

**ADVISORY AND FINANCE COMMITTEE
MEETING MINUTES
Of
January 15, 2014**

A meeting of the Advisory & Finance Committee was held on Wednesday, January 15, 2014. The meeting was called to order by Chairman, John Moody at 7:00 p.m. and was conducted at the Plymouth Town Hall, in the Mayflower II Meeting Room, 11 Lincoln Street, Plymouth, Massachusetts.

PRESENT

Twelve members of the Committee were present:

John Moody, Michael Hanlon, Linda Benezra, Michael Hourahan, Charles Stevens, Marc Sirrico, Richard Gladdys, Cornelius Bakker, Christopher Merrill, Nancy McSpadden, Michael Duffley and Harry Salerno

ABSENT

One member of the Committee was absent:

Robert Morgan

AGENDA ITEMS

ATM Article 12 - Town Promotion Fund, Chapter 4 of the Acts of 1993, \$515,134

Lee Hartmann Director of Planning & Development and Paul Cripps, Executive Director of Destination Plymouth presented information regarding Article 12-Town Promotion Fund. Mr. Hartmann said the receipts collected through the 6% Hotel/Motel Tax increased by 9% from the previous year. Mr. Hartmann provided a brief overview of the fund and indicated the Town, by a special act, places 45% of the total Hotel/Motel Tax into its Promotion Fund. The total FY15 funding to be approved for the Town Promotions budget is \$515,134, which is \$42,508 more than last year's appropriation.

In addition, Mr. Hartmann presented a memorandum which included the following information:

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

This year's estimated fixed costs are \$302,113 and include:

- *The Town Promotions contract with Destination Plymouth is \$210,000*
- *The Water Street Visitors Information Center operation contract is \$40,000*
- *Public Improvements at \$51,513, which is 10% of the budget as required by the Home Rule Petition.*
- *Salaries (\$600)*

Other costs include (\$213,021 available)

- *Event Funding and Additional Marketing (\$168,021 last year)*
- *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 \$16,345.01. 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 15 budget is as follows:

Salaries and Wages (Admin. Support).....	\$600
Contractual Services (Promotions and Info Center).....	\$250,000*
Public Improvements (10%)	\$51,513*
Event Funding, Distinguished Visitors, Special Events, Exhibit Grants & Additional Marketing.....	<u>\$213,021</u>
Total.....	\$515,134

*Fixed costs

The following is a list of Celebrations (special events and exhibit grants) funding from FY13:

Special Events

Musician's Union Concert Series	\$1,500
July 4th Parade	\$5,200
July 4th Fireworks	\$5,200
Plymouth Maritime Day	\$1,150
Project Arts Concert Series	\$10,000
Plymouth Harbor Folk Festival	\$4,500
Pilgrims Progress	\$850
Downtown Waterfront Festival	\$5,000
National Trails Day	\$1,700
The Thirsty Pilgrim	\$1,000
Annual Juried Art Show	\$4,500
Plymouth Festival of Cyclo Cross	\$3,500
First People's Pavilion	\$650
Thanksgiving Parade	\$8,300
Christmas in Historic Plymouth	\$900
Myles Standish Road Race	\$2,100
Score for A Cure	\$1,700
Plymouth Jam Festival	\$4,300

First Time Events

Taste Buds & Talent Week	\$1,200
Acoustic Nights	\$1,200
Halloween on Main	\$300

Misc.

Tourism Cares	\$2,500
Plymouth 400, Inc.	\$40,000
2020 Celebrations - Public Improvements	\$30,000
Printing of Tourism Maps	\$10,000
Destination Plymouth Marketing	\$47,900
America's Hometown Shuttle	\$15,000
Downtown Hanging Planters	\$6,129
Downtown Holiday Decorations	\$6,035

<i>Installation of Downtown Banners</i>	\$2,000
<i>Tourism Event Calendar Boards</i>	\$2,000
<i>Showmobile Operations</i>	\$2,000
<i>Chamber Website Updates & Trade Shows</i>	\$2,000

Michael Hanlon inquired about the remaining balance of \$16,345.01. Mr. Hartmann said the funds remained due to events that were cancelled. Mr. Hartmann said they try to leave approximately \$5,000 to \$8,000 in order to accommodate any unforeseen events or other requests.

Mr. Salerno inquired about the funds for Public Improvements. Mr. Hartmann indicated some of the funds are used for items such as the planters located in town and other smaller items. The majority of the funds will be utilized with other years towards larger projects.

Linda Benezra spoke of conventions in Boston and inquired if we work with them. Mr. Cripps indicated that they do work with Boston events attempting to satisfy the leisure market.

**Linda Benezra moved to approve as presented for \$515,134.
Michael Duffley, second. The motion carries unanimously.**

ATM Article 18 – Title V – Water Pollution Abatement Trust \$300,000

Lee Hartmann Director of Planning & Development presented information regarding Article 18-Title V – Water Pollution Abatement Trust. Mr. Hartmann said Town Meeting has approved ten prior rounds of funding for this greatly needed and successful septic system improvement program. Due to the popularity of the program, the funds are expended quickly and all current funds have been allocated. The Department of Planning and Development is recommending that the Town Treasurer borrow \$300,000 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. In cases where Town sewer is available, these funds can also be used to cover the costs associated with sewer connections. Loans are granted up to \$15,000 per household at a 5% rate of interest which covers the Town's cost of administering the program. In addition, Mr. Hartmann stated the Loans are recorded as liens on the property and are billed by the Assessors' Office as a tax bill attachment.

To date, this program has enabled 225 homeowners to repair/replace their failed systems. This program is administered by the Office of Community Development on behalf of the Town.

Harry Salerno inquired as to how the \$300,000 is determined. Mr. Hartmann said they look out approximately 2-years to see what has been expended.

**Richard Gladdys moved to approve as presented for \$300,000.
Linda Benezra, second. The motion carries unanimously.**

ATM Article 28 - Inter-Municipal Agreement extension South Shore Recycling Cooperative

David Gould, Director of Marine and Environmental Affairs presented Article 28 Inter-Municipal Agreement extension South Shore Recycling Cooperative. Mr. Gould indicated the article is to request an extension of the current inter-municipal agreement with South Shore Recycling

Cooperative, which expires June 30th. A 5-Year extension will allow the Town to remain a member-community in the cooperative and continue to receive benefits such as regional contracts for household hazardous waste disposal, logistical and informational support and sharing, Town-specific educational materials, and region-wide educational efforts.

**Linda Benezra moved to approve as presented.
Richard Gladdys, second. The motion carries unanimously.**

ATM Article 2 - Reports of Boards and Committees/Annual Town Report

Chairman Moody provided a brief overview of this annual article. Mr. Moody said this is an Annual "housekeeping" article. A Positive recommendation of this article allows various boards and committees to place their reports on file with the Town Clerk. Most boards and committee's reports can be found in the "Annual Town Report."

**Michael Hanlon moved to approve as presented.
Linda Benezra, second. The motion carries unanimously.**

ATM Article 6 - Salaries of Elected Town Officials G.L. c.41, §108

Chairman Moody provided a brief overview of this annual article. Previously, the Town Manager provided the following information in the form of a memorandum:

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.

As backup information, prior to 2010, the salaries were \$2500 for Chairman of the Selectmen, \$1500 for Selectmen, and \$300 for Town Moderator. That was reduced in 2010 to \$2000 for Chairman and \$1000 for Selectmen (no change for the Moderator).

At the October 2010 Town Meeting, the legislative body voted to petition the state to enact special legislation that would eliminate the Town's contribution to elected officials' health insurance beginning after their current terms expire. That has since been signed by the Governor on November 2, 2011.

In January 2011, while the Act was winding its way through the state process, the Board of Selectmen formed a committee to recommend what stipends should be voted for the Selectmen and Moderator. The 7- member Stipends Committee consisted of Dale Webber, Linda Benezra, Richard Serkey, Richard Knox, Kevin Joyce, Patricia Whalen, and Thomas Kelley. The minutes reflect that the deliberations were based in part on the assumption that the health insurance legislation referenced above would pass. The Majority Report of the Stipends Committee recommended the following:

*\$4500 – Chairman of the Board of Selectmen
\$4,000 – Selectmen
\$2,000 - Moderator*

Michael Duffley inquired about the downside if the article is not voted. Mr. Moody indicated if the article is not voted the elected officials would not be paid.

Nancy McSpadden moved to approve as presented.

Michael Hanlon, second. The motion carries unanimously.

PUBLIC COMMENT

There was no public comment.

OLD/NEW/OTHER BUSINESS

Richard Gladdys spoke regarding the binder that was created before the last town meeting and suggested it should be utilized for the town meeting articles to facilitate ease in responding to questions when attending caucus meetings.

Michael Hourahan suggested the Member Orientation Manual be in an electronic format.

Michael Hanlon volunteered to assist with new member mentor to replace Robert Nassau.

Linda Benezra asked for emphasis to be placed on caucuses for an early meeting agenda. Mr. Moody said he would speak with precinct caucus members in an effort to get earlier meeting notices.

Linda Benezra spoke regarding the Revenue Task Force that was recently established and indicated that they have had their first meeting. In addition, she encouraged members to attend or send her an e-mail if they have any creative ideas on revenue enhancements.

Chairman Moody reminded the members that the Committee will be meeting every Wednesday through the end of February. He also asked members to notify the office when they would not be in attendance and asked that they indicate the reason for the absence.

Linda Benezra suggested sub-committee's that are ready with their budget sub-committee reports ahead of the February 19 meeting date move forward with presenting to the full Committee. Mr. Moody said he would think about taking budgets earlier and report at the next meeting.

ADJOURNMENT

Charles Stevens moved for adjournment.

Richard Gladdys, second. The motion for adjournment carries unanimously.

The meeting adjourned at 8:07 p.m.

Respectfully submitted,


Pamela L. Borgatti