduced by \$15,963 reflecting less elections in 2011.

Postage is budgeted to increase \$6,850 based on an anticipated increase in postal rates.

Recommendations

The subcommittee recommends approval of the Town Clerk budget as proposed.

To: Advisory & Finance Committee
 From: Budget Sub-Committee A
 Robert Nassau-Chairman, Leonard Blaney, Richard Gladdys,
 Richard Reisig, Patricia Whalen
 Date: January 27, 2011
 Subject: Sub-Committee A Budget Review & Recommendations

Department Name Human Resources

Proposed Budget	Total:	\$278,430	Personnel:	\$205,895	Other:	\$72,535
Prior Year Budget	Total:	\$244,783	Personnel:	\$190,518	Other:	\$54,265

Department Synopsis

The proposed budget is \$278,430 an increase of \$33,647 from the 2011 budget or 13.7%.

Principal changes are

An increase in salaries of	\$15,327
An increase in technical services of	28,270
A decrease in pre employment medical and drug testing	(10,000)

Recommendations

Salaries. Primarily reflects returning an employee to full hours. This leverages the benefit cost and increases services in the department.

Technical services. The increase reflects transferring the assessment center costs from the Police and Fire departments to Human resources. In addition, this reflects the cost of a negotiated reclassification assessment for the Library.

Preemployment testing. The decrease in preemployment testing reflects negotiated cost reductions for the services as well as an expected lower numbers of new hires.

Summary

The subcommittee recommends approval of the Human Resource budget as proposed.

To: Advisory & Finance Committee
From: Budget Sub-Committee A
Robert Nassau-Chairman, Leonard Blaney, Richard Gladdys,
Richard Reisig, Patricia Whalen
Date: February 15, 2011
Subject: Sub-Committee A Budget Review & Recommendations

Department Name Harbor Master

Proposed Budget	Total:	\$301,014	Personnel:	\$277,374	Other:	\$23,640
Prior Year Budget	Total:	\$289,328	Personnel:	\$265,788	Other:	\$23,540

Department Synopsis

The proposed budget of \$301,014 is an increase of \$11,686 or 4.0% from the 2011 budget.

Budget Observations

The salary increase of \$6,586 results from COLA and step increases.

The \$3000 increase in overtime reflects a policy change to pay overtime rather than build comp time at a higher cost when an employee would leave.

Initiatives & Opportunities

The Harbor Master is planning to raise mooring fees from \$6 to \$8 and to charge a wait list fee of \$10 raising Harbor Master fee revenue by \$46,000.

Total Harbor Master fees, including these increases, approximate \$280,000, close to the department's total budget cost.

Recommendation

The subcommittee recommends approval of the budget as proposed.

To: Advisory & Finance Committee
From: Budget Sub-Committee A
Robert Nassau-Chairman, Leonard Blaney, Richard Gladdys,
Richard Reisig, Patricia Whalen
Date: February 15, 2011
Subject: Sub-Committee A Budget Review & Recommendations

Department Name All Town Insurance

Proposed Budget	Total:	\$820,810	Personnel:	\$	Other:	\$
Prior Year Budget	Total:	\$804,803	Personnel:	\$	Other:	\$

Department Synopsis

This budget is the Town: property and liability insurance cost. The Town entered into a three year agreement with MIA to purchase this coverage. This is the third year of the agreement and the \$16,007 increase in the cost is contractual

Recommendations

The committee recommends approval of the budget as proposed.

To: Advisory & Finance Committee
From: Budget Sub-Committee A
Robert Nassau-Chairman, Leonard Blaney, Richard Gladdys,
Richard Reisig, Patricia Whalen
Date: February 15, 2011
Subject: Sub-Committee A Budget Review & Recommendations

Department Name Airport Enterprise

Proposed Budget	Total:	\$2,580,496	Personnel:	\$415,851	Other:	\$2,164,645
Prior Year Budget	Total:	\$3,346,079	Personnel:	\$423,754	Other:	\$2,922,325

Department Synopsis

The Airport proposed budget is \$2,580,496 is a decrease of \$765,583 from the original 2011 budget. The budget for fuel cost is down by \$750,000 or 27% based on the economy and projected gallonage.

The other significant change to the Airport budget and operation is a change in the management of the sewer treatment plant. In 2011 the plant was run with a stipend for an airport employee and a technical services contract. For the 2012 budget the plant will be managed and run by the sewer department. The result is a personnel cost reduction of \$7800 and a reduction in technical services of \$12,800 offset by an increase in the transfer to the general fund to pay a portion of the sewer managers salary.

Recommendation

The subcommittee recommends approval of the Airport budget as proposed.

To: Advisory & Finance Committee
From: Budget Sub-Committee A
 Robert Nassau-Chairman, Leonard Blaney, Richard Gladdys,
 Richard Reisig, Patricia Whalen
Date: February 15, 2011
Subject: Sub-Committee A Budget Review & Recommendations

Department Name Member Benefits

Proposed Budget	Total:		\$ Personnel:		\$ Other:	\$3,861,282
Prior Year Budget	Total:		\$ Personnel:		\$ Other:	\$3,790,210

Department Synopsis

Member Benefits budget is the Town's estimates for the coming year's medical and other generally insurance benefits. Some of the benefits covered include workers compensation, employer portion of medicare for current employees, disability insurance, life insurance, several medical insurance plans including managed Blue and medicare part B premiums reimbursed to retirees. These benefits are projected to total \$3,861,282 for 2012 an increase of \$71,072 or 1.9% from the 2011 budget.

Budget Observations

Projected changes from the 2011 budget include

Workers compensation	\$(26,900)
Employer medicare	(49,756)
Managed Blue	79,040
Medicare part B premiums	58,760
Medicare part B penalty	16,208
Total incl. other	\$71,072

Workers compensation reduction reflects an adjustment to the running rate based on the last 2 years experience.

The employer medicare is a reduction of about 4% based on the running rate.

Managed Blue is an increase of 27% reflecting an anticipated rate increase of 5% and the migration of employees from the master medical.

The medicare part B premiums and penalty are expected to have a rate increase of 6%.

These premiums and penalties are paid by the Town for the retired lemployees.

Initiatives and Opportunities

Changes in these annually rising benefit costs and the more than \$300 million unfunded liability for retiree health care costs would need to come primarily from changes in the benefits or in the cost sharing of the benefits with employees.

Recommendations

The Committee recommends approval of the budget for anticipated benefit costs.

Fiscal 2012 Advisory & Finance Committee Recommendations

Budget Sub-Committee B: Chair- Linda Benezra, Leonard Blaney, Christopher Merrill, Richard Reisig
Charles Stevens, Peter Neville

Department of Finance

114 Moderator

Proposed Budget	Total:	\$12,000	Personnel:		Other:	\$
Current Budget	Total:	\$300	Personnel:	\$300	Other:	\$
Prior Year Actual	Total:	\$300	Personnel:	\$300	Other:	\$

Department Synopsis: The Town Moderator is elected at a regular town election and serves for three years. The Moderator presides at all town meeting sessions and performs other duties as may from time to time be assigned to the office through bylaw or vote of town meeting. The Moderator is authorized to appoint an Assistant Moderator for a term commencing at the first or special town meeting following the election and to serve until the next election. The Assistant Moderator may not be compensated.

Budget Observations: Legislation passed by Fall Town Meeting in October 2010, made health insurance for elected officials no longer available. The Moderator will continue to receive the health insurance benefit valued at approximately \$14,886. until the end of the present term which is May 2013. Proposed remuneration by the Stipend Committee, if approved, will begin after the next election for Moderator.

Recommendation: The committee does not recommend the Town Manager's budget of \$12,000 but rather a level funded budget of \$300 as the Moderator is grandfathered to continue receiving health insurance.

Department of Finance

132 Fincom Reserve

Proposed Budget	Total:	\$	Personnel:	\$	Other:	\$250,000
Current Budget	Total:	\$242,049	Personnel:	\$	Other:	\$242,049
Prior Year Actual	Total:	\$153,000	Personnel:	\$	Other:	\$153,000

Department Synopsis

The Fincom Reserve is budgeted at \$250,000, equal to fiscal 2009 & 2010. This level of funding has been required to fund unexpected Town expenses.

Recommendation: Approve as presented by the Town Manager at \$250,000. Furthermore it is recommended that if any funds remain at the end of the fiscal year they be allocated to snow and ice by June 30, 2012, not carried over to free cash.

Department of Finance

129 Salary Reserve Fund

Proposed Budget	Total:	\$10,000	Personnel:	\$9,000	Other:	\$1,000
Current Budget	Total:	\$63,324	Personnel:	\$	Other:	\$
Prior Year Actual	Total:	\$0	Personnel:	\$	Other:	\$

Department Synopsis: This account is used to appropriate funds for unresolved personnel matters.

Recommendation: This recommendation is from the sub-committee not the Town Manager. Pending the finalization of special legislation at the State level, it is necessary to set aside funds anticipating passage. Based on the recommendations of the Stipend Committee (established by the Board of Selectmen), the \$10,000 represents the increase in stipend for Selectmen not grandfathered in the health insurance benefit. Additionally the \$1,000 is for the expense account established by the same committee.

Department of Finance

133 Finance and Accounting Division

Proposed Budget	Total:	\$533,667	Personnel:	\$395,667	Other:	\$138,000
Current Budget	Total:	\$465,028	Personnel:	\$337,868	Other:	\$127,160
Prior Year Actual	Total:	\$499,498	Personnel:	\$325,272	Other:	\$174,226

Department Synopsis

The Department has a staff of 5 including the Director. This budget adds the position of Internal Auditor.

Budget Observations: In fiscal 2011 substantial savings in other expenses were realized due to changes in payroll services. Payroll has been moved from an outside service to MUNIS. Further savings can be expected in 2012 as the change took place on January 1, 2011. The 14.8 % increase in this department is primarily attributable to the creation of the position of internal auditor.

Recommendation: Approve at \$533,667. It is further recommended that the position of internal auditor be hired on a consulting basis perhaps on a 2-3 year contract to really dig their "heels" into all the town departments and streamline the Policy and Procedures for all departments.

Department of Finance

138 Procurement

Proposed Budget	Total:	\$464,185	Personnel:	\$142,543	Other:	\$321,642
Current Budget	Total:	\$461,620	Personnel:	\$145,558	Other:	\$316,062
Prior Year Actual	Total:	\$429,193	Personnel:	\$145,250	Other:	\$283,943

Department Synopsis: This department is responsible for all equipment, supplies and service purchases.

Budget Observations: Rental of equipment continues to make increases of approximately \$10,000 annually. Replacement of copiers is presently underway. Cell phone cost of \$25,000 shows no reduction. The 50 standard cell phones are contracted via the State bid list. The telephone line increase is related to the changeover to a central station presently being established. There is a \$2,000 allocation in the

printing category to market the crematory. Reductions have been made in repair & maintenance, advertising, and printing.

Recommendation: Approve at \$464,185 as recommended by Town Manager.

Department of Finance

141 Assessing

Proposed Budget	Total:	\$457,108	Personnel:	\$446,593	Other:	\$10,515
Current Budget	Total:	\$453,030	Personnel:	\$442,567	Other:	\$10,463
Prior Year Actual	Total:	\$429,243	Personnel:	\$422,477	Other:	\$6,766

Department Synopsis

The department has a staff of 9 with base salaries ranging from \$38,000 to \$57,000 excluding the Director. Essentially all the cost for this department is personnel cost.

Budget Observations: The size of the staff and the salary levels reflect that the Department does all of the real estate assessments and the revaluations. The mandated revaluation scheduled for fiscal 2011 was moved to fiscal 2012 by the State. The mileage account reflects the staff property inspection increases during the revaluation.

Recommendation: Approve at \$457,108 as recommended by Town Manager.

Department of Finance

146 Treasury and Collection

Proposed Budget	Total:	\$478,747	Personnel:	\$461,032	Other:	\$17,715
Current Budget	Total:	\$475,514	Personnel:	\$457,799	Other:	\$17,715
Prior Year Actual	Total:	\$453,267	Personnel:	\$437,161	Other:	\$16,107

Department Synopsis

The department has a staff of 10 people. Other expenses are minimal and are essentially all bank fees.

Budget Observations

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

Initiatives & Opportunities: The committee last year believed there might be a \$50,000 cost saving opportunity by having a mix of the permanent employees and part time employees. The committee recommended that this be studied by the Department including workload by time of day and scheduled collection and selling times. That study has not been completed but is on the agenda of the Treasurer-Collector. The Department will be bidding the lock-box services for fiscal 2012.

Recommendations: The Town should continue to look at cost effective ways to handle the flow of customers or reduce the number that need to come to Town Hall. The workload study should be given high priority. Approve the budget as recommended by the Town Manager at \$478,747.

Department of Finance

155 Information Technologies Division

Proposed Budget	Total:	\$489,449	Personnel:	\$214,855	Other:	\$274,594
Current Budget	Total:	\$467,838	Personnel:	\$212,656	Other:	\$255,182
Prior Year Actual	Total:	\$448,546	Personnel:	\$206,571	Other:	\$241,975

Department Synopsis: The department has a staff of 3 and is responsible for supporting the IT infrastructure.

Budget Observations: Mileage has been reduced by \$400. Management and consulting has increased as new modules have been added to the system. Network communications has been reduced due to less need for changing pole locations. The \$20,113 increase in repair and maintenance of equipment is due to the first year of maintenance for the Munis-HR, Payroll and ESS modules (\$16,255) and the remainder is for other contractual maintenance agreements.

Recommendation: Approve at \$489,449 as recommended by the Town manager. It is further recommended that the School/Town Consolidation committee set IT consolidation as a priority.

Department of Finance

130 Fuel/Utility Fund

Proposed Budget	Total:	\$	Personnel:	\$	Other:	\$1,729,800
Current Budget	Total:	\$	Personnel:	\$	Other:	\$1,808,100
Prior Year Actual	Total:	\$	Personnel:	\$	2010	\$1,599,061
					2009	\$1,913,014
					2008	\$1,975,629

Department Synopsis

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

Budget Observations

Although the police department heat budget is reduced there is a significant increase in the electric line. We have asked to have the numbers checked. There was a retrofit of the energy management system completed in May 2010 and a reduction in kilowatts used.

Communication services in the Fire Department at \$1,500 is being checked on by the Finance Director as it seems inappropriate in this budget

Harbormasters electric is \$3,000 that appears to include heat. We are seeking further information, as the usage to date does not warrant the increase.

The crematory budget contains an \$18,000 or 400% increase in heat at the Crematory. The year to date expenditure does not seem to warrant the increase.

Recommendation: Approval of the Town Manager's recommendation of \$1,729,888, but continue analysis of building utilities in order to find cost savings.

Department of Finance

158 Tax Title Foreclosure

Proposed Budget	Total:	\$	Personnel:	\$	Other:	\$331,595
Current Budget	Total:	\$	Personnel:	\$	Other:	\$643,270
Prior Year Actual	Total:	\$	Personnel:	\$	Other:	\$141,270

Department Synopsis: The budget is a primarily legal fees and land court recordings.

Budget Observations: Land court recordings are \$386,205 in the 2011 budget, but coming in significantly below that figure. The Town Manager has reduced that line accordingly.

Recommendation: Approve budget at Town Manager's recommendation of \$331,595, but further recommend that the legal counsel bid be given high priority as it has not been bid in at least 20 years. Last year the committee noted "The town has had the same competent legal counsel for many years. The committee suggests that with the size of this expenditure in the current foreclosure environment that the Town seek other quotes for legal services." This request was passed on to the Treasurer's Office where it is NOT considered a priority. The committee disagrees.

Department of Finance

Debt and Interest

Cost Center	2009	2010	2011	2012	
710 Long Term Debt	3,489,815	6,485,591	6,346,816	5,277,183	
750 Long Term Interest	1,273,051	1,852,934	1,758,235	1,543,825	
752 Short Term Interest	743,558	64,389	232,678	1,029,250	
753 Misc. Interest	136	10,880	5,000	5,000	
755 Bond Issuance Costs	1,925	6,640	20,000	50,000	-

Budget Observations

Long term debt reflects principal payments due on existing debt.

Long term interest is the interest on existing debt.

Short term interest is on new approved projects in their early stages before a long term bond would be issued.

Miscellaneous interest is interest due on refunds and transaction fees.

Recommendation: Approve each of the above budgets as recommended by the Town Manager.

Department of Finance

911 Pension Contributions

Proposed Budget	Total:	\$	Personnel:	\$	Other:	\$7,902,283
Current Budget	Total:	\$	Personnel:	\$	Other:	\$7,466,061
Prior Year Actual	Total:	\$	Personnel:	\$	Other:	\$7,200,103

Department Synopsis: Represents the Town's normal pension funding based on actuarial data and the State schedule for being fully funded over time. Although the Town has been running ahead of the State schedule to become fully funded by eight years, a substantial portion of the Town's pension liability remains unfunded.

Budget Observations: Mass State Law governs pension appropriations. They are tied to contractual obligations and are determined by actuarial calculations. There is little that can be done to change existing obligations; legislation is necessary to make significant change.

Recommendation: Approve as recommended by the Town manager at \$7,902,283.

Department of Finance

914 Member Insurance

Proposed Budget	Total:	\$	Personnel:	\$	Other:	\$26,654,224,
Current Budget	Total:	\$	Personnel:	\$	2011	\$26,654,224
Prior Year Actual	Total:	\$	Personnel:	\$	2010	\$24,453,417
					2009	\$24,257,163

Department Synopsis

Benefits cover medical and dental benefits for both the Town and School employees.

Budget Observations

Medical insurance for 2011 of \$26,654,224 were up 9% or \$2,200,807 from the 2010 budget. The budget is for both Town and School employees. This budget is level funded. The budget does not address the unfunded retiree medical benefits potentially in the range of \$300,000,000.

Recommendation: Approve as recommended by the Town Manager at \$26,654,224. The State and Town need to plan and address the unfunded retiree medical liability.

TO: Advisory and Finance Committee

From: Sub-Committee C - Public Safety Services
Patricia Whalen, Chair, Michael Hanlon, James Doherty, Robert, Nassau, Charles Stevens,
Peter Neville

Date: 15 February 2012

Subj: Sub-Committee Review and Recommendations

Department Name: #210 Police Department

Proposed FY12	Total: \$8,523,246	Personnel: \$8,255,812	Other: \$267,434
Current FY11	Total: \$8,502,522	Personnel: \$8,270,279	Other: \$232,243
Actual FY10	Total: \$8,361,995	Personnel: \$8,153,907	Other: \$208,088

Department Synopsis

Department Manager: Chief Michael Botieri

The Plymouth Police Department provides for the safety of the public, the protection of life and property, and to provide a well trained professional department to the public.

Budget Observations:

The FY12 budget includes increases in settled COLA (\$6,498), contractual step increases (\$41,436), contracted maintenance increase (\$4,960), clerical (PT to FT - \$16,156), and for ammunition (\$3,000) to meet increased Qualification Requirements. Making all these necessary modifications, the proposed FY12 operating reflects an overall increase of 0.2% (\$20,724) from the FY11 budget.

A change under Personnel Services reflects a decrease (\$33,136) in Salary/Wages as result of savings from retirements as well as moving \$12,800 to Professional Services. To restore prior reductions, the OT line item contains an increase of \$19,244. By accepted standards, the Police Department budget should contain an OT amount of approximately 15% of the salary/wage line item. The projected FY12 budget recommends an OT amount representing approximately 10.8% of the salary/wage line item.

Under Expenses, the proposed FY12 budget reflects increases under R&M Equipment (\$19,660) and Uniform Supplies (\$3,490) to cover the cost of contractual maintenance agreements, specialty unit support and specialty uniforms.

Initiatives and Opportunities:

The operating budget return of appropriated funds to the Town treasury (160K) is the management initiative of Chief Botieri to obtain grant funds to offset the operating budget appropriation

Fees: All fees charged are set by statute. The Chief did not recommend the false Alarm fine be increased, at this time. .

Recommendations:

The sub-committee recommends approval of the Town Manager's proposed budget for FY12.

In addition, the sub-committee concurs with the Police Departments capital equipment as recommended for funding by the Town Manager.

Other:

The funds (\$63,234) for the school crossing guards which were removed from the FY11 budget (contingent upon the School Department to provide this service) have been restored to the FY11 budget. A plan is in place to phase out this service being funded by the Police Department.

Parking Enforcement: #293

Proposed FY12	Total: \$62,348	Personnel: \$62,348	Other: -0-
Current FY11	Total: \$59,573	Personnel: \$59,573	Other: -0-
Actual FY10	Total: \$58,237	Personnel: \$58,237	Other: -0-

Budget Observations:

This budget reflects an increase of .046% (\$2,775) attributed to contractual increases in Personnel Services.

Recommendations:

The sub-committee recommends approval of the Town Manager's proposed budget for FY12. This budget is funded by the Parking Enforcement Revenue Account.

Department Name: #220 Fire Department

Proposed FY12	Total: \$8,527,838	Personnel: \$8,297,050	Other: \$230,788
Current FY11	Total: \$8,479,778	Personnel: \$8,258,990	Other: \$220,788
Actual FY10	Total: \$8,175,608	Personnel: \$7,939,793	Other: \$235,815

Department Synopsis:

Department Manager: Chief Edward Bradley

This department provides professional emergency service for the Town to conduct fire prevention, Code enforcement, fire investigation, fire suppression, emergency medical treatment, mitigation of hazardous materials, rescue response and public fire safety education.

Budget Observations:

The overall FY12 operating budget reflects an increase of 0.6% (\$48,060) from the prior year budget. The major increase is due to an increase (\$40,000) under Personnel Service OT account which is mainly the result of contractual benefit changes. i.e., In FY 12, the total amount of vacation time earned by all departmental personnel will increase by 29 weeks or a total of 116 days. Total earned sick leave benefits will increase by 1770 days. Long-term injuries and illnesses as well as military call-ups, coupled with earned contractual benefits impact the OT requirements.

Under Expenses, the proposed FY12 budget contains increases under R&M Vehicles (\$5,000) to cover the cost for outside vendors for preventive maintenance and vehicle inspection. Also, an increase under Turnout Gear (\$5,000) to be used for the purchase and/or replacement of required structural & forest fire gear.

Initiatives & Opportunities:

The department received a Staffing for Adequate Fire & Emergency Response grant (SAFER) to cover the cost of five firefighters for a 2-year period, this grant expires August 2012. These new hires began working in January (2011). Increase in personnel will help control costs as additional personnel will be on shift to cover vacancies. The sub-committee recommends that Chief Bradley continue to explore grant opportunities which will enable the department to maintain adequate staff levels.

Recommendations:

The sub-committee recommends approval of the Town Manager's proposed budget for FY12. In addition,

the sub-committee concurs with the Fire Department's capital equipment as recommended for funding by the Town Manager.

Other:

Fees: The Chief did not recommend that inspection fees be increased, at this time.

Fines: The sub-committee recommends that False Alarm fines be increased to cover the cost for response service.

#291 Emergency Management:

Proposed FY 12	Total: \$25,500	Personnel: -0-	Other: \$25,500
Current FY 11	Total: \$14,700	Personnel: -0-	Other: \$14,700
Budget FY 10	Total: \$14,293	Personnel: -0-	Other: \$14,293

Department Synopsis:

This department provides emergency preparedness and emergency training for all town departments.

Budget Observations:

The FY12 general fund requirement reflects an increase of 82.1% (\$11,493) to cover the cost of shared Expenses (meetings, education, training and supplies) in conjunction with a proposed Entergy grant of \$240,000. These are budget projections based on a finalized FY12 EP agreement with Entergy. Following re-licensing, EM/EOC budgeting is recommended to be included in the PILOT.

Recommendations:

The sub-committee recommends approval of the Town Manager's proposed budget for FY12. In addition, the sub-committee recommends approval of the Town Manager's funding of Emergency Management capital equipment for FY12.

**PLYMOUTH ADVISORY & FINANCE COMMITTEE
FISCAL YEAR 2012 PROPOSED BUDGET RECOMMENDATIONS**

SUB-COMMITTEE D – PUBLIC WORKS DEPARTMENT

Chairman - Michael Hanlon

Members – Richard Gladdys, Richard Reisig, Charles Stevens, and James Sweeney

Date: February 15, 2011

The DPW sub-committee met with Mark Stankiewicz, Town Manager, and Dennis Westgate, Assistant Director of Public Works and his division heads on Friday, February 11, 2011 to review eleven operating budgets and three enterprise budgets. **The proposed FY 2012 Public Works Department operating budget is \$5,334,344, an increase of \$410,243 (8.3 percent) from Fiscal Year 2011.** This does not include the snow & ice budget or the enterprise accounts. The reason for this increase is primarily related to increased staffing levels in the various DPW divisions in order to provide the “level of service” that Town residents expect. The Town Manager and DPW staff made a convincing argument to increase staffing levels, and the sub-committee supports these proposed increases.

Division heads have worked diligently to reduce costs. This department has been seriously affected by the reduction of permanent employees in the Highway Division, and seasonal employees in the Parks & Forestry Division. Six permanent employees are proposed to be added to the Highway Division to increase the level of services provided for highway maintenance. In addition, six seasonal workers are proposed to be added to the Parks & Forestry Division, which will significantly increase the level of service provided by this division.

Based on the sub-committee’s review of the proposed FY 2012 Public Works Department budget, the sub-committee makes the following specific recommendations:

- The so-called “Construction Crew” was moved several years ago to the DPW Administration Division. The DPW staff acknowledges that it would be more appropriate to assign it to the Highway Division. This issue should be evaluated by DPW staff.
- The Sewer Enterprise Account is not fully funded by rate payers, and in fact is subsidized by the general fund. This issue should be reviewed by Town staff with the goal of providing an account that is fully funded by the users.
- The operation of the Solid Waste Division is fully funded by user fees. However, this is not sufficient to cover anticipated capital costs. The division staff agrees that a rate analysis is warranted. In addition, the Town needs to continue to pursue a long-term contract for solid waste disposal services with SEMass, or some other appropriate disposal option.
- The DPW budget includes approximately \$180,000 for traffic control details. Several years ago the Governor signed legislation that allowed the use of “flagmen” for traffic control on state highways. This issue should be reviewed by Town management with the goal of reducing the cost for traffic control details.

The sub-committee report from last year recommended the formation of a committee to investigate the consolidation of certain municipal services. The committee has been formed, assisted by town staff, to investigate the consolidation of 1) facility maintenance, 2) vehicle maintenance, 3) purchasing, and 4) information technology services provided by the town and school systems. The committee’s report is expected in May, 2011.

The following is a discussion of each division budget, and the recommendation of the DPW sub-committee.

PUBLIC WORKS OPERATING DIVISIONS:

411 – Engineering Division: This division is responsible for providing engineering services and technical support for the Town, its residents, agents, and providers, and has a staff of eight (8) full-time employees.

The sub-committee recommends approval of \$569,524 for FY 2012, an increase of \$43,037 (8.2 percent) from FY 2011. This increase includes an increase in salary/wages of \$11,037 (2.2 percent). Three employees have been reduced to 35 hours per week. The expense budget includes the addition of \$40,000 for “Pavement Markings”, which used to be carried in the Highway Division. The line item for “County and State Recordings” for \$8,000, which is used for new street acceptances, has been moved to “Legal Services” in the Town Manager’s budget. All other expense line items have been level funded.

420 – Highway Division: This division provides repair and maintenance services for approximately 430 miles of public and private roads in Plymouth. There are presently twenty-two (22) full-time employees in the Highway Division with plans to fill six (6) previously unfunded or vacant positions in FY 2012. This is based on their plan to improve the level of service provided in prior years. According to accepted standards of APWA and the UMass Bay State Roads Program, they should have 10 employee for every 100 miles of roadway. This would bring the staff up to 43. At 28 employees they are still under-staffed.

The sub-committee recommends approval of \$1,403,634 for FY 2012, an increase of \$206,959 (17.3 percent) from FY 2011. This increase is due entirely to the filling of six (6) previously unfunded or vacant positions. Other expense items have been essentially level funded in the aggregate.

421 – Administration: This division includes three (3) employees including the Director, Assistant Director and an Administrative Assistant, and the six (6) employees that constitute the “Construction Crew”.

The sub-committee recommends approval of \$648,290 for FY2012, an increase of \$97,478 (17.9 percent) from FY 2011. This increase is the result of the transfer of one employee from the Building Maintenance Division to the Administrative Division plus step increases for the Administrative Assistant and the Construction Crew. Other expense items have been level funded.

422 - Building Maintenance Division: This division has seven (7) full-time employees, and is responsible for the maintenance of 36 town-owned buildings. This does not include buildings owned and managed by the School Department. There is one unfilled position in this division.

The sub-committee recommends approval of \$484,233 for FY 2012, a decrease of \$53,319 (9.9 percent) from FY 2011. The reduction is due to the transfer of one FTE as described

above. However, other expenses items increased by \$23,000 primarily due to increases in contracted services and custodial supplies.

425 - Fleet Maintenance Division: This division has five (5) full-time employees, and 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. There is one unfilled position in the division.

The sub-committee recommends approval of \$501,756 for FY 2012, an increase of \$9,455 (1.9 percent) from FY 2011. The increase is due to a small increase in salary/wages and a similar small increase in tire repairs, and meetings, education & training.

427 - Environmental Management Division: This division, consisting of three (3) full-time employees, and is responsible for environmental planning and management, including the management of Plymouth Long Beach, Eel River watershed, groundwater/surface water monitoring for the wastewater treatment plant, USEPA compliance, lakes and pond monitoring, and many other programs.

The sub-committee recommends approval of \$167,730 for FY 2012, an increase of \$1,607 (1.0 percent) from FY 2011. The increase is entirely in the salary/wages line item. Other expenses items have been level funded.

490 – Crematory Division: This division has two (2) full-time employees and one (1) part-time employee, and is responsible for the operation and maintenance of the Vine Street Crematorium. This division generates significant positive revenues over expenses, which are returned to the general fund.

The sub-committee recommends approval of \$141,032 for FY 2012, an increase of \$3,020 (2.2 percent) from FY 2011. This increase is entirely in the salary/wages line item. Other expense items are level funded.

491 – Cemetery Division: This division has five (5) full-time and four (4) seasonal employees, and is responsible for maintenance and management of 6 active and 26 inactive cemeteries owned by the Town. Funding for cemetery division is from the perpetual care fund, fees, and this budget.

The sub-committee recommends approval of \$242,913 for FY 2012, an increase of \$9,471 (4.1 percent) from FY 2011. The increase is primarily in the salary/wages line item, and is due to the addition of one (1) seasonal employee in order to provide an improved level of service. Other expenses items are level funded.

492 - Parks & Forestry Division: This division has fourteen (14) full-time employees, and six (6) seasonal employees, and is responsible for the maintenance and management of seventy individual areas totaling over 750 acres throughout the Town.

The sub-committee recommends approval of \$849,436 for FY 2012, an increase of \$64,304 (8.2 percent) from FY 2011. Most of the increase is due to salary/wages for additional administrative support and the restoration of six (6) seasonal employees in order to improve the

level of service provided. Overtime has increased by \$4,200 from FY 2011. Other expense items were level funded with the exception of landscape supplies, and an expected increase in the Forges Field contract. Reductions have been made in meetings & training, and repair & maintenance of equipment.

630 – Recreation Division: This division has two (2) full-time employees, and forty (40) seasonal employees, and provides recreational opportunities for the residents of Plymouth as well as scheduling 28 recreational fields, supervising staff at four town beaches, working with the management company at Memorial Hall, and overseeing the operation of the Manomet Youth Center and the Hedges Pond Recreation area (new this year).

The sub-committee recommends approval of \$325,796 for FY 2012, an increase of \$28,231 (9.5 percent) from FY 2011. The increase is primarily due to the addition of the Hedges Pond Recreation area to the division's responsibilities.

ENTERPRISE ACCOUNTS:

433 - Solid Waste Enterprise Account: The Solid Waste Division has five (5) full-time employees and one (1) part-time employee, and is responsible for the operation and maintenance of three solid waste transfer stations with recycling, materials transport, administration of sticker sales, and violation processing. The operating costs contained in the Solid Waste Enterprise Account are fully funded by user fees. However, anticipated capital costs are not covered by user fees.

The sub-committee recommends approval of the solid waste account budget in the amount of \$1,653,386 for FY 2012, an increase of \$7,936 (0.5%) from FY 2011. This includes an increase of \$18,233 in personnel services primarily due to increased overtime, and a decrease in long-term principal and interest of \$21,317. The following is a summary of the Solid Waste Enterprise Account comparing FY 2011 with FY 2012:

	FY 2011	FY2012	Variance	% Variance
Personnel Services	\$256,303	\$274,536	\$18,233	7.1%
Other Expenses	\$800,855	\$811,875	\$11,020	1.4%
Long-term Debt	\$268,634	\$255,021	(\$13,613)	(5.1%)
Long-term Interest	\$41,895	\$34,191	(\$7,704)	(18.4%)
Short-term Interest	\$0	\$0	\$0	0.0%
Bond Issuance Costs	\$0	\$0	\$0	0.0%
Indirect Costs	\$277,763	\$27,763	\$0	0.0%
TOTAL	\$1,645,450	\$1,653,386	\$7,936	0.5%

440 – Sewer Enterprise Account: The Sewer Division has one (1) full-time employee and two (2) part-time employees, and is responsible for the operation and maintenance of the wastewater collection and treatment systems. An additional three (3) employees are “leased” to Veolia Water, who operates and maintains the wastewater treatment plant under a long-term contract with the Town. The Town is reimbursed by Veolia for all of their salary and benefit costs. User fees charged to rate payers are not sufficient to cover the full cost to operate and maintain the wastewater system.

The sub-committee recommends approval of the sewer enterprise account budget in the amount of \$4,674,423 for FY 2012, an increase of \$45,897 (1.0 percent) from FY 2011. The increase in the budget is primarily due to an increase of \$25,000 (1.5 percent) in the contract with Veolia Water, and an increase of over \$33,000 in the long-term debt for the WWTP design. The following is a summary of the Sewer Enterprise Account comparing FY 2011 with FY 2012:

	FY 2011	FY2012	Variance	% Variance
Personnel Services	\$311,930	\$313,954	\$2,024	0.6%
Other Expenses	\$1,804,025	\$1,829,297	\$25,272	1.4%
Long-term Debt	\$1,783,225	\$1,816,353	\$33,128	1.9%
Long-term Interest	\$424,428	\$384,901	(\$39,527)	(9.3%)
Short-term Interest	\$0	\$20,000	\$20,000	NA
Bond Issuance Costs	\$0	\$5,000	\$5,000	NA
Indirect Costs	\$304,918	\$304,918	\$0	0.0%
TOTAL	\$4,628,526	\$4,674,423	\$45,897	1.0%

450 - Water Enterprise Account: The Water Division has nineteen (19) full-time employees and one (1) part-time employee, and is responsible for the operation and maintenance of the water treatment, transmission, and distribution systems including six (6) separate pressure zones. The Water Enterprise Account is fully funded by rate payers.

The sub-committee recommends approval of the water enterprise account budget in the amount of \$4,065,741, an increase of \$105,771 (2.7 percent) from FY 2011. The increase is due primarily to an increase in repairs to pump stations, and significant increases in electricity and chemicals directly related to the planned start-up of the new Bradford Water Treatment Plant serving the Central Business District. The following is a summary of the Water Enterprise Account comparing FY 2011 with FY 2012:

	FY 2011	FY2012	Variance	% Variance
Personnel Services	\$965,901	\$962,101	(\$3,800)	(0.4%)
Other Expenses	\$1,093,951	\$1,182,244	\$88,293	8.1%
Long-term Debt	\$605,379	\$607,692	\$2,313	0.4%
Long-term Interest	\$227,891	\$208,731	(\$19,160)	(8.4%)
Short-term Interest	\$0	\$36,125	\$36,125	NA
Bond Issuance Costs	\$0	\$2,000	\$2,000	NA
Indirect Costs	\$1,066,848	\$1,066,848	\$0	0.0%
TOTAL	\$3,959,970	\$4,065,741	\$105,771	2.7%

SNOW & ICE BUDGET:

423 – DPW Snow & Ice: The sub-committee recommends the approval of the DPW Snow & Ice budget for FY 2012 in the amount of \$410,000, an increase of \$25,000 (6.5 percent) from FY 2011. The Supplies & Materials line item accounted for the entire increase in the budget. There is no line item in the budget for “vehicle fuel”. The sub-committee believes this is an improvement over the FY 2011 budget. Furthermore, we supported an annual increase as the base budget is too low base on prior year’s expenditures. DPW staff indicated that the goal is to increase this budget annual until it is at the \$500,000 level, which is consistent with the long-term average expenditure.

To: Advisory & Finance Committee
From: Budget Sub-Committee E
John Moody (Chair), Cornelius Bakker, Leonard Blaney, James Doherty, James Sweeney
Date: February 23, 2011
Subject: Sub-Committee E Budget Review & Recommendations

Inspectional Services: Building & Zoning

Proposed Budget	Total:	\$532,114	Personnel:	\$526,214	Other:	\$5,900
Current Budget	Total:	\$517,351	Personnel:	\$511,167	Other:	\$6,184
Prior Year Actual	Total:	\$527,606	Personnel:	\$524,214	Other:	\$3,393

Department Synopsis

Inspectional Services is comprised of Building & Zoning and the Health Department. The department head is Paul McAuliffe. Building & Zoning is the primary component of this department and provides inspections of buildings, construction, and other activities that ensure the general safety of Town residents.

The Department employs 14 people, including the department head and 3 part-time Alternative Inspectors.

Budget Observations

The Town Manager Recommended budget is \$532,114, an increase of \$14,763 (2.9%) over the FY2011 budget.

Salaries for temporary inspectors reflect a \$2,000 increase over FY2011 (\$1,000 each for Plumbing/Gas and Wiring) to support inspections at Plymouth North High School as well at the Avalon Bay development in Pine Hills. Salary increases for permanent staff reflect a \$6,047 (1.2%) increase. The Overtime allocation is reduced by \$500 (14.3%) to \$3,000 by the Town Manager.

The Sub-Committee noted (as we did last year) that the Mileage Reimbursement line item is level-funded and observed current and past utilization to be well below the budget appropriation; we discussed the need for the Mileage Reimbursement appropriation with Mr. McAuliffe given the fact that most inspections are being conducted with Town-owned vehicles. Management believes the line item should be retained as a contingency against both vehicle failure and an anticipated increase of inspectional activity associated with previously mentioned projects. Mr. McAuliffe did agree to a modest reduction of \$500 (-24%).

While a very small reduction to the budget, the Sub-Committee notes the elimination of the departmental request for Subscriptions & Publications. Mr. McAuliffe indicated that online availability of information and increased availability through professional organizations makes it possible to eliminate that \$284 cost from the budget.

Initiatives & Opportunities

None

Recommendations

The Sub-Committee recommends:

- Reduction of the Mileage Reimbursement line from \$2,100 to \$1,600, reducing the overall Department budget to \$531,614.

Comments / Other

\$500 reduction

Inspectional Services: Health Department

Proposed Budget	Total:	\$231,566	Personnel:	\$166,951	Other:	\$64,615
Current Budget	Total:	\$227,464	Personnel:	\$162,849	Other:	\$64,615
Prior Year Actual	Total:	\$229,727	Personnel:	\$161,854	Other:	\$67,873

Department Synopsis

Inspectional Services is comprised of Building & Zoning and the Health Department. The Health Department is managed by Michelle Roberts, under Inspectional Services Director Paul McAuliffe, and provides medical and inspection services throughout Town. Inspection services include Title V inspections and PERC tests as well as food safety inspections of the 570 food service facilities and markets in Town. Medical services are provided on a limited basis and include flu virus vaccinations, blood pressure clinics and other health awareness and wellness programs.

The Department employs 4 people, including the department head and 1 part-time Animal Inspector.

Budget Observations

The Town Manager Recommended budget is \$231,566, reflecting an increase of \$4,102 (1.8%) over FY2011 budget.

All line items, except one, are level-funded at FY2011 appropriations. The exception is Salaries & Wages which includes step increases for two employees.

Initiatives & Opportunities

None

Recommendations

The sub-committee proposes no recommendations for modification of the Board of Selectmen Proposed Budget.

Comments / Other

None

To: Advisory & Finance Committee
From: Budget Sub-Committee E
John Moody (Chair), Cornelius Bakker, Leonard Blaney, James Doherty, James Sweeney
Date: February 23, 2011
Subject: Sub-Committee E Budget Review & Recommendations

Community Resources: Library

Proposed Budget	Total:	\$1,502,845	Personnel:	\$1,083,115	Other:	\$419,730
Current Budget	Total:	\$1,431,800	Personnel:	\$1,060,236	Other:	\$371,564
Prior Year Actual	Total:	\$1,413,500	Personnel:	\$1,029,781	Other:	\$383,719

Department Synopsis

The Community Resources Department is comprised of the Library, Council on Aging, Veterans Services, Disabilities, and 1749 Courthouse. The department head is Dinah O'Brien. The Library is the primary component of this department and provides the community with the administration and operation of the Town's two Library locations: the main branch on Long Pond Road and the Manomet branch on Strand Avenue.

The Department employs 28 people, including the department head.

Budget Observations

The Town Manager Recommended FY2012 budget for the Library is \$1,502,845, reflecting an increase of \$71,045 (5.0%) over the FY2011 budget. The Town Manager Recommended budget is \$5,000 less than the Department Request, which was based on an analysis of the budget against the state mandate for municipal appropriation to maintain certification. Funding the Library at the recommended level will require a waiver request to the Board of Library Commissioners as was done for FY2011.

While the Board generally grants such waivers, the impact of repeated waiver requests could be de-certification, impacting the ability of Plymouth residents to use other libraries within the Old Colony Library network. De-certification could also affect the Library's ability to receive State Aide and qualify for State and Federal loan programs.

The size of the increase is directly attributable to the insufficient funding of FY2011 budget (\$53,000 below the State requirement), a response to the economic downturn and the difficult budget circumstances of last year. While the Town Manager Recommended budget seeks to restore much of that shortfall, it still falls \$4,900 below the minimum appropriation required by the State formula.

Most line items are level funded. The primary increases include \$22,789 (2.2%) in Personnel Costs and \$45,000 (20.5%) in Books & Periodicals. Increases totaling \$4,053 are noted in the Repair & Maintenance categories for Building and Equipment; the increases are the result of contractual costs.

The recommended budget will allow the Library to continue its current hours of operation, but will not permit the Library to expand its operation to reinstate Sunday operating hours.

Initiatives & Opportunities

Library programs have begun to provide more services to the senior population and a greater emphasis on electronic content services and materials to meet the changing demographics of the community.

The library generates approximately \$30,000 per year into the General Fund from fines for overdue and lost materials.

Recommendations

The Sub-Committee recommends:

- Increasing the Books & Periodicals line item from \$265,000 to \$270,000 to bring the FY2012 appropriation for the Library to \$1,507,845, meeting the State's funding guideline for maintaining certification.

- If Town staff is unable to identify an appropriate source of funds, the sub-committee recommends reducing the Fiscal Year 2012 Finance Committee Reserve Fund appropriation by \$5,000 to meet the funding requirement.

Comments / Other

Continuing to underfund the Library amounts to "kicking the can down the road," with the funding delta increasing over time since the state formula is based on a standard increase of 2.5% over the average of the previous three-years. While a strategy of slight underfunding, such as proposed by the Town Manager, would tend to drive down the funding delta over a number of years, it would require the Library to operate under a waiver for three to five years. There is no guarantee that waivers would be granted over that period of time or that action to de-certify the Plymouth Library would not occur.

Community Resources: Council on Aging

Proposed Budget	Total:	\$280,766	Personnel:	\$173,055	Other:	\$107,711
Current Budget	Total:	\$310,258	Personnel:	\$178,944	Other:	\$131,314
Prior Year Actual	Total:	\$266,713	Personnel:	\$136,912	Other:	\$129,801

Department Synopsis

The Community Resources Department is comprised of the Library, Council on Aging, Veterans Services, Disabilities, and 1749 Courthouse. Constance DiLegio is the Director of the Council on Aging under Community Resources Director Dinah O'Brien. The Council on Aging operates the Town's Senior Center, providing services to senior residents of the community. Services include low cost information and referral programs, nutrition programs (including Meals-on-Wheels), social services, and legal and tax assistance targeted toward senior citizens.

The department employs 5 people, one of which is fully funded by Grant funds, with additional Grant funds supporting some of its programs. The Senior Center currently serves an estimated 5,000 residents between the ages of 59 and 97, with the majority of service recipients in the 68 to 80 age bracket.

Budget Observations

The Town Manager Recommended FY2012 budget for the Council on Aging reflects a decrease of \$29,492 (-9.5%) from the FY2011 budget. Most line items are level funded from the FY2011 budget, with a primary decrease of \$24,000 in Building and Property Rent, reflecting the decreased cost of the Cordage Park site. Personnel Costs decreased \$5,889 (-3.3%).

The Council on Aging is supported by a large network of more than 100 volunteers.

The Sub-Committee renewed its concern over continued use of the US Mail to deliver the newsletter, despite the fact that postage is level-funded at \$4,417. COA staff assured the Sub-Committee that it continues to transition as many Seniors as possible to electronic distribution and that postage funding is still required to meet the needs of the existing Senior population.

Management observed that employees continue to work under the terms of union contracts that expired June 30, 2009, and that it is unknown whether negotiations will result in retroactive pay increases for staff or going forward only increases.

Initiatives & Opportunities**Recommendations**

The sub-committee proposes no recommendations for modification of the Town Manager Recommended Budget.

Comments / Other

While management notes that the Cordage Park rental cost will terminate mid-way through Fiscal Year 2013 (next year's budget), representing a significant budgetary savings opportunity, it anticipates as much as a 65% increase in demand for services once it occupies the new Senior Center.

Community Resources: Veterans Services

Proposed Budget	Total:	\$933,327	Personnel:	\$91,297	Other:	\$842,030
Current Budget	Total:	\$930,317	Personnel:	\$88,601	Other:	\$841,716
Prior Year Actual	Total:	\$755,345	Personnel:	\$85,762	Other:	\$785,953

Department Synopsis

The Community Resources Department is comprised of the Library, Council on Aging, Veterans Services, Disabilities, and 1749 Courthouse. Veterans' Services is managed by Roxanne Whitbeck under Community Resources Director Dinah O'Brien. The department supports veterans residing within Plymouth through a variety of programs that provide financial assistance and counseling services on how to avail themselves of direct benefits from other agencies as well support for burial services and holiday remembrances for veterans.

Budget Observations

The Town Manager Recommended budget of \$933,327 reflects an increase of \$3,010 (0.3%) over the FY2011 budget. All line items, with the exception of Personnel Costs and Veterans Headstones & Markings are level-funded.

The largest line item, representing 89% of the total departmental budget, is Veterans Benefits, which provides Veterans with direct financial assistance in paying medical premiums, reimbursement of some healthcare costs, and other eligible expenses, is level-funded by the Town Manager, denying a request to increase the amount by \$50,000 (to \$882,000) based on the department's expectation that increases in both cost of the services and volume of service requests would continue to drive these costs in FY2012.

While the current run rate (based on spending as of 2/15/2011) for Veterans Benefits suggests FY2011 spending will come in at approximately \$820,000 against the \$832,000 appropriation, the growth rate from FY2010 spending is on the order of 5%. If that rate of growth continues into FY2012, then level funding could represent an under appropriation of as much as \$30,000.

The Sub-Committee is concerned that the level-funding of this line item may be inadequate given the current growth in the cost and volume of requests for services and the fact that over the past several years, additional appropriations from the Finance Committee Reserve Fund have been required to meet obligations of the program. These costs are reimbursed at 75% by the state since the services represent administration of a State program for veterans, although reimbursements currently lag behind outlay by approximately 12 months. If the Town fails to fund these requests, the State recoups any payments it must make on a dollar-for-dollar basis on the Cherry Sheet.

Initiatives & Opportunities

None

Recommendations

The Sub-Committee recommends:

- Increase the Veterans Benefits appropriation by \$8,500 to \$840,500, which would provide for anticipated growth in benefits of approximately 2.5% over the projected FY2011 spending. The overall appropriation for the department would be \$941,827, a 1.2% increase over the FY2011 budget.

Comments / Other

None

Community Resources: Disabilities Commission

Proposed Budget	Total:	\$300	Personnel:	\$0	Other:	\$300
Current Budget	Total:	\$300	Personnel:	\$0	Other:	\$300
Prior Year Actual	Total:	\$21	Personnel:	\$0	Other:	\$21

Department Synopsis

The Community Resources Department is comprised of the Library, Council on Aging, Veterans Services, Disabilities, and 1749 Courthouse. The Disabilities Commission is overseen by Dinah O'Brien. There are no direct employees; this budget serves to support the operations of the citizen volunteers serving on the Disabilities Commission, which provides information, counseling, and outreach for Plymouth residents that require support in managing personal disabilities and provides support services for Town buildings and facilities to ensure compliance with the Americans with Disabilities Act.

Budget Observations

The budget for the Disabilities Commission is level funded.

The Disabilities Commission, comprised of five citizen volunteers, meets regularly. The Commission has supported recommendations for modification to the new Plymouth High School design and other Town projects to better meet needs of disabled residents.

Historically, over the past three years, the Commission has used less than 10% of its \$300 allocation.

Initiatives & Opportunities

None

Recommendations

None

Comments / Other

None

Community Resources: 1749 Courthouse

Proposed Budget	Total:	\$7,299	Personnel:	\$6,624	Other:	\$675
Current Budget	Total:	\$7,122	Personnel:	\$6,447	Other:	\$675
Prior Year Actual	Total:	\$5,626	Personnel:	\$5,170	Other:	456

Department Synopsis

The Community Resources Department is comprised of the Library, Council on Aging, Veterans Services, Disabilities, and 1749 Courthouse. The 1749 Courthouse operation is overseen by Community Resources Director Dinah O'Brien. The budget provides for seasonal staffing and minimal maintenance of the courthouse.

The department consists of two Miscellaneous D personnel providing seasonal / part-time support for the operation of the Museum.

Budget Observations

The Town Manager Recommended budget of \$7,299 represents an increase of \$177 (2.5%). The increase represents pay increases for the Museum Director and Seasonal Information Aide.

Initiatives & Opportunities

None

Recommendations

None

Comments / Other

The 1749 Courthouse is open seasonally from April through October with special openings and programs for Thanksgiving and Christmas. The Courthouse is open for 19 hours per week during the season. The museum houses the Town's first fire engine, the Town hearse, the Plymouth gallows, and the original "Rule of Thumb" stick.

To: Advisory & Finance Committee
From: Budget Sub-Committee E
John Moody (Chair), Cornelius Bakker, Leonard Blaney, James Doherty, James Sweeney
Date: February 23, 2011
Subject: Sub-Committee E Budget Review & Recommendations

Planning & Development: Community Planning

Proposed Budget	Total:	\$481,535	Personnel:	\$387,946	Other:	\$93,589
Current Budget	Total:	\$460,755	Personnel:	\$367,051	Other:	\$93,704
Prior Year Actual	Total:	\$431,517	Personnel:	\$338,761	Other:	\$92,756

Department Synopsis

The Planning and Development Department is comprised of Community Planning and the Redevelopment Authority. The department head is Lee Hartmann. Community Planning is the primary component of this department and provides planning, conservation, zoning, and other services for the community.

The Department employs 8 people, including the department head.

Budget Observations

The Town Manager Recommended budget of \$481,535 represents an increase of \$20,780 (4.5%). The increase is driven by a number of adjustments in Personnel costs. The Salary & Wage appropriation reflects a \$24,895 (7.0%) increase, which is partially offset by a \$4,000 (-36.4%) reduction in Overtime.

Exhaustion of an AD Makepeace grant used for several years to offset the cost of a Planning Technician accounts for \$18,500 of the Salary & Wage increase. The grant provided \$28,500 in FY2011 to fund the \$43,337 per year position. The impact of the grant exhaustion is offset in part by \$10,000 allocation from Conservation Receipts. Management credits the 4-day work week for its ability to reduce Overtime appropriation from \$11,000 to \$7,000. Other factors affecting Personnel cost include adjustment of a prior under allocation for the Town Planner, establishing a unified pay rate for the Conservation Planner (partially funded from Conservation Receipts), and merit /COLA increases. A total of \$40,000 in Conservation Receipts is used to offset salary expenses.

Only minor changes were made in the non-Personnel costs. Mileage Reimbursement appropriation is reduced by one-third to \$400 and an increase of \$85 for Dues & Memberships are noted. Matching contribution of \$89,309 to the Economic Development Foundation is level funded.

Initiatives & Opportunities

Mr. Hartmann notes that during FY2011 the department conducted a comprehensive review of its fee structures in comparison with other towns. Findings suggest an opportunity may exist with regard to fees charged by the Zoning Board of Appeals, which came in low compared to other communities. Fees charged by the Planning Board and the Conservation Commission came in slightly higher than other communities.

Recommendations

The Sub-Committee does not recommend any modifications to the proposed budget.

Comments / Other

Given the substantial matching contribution to the Economic Development Foundation, the Sub-Committee requested last year that it provide details on some of its activities that benefit Town residents. Among the activities supported by the Foundation in the past year are:

- Through partnership with other agencies, delivered workshops for small business owners that aided in the navigation of the tough economic conditions through counseling about refinancing, business planning, and reinventing themselves. More than 1,200 local residents participated in the workshops and more than 300 one-on-one sessions delivered additional small business support.

- The Foundation also established a real estate database of commercial property in Plymouth that provides business and prospective business owners with the ability to conduct searches and real-time analytics of property opportunities for businesses. The Foundation is one of only a few economic development agencies in the state with this capability.
- The Foundation also assists the Town with key infrastructure efforts, including activity and funding associated with Commerce Way and Cordage Park development, and is a primary drive on a \$10 million request for EDA funding for Town Wharf reconstruction, Water Street improvements, harbor dredging and sewer extension.

Planning & Development: Redevelopment Authority

Proposed Budget	Total:	\$21,340	Personnel:	\$0	Other:	\$21,340
Current Budget	Total:	\$21,340	Personnel:	\$0	Other:	\$21,340
Prior Year Actual	Total:	\$21,550	Personnel:	\$0	Other:	\$21,550

Department Synopsis

The Planning and Development Department is comprised of Community Planning and the Redevelopment Authority. The Redevelopment Authority budget is managed by Laura Schaefer, Executive Director of the PRA.

The Plymouth 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 provision of office space and use of Town equipment such as computers, printers, fax and copiers.

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 active programs such as the Massachusetts Housing Rehabilitation Agency's Get the Lead Out program and the Plymouth Community Housing Inc.'s affordable housing projects.

During FY2011, the Redevelopment Authority acquired a 99-year lease from the Town of Plymouth for the 1820 Courthouse in order to begin preservation and restoration activity.

Budget Observations

The FY2012 Redevelopment Authority budget is level-funded at the FY2011 level. The Redevelopment Authority also receives funds from a variety of sources, including a HUD grant, State and Federal programs, and consulting fees.

The Redevelopment Authority has requested \$16,036 to pay property and liability insurance for the 1820 Courthouse and Commissioners' Building. The Sub-Committee concurs with the Town Manager's decision in his recommended budget to deny this request. The \$11,036 for the 1820 Courthouse should have been among the estimated operating costs when the Redevelopment Authority sought participation in the project. An additional \$5,000 was requested for liability insurance on the Commissioners' Building, which the Redevelopment Authority believes the County should be paying.

The denial of this funding may put the 1820 Courthouse Project at risk, but the Sub-Committee believes it is the Redevelopment Authority's responsibility to meet its obligations to the Town on the project.

Initiatives & Opportunities

None

Recommendations

The sub-committee proposes no recommendations for modification of the Town Manager's Recommended Budget.

Comments / Other

None