

TOWN OF HINGHAM



WARRANT for the **ANNUAL TOWN MEETING**

June 20, 2020 at 2:00 P.M.
(Rain Date: June 21, 2020 at 2:00 P.M.)

Hingham High School Multi-Purpose Athletic Field, Hingham, MA
17 Union Street

and

REPORTS
of the

Advisory Committee
Capital Outlay Committee
Planning Board

Board of Selectmen
Personnel Board
School Committee

Please bring this report to the meeting for use in the proceedings

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**MODERATOR'S MESSAGE
ON
TOWN MEETING PROCEDURES**

Welcome to the 2020 Hingham Town Meeting. In our commitment to open town meeting, Hingham remains true to a wonderful tradition – of vesting in each citizen both voice and vote, enabling all of us to play a pivotal part in the work of our town and in shaping its future. Town meeting is not only a gathering of citizens to consider matters of common concern; it is the legislative body of the town. As such, the meeting must be conducted in a fair and open manner and in accordance with the Town By-Laws, as well as traditions that we have followed in Hingham town meetings for many years. Several matters of procedure are summarized below.

- An **article** in the warrant states a question for the town meeting to answer. A **motion** is a proposed answer to the question and must be within the scope of the article. An article (once published in the warrant) may not be amended, but a motion may be amended by vote of the meeting. All motions must be seconded.
- If the Advisory Committee is recommending an **affirmative motion** under an article, its motion will be received as the main motion under the article. A voter may propose to amend this motion, either to change it in part or to substitute a whole new motion (sometimes called a "substitute motion"). In any such case, the proposed amendment will be taken up and voted on first and then the main motion, as it may have been amended, will be acted upon.
- If the Advisory Committee is recommending **no action** under an article and a voter offers an affirmative motion, the voter's motion will be received as the main motion under the article. Such a motion is likewise subject to amendment.
- All **motions and proposed amendments** involving the expenditure of money must be **in writing**. So must all other motions and proposed amendments unless they are so brief and simple as to be easily understood when stated orally (*e.g.*, motion for the previous question, motion to adjourn). Voters are welcome to seek the assistance of counsel for the Town in preparing motions or proposed amendments.
- **Limits on speaking:** No one may speak on any subject for more than six (6) minutes for the first time or for more than three (3) minutes for the second time. No one may speak more than twice on any question unless all others who have not spoken on the question shall have spoken if they desire to do so and unless leave of the meeting is first obtained. A person may speak more than twice, but only to make a brief correction of an error in or misunderstanding of his or her previous statement, including brief answers to questions from the floor (addressed through the Moderator).
- No speaker is allowed to **indulge in personalities**, but must confine his or her remarks to the matter before the meeting.
- Persons who are not registered voters of the Town may be admitted to the meeting as **guests** by the Moderator. A guest of the meeting may be granted permission to address the meeting by majority vote.
- The purpose of the **motion for the previous question** is to end discussion and have an immediate vote on the pending question. The motion is not debatable and requires a majority vote for adoption. The Moderator will decline to accept a motion for the previous question if

other voters are seeking recognition and if both sides have not had a fair opportunity to be heard. The Moderator will accept the motion for the previous question if it appears that both sides have been heard and the discussion is becoming repetitious.

- **Voting procedures:** All votes are taken in the first instance by voice vote. If the Moderator is in doubt as to the results or if seven (7) voters rise and express doubt as to the result declared by the Moderator, a standing vote is taken, **except** that a ballot vote is taken (instead of a standing vote) if either the Advisory Committee or fifty (50) voters promptly call for a ballot vote. As a ballot vote takes considerable time, our practice has been not to request a ballot vote in the absence of compelling reasons.
- At a **Special Town Meeting**, no money may be appropriated for any purpose if the Advisory Committee recommends against the appropriation, except by a **two-thirds vote** of the meeting.
- No vote may be **reconsidered** except after a **two-thirds vote** on a motion to reconsider such vote. A vote may not be reconsidered a second time or after a motion to reconsider it has failed to pass.
- A vote adopted at one session of the town meeting may not be **reconsidered at a later (adjourned) session** of the meeting unless the mover has given notice of his or her intention to make such a motion either at the session of the meeting at which the vote was passed or by written notice to the Town Clerk not less than 12 hours before the hour to which adjournment has been voted and not more than 48 hours after the hour of adjournment of such session. Any motion for reconsideration pursuant to such notice of intention will be taken up at the beginning of the adjourned session.
- **Articles** in the warrant are to be acted upon **in their order** unless the meeting otherwise determines by majority vote.
- A **motion to adjourn** the meeting to a later time is a privileged motion and is decided by majority vote without debate. When the warrant is completed, a **motion to dissolve** the meeting is in order.
- The number of voters constituting a **quorum** in order to convene the first session of a Regular or Special Town Meeting is 300. The number of voters necessary to convene the second or any subsequent session of a Regular or Special Town Meeting is 200. Once convened, the quorum to transact business at any Regular or Special Town Meeting is 200; provided, however, that a number of less than 200 may from time to time adjourn the same. Once a quorum is determined at the start of the meeting (or adjourned session), the presence of a quorum is presumed to continue unless a point of no quorum is raised and a count of the meeting shows that a quorum is not present. In that event, the meeting may be adjourned to a later date.
- **If you wish to speak**, please rise and seek the attention of the Moderator or the Assistant Moderator. When recognized by the Moderator, you should come to a microphone. Please state your name and address at the outset each time you speak.

June 2020

Michael J. Puzo
Moderator

REPORT OF THE ADVISORY COMMITTEE

This year's budget process has been unusual. The Advisory Committee voted to recommend the proposed Fiscal Year ("FY") 2021 budget (Articles 4, 5, and 6) in early March 2020 based on a revenue forecast dated March 3, 2020, before the full brunt of the COVID-19 pandemic was recognized. Since that time, federal, state, and local states of emergency were declared; Governor Baker ordered the closing of nonessential businesses; and the economy went into free-fall. As a result, the Town revised the forecast, and revenue projections have been significantly reduced. In particular, as of May 11, 2020, State Aid and local receipts are expected to fall dramatically from FY 2020 amounts (by \$1,527,516 and \$682,936, respectively) and, based on experience from the Great Recession years of FY 2009 and FY 2010, Property Tax collections are projected to decline from FY 2020 by \$805,708 (0.9%). However, in the absence of a State budget and uncertainty regarding the ultimate economic impact of COVID-19, it is difficult to accurately forecast revenues. While we believe the Town's most recent forecasted amounts are conservative, there is no assurance that conditions will not deteriorate further. On the other hand, revenues may turn out better than anticipated. For example, although it is conceivable that federal aid will be available to offset some of the revenue shortfalls, this is not included in the forecast.

The Advisory Committee has closely considered the Town's resources, including a contribution from the Town's substantial Fund Balance to close the revenue gap between the recommended budget and the updated forecast. Based on that review, the Committee believes that, with the use of Fund Balance, there is sufficient revenue to support the proposed FY 2021 budget, provided the Town also implements robust spending controls. This approach will avoid service reductions that may prove unnecessary once the revenue picture becomes clearer.

The projected revenue shortfall as of May 11, 2020 is \$3,330,237. The Town's Unassigned Fund Balance contains adequate funds to cover this amount. As discussed further below, the Town's Financial Policy calls for the Town to maintain an Unassigned Fund Balance of between 16% and 20% of Total Annual Expenditures ("TAE"). At the end of FY 2019 (the most recently completed fiscal year), Unassigned Fund Balance was \$30,515,193, which equaled 26.58% of TAE. The amount is \$7,558,058 above the upper bound of the Financial Policy. FY 2019 was the eighth year in a row that the upper bound was exceeded and the third consecutive year of Fund Balance growth. Due to spending controls instituted during FY 2020 (as well as savings in the snow removal and engineering budgets), the Town anticipates surpluses in several departmental budgets for FY 2020 that will be sufficient to cover pandemic-related revenue shortfalls for FY 2020 and also provide "turnbacks" that will become part of Unassigned Fund Balance. In addition, the Town is expecting to receive approximately \$1,700,000 in FY 2021 from the Weir River Water System to reimburse costs the Town incurred in connection with the acquisition of the water company. This amount would go into Unassigned Fund Balance.

In essence, Unassigned Fund Balance is a "rainy day" fund. Accordingly, the Advisory Committee believes it is appropriate to use a portion of Unassigned Fund Balance to address the current financial crisis. However, given the revenue uncertainty, there is no assurance that revenue will not continue to worsen. Therefore, it is imperative that the Town institute strict spending controls and defer expenditures to the extent possible until it has a better idea of actual revenue. The Board of Selectmen and School Committee have each agreed to a financial plan that the Advisory Committee believes will accomplish the desired controls and provide flexibility to adjust spending in response to changing circumstances. A copy of the plan is included later in the Warrant. Under the plan, expenditures will be restricted until the revenue picture becomes clearer and the Town, with close oversight from the Advisory Committee, will match spending to updated revenue projections (whether more or less favorable than originally forecast). Planned expenditures will be reviewed quarterly with the Advisory Committee. All expenditures other than those deemed essential to be incurred during the first quarter of FY 2021 will be deferred until revenue projections are more certain. A similar review of budgeted expenditures will occur each quarter, and non-essential expenditures will continue to be deferred as necessary. Note that, if the Town's current

revenue projections turn out to be accurate, spending should be less than budgeted and the impact on Fund Balance correspondingly lower than the forecasted amount (because of savings from the deferral of non-essential expenditures).

The Advisory Committee does not believe it prudent to use more of the excess Fund Balance (i.e. the amount above the 20% upper bound of the Town's Financial Policy) at this time. Depending on the extent of the economic disruption caused by the pandemic, the Town may again need to use excess Fund Balance or consider spending cuts and corresponding service reductions for future fiscal years. Moreover, we must be mindful that it was anticipated excess Fund Balance could be used for future large capital projects. If the Town chooses to proceed with such projects, impact on taxes at that time will be greater than otherwise would have been the case.

Even before arrival of the pandemic, balancing the budget was challenging this year. As has been true for some time, revenue growth had not been keeping pace with increases in expenses needed to maintain level services and meet demands for new services. Economic fallout from the pandemic further exacerbates this trend. The five-year forecast reflects revenue remaining below FY 2020 levels throughout this period, due to decreased State aid and local receipts as well as a decline in new growth. Of course, as discussed above, the full economic effect of the pandemic is unknown, and the forecast is likely to change as more information becomes available.

As noted for several years, the Advisory Committee believes that the Town would benefit from a long-term financial management plan, including an examination of capital priorities and service levels, all the while keeping in mind the impact on taxpayers and rating agencies. Such planning is beginning to get underway, and the Advisory Committee encourages these efforts to continue. As part of these efforts, consideration should be given to potential new revenue sources including whether a future Proposition 2 ½ operational override may be appropriate. Although an override can provide revenue for additional services, particularly for the Education budget, the allure of such new revenue must be balanced against the permanent impact of the resulting tax increase on the average homeowner and the Town's ability to foster economic diversity, particularly given the disruption caused by the pandemic. The need for balance is especially called for in light of tax increases that likely will be incurred in connection with any debt exclusions for major capital projects that are on the horizon.

The Town's FY 2021 Total Annual Expenditures ("TAE") (Articles 4, 5, and 6) will increase 3.06% over the FY 2020 TAE, and the Town's FY 2021 Operating Budget (TAE minus employee benefits, debt service, and items that are financed by user rates/charges) will increase 3.36% over the FY 2020 Operating Budget. These increases are primarily due to wage inflation, as personnel expenses represent 76.27% of the Town's Operating Budget. FY 2021 is the first year that the Article 6 budget includes the Weir River Water System. This budget is an enterprise fund so that all expenses will be paid for by revenues from rate payers, and any surplus will be retained within the enterprise fund. The TAE increase noted above does not include the water system budget.

The increase in expenditures for FY 2021 will be funded by a 2.5% increase in the tax levy, new growth of approximately \$1,300,000, and a contribution from Unassigned Fund Balance to offset decreases in State aid and local receipts. In addition, disbursements from Unassigned Fund Balance of \$284,500 (from monies received from the Federal Emergency Management Agency ("FEMA") to reimburse expenses incurred from storm damage in 2015) and \$58,500 from the Waterways Fund plus a transfer of Excess Overlay funds in the amount of \$450,000 are recommended to balance the budget.

The budget presented for Town Meeting consideration is based on "level services", i.e., FY 2020 service levels adjusted for FY 2021 costs. While the Town has sufficient resources to maintain service levels for FY 2021, it may be difficult to avoid reductions in FY 2022. The Board of Selectmen, Personnel Board, and School Committee continue to work diligently to ensure that Town employees are compensated fairly.

All municipal and school bargaining units' contracts have been settled through June 30, 2020. Negotiations are underway for new contracts with all school bargaining units and all municipal units. This process is critical, as employee payroll accounts for such a large percent of the of the Town's total budget.

The FY 2021 budgets differ from the FY 2020 budgets as listed in the table below. This includes Articles 4, 5, and 6 (excluding the Sewer, Water, and South Shore Country Club budgets, which are funded by user rates/charges).

	<u>FY 2020</u>	<u>FY 2021</u>	<u>% CHANGE</u>
Municipal Departments:	\$27,510,312	\$27,818,654	1.12%
School Department:	\$54,319,826	\$56,730,985	4.44%
Capital Outlay:	\$2,279,535	\$2,830,066	24.15%
Employee Benefits:	\$13,575,588	\$14,395,178	6.04%
Debt Service:	\$8,214,774	\$7,932,128	-3.44%
Insurance and Incidentals:	<u>\$693,723</u>	<u>\$767,183</u>	10.59%
TOTAL	\$106,593,758	\$110,474,194	6.04%

All budgets have been closely scrutinized by each department head, the Town Administrator, the Town Accountant, the Board of Selectmen, and the Advisory Committee. Each department presented a level services budget, and some departments also included additional requests for funding. The recommended budget increase for the Municipal Departments reflects wage and cost inflation, along with modest increases in services. With respect to the School Department's FY 2021 budget, the Advisory Committee is recommending an appropriation that is 4.44% greater than the FY 2020 funding authorization. This increase represents wage inflation along with a very modest increase in services and excludes school-related capital, which is contained in the Capital Outlay figure.

The FY 2021 budgets presented to Town Meeting do not reflect the full amounts requested by all departments. The Advisory Committee approved only a few of the additional requests for funding. Notwithstanding the COVID-19 revenue disruption, the Committee continues to recommend authorization for those additional requests with actual funding subject to the financial plan described above. The Committee believes that the proposed budgets are fair and equitable, given available Town revenues, and represent a level of service consistent with the expectations of the Town's residents. Nevertheless, several worthwhile proposals including additional public safety positions again were unfunded this year, as were many Education initiatives that the School Department considers to be highly critical priorities.

While the Municipal and School Departments worked through the financial constraints of the last several budget cycles with limited disruption in services, increasing service demands and unfunded Federal and State mandates require the allocation of additional dollars to meet the most pressing needs. Unfunded mandates will continue to influence future budgets, especially as they relate to the Education budget. Any revenue losses related to COVID-19 will make the situation more difficult. The School Department remains especially concerned about the chronic underfunding and delayed reimbursement from the Commonwealth, particularly as it relates to special education out-of-district tuition and transportation costs.

If adopted, the proposed budget will result in a tax increase to the average homeowner of approximately 3.17% or \$387.66.

In developing the proposed FY 2021 budget, the Advisory Committee deliberations included four important considerations: (1) delivery of Town services in the most cost-effective manner possible; (2) addressing the capital and infrastructure needs of the Town; (3) the effect of the Committee's recommendations on residential property taxes; and (4) maintenance of the Town's Aaa bond rating. Following the onset of the COVID-19 pandemic and related revenue shock, the Committee considered the need for flexibility to react to further changes in revenue projections while not unnecessarily decreasing services or capital funding.

Budgeted expenditures for employee benefits in FY 2021 are \$819,590 more than FY 2020 based on increases in retirement costs and health insurance. Health insurance expenses are projected to increase by 6.23%, down from prior forecasts of 10%. This results from favorable experience since switching to a new health insurance plan in FY 2018. (The Town is in its fourth year with the State Group Insurance Commission ("GIC") Plan.) Health care expenses for active and retired employees, though, are budgeted to increase at a rate of 10% per year in the future, creating a significant long-term issue. The Town continues to fund its Other Post-Employment Benefits ("OPEB") liability and has budgeted an additional \$250,000 over the FY 2014 actuarial valuation for this item in FY 2021 (as it did in prior three fiscal years) to address a gap caused by a subsequent change in actuarial valuations, but this will require continued analysis to determine if the funding rate is adequate.

Budgeted debt service has decreased by \$282,646, as previously funded projects begin to roll off the debt schedule. This trend is expected to continue, but the expectation is that new capital needs will require significant future borrowing. In recent years, the Town has made an effort to ensure that the savings for non-excluded debt service are not incorporated into the operating budget. These funds are being tracked in a new reserve account in the General Fund. However, a portion of this year's savings is recommended to be used for a one-time expense related to transition to a new Director of Information Technology anticipated to occur in FY 2021.

The Advisory Committee monitors the ratio of the Town's Unassigned Fund Balance to the Town's Total Annual Expenditures. This is a key metric of fiscal health and effective management in evaluations by all three bond-rating agencies. The Town's Aaa bond rating provides the Town access to debt markets when other potential borrowers (with lower bond ratings) are unable to find purchasers for their riskier debt. The Aaa bond rating also means the Town can secure the lowest possible interest rates for its bond offerings, resulting in lower debt-service costs funded by property taxes. The availability of debt at reasonable rates is a key component of the Town's financial assumptions. The resulting debt service costs at lower-than-projected levels also reduce the tax burden for Hingham households. As discussed above, Unassigned Fund Balance is expected to remain above the upper bound of the Town's Financial Policy notwithstanding its use to address the COVID-19 revenue shock.

The Town has been committed to providing for its ongoing capital needs primarily within the tax levy or operating budget of the Town. Rebounding from a low in capital spending in FY 2010, there has been a steady increase in capital funding through the capital outlay process. Working with the Capital Outlay Committee, the Advisory Committee continues to balance the need to repair and replace capital items before such costs become unreasonable, with FY 2021 expenditures subject to the new COVID-related financial plan.

The Town has a number of large capital projects that will require analysis and potential funding. This includes the possible renovation or reconstruction of Foster School, a new Public Safety Facility consisting of a new police headquarters and fire station), potentially an additional fire station, renovation and expansion of the Senior Center, possible renovations of the Library and Town Hall, possible new pool at the South Shore Country Club, and harbor repairs and improvements to prepare for sea level rise. The Town will need to consider how these projects may affect the Town's financial position. Financial

fallout from COVID-19 and the use of Fund Balance to support the FY 2021 budget obviously will influence whether and how some of these projects can be undertaken. Warrant Articles seeking feasibility and design funds for several of these projects are before this year's Town Meeting as is an Article to undertake a space utilization study of municipal and school facilities. An Advisory Committee working group developed a financial planning tool that facilitates the analysis and forecasting of debt capacity. It allows the input of several variables to see the impact that any future capital projects may have on the Town budget. The Town Administrator's office is responsible for the use of this tool.

FINANCIAL POLICY CONFORMANCE

Expenditures in the proposed FY 2021 budget conform to the Town's Financial Policy guidelines as follows:

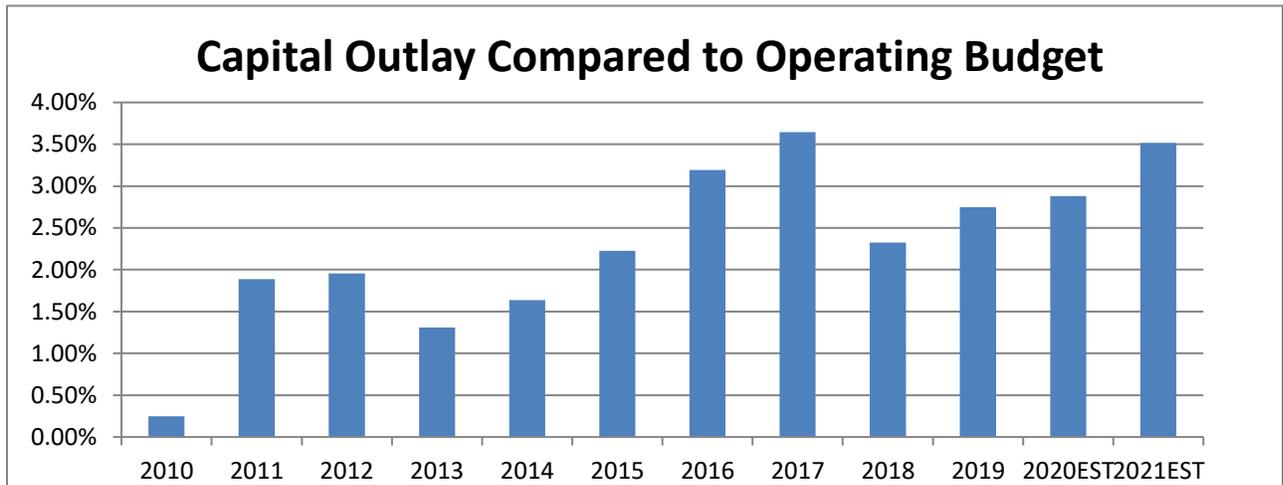
Unassigned Fund Balance between 16% and 20% of Total Annual Expenditures ("TAE")

- Fund Balance, also known as Available Reserves or Available Funds, is the accumulation of each year's actual surpluses and deficits. In accordance with the implementation of GASB 54, Fund Balance is classified into five categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned.
- Total Fund Balance has increased from 8.9% of TAE at the end of FY 2009 to 33.54% at the end of FY 2019 (the most recently completed Fiscal Year). As of the end of FY 2019, total Fund Balance equaled an historic high of \$38,497,838. The amount "reserved" for particular future uses (per GASB 54) is \$7,982,645 (20.74%).
- Per the Town Financial Policy, the Town should maintain an Unassigned Fund Balance at a level no less than 16% and as high as 20% of TAE.
- As of the end of FY 2019, Unassigned Fund Balance equaled \$30,515,193 or 26.58% of TAE. As of the end of FY 2018, this dollar amount was \$27,091,744, and the ratio was 24.15% of TAE. The Advisory Committee recommends the use of up to \$3,330,237 of Unassigned Fund Balance to address the forecasted revenue shock caused by COVID-19. In addition, \$284,500 in reimbursements from the Federal Emergency Management Agency for damage from 2015 winter storms, which amount is currently held in Unassigned Fund Balance, will be used for certain School Department, Public Works, and Town Hall capital projects. Moreover, four Warrant Articles under consideration by the 2020 Annual Town Meeting seek funding from Unassigned Fund Balance, in amounts including \$93,000 (retiree cost of living adjustment), \$250,000 (Public Safety facility feasibility study and design), \$525,000 (Senior Center design and engineering services), and \$300,000 (Town-wide facilities study). These latter expenditures will not significantly affect Fund Balance at 6/30/2020. Due to spending controls instituted in FY 2020, significant budget turnbacks are expected and will go into Unassigned Fund Balance. The Town also anticipates reimbursement in FY 2021 of approximately \$1,700,000 for costs incurred in connection with acquisition of the Weir River Water System. It has been anticipated that Unassigned Fund Balance in excess of the Town's Financial Policy will be available to help offset costs of future capital projects. The extent to which this assumption remains correct will depend on future revenue projections.

Capital Expenditures between 2% and 5% of the Operating Budget

- Per the Town Financial Policy, the Capital Plan for any Fiscal Year should budget an expenditure amount that is between 2% and 5% of the Town's Operating Budget for that Fiscal Year.

- For FY 2021 the Capital Outlay budget (excluding borrowing and Sewer, Water, Recreation, and South Shore Country Club capital, which are funded from user rates/charges) is \$2,830,066. This amount is 3.52% of the FY 2021 Operating Budget.
- This is the seventh consecutive year that capital spending has been within the limits set forth in the Town Financial Policy. The Advisory Committee recognizes the importance of continuing the plan to increase capital funding.



- For FY 2021, the Capital Outlay Committee (“COC”) reviewed and evaluated departmental capital requests using the following six criteria:
 - If lack of the particular capital item puts citizen/employee safety at risk.
 - If the capital item is broken.
 - If the capital item is core to the department's mission, i.e., the department cannot function without it.
 - If the capital item is still functional but repairs are required that would cost 25% or more of the new item purchase price.
 - If the capital item is substantially beyond its originally projected useful life and its failure would jeopardize performance of the department's overall mission.
 - If the cost of the capital item can be recovered in three years or less.
- The COC received initial capital requests of \$8,215,906, of which \$4,874,906 was sought from the tax levy. From those amounts, the COC recommended a FY 2021 capital budget of \$2,487,066 to be funded from the tax levy along with a capital budget of \$85,000 for the South Shore Country Club and \$120,000 for the Recreation Commission, both of which are to be funded by user fees, and \$286,000 for Sewer-related projects to be paid by Sewer rate payers. In addition, \$58,500 of FY 2021 capital requests for the Harbormaster (reflected in the Police Department budget) will be funded from the Municipal Waterways and Improvement Fund and \$284,500 of capital requests for the School Department, Department of Public Works, and Town Hall will be funded from FEMA reimbursements for damage caused by storms in 2015 which are currently in Fund Balance. Given budget constraints, the COC was unable to fund all requests that meet its criteria for “priority 1.”
- In separate Warrant Articles, the Advisory Committee recommends:
 - That the Town borrow up to \$350,000 for additional funds for a feasibility study for Foster School.

- That the Town borrow up to \$296,000 for renovations to the Town’s information technology data center.
 - That the Town borrow up to \$2,200,000 for a new maintenance facility for the South Shore Country Club. This debt will be repaid through the Country Club’s operating revenues over 20 years.
 - That the Town borrow up to \$2,700,000 related to capital improvements for the Weir River Water System. This debt will be repaid through water company rate payer revenue over five years.
- All of this spending and borrowing is subject to approval at Town Meeting.
 - The COC continues to call for adequate funding throughout the term of the *Five-Year Capital Plan*, including consideration of the targeted use of debt to address major capital expenditures.

Reserve Fund of Approximately 0.75% of the Operating Budget

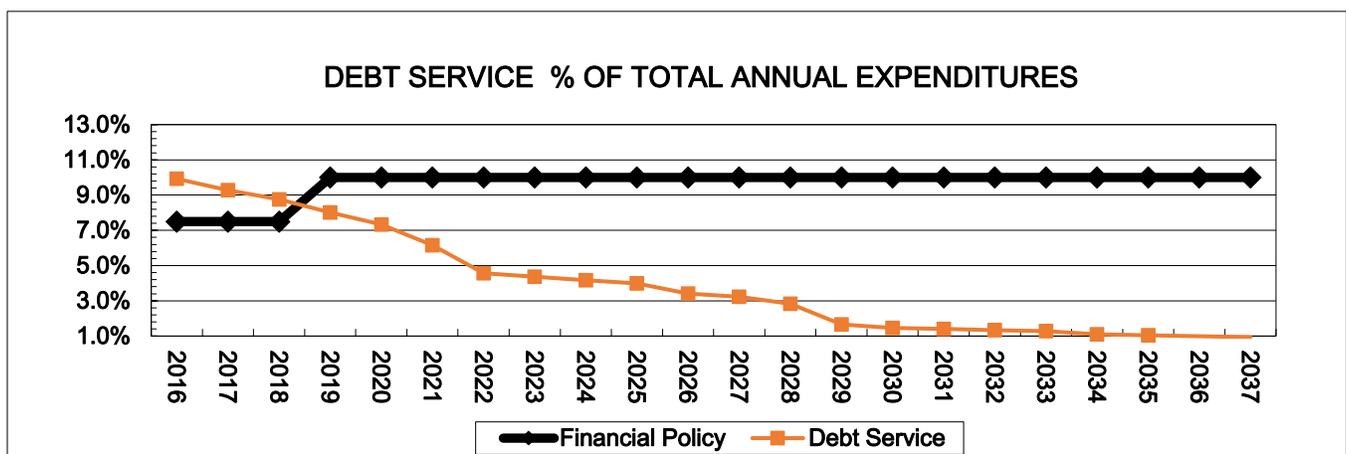
- Massachusetts General Laws provide for annual appropriations to a Reserve Fund from which transfers for extraordinary or unforeseen expenditures may be made from time to time, with the advice of the Board of Selectmen and the approval of the Advisory Committee. The Reserve Fund is used to save the time and expense of a Special Town Meeting for relatively low-cost items.
- Per the Town Financial Policy, the annual appropriation amount for the Reserve Fund should be approximately 0.75% of the Operating Budget.
- In FY 2019, Reserve Fund transfers were made as follows:

<u>DEPARTMENT</u>	<u>AMOUNT</u>
Community Planning Expenses-58 Main St.	\$44,700
South Shore Country Club-Pool	\$37,500
Police/Harbormaster-Truck	\$65,013
Legal	\$455,000
Snow & Ice	\$248,751
Selectmen Expenses	\$85,000
Fire-Salaries	\$80,000
Workers Comp	\$41,315
Medicare Taxes	\$37,500
Town Meeting-Expenses	\$27,202
Unemployment	\$25,000
Town Engineer-Salaries	\$18,100
Town Engineer-Expenses	\$11,950
Town Engineer-Expenses	\$10,000
Harbormaster-Expenses	\$9,001
Elder Services-Salaries	\$8,400
Elder Services-Expense	\$3,000
Town Meeting-Salaries	\$1,671
FY19 TOTAL APPROVED TRANSFERS	\$1,209,103

- Unexpended funds (if any) in the Reserve Fund for a Fiscal Year are returned to Fund Balance effective at the end of that Fiscal Year.
- The proposed amount for the FY 2021 Reserve Fund is \$629,100. This is 0.71% of the Operating Budget.

Average Annual Debt Service between 5% and 10% of Total Annual Expenditures (“TAE”)

- Per the Town Financial Policy, the Town should maintain average annual debt service (repayment of principal and current interest for borrowings) between 5% and 10% of TAE. Note that the Financial Policy in effect before FY 2019 recommended an upper bound of 7.5% of TAE.
- FY 2021 debt service represents 6.25% of FY 2021 TAE – a slight decrease from FY 2020 (7.34 %).
- The graph below shows currently authorized debt only.



- The graph indicates that, assuming no additional borrowing, debt service conformed to Financial Policy guidelines beginning in FY 2019. However, the Advisory Committee notes that the Town is contemplating several projects that could be financed through the issuance of additional debt. As mentioned above, the Foster School Article seeks authorization to borrow \$350,000, the IT Data Center Article seeks authorization to borrow \$296,000, the Water System Capital Improvements Article seeks authorization to borrow \$2,700,000, and the Country Club Maintenance Facility Article seeks authorization to borrow \$2,200,000. The water company’s debt will be repaid over five years from rate payer revenue, and the Country Club’s debt will be repaid over twenty years from Club revenues.
- Articles requesting funds for design and feasibility studies for several projects are before the 2020 Town Meeting for consideration. These include Foster School, a new Public Safety Facility, an expanded Senior Center, and a replacement pool at South Shore Country Club. If approved, it is likely these projects will seek funding from future Town Meetings for land acquisition and construction costs. In addition, another Article proposes a space analysis of existing municipal and school facilities as a first step in creating a long-term capital plan, and other worthy projects are on the Town’s horizon. It would seem appropriate, especially in light of the disruption caused by COVID-19, to have a public discourse on the priority, amount, and

timing of these opportunities, giving careful consideration to the effect of future borrowings on the taxpayer and rating agencies.

- FY 2018 was the first year that the Town set aside an annual amount that represents the unused non-excluded debt capacity. For FY 2018 and FY 2019, the amounts were \$18,267 and \$100,717 respectively, and the estimated amount for FY 2020 is \$90,991. For FY 2021, however, \$30,730 of the estimated \$33,474 of unused non-excluded debt capacity is being used to pay for a one-time expense related to the transition to a new Director of Information Technology expected to occur in FY 2021, leaving \$2,744. The unused non-excluded debt capacity is tracked in a new Committed account in the General Fund. It is likely that these funds will be used for future debt service or capital purchases or other one-time expenses.

FY 2021 PROPERTY TAX RELIEF

- As in previous years, the FY 2021 budget includes property tax relief for the benefit of all taxpayers. Property taxes for FY 2021 will be higher than in FY 2020, but the amount of increase will be less than it would be without certain tax relief measures. The amount of \$178,836 will be transferred from the Stabilization Fund, which contains proceeds from the sale of Town buildings plus bond premiums associated with debt refinancing. In addition, some of the current meals tax revenue will be used for tax relief. However, the final payment from the Meals Tax Stabilization Fund established at the 2013 Annual Tax Meeting occurred in FY 2020 so the related tax relief provided over the past several years is no longer available. Note that a declining balance in the Stabilization Fund will also affect future tax relief.
- The Town chose not to raise taxes to the maximum level (2.5%) in FY 2020 thus creating \$500,000 in unused levy capacity. Adoption of the FY 2021 budget will also create \$500,000 in unused levy capacity. While unused levy capacity is not cumulative (taxes foregone in one Fiscal Year cannot be recouped in a future year), it does carry forward. As a result, future Town Meetings will be able to increase taxes up to the full levy capacity. Such a decision would result in a tax increase disproportionate to the historic trend.
- The 2020 Annual Town Meeting authorized the Board of Selectmen to petition for State approval of a means-tested property tax exemption for certain Hingham senior citizens (65 years old and over) on limited incomes. The petition is pending before the State Legislature but is not expected to be acted upon in time for FY 2021. Once approved by the State Legislature, this exemption will provide limited property tax relief in future years to seniors who qualify for the State Circuit Breaker Tax Credit program, meet certain asset limits, and owned and occupied a home in Hingham for at least 10 consecutive years. To fund this tax exemption, the Board of Selectmen may propose that the Town tax to the full levy capacity, which would result in a tax increase for other tax payers. This would be a matter for consideration in connection with future Town budgets.

LONG-TERM FINANCIAL OBLIGATION AND LIABILITY FUNDING

- The FY 2021 budget recommends funding Contributory Retirement and Other Post-Employment Benefits (“OPEB”) (retiree health care benefits) so as not to burden future generations with unsustainable or disproportionate financial obligations. The FY 2021 budget includes a Contributory Retirement funding amount of \$5,090,917 and an OPEB contribution of \$1,194,156.

- Further analysis of the OPEB funding level is necessary due to the continual changes in the actuarial assumptions that determine the contribution amount. These assumptions include the impact of future health insurance premiums, longevity, and the future rate of return on the set-aside funds. The Town does a full actuarial valuation of OPEB every two years. As of 6/30/2019, Hingham had funded its OPEB trust with \$15,900,000. Assets are projected to be available to make all projected future benefit payments for current plan members. The next valuation will be done in the fall of 2020. Hingham is far ahead of comparable towns with regard to funding OPEB obligations.

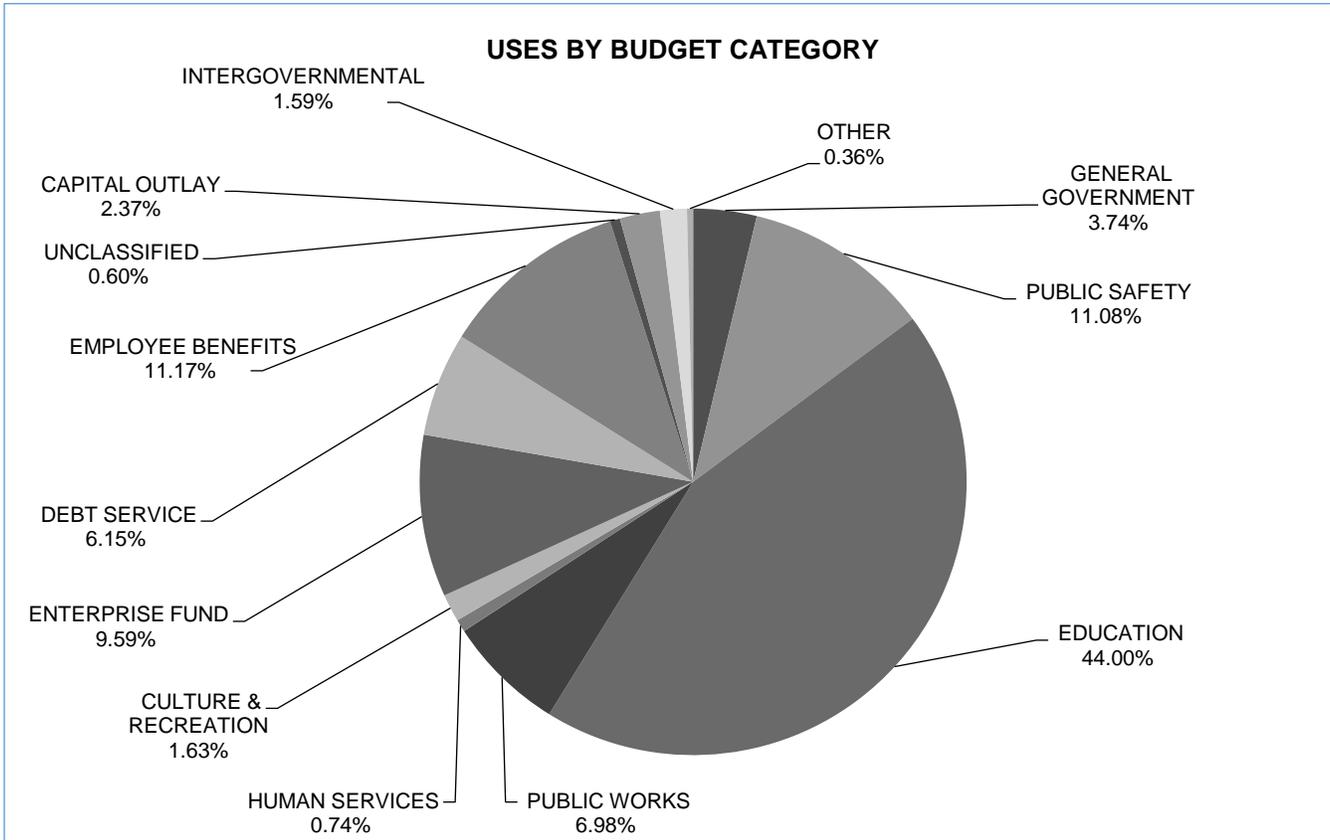
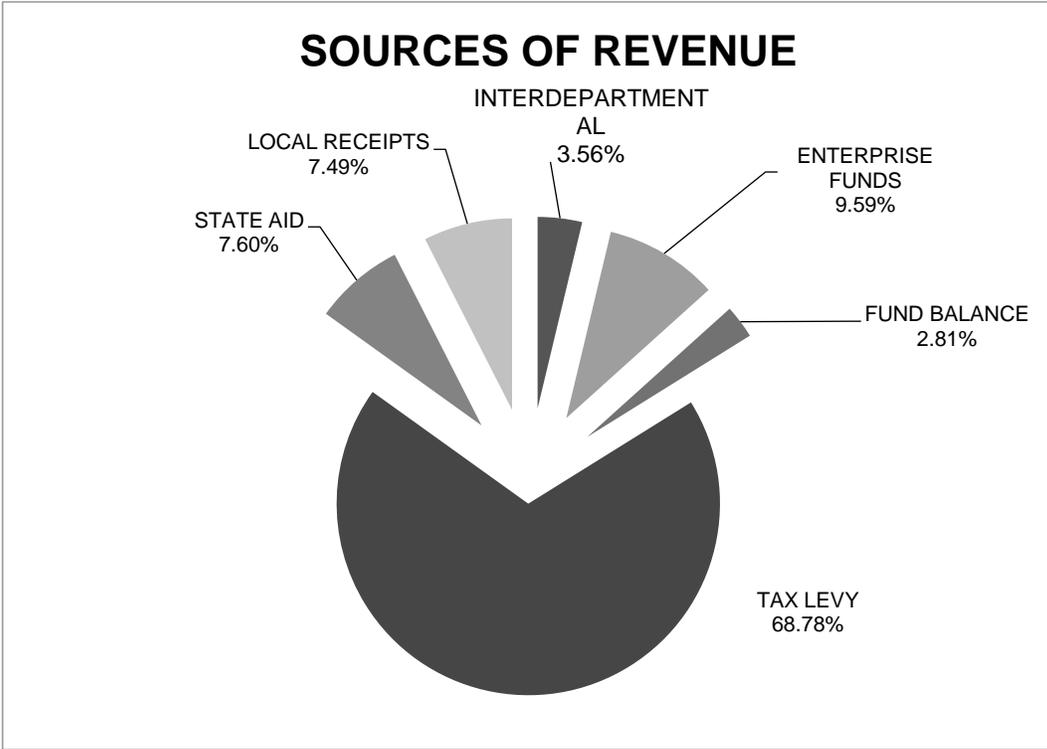
REVENUE SOURCES AND USES

- For FY 2021, total budgeted revenue Uses include Article 4, 5, and 6 appropriations of \$126,940,526 and amounts reserved for State Assessments, Overlay and Other Expenses totaling \$1,548,207.
- The aggregate budget Uses for FY 2021 of \$128,488,733 balances to the forecasted revenue sources of \$128,488,733.

	ACTUALS	ESTIMATE	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
SOURCES							
Tax Levy							
Levy	76,501,004	79,418,112	82,754,141	86,122,994	88,826,069	91,596,721	94,436,639
2 1/2 % increase	1,912,525	1,985,453	2,068,854	2,153,075	2,220,652	2,289,918	2,360,916
New growth	1,004,583	1,350,576	1,300,000	550,000	550,000	550,000	550,000
Debt exclusions	3,734,626	3,530,261	3,400,160	3,027,941	2,906,882	2,782,311	2,672,922
Unused Levy Capacity	(500,000)	(500,000)	(500,000)	0	0	0	0
Uncollected Tax Revenue			(801,208)				
Total Tax Levy	82,652,738	85,784,402	88,221,946	91,854,010	94,503,603	97,218,950	100,020,477
Other Revenue							
State Aid	11,117,962	11,326,923	9,799,407	9,623,910	9,623,910	9,623,910	9,623,910
Local Receipts	11,301,757	10,345,365	9,662,429	9,903,990	10,151,590	10,405,379	10,665,514
Fund Balance	467,300	940,813	3,614,737	0	0	0	0
SSCC	2,005,624	1,943,489	1,766,742	1,766,742	1,766,742	1,766,742	1,766,742
Weir River Water System	0	13,047,168	10,597,979	12,881,507	12,881,507	12,881,507	12,881,057
Sewer	2,861,226	3,416,597	3,638,157	3,896,470	4,177,450	4,483,267	4,816,309
Light Plant (\$450K Min.)	504,081	500,000	500,000	500,000	500,000	500,000	500,000
Meals Tax Reserves	450,000	121,874	0	0	0	0	0
Stabilization Fund	178,836	178,836	178,836	178,836	178,836	178,836	178,836
Excess Overlay	0	0	450,000	0	0	0	0
Waterways Fund	0	0	58,500	0	0	0	0
Total Other Revenue	28,886,786	41,821,065	40,266,787	38,751,455	39,280,034	39,839,642	40,432,368
Total Sources	111,539,524	127,605,467	128,488,733	130,605,465	133,783,637	137,058,592	140,452,845

	ACTUALS	ESTIMATE	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
USES							
State Assessments	976,062	1,003,910	1,098,207	1,153,117	1,210,773	1,271,312	1,334,877
Overlay	350,000	350,000	350,000	850,000	850,000	850,000	850,000
Other expenses / deficits	278,747	100,000	100,000	100,000	100,000	100,000	100,000
Total	1,604,809	1,453,910	1,548,207	2,103,117	2,160,773	2,221,312	2,284,877
Appropriations							
Capital Outlay	2,228,740	2,470,535	3,116,066	2,600,000	2,700,000	2,800,000	2,900,000
Article 6	105,556,913	122,464,056	123,361,006	126,486,443	129,291,026	132,265,334	135,513,998
Article 4&5	21,400	55,866	463,454	881,713	1,308,338	1,743,495	2,187,355
Other articles	46,533	940,813	0	0	0	0	0
Total appropriation	107,853,586	125,931,270	126,940,526	129,968,156	133,299,364	136,808,829	140,601,352
Total Uses	109,458,395	127,385,180	128,488,733	132,071,274	135,460,137	139,030,141	142,886,230
EXCESS (Shortfall)	2,081,129	220,287	(0)	(1,465,808)	(1,676,500)	(1,971,549)	(2,433,385)

- New Growth is the amount by which the property tax base increases due to new development and improvement to existing properties. The projection of New Growth revenue for FY 2021 and beyond is based on the extrapolation of building permit activity and other indicators of the local economic outlook. The Town is currently forecasting New Growth to decrease modestly from FY 2020 to FY 2021, and then to decrease further back to FY 2018 levels in FY 2022. While there may be opportunities for new growth, the realization of these opportunities is dependent on several variables, many of which are outside the control of the Town. Accordingly, conservative forecasting is both prudent and necessary.
- With regard to particular FY 2021 Other Revenue line items:
 - Future Local Receipts revenue, primarily from Motor Vehicle Excise taxes, is tracked carefully and generally forecasted conservatively.
 - South Shore Country Club (“SSCC”) revenues of \$1,766,742 fully offset SSCC operating expenses, capital expenses, and employee benefit costs, all of which are included in the Article 6 Uses total.
 - Sewer revenues of \$3,352,157 fully offset sewer operating expenses, debt, capital expenses, and employee benefit costs, all of which are included in the Article 6 Uses total.
 - Water System revenues of \$10,597,979 fully offset water operating expenses, debt, employee benefit costs, and a budgeted surplus of \$2,332,306, all of which are included in the Article 6 Uses total.
 - Light Plant revenue of \$500,000 is a payment in lieu of taxes (“PILOT”).
- The Advisory Committee notes that reduced growth in the future will make it increasingly difficult to fund new services or initiatives, considering the structurally high levels of increases in the Education (estimated at 4-5% or more) and Health Insurance (estimated at 10%) budgets. Additionally, Debt Service is likely to be higher than forecasted if new debt is issued to fund new projects. Further, the extent and duration of adverse impact of COVID-19 on revenue sources is currently unknown. Accordingly, the above chart likely understates the possible deficits of the future.



ADVISORY COMMITTEE RECOMMENDATIONS

The Advisory Committee has voted to recommend the budget amounts presented in Articles 4, 5, and 6 for approval by Town Meeting.

In addition, the Advisory Committee has reviewed each of the other Articles in the Warrant and, after public discussion with sponsors, petitioners, proponents, and other interested citizens, has provided comments and recommended motions that reflect the relevant points made during the Committee's deliberations.

ACKNOWLEDGEMENTS

The Advisory Committee is very grateful for the assistance, support, and dedication of Town Accountant Sue Nickerson. We also deeply appreciate the help of Town Administrator Tom Mayo, Assistant Town Administrator Michelle Monsegur, Office Manager Sharon Perfetti, and Accounts Payable Specialist Lynn Phillips. Their diligence and timely support have enabled the Advisory Committee to better represent and serve the Town.

As in past years, the Advisory Committee benefited from strong working relationships with the Board of Selectmen, the School Committee and Administration, Town Department heads, the Capital Outlay Committee, the Community Preservation Committee, the Planning Board, and the numerous other Town Boards, Commissions, and Committees with which the Advisory Committee and its liaisons routinely interface. Continued collaboration, mutual respect, and teamwork benefit everyone.

Hingham is well served by the extraordinary efforts of its many capable and responsible employees and volunteers. The Advisory Committee thanks them all for their contributions.

THE ADVISORY COMMITTEE

Victor Baltera, Chair
Robert Curley, Vice-Chair
Julie Strehle, Secretary
Kathleen Almand
David Anderson
Thomas Belyea
Libby Claypoole
Davalene Cooper
George Danis
Edmund Gaydos
Eric Haskell
Eryn Kelley
Nancy MacDonald
Andrew McElaney
Evan Sheehan

REPORT OF THE BOARD OF SELECTMEN

I am pleased to submit the following report for Fiscal Year 2020 on behalf of the Board of Selectmen. Although it seems like a long time ago, we began the year with the positive momentum of a historic Annual Town Meeting attended by over 2,000 citizens who overwhelmingly approved the decision to purchase the Hingham Water System from Aquarion. Thanks to the incredible work of staff and volunteers alike, the meeting ran smoothly and efficiently and was a very proud moment for the Town. The vote was the culmination of more than 8 years of effort and leadership by prior Boards of Selectmen, Advisory Committees, staff, lawyers and, in the true Hingham tradition, a number of talented volunteers, most notably the members of the Water Company Acquisition Study Committee, Jon Asher, Ed Siegfried, Joe Bierwirth, Josh Krumholz and Bob Higgins. Their tireless work, coupled with the comprehensive outreach efforts by Citizens for Hingham Water, provided Town Meeting with the confidence that the acquisition was not only the right thing to do, but it also made financial sense for the Town and the ratepayers. Approval of Article 10, Water Company Acquisition, was a landmark vote in the history of Hingham's Town Meeting.

Unfortunately, we will end the fiscal year on a much different note, in the midst of a global pandemic that brought the world as we know it to a halt. We extend our sincere gratitude to the municipal and school leadership for taking immediate action on March 13, 2020 to close Town buildings and reimagine municipal services and education in a manner that keeps the staff and public safe while providing virtual access to essential services. Thanks to the work of our small but mighty Information Technology group, Steve Becker, Kate Richardsson and Joseph Lindsay, local government went online within a week of the Declarations of States of Emergency at the federal, state, and local levels. The Department of Health led by our Executive Health Officer, Susan Sarni, and the Board of Health members, Peter Bickford, Lizzie Eldredge and Kirk Shilts, have been vigilant in implementing procedures and reporting protocols to enable the Town to respond to and monitor this crisis. It truly takes a village and staff members from across all departments have joined together to keep the Town functioning and to keep us all safe. In addition, Hingham volunteers have answered the call to take care of each other (especially those particularly vulnerable at this time) and to support front-line workers here in Hingham as well as in Boston and the greater South Shore. As I write this report, the Town is in the process of developing a reopening plan for both Town government and the community. Once again, we will need the cooperation and commitment of the citizens of Hingham to be successful in our efforts. Based upon past experience in this community, we are very confident in that regard.

As we look to the coming fiscal year, we must also consider the potentially drastic and unsettling economic effects of the pandemic on the Town's financial condition. With the work of the municipal and school departments, we are confident that we will conclude FY 20 with budgetary "turn backs" that will provide a cushion against the financial blow that we are expecting will hit our FY 21 budget.

Looking back a few months, we concluded the customary FY 21 budget process on schedule on March 12th after months of public hearings and deliberations. As required by law, at that time expenditures in the FY 21 proposed budget were fully supported by conservatively anticipated revenues. A week later the world changed, and in response the Board of Selectmen, the Advisory Committee and the School Committee joined together to commit to the implementation of a financial management plan for Fiscal Year 2021. A full copy of the Plan follows this report, but in short, the budget proposed for FY 21 is balanced in part with the use of approximately \$3.3 million of Unassigned Fund Balance (sometimes called our "rainy day fund" or the Town's savings account) on the condition that both the municipal and school departments adhere to spending constraints and deferrals and agree to proportionately share potential budget reductions in cooperation with future guidance from the Forecast Group, the Board of Selectmen and the Advisory Committee. We want to assure you that all parties understand the grave economic stakes we are facing and are committed to managing the Town cautiously through this

unparalleled crisis. It is with that spirit of fiscal stewardship that we recommend Article 6 to Town Meeting for approval.

While it is obviously difficult to move beyond our day-to-day focus on Covid-19, it is important to take a moment to recognize that this past year was a busy and productive period for the Town thanks in large part to the hard work of our employees and volunteers. The following is just a synopsis of certain of those accomplishments as well as a look to the future of Hingham:

Water System Acquisition. The work to actually take title to the water system, now named the Weir River Water System calling attention to our precious and stressed watershed, started the day after Town Meeting and has continued unabated throughout this fiscal year. It is a transaction without example and “getting it right” has been and continues to be the mantra of the Board of Selectmen, staff, lawyers and volunteers. I would like to recognize the extraordinary and ongoing efforts of Selectman Mary Power, WCASC chair Jon Asher, the Town’s outstanding legal team -- John Coughlin, Kerry Ryan, Susan Murphy and Kevin Feeley, as well as the members of the Water Transition and Evaluation Committee – James Taylor, Scott Cyr, Joseph Welch, David Von Loesecke and Richard Norman for their continued guidance and diligence to bring the transaction to a successful conclusion. We anticipate the acquisition will be completed this coming July. We have hired a water system operator, Suez, after a competitive bidding process and we have received the regulatory endorsement of the Massachusetts Department of Environmental Protection with the approval of our comprehensive Water Business Plan. We are in the process of hiring a Water Superintendent and finalizing our financing plans for the acquisition costs, working with the Town’s financial advisers and bond counsel. It has been an all-out effort and one the Town can be incredibly proud of undertaking.

Master Plan Committee. Created by 2019 Annual Town Meeting, this 15-member committee spent this past year listening, learning and imagining Hingham’s future in order to position the Town to proactively address the challenges of the next decade. Led by chair Gordon Carr, the committee held over 17 visioning sessions with hundreds of citizens and received nearly 1,000 responses to an online survey about the needs and priorities Hingham should consider as the community charts its path forward. The group is now working to compile and make recommendations for achievable policy goals to move Hingham toward a shared future vision. We look forward to their report and we are grateful for their extraordinary efforts.

Foster School. The Town received the wonderful news that after two prior applications, the Foster Elementary School project was accepted into the Massachusetts School Building Authority’s eligibility program for school construction. If all goes as planned, the Town could be in line for MSBA reimbursement of about 30% of certain building costs. We are still in the early stages of this project and in order to continue to assess its feasibility, Article 17 asks for an appropriation of \$350,000 (to add to monies appropriated by Annual Town Meeting 2017 in the amount of \$750,000) so proper analysis and planning can be undertaken by the Foster School Building Committee. We urge your consideration of and support for Article 17.

Public Safety. Article 12 asks for an appropriation to further evaluate a proposed site on Route 3A for a new public safety building and Article 13, if approved, would establish a public safety building committee. While we understand that we are in a period of economic uncertainty, strategic infrastructure planning to meet the growing needs of the Town must continue. We have been working for the last 6 years to identify a suitable location for a fire station on the north side of Hingham, and at the same time we have been trying to find a way to address inadequacies in the space at Town Hall currently occupied by the Police Department. We believe that we have identified a location on Route 3A for the construction of a new public safety building that could combine both of these functions and solve both of these problems within one joint facility. The requested feasibility money would enable the Town to confirm

whether the desired building could be constructed on the parcel and provide us with a better sense of the cost of the facility. Assuming these findings are acceptable, it is likely that a Special Town Meeting will be called in the fall to request the funds to purchase the parcel at issue. Our public safety personnel, under the able leadership of Fire Chief Steve Murphy and Police Chief Glenn Olsson, put their lives on the line for the citizens of this community each and every day and we salute their efforts. We urge support of Article 12 and Article 13.

Senior Center Expansion. Linked to the public safety building project is the expansion and enhancement of the Senior Center, another high priority, long-time capital need for the Town. Article 14 asks for feasibility money to further consider the expansion of the Senior Center space at Town Hall into the area currently occupied by the Police Department and to improve the current space. This plan allows the seniors to remain at Town Hall but would provide a facility that better accommodates the programs and services our senior population deserves. We recommend approval of Article 14 and Article 15, which establishes a Senior Center building committee to pursue this initiative.

Climate. The Town was designated a “Green Community” by the State in 2018 after the Town pledged to cut municipal energy use by 20% over the next 5 years and to enact zoning and permitting rules that incentivize energy reduction and renewable energy. The State awarded the Town \$142,232 in initial grant money, which the Town used to make energy efficiency upgrades to public facilities. The projects undertaken to date are projected to result in annual energy cost savings to the Town of approximately \$28,600. In addition, Hingham has continued to support the work of town volunteers, our municipal neighbors, and state leaders in their efforts to block the construction of a compressor station in Weymouth on the Fore River. Finally, we have engaged with Town volunteers to form the Climate Action Planning Task Force to begin to plan for our carbon neutral future.

Town Forest. The Town will be working with the State Department of Conservation and Recreation’s Forest Stewardship Program to develop a 10-year Forest Stewardship Plan. Under this program, a private consulting forester will help us evaluate the Town Forest and develop goals and practices for its management. The plan is a critical step in understanding the existing conditions and the steps necessary to protect the environmental values of the Town Forest and the safety of its visitors.

Hingham Harbor. Under the supervision of Harbormaster Ken Corson, we completed the dredging of Hingham’s Inner Harbor this past fall. This a once-a-decade effort that takes careful planning and supervision as well as the cooperation of all boat owners. We commend Harbormaster Corson for his efforts on this front and also for his work to secure a \$2 million grant from the State, which will directly offset about half the cost of this project that would otherwise have been paid by Hingham taxpayers. I am pleased to report that under the leadership of the Trustees of the Bathing Beach, Alan Perrault, Ed Johnson and Chris Daly, the Bathing Beach Snack Shack is nearing completion and will open in accordance with our Covid-19 planning. This project was supported in part by a grant from the Seaport Economic Council. Finally, work continues by the Harbor Development Committee on seawall repair and reconstruction as we continue to plan for the resiliency of our harbor in the face of ongoing climate change.

Planning and Zoning. Development continues at the Shipyard and at Bare Cove. The permitting of these projects allowed the Town to achieve an uncontested 10% subsidized housing inventory and to take back control of our local zoning by-law. We continue to work to add affordable housing to our inventory through the good work of the Affordable Housing Trust and we urge your approval of the grant of CPC funds to the Affordable Housing Trust’s Opportunity Fund as part of Article 18. In recognition of our efforts, this past year Hingham was designated as a Housing Choice Community by the Department of Housing and Community Development. This designation provides the Town with exclusive access to Housing Choice Capital Grants and priority access to a number of other state grant and funding programs.

In late 2019, the Town received a Housing Choice grant in the amount of \$140,000 and will use those funds in coordination with the Affordable Housing Trust to rehabilitate a two-family dwelling for affordable housing purposes.

It has been our distinct honor to serve as your Board of Selectmen this past year. Your dedication to the work of our town is an inspiration and we have done our very best to steward the Town in a manner that allows us to provide the services we need for today, while carefully planning for our future. We thank you for your trust in our efforts.

Karen A. Johnson, Chair
Mary M. Power
Joseph M. Fisher

FY21 FINANCIAL MANAGEMENT PLAN
May 11, 2020

SECTION 1. BACKGROUND AND COVID-19 CRISIS

The Hingham Board of Selectmen, Hingham School Committee, and Hingham Advisory Committee concluded the Town's FY21 budget process on March 10, 2020. The Advisory Committee voted to recommend to Town Meeting a balanced FY21 budget of \$126,940,526. In order to approve the budget, the Advisory Committee identified sources of and made assumptions about anticipated revenue in amounts that would match approved expenditures.

Within two weeks of concluding Hingham's budget process, national, state, and local States of Emergency were declared in response to the COVID-19 pandemic. Given the resulting economic crisis, the Town must revise FY21 revenue assumptions downward to account for the contraction of the global economy. We have revised revenue assumptions based on data available as of May 9, 2020 from the Massachusetts Municipal Association (MMA) and Massachusetts Taxpayers Foundation (MTF), consultation with state officials, historical trends of municipal revenue collection (particularly those trends experienced by the Town during the Great Recession years of FY09 and FY10), and guidance from the Town's financial advisors, Capital Markets Advisors.

The revised FY21 revenue assumptions do not support the full expenditures identified in the FY21 budget approved by the Advisory Committee. If approved without alteration by Town Meeting, such a budget would likely produce an impermissible budget deficit of approximately \$3.3 million.

The FY21 Financial Management Plan presented herein proposes to use Unassigned Fund Balance coupled with prudent financial management controls to close the anticipated budget gap and offset any incremental revenue shortfalls that may arise in FY21. The goal of the Plan is to produce a balanced FY21 budget that also 1) minimizes disruption to Municipal and School operations and services, 2) takes account of COVID-related expenditures, and 3) preserves the Town's longstanding practice of sound fiscal stewardship as measured in part by the Town's AAA credit rating. Successfully implementing the FY21 Financial Management Plan and managing to a balanced budget requires the commitment and collective effort of the Board of Selectmen, School Committee, and Advisory Committee.

For purposes of this plan, "Municipal Departments" shall apply to all departments and budgets in General Government, Public Safety, Public Works, Human Resources, and Culture and Recreation; "School Department" or "Schools" shall refer to the Hingham Public School District and education budget; and the "Town" will refer to the Town of Hingham government operation as a whole and, where relevant, will include both the Municipal and School Departments.

SECTION 2. PROJECTED REVENUE DEFICITS

Due to the COVID-19 crisis and the resulting economic downturn, the Town is projecting potential shortfalls in revenue in both FY20 and FY21. As of May 9, 2020, we estimate those potential shortfalls as follows:

FY20 Projected Revenue Deficits (deficits represent the difference between FY20 forecasted revenue and anticipated revenue as of May 9, 2020)

1. \$129,000 reduction in Meals Tax revenue - assumes no revenue for FY20 Q4 (April/May/June 2020)
2. \$21,800 reduction in Penalties & Interest collected on property tax as a result of tax due date extension to June 1st
3. \$12,000 reduction in Investment Income as a result of property tax due date extension to June 1st
4. \$212,492 reduction in possible revenue shortfall in South Shore Country Club Enterprise Fund assuming SSCC operations are limited through May 2020

FY20 Other Revenue Sources

1. \$220,287 increase in new growth
2. \$30,000 increase in U.S. Department of Health and Human Services federal stimulus grant (ambulances)

FY20 Projected Revenue Surplus/(Deficit): (\$125,005)

FY21 Projected Revenue Deficits

1. \$805,708 (0.9%) reduction in Property Tax collection (based on the average reduction in collections experienced during the Great Recession years of FY09 and FY10)
2. \$1,944,003 (19.2%) reduction in State Aid not including MSBA funding for High School (based on MMA and MTF state revenue projections as of May 8, 2020)
3. \$50,000 (1.1%) reduction in Motor Vehicle Excise Tax (assumes receipts remain flat from FY20)
4. \$221,000 reduction in Meals Tax - assumes no revenue for FY21 Q1 (July/Aug/Sept 2020)
5. \$76,920 (19.2%) reduction in Charges for Services (assumes same percentage decrease as State Aid)
6. \$192,300 (19.2%) reduction in Licenses & Permits (assumes same percentage decrease as State Aid)
7. \$200,000 (33.3%) reduction in Investment Income (based on current cash balance in bank and dropping interest rates)
8. \$44,806 (19.2%) reduction in Departmental revenue (assumes same percentage decrease as State Aid)

FY21 Other Revenue Sources

1. \$200,000 increase in additional Excess Overlay

FY21 Projected Revenue Surplus/(Deficit): (\$3,334,737)

SECTION 3. FY20 FINANCIAL OUTLOOK

Under Massachusetts General Law, except for snow and ice expenditures, municipalities cannot deficit spend – revenues must match or exceed expenditures in a given fiscal year. Given the projected revenue shortfalls described above, we have already instituted expenditures controls, including deferring non-essential hires, on both the Municipal and School side for the remainder of FY20 to offset the projected revenue deficits for this fiscal year. We are confident that we will be able to cover the projected FY20 revenue deficit of \$125,005 through interdepartmental transfers at year end. In addition, we are making every effort to provide budgetary reductions that will result in FY20 “turnbacks,” which will become part of the Town’s Unassigned Fund Balance once certified after June 30, 2020.

SECTION 4. FY21 FINANCIAL MANAGEMENT PLAN

We propose that the Advisory Committee recommend that Town Meeting authorize the use of up to \$3,334,737 from Unassigned Fund Balance to offset current projected revenue deficits in FY21 to meet the Town’s legal obligation to approve a balanced budget. The Town’s June 2018 Financial Policy recommends maintaining Unassigned Fund Balance at a level equal to 16-20% of Total Annual Expenditures. As of June 30, 2019 (the last formal certification of Fund Balance), Unassigned Fund Balance totaled \$30,515,193, of which \$7,558,058 was in excess of the recommended maximum of 20% of Total Annual Expenditures. Given the uncertainty regarding the depth and length of the economic recession that has resulted from COVID-19, we note that the Town should take a multi-year view when considering the use of Fund Balance to address budget deficits.

We further propose that the Board of Selectmen, School Committee, and Advisory Committee agree to adopt and adhere to an active and forward-thinking financial management plan with identified metrics and management actions in order to preserve our ability to meet changing and evolving fiscal challenges. While the proposed FY21 Financial Management Plan fully funds all FY21 budgets as previously approved by the Advisory Committee and supported by the Board of Selectmen and the School Committee, the plan requires

immediate implementation of spending controls and cost reduction and/or deferral measures particularly at the start of the first quarter of FY21 to prepare for the possibility of greater than projected shortfalls. Should additional revenue shortfalls materialize at any point in FY21, the plan requires that the Municipal and School Departments manage their respective operations to deliver prescribed savings.

The proposed FY21 Financial Management Plan is data-driven and places fair and equitable controls on all aspects of Town operations. Oversight for compliance with the plan will be the responsibility of the Advisory Committee as informed by the Forecast Group, Board of Selectmen, and School Committee. The Forecast Group consists of the Chair and Vice Chair of the Advisory Committee, Chair of the Board of Selectmen, Town Administrator, Assistant Town Administrator, Town Accountant, Chair and Vice Chair of the School Committee, School Superintendent, and School Business and Support Services Director.

It is important to note that the expenditure controls presented in this plan are based on revenue and resulting budget projections. If the Town is significantly restricted in its ability to provide any specific services due to COVID-19 in FY21 (i.e. Town facilities are forced to remain closed to the public), then the Town may take separate action to reduce spending regardless of revenue projections.

SECTION 5. FY21 REVENUE FORECASTING

As stated above, in order to calculate the May 9, 2020 estimated revenue shortfalls, we applied both internal and external metrics to the original FY21 revenue forecast. We recommend that the Municipal Finance Team and the Forecast Group monitor these metrics and apply any new information or updates to FY21 revenue projections as they become available.

Revenue Category	Forecast v1.2A (05/09/20)	% of Total Projected FY21 Revenue	Metric	Forecast v1.2A (05/09/20) value
Total Tax Levy	\$88,717,446	78.5%	Property tax collections – average decline in property tax collection rate in FY09 and FY10	-0.9%
State Aid (except MSBA Assistance)	\$8,165,218	7.2%	MMA and MTF state revenue projections as of May 9, 2020	-19.2%
Motor Vehicle Excise Tax	\$4,700,000	4.2%	Motor Vehicle Excise Tax collections - held flat from FY20 collections	-1.1%
Meals Tax	\$579,000	0.5%	Meals tax collections	\$0 in Q1
Charges for Services	\$323,080	0.3%	Assumes same decrease as state aid	-19.2%
Licenses & Permits	\$807,700	0.7%	Assumes same decrease as state aid	-19.2%
Ambulance Fees	\$1,414,000	1.3%	# and type of ambulance runs	
Investment Income	\$400,000	0.4%	Interest rates and cash balances	-33.3%
Departmental	\$188,194	0.2%	Assumes same decrease as state aid	-19.2%
Other revenue*	\$4,071,980	3.6%	Monitored and forecasted monthly in accordance with established revenue forecasting processes	
Fund Balance**	\$3,619,237	3.2%	N/A	
Total***	\$112,985,855	100.0%		

*Includes MSBA Assistance (Hingham High School), other Local Receipts, Light Plant PILOT, Meals Tax Reserves/ Stabilization, Excess Overlay, and Waterways Fund. The state does not project existing MSBA program funding will be affected in FY21.

** Fund Balance includes \$284,500 in FEMA reimbursements from the 2015 winter storms that will be used for targeted FY21 School, DPW, and Town Hall capital items.

*** Does not include South Shore Country Club, Weir River Water System, or Sewer since those are self-supporting enterprises.

SECTION 6. FY21 EXPENDITURE CONTROLS

The Town will track annualized revenue projections and implement a tiered expenditure control system with monthly and quarterly reviews as follows:

- Beginning on July 1, 2020, the first day of Q1, the Town will employ a Tier 1 control system which, absent significant improvement in the financial outlook, will likely remain in place for the entire fiscal year.
- After the end of Q1 (September 30, 2020) and at any point thereafter, if there are additional revenue deficits that exceed \$500,000 and expenditure controls have not produced sufficient savings to offset them, Tier 2 requirements with specific savings targets will be initiated by the Advisory Committee after consultation with the Forecast Group and Board of Selectmen.
- Once the Tier 2 budget controls have been implemented, the savings achieved by the Tier 2 measures must result in permanent savings in order for the Advisory Committee to consider returning to Tier 1 financial controls.

	Tier 1	Tier 2
When	July 1, 2020; will remain in place absent material changes in the revenue forecast as determined by the Advisory Committee.*	When FY21 projected annual budget deficit > \$500,000 or otherwise in the discretion of the Advisory Committee after consultation with the Forecast Group and the Board of Selectmen.
Management Actions	Essential hires and essential capital only. Town Administrator and School Superintendent to identify actions within their own departments to manage non-personnel operating expenses.	Additional operating and capital budget reductions to close deficit
Control Document	Tier 1 Action Plan	Tier 2 Action Plan
Cost Reductions Responsibility	40% Municipal 60% School	40% Municipal 60% School

*Expenditure controls similar to Tier 1 restrictions went into effect at the end of March 2020 and will remain in effect through the end of FY20.

Specific management actions to be taken are at the discretion of the Town Administrator and School Superintendent, so long as in total, they achieve the cost reduction targets to close the projected deficit by the end of the fiscal year. Cost reduction targets will be assigned to Municipal and School Departments based on the relative percentages of the FY21 Municipal and School operating budgets (\$29,503,285 and \$56,730,985, respectively): 40% to Municipal Departments and 60% to the School Department.

As part of the Tier 1 Action Plans, the Town Administrator and the School Superintendent shall compile detailed information about personnel, capital, and other operating expenditures and they will review such plans with the Advisory Committee prior to the start of each fiscal quarter. The Tier 1 Action Plan for the first quarter of FY21 shall be reviewed with the Advisory Committee prior to Town Meeting and shall contain a compilation of the following information:

- A list of all open positions as of the end of FY20 (Note: open positions for FY20 will only be filled by essential hires);
- A list of all budgeted positions for FY21;
- Total capital dollars budgeted but unspent/uncommitted for FY20;
- Total savings from capital projects that were delivered under-budget for FY20; and
- A list of all budgeted capital projects for FY21.

The Town Administrator and School Superintendent shall assign a rating to each of the open positions and each of the capital projects indicating those expenditures that are absolutely necessary for the first quarter of FY21. Otherwise, such expenditures shall be deferred until reviewed as part of the Tier 1 Action Plan for the second quarter of FY21. This practice shall continue for the second, third, and fourth quarters of FY21. The standard used to justify an expenditure may be modified by the Advisory Committee depending on revenue projections for FY21. The quarterly deferral concept is meant to provide the Town with greater flexibility to address changes in the fiscal picture (positive and negative) with minimal disruption to departmental planning.

In addition, if the Advisory Committee determines after consultation with the Forecast Group and the Board of Selectmen that there are projected annual budget deficits, the Advisory Committee shall ask the Town Administrator and the School Superintendent to offset the amount of any such deficits through a range of specific management actions identified by the Town Administrator and the School Superintendent with a 40% savings to be generated by Municipal Departments and a 60% savings to be generated by the School Department as noted above. Projected budgetary savings measures must be confirmed by the Advisory Committee.

If projected annual budget deficits continue to increase at a rate that cannot be offset with anticipated savings in the Tier 1 Action Plans such that the projected deficit reaches or exceeds \$500,000, the Advisory Committee in consultation with the Forecast Group and the Board of Selectmen shall institute Tier 2 Action Plan requirements, which may result in freezing those items deferred as part of the Tier 1 Action Plans as well as requiring the Town Administrator and the School Superintendent to make further cuts to Municipal and School operations. Care should be taken by Municipal and School Departments to ensure that expenditures during the first quarter of FY21 do not unnecessarily accelerate a move to Tier 2.

Cost reductions achieved through reduction in personnel other than attrition shall be calculated net of unemployment costs. Permanent savings related to capital shall mean that the identified capital project(s) will not be undertaken in FY21 unless in the judgment of the Advisory Committee, revenue projections improve or alternate budget reductions are made.

The Town anticipates significant reimbursement of eligible COVID-19-related expenses under the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, but it is not possible to project the amount or the timing of those reimbursements at this time. As part of its monthly review process, the Forecast Group will review all COVID-19-related expenditures made in the prior month and planned for the following month and will determine which expenses are eligible for reimbursement. Reimbursable COVID-19-related expenses that have not yet been reimbursed will not be included in the calculation of the projected full-year FY21 budget deficit/surplus. As with past reimbursement programs, to the extent that COVID-19 reimbursements are not received by year end, the Town would use available reserves until the reimbursements are received.

SECTION 7. FY21 MANAGEMENT PROCESS

1. The Board of Selectmen, School Committee, and Advisory Committee shall each vote to approve and adhere to the FY21 Financial Management Plan as presented. The plan documents consist of the FY21 Financial Management Plan dated May 11, 2020, the FY21 Monthly Financial Analysis Spreadsheet and FY21 Revenue Scorecard dated May 11, 2020 (attached hereto as Exhibit A), and the Tier Action Plan template dated May 11, 2020 (attached hereto as Exhibit B).
2. The Town Administrator and School Superintendent shall each prepare Tier 1 Action Plans as described above, to be reviewed by the Advisory Committee prior to Town Meeting. The Town Administrator and School Superintendent will update such Action Plans throughout the course of the fiscal year.
3. The Finance team will prepare the FY21 Monthly Financial Analysis Spreadsheet and FY21 Revenue Scorecard to track the revenue and expenditure metrics the Forecast Group will use to evaluate the Town's financial position on a monthly basis throughout FY21. The most critical categories of revenue collection

and anticipation in assessing the financial health of the Town are property tax collections, state aid, and local receipts.

4. The Forecast Group will meet monthly to review the FY21 Monthly Financial Analysis Spreadsheet and FY21 Revenue Scorecard. It is expected that the members of the Forecast Group will keep their constituent boards or committees informed about the deliberations and findings of the Group each month.
5. The Town Administrator and School Superintendent will provide budget and Action Plan updates to the Board of Selectmen, School Committee, and Advisory Committee on a quarterly basis on/around October 15, 2020, January 15, 2021, April 15, 2021, and July 15, 2021. These updates, which shall be provided to all three boards, shall include the following:
 - a. Personnel: new hires, salary adjustments, current vacancies, force reduction measures – actions taken in the prior quarter and actions planned for the current quarter.
 - b. Capital expenditures made in the prior quarter and planned for the current quarter.
 - c. Other expenses and expenditure controls, including an itemized list of all COVID-19-related expenditures made in the prior quarter and planned for the current quarter, identifying those that are anticipated to be eligible for reimbursement.
 - d. Additional sources of revenue: state/federal grants, revolving funds, COVID-19 stimulus funding or reimbursements, etc.
6. As determined by the Advisory Committee after consultation with the Forecast Group and the Board of Selectmen, the Town Administrator and School Superintendent shall implement additional cost reduction actions identified in their respective Tier 2 Action Plans. Specific actions shall be at the discretion of the Town Administrator and School Superintendent, so long as in total, the Town Administrator and the School Superintendent achieve their proportional cost reduction targets.
7. In the event that the projected annual budget deficit approaches levels that would result in the potential for material cuts to statutorily-required services, the Advisory Committee in consultation with the Forecast Group and the Board of Selectmen may consider a range of alternative actions, including calling for a Special Town Meeting, to address these extraordinary deficits.
8. In the event that revenue collections and revenue projections exceed the reduced targets established for the revised FY21 budget, and are projected to remain above such estimates through the end of FY21, the Forecast Group may recommend changes to or removal of Tier 1 budget controls to be effective no earlier than January 1, 2021 to the Advisory Committee for its consideration and approval.

SECTION 8. PROPOSED VOTES

1. That the Board of Selectmen of the Town of Hingham hereby votes to approve and adhere to the FY21 Financial Management Plan dated May 11, 2020 attached hereto and authorizes the Chair of the Board of Selectmen to execute said plan and hereby votes to authorize the Town Administrator to manage the implementation of said plan on behalf of the Board of Selectmen in accordance with its terms.
2. That the School Committee of the Town of Hingham hereby votes to approve and adhere to the FY21 Financial Management Plan dated May 11, 2020 attached hereto and authorizes the Chair of the School Committee to execute said plan and hereby votes to authorize the School Superintendent to manage the implementation of said plan on behalf of the School Committee in accordance with its terms.
3. That the Advisory Committee of the Town of Hingham hereby votes to approve and adhere to the FY21 Financial Management Plan dated May 11, 2020 attached hereto and hereby votes to authorize the Chair of the Advisory Committee to execute said plan on behalf of the Advisory Committee.

SECTION 9. CONCLUSION

The FY21 Financial Management Plan outlined above puts a strong fiscal control framework in place to ensure that the Town will meet its goal of managing to a balanced FY21 budget. Rather than prematurely reducing operating budgets or imprudently relying on Fund Balance to close incremental revenue deficits, the balanced approach presented herein protects the Town's long-term financial position while minimizing disruptions to the delivery of services to Hingham citizens and allowing for responsible use of available reserves to mitigate the economic impact of COVID-19.

HINGHAM BOARD OF
SELECTMEN

Karen A. Johnson, Chair

Tom Mayo, Town
Administrator

HINGHAM SCHOOL
COMMITTEE

Michelle Ayer, Chair

Dr. Paul Austin,
Superintendent

HINGHAM ADVISORY
COMMITTEE

Victor Baltera, Chair

COMMONWEALTH OF MASSACHUSETTS

Plymouth, ss.

To the Constables of the Town of Hingham in the County of Plymouth, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Hingham qualified to vote in Town affairs to meet at the Hingham High School Football Field, 17 Union Street, in said Hingham, Saturday, the twentieth day of June 2020 at two o'clock in the afternoon, with a rain date of Sunday, the twenty-first day of June 2020 at two o'clock in the afternoon, then and there to act on the following Articles:

ARTICLE 1: Will the Town choose all necessary Town Officers, other than those to be elected by ballot, including the following:

One member of the Committee to have charge of the income of the Hannah Lincoln Whiting Fund for a term of three years, or act on anything relating thereto? (Inserted by the Board of Selectmen)

COMMENT: The Hannah Lincoln Whiting Fund was established in 1915 pursuant to the will of Ada B.W. Bacon in memory of her mother, "...to be expended in relieving the necessities of the deserving poor or unfortunate of South Hingham..." Grants from the income of the fund are made at the discretion of a committee of three members, one of whom is elected each year by the Town. As of December 31, 2019, the fund assets totaled \$17,456.02 of which \$2,456.02 was available for distribution. The principal of \$15,000 is held in trust and is not available for distribution.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That Karen Sadlon, 33 South Pleasant Street, be re-elected as a member of the Committee to have charge of the income of the Hannah Lincoln Whiting Fund for a term of three years.

ARTICLE 2: Will the Town, in accordance with, and only to the extent permitted by, Massachusetts General Laws chapter 91, section 29, as amended, assume liability for all damages that may be incurred by work to be performed by the Department of Conservation and Recreation of the Commonwealth of Massachusetts for the improvement, development, maintenance, and protection of tidal and non-tidal rivers and streams, harbors, tide waters, foreshores,

and shores along a public beach within the Town, in accordance with section 11 of said chapter 91, and authorize the Board of Selectmen to execute and deliver a bond of indemnity to the Commonwealth assuming such liability, or act on anything relating thereto? (Inserted by the Board of Selectmen)

COMMENT: The Department of Conservation and Recreation ("DCR"), as a matter of policy, requires the Town to assume liability if it is to perform any of this type of work within the Town. In accordance with the statute, the Town would assume liability for all damages to property sustained by any person as a result of such work performed by the DCR.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town, in accordance with, and only to the extent permitted by, Massachusetts General Laws chapter 91, section 29, as amended, assume liability for all damages that may be incurred by work to be performed by the Department of Conservation and Recreation of the Commonwealth of Massachusetts for the improvement, development, maintenance, and protection of tidal and non-tidal rivers and streams, harbors, tide waters, foreshores, and shores along a public beach within the Town, in accordance with section 11 of said chapter 91, and authorize the Board of Selectmen to execute and deliver a bond of indemnity to the Commonwealth assuming such liability.

ARTICLE 3: To receive the reports of the following: Affordable Housing Trust; Audit Committee; Capital Outlay Committee; Cleaner, Greener Hingham; Commission on Disability Issues; Community Preservation Committee; Conservation Commission; Country Club Management Committee; Council on Aging; Energy Action Committee; Fire Station Building Committee; GAR Hall Trustees; Harbor Development Committee; Hingham Historic Districts Commission; the Historian; Historical Commission; Board of Managers of Lincoln Apartments LLC; Master Plan Committee; Memorial Bell Tower Committee; Open Space Acquisition Committee; Scholarship Fund Committee; 2017 School Building Committee; Wastewater Master Planning Committee; Water Supply Committee; and Water Transition and Evaluation Committee, or act on anything relating thereto.

(Inserted by the Board of Selectmen)

COMMENT: The Town is indeed fortunate to have many public-spirited citizens willing to work in these capacities. We thank them for their excellent service and recommend that all these posts and committees be continued.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the reports, if any, of the existing Town Committees and Commissions and the Town Historian be received; and that all of said bodies and posts of government be continued, except that the Fire Station Building Committee be discharged with thanks.

ARTICLE 4: Will the Town accept the report of the Personnel Board appointed under the Classification and Salary Plan, or act on anything relating thereto? (Inserted by the Board of Selectmen)

COMMENT: The Personnel Board is established pursuant to the Town of Hingham Personnel By-law and is comprised of five members appointed by the Moderator.

This Article seeks funds to pay for as yet undetermined financial obligations of the Town relating to salary increases, fringe benefit changes, and job reclassifications for non-School Department employees who either are not in a collective bargaining unit or who are covered by a collective bargaining agreement not yet concluded.

This Article also seeks to make two amendments to the Town's Personnel By-law, which are described in the report of the Personnel Board. The first would provide an additional week of paid vacation for employees with twenty or more years of service. The second would enable employees to utilize up to five days of paid sick leave to care for a sick or ill child, spouse, or parent. Both amendments are intended to align the benefits provided by the Town with those provided by comparable municipalities.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the report of the Personnel Board, a copy of which is on file in the Town Clerk's Office, be accepted; that the amendments of the Personnel By-law, including the Classification and Salary Plan, and any Cost Item agreements reached by the Personnel Board in collective bargaining, which may be embodied or referred to in said report, be approved and

adopted in their entirety, such approval and adoption to become effective July 1, 2020, or as otherwise specified in said report or agreements; that the Town raise and appropriate the sum of \$463,454 for the purpose of this vote; and that the Town Accountant is hereby authorized and instructed to allocate said sum to and among the several Personnel Services and Expense Accounts in such amounts, respectively, as are proper and required to meet such amendments and to comply with such collective bargaining agreements as may be entered into by the Board of Selectmen on behalf of the Town.

ARTICLE 5: Will the Town fix the salaries of the following Town Officers:

1. Selectmen
 2. Assessors
 3. Town Clerk
 4. Municipal Light Board;
- or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: This Article fixes the salaries of the elected Town Officers listed above.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That, subject to the proviso below, the salary from July 1, 2020, through June 30, 2021, for each of the following officers shall be at the rates below stated or provided after the name of the office.

Selectmen: at the annual rate of \$2,000 each, except that the Chair shall receive an annual rate of \$2,500 for the period of incumbency.

Assessors: at the annual rate of \$1,800 each, except that the Chair shall receive an annual rate of \$2,000 for the period of incumbency.

Town Clerk¹: in accordance with the compensation rates established in Grade 15 of the Town of Hingham Classification and Salary Plan of the Personnel By-law.

Municipal Light Board: at the annual rate of \$214 each (to be paid from the receipts of the Electric Light Department).

Provided: that the salary of the Town Clerk shall be reduced by all retirement allowances and pensions received by such officer from the Town of Hingham.

¹ Town Clerk, when serving as a member of the Board of Registrars of Voters, shall be paid for such duties in accordance with Massachusetts General Laws chapter 41, section 19G.

ARTICLE 6: Will the Town raise and appropriate, or transfer from available funds, sums of money to defray the expenses of the Town for the twelve-month period beginning July 1, 2020, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: The Advisory Committee and the Board of Selectmen voted unanimously in support of this budget.

RECOMMENDED: That the Town raise and appropriate for each of the following purposes, for the Fiscal Year beginning July 1, 2020, the sum

of money stated therefor, provided that, where a transfer appropriation is stated, the amount so indicated shall be transferred or specifically appropriated as stated; also that the authority is hereby given to turn in vehicles and equipment in partial payment for vehicles and equipment purchased in those cases where a turn-in is stated; and provided that any amount or portion thereof appropriated to a sub-account and included in a numbered account as set forth below may be transferred to another sub-account under the same numbered account with the approval of the Board of Selectmen and the Advisory Committee.

	<u>Fiscal 2019 Expended</u>	<u>Fiscal 2020 Appropriated</u>	Advisory <u>Fiscal 2021 Recommended</u>
GENERAL GOVERNMENT			
122 SELECTMEN			
Payroll	489,909	399,391	474,343
Expenses	83,860	59,140	73,040
Total	573,769	458,531	547,383
131 HUMAN RESOURCE			
Payroll	0	130,596	132,840
Expenses	0	3,350	3,350
Total	0	133,946	136,190
132 RESERVE FUND	1,209,103	611,500	629,100
135 TOWN ACCOUNTANT			
Payroll	288,172	266,001	275,572
Expenses	10,959	11,355	11,355
Audit	62,000	71,500	71,500
Total	361,131	348,856	358,427
137 INFORMATION TECHNOLOGY			
Payroll	177,248	201,046	303,358
Expenses	208,463	242,794	261,789
Capital Outlay (\$106,000 from Available Reserves)	76,652	104,000	106,000
Total	462,363	547,840	671,147
141 ASSESSORS			
Payroll	257,864	281,069	273,737
Expenses	6,336	11,513	11,513
Consulting	66,786	48,000	48,000
Map Maintenance	3,041	6,000	6,000
Total	334,027	346,582	339,250

	<u>Fiscal 2019 Expended</u>	<u>Fiscal 2020 Appropriated</u>	<u>Advisory Fiscal 2021 Recommended</u>
145 TREASURER/COLLECTOR			
Payroll	346,370	350,050	355,702
Expenses	42,207	46,792	46,920
Tax Titles	555	10,000	10,000
Capital Outlay (\$7,000 from Available Reserves)	0	0	7,000
Total	389,132	406,842	419,622
151 LEGAL SERVICES			
	641,309	257,000	257,000
159 TOWN MEETINGS			
Payroll	4,362	2,692	2,692
Expenses	56,195	30,500	35,500
Total	60,557	33,192	38,192
161 TOWN CLERK			
Payroll	195,533	198,899	195,808
Expenses	7,305	7,866	7,866
Capital Outlay (\$10,200 from Available Reserves)	0	0	10,200
Total	202,838	206,765	213,874
162 ELECTIONS			
Payroll	26,729	12,650	29,292
Expenses	14,497	14,795	21,845
Total	41,226	27,445	51,137
171 CONSERVATION COMMISSION			
Payroll	0	178,759	183,401
Expenses	0	13,306	13,306
Total	0	192,065	196,707
175 COMMUNITY PLANNING			
Payroll	725,260	156,292	161,175
Expenses	91,655	21,705	21,705
Total	816,915	177,997	182,880
176 LAND USE & DEVELOPMENT			
Payroll	0	142,677	144,986
Expenses	0	7,375	7,375
Total	0	150,052	152,361
177 BARE COVE PARK			
Payroll	18,221	18,370	18,657
Expenses	7,319	9,390	9,390
Total	25,540	27,760	28,047

	Fiscal 2019 <u>Expended</u>	Fiscal 2020 <u>Appropriated</u>	Advisory Fiscal 2021 <u>Recommended</u>
192 TOWN HALL			
Payroll	220,619	228,262	256,234
Expenses	361,926	424,005	453,802
Capital Outlay (\$91,000 from Available Reserves)	11,649	26,784	91,000
Total	594,194	679,051	801,036
193 GRAND ARMY MEMORIAL HALL			
	17,209	16,256	18,875
TOTAL GENERAL GOVERNMENT	5,729,313	4,621,680	5,041,228
PUBLIC SAFETY			
210 POLICE DEPARTMENT			
Payroll (Overtime \$470,214)	5,358,025	5,727,622	5,758,049
Expenses	358,137	385,750	399,150
Capital Outlay (\$58,500 from Municipal Waterways/ \$396,000 from Available Reserves)	322,615	273,000	454,500
Total	6,038,777	6,386,372	6,611,699
220 FIRE DEPARTMENT			
Payroll (Overtime \$482,171)	5,464,073	5,533,871	5,592,549
Expenses	397,436	443,175	471,767
Capital Outlay (\$150,500 from Available Reserves)	116,517	454,000	150,500
Total	5,978,026	6,431,046	6,214,816
240 DISPATCH SERVICES			
Expenses	832,283	901,390	946,460
Total	832,283	901,390	946,460
241 BUILDING COMMISSIONER			
Payroll	0	227,694	233,938
Expenses	0	14,378	15,960
Total	0	242,072	249,898
292 ANIMAL CONTROL			
Payroll	56,842	66,872	67,986
Expenses	3,385	5,800	6,200
Total	60,227	72,672	74,186
295 HARBORMASTER			
Payroll	180,933	190,760	200,417
Expenses	64,093	68,858	75,921
Total	245,026	259,618	276,338

	<u>Fiscal 2019 Expended</u>	<u>Fiscal 2020 Appropriated</u>	<u>Advisory Fiscal 2021 Recommended</u>
299 PUBLIC SAFETY UTILITIES			
Emergency Water	291,292	410,900	407,750
Street Lighting	105,000	105,000	105,000
Total	396,292	515,900	512,750
TOTAL PUBLIC SAFETY	13,550,631	14,809,070	14,886,147
EDUCATION			
300 SCHOOL DEPARTMENT			
Payroll	43,039,573	46,171,853	47,086,718
Expenses	8,312,458	8,147,973	9,644,267
Capital Outlay (\$1,349,866 from Available Reserves)	838,174	975,751	1,349,866
TOTAL EDUCATION	52,190,205	55,295,577	58,080,851
PUBLIC WORKS AND FACILITIES			
405 TOWN ENGINEERING			
Payroll	283,807	282,313	0
Expenses	34,593	13,935	0
Road Bldg./Construction	241,217	300,000	0
Total	559,617	596,248	0
420 HIGHWAY/RECREATION/TREE & PARK			
Payroll (Overtime \$86,500)	2,070,810	2,223,271	2,376,898
Expenses	398,376	466,755	826,469
Capital Outlay (\$363,500 from available reserves)	380,747	221,000	363,500
Snow Removal	803,076	563,365	563,365
Road Maintenance	398,115	362,500	382,500
Total	4,051,124	3,836,891	4,512,732
430 LANDFILL/RECYCLING			
Payroll (Overtime \$36,100)	619,641	604,167	611,875
Expenses	762,729	860,879	886,229
Capital Outlay (\$163,000 From Available Reserves)	195,331	165,000	163,000
Total	1,577,701	1,630,046	1,661,104
440 SEWER COMMISSION			
Payroll (Overtime \$28,898)	341,215	373,341	371,660
Expenses	254,221	282,611	318,992
Capital Outlay	248,582	191,000	286,000
Engineering	3,418	10,000	10,000
MWRA Charges	1,902,184	2,113,776	2,130,980
Debt Service	0		74,656

	<u>Fiscal 2019 Expended</u>	<u>Fiscal 2020 Appropriated</u>	<u>Advisory Fiscal 2021 Recommended</u>
Hull Intermunicipal Agreement	283,476	445,869	445,869
Total	3,033,096	3,416,597	3,638,157
The sum of \$3,638,157 shall be funded from Sewer Revenue			
TOTAL PUBLIC WORKS	<u>9,221,538</u>	<u>9,479,782</u>	<u>9,811,993</u>
HUMAN SERVICES			
510 HEALTH DEPARTMENT			
Payroll	286,336	309,032	335,862
Expenses	29,061	36,797	19,862
Capital Outlay (\$27,000 from Available Reserves)	0	0	27,000
Total	315,397	345,829	382,724
541 ELDER SERVICES			
Payroll	253,126	255,176	260,410
Expenses	20,653	19,215	24,888
Total	273,779	274,391	285,298
543 VETERANS' SERVICES			
Payroll	104,301	105,102	106,788
Expenses	6,114	7,019	7,778
Benefits	166,524	243,002	196,946
Total	276,939	355,123	311,512
545 HEALTH IMPERATIVES			
	2,700	2,700	2,700
546 SOUTH SHORE WOMEN'S CENTER			
	3,700	3,700	3,700
TOTAL HUMAN SERVICES	<u>872,515</u>	<u>981,743</u>	<u>985,934</u>
CULTURE AND RECREATION			
610 LIBRARY			
Payroll	1,408,212	1,495,489	1,521,020
Expenses	302,481	325,426	346,264
Capital Outlay (\$107,500 from Available Reserves)	38,475	60,000	107,500
Total	1,749,168	1,880,915	1,974,784
630 RECREATION COMMISSION			
Payroll	103,403	104,317	105,990
Total	103,403	104,317	105,990

	Fiscal 2019 <u>Expended</u>	Fiscal 2020 <u>Appropriated</u>	Advisory Fiscal 2021 <u>Recommended</u>
650 TRUSTEES OF BATHING BEACH			
Payroll	20,661	20,664	24,077
Expenses	18,147	8,058	8,058
Total	38,808	28,722	32,135
691 HISTORICAL COMMISSION			
Payroll	0	73,012	74,194
Expenses	0	5,291	7,991
Total	0	78,303	82,185
692 CELEBRATIONS			
	12,573	15,661	16,615
TOTAL CULTURE & RECREATION	<u>1,903,952</u>	<u>2,107,918</u>	<u>2,211,709</u>
ENTERPRISE FUND			
720 COUNTRY CLUB			
Payroll	877,573	963,126	915,392
Expenses	1,142,358	980,363	851,350
Total	<u>2,019,931</u>	<u>1,943,489</u>	<u>1,766,742</u>
The sum of \$1,766,742 shall be funded from Country Club Revenue			
730 WEIR RIVER WATER SYSTEM			
Payroll	0	240,120	246,725
Operating Expenses	0	4,420,000	5,638,990
PILOT	0	830,503	840,958
Debt Service	0	2,688,662	1,539,000
Revenue/Budgeted Surplus	0	4,867,883	2,332,306
Total	<u>0</u>	<u>13,047,168</u>	<u>10,597,979</u>
The sum of \$10,597,979 shall be funded from Weir River Water System Revenue			
TOTAL ENTERPRISE FUND	<u>2,019,931</u>	<u>14,990,657</u>	<u>12,364,721</u>
DEBT SERVICE			
DEBT SERVICE(\$843,171 from Available Reserves)	8,646,544	8,214,774	7,932,128
TOTAL DEBT SERVICE	<u>8,646,544</u>	<u>8,214,774</u>	<u>7,932,128</u>

	<u>Fiscal 2019 Expended</u>	<u>Fiscal 2020 Appropriated</u>	<u>Advisory Fiscal 2021 Recommended</u>
EMPLOYEE BENEFITS			
900 GROUP INSURANCE	6,024,500	6,287,375	6,679,255
903 OTHER POST EMPLOYMENT BENEFITS	1,136,484	1,153,245	1,194,156
910 CONTRIBUTORY RETIREMENT	4,502,044	4,801,468	5,090,917
912 WORKER'S COMPENSATION	371,315	330,000	330,000
913 UNEMPLOYMENT	53,162	30,000	30,000
914 MANDATORY MEDICARE	903,153	973,500	1,070,850
TOTAL EMPLOYEE BENEFITS	<u>12,990,658</u>	<u>13,575,588</u>	<u>14,395,178</u>
UNCLASSIFIED			
999 Unclassified	6,060	6,700	7,550
915 Property and Liability Insurance	654,308	687,023	759,633
TOTAL UNCLASSIFIED	<u>660,368</u>	<u>693,723</u>	<u>767,183</u>
GRAND TOTAL	<u><u>107,785,655</u></u>	<u><u>124,770,512</u></u>	<u><u>126,477,072</u></u>

ARTICLE 7: Will the Town transfer a sum of money from the Stabilization Fund and/or from available reserves for the purpose of reducing the Fiscal Year 2021 tax rate, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: Pursuant to prior Town Meeting votes, the proceeds from the sale of the former School Administration Building, Municipal Light Plant Building, and the former Police Station were deposited in the Stabilization Fund for future tax reduction. This amount was augmented by the addition of bond premiums associated with the refinancing of excluded debt. This Article would transfer a portion of the Stabilization Fund for the purpose of reducing the Fiscal Year 2021 tax rate.

Approval of this Article requires a two-thirds vote of Town Meeting.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town transfer the sum of \$178,836 from the Stabilization Fund for the purpose of reducing the Fiscal Year 2021 tax rate.

ARTICLE 8: Will the Town appropriate, from the receipts of the Hingham Municipal Lighting Plant, money for the maintenance and operation of the Plant for the 12-month period commencing July 1, 2020, pursuant to sections 57 and 57A of chapter 164 of the Massachusetts General Laws, and provide for the disposition of any surplus receipts, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: The Hingham Municipal Lighting Plant (“HMLP”) is self-funding; funds collected from billing customers are used to pay all expenses incurred by the Plant. The HMLP Board has an agreement with the Town whereby HMLP makes a payment in lieu of taxes (“PILOT”) to the Town. The PILOT amount is calculated by multiplying the number of kilowatt hours sold by HMLP in the prior year by \$0.0025, with a minimum payment to the Town of \$450,000. Based on sales for the last several years, it is estimated that this year’s payment will be approximately \$500,000. The Plant’s PILOT to the Town has the effect of reducing the Town’s tax rate.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That, with the exception of the Hingham Municipal Lighting Plant’s (“HMLP”) payment in lieu of taxes, which is hereby transferred to the Town’s General Fund, all funds received by the HMLP during the 12-month period commencing July 1, 2020, be appropriated to said HMLP, the same to be expended by the Manager of said HMLP under the control and direction of the Municipal Light Board, for the expenses of the Plant during said period, as defined in sections 57 and 57A of chapter 164 of the Massachusetts General Laws, and, if there should be any surplus receipts at the end of said period, such amount as is deemed necessary shall be transferred to the Plant’s net investment in capital assets and appropriated and used for such additions to the Plant as may be authorized by the Municipal Light Board.

ARTICLE 9: Will the Town limit the total amount that may be spent from the Building Department Revolving Fund, established under Article 18 of the General By-laws, to \$350,000.00 during Fiscal Year 2021, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: The Building Department Revolving Fund is credited with all fees from plumbing, gas, and electrical inspections performed by Inspectors. This fund is used to pay wages, salaries, and fringe benefits (as applicable) to these Building Department staff members. This Article would limit the total amount that may be spent from this revolving fund.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town limit the total amount that may be spent from the Building Department Revolving Fund for Fiscal Year 2021 to \$350,000.

ARTICLE 10: Will the Town limit the total amount that may be spent from the Elder Services Revolving Fund, established under Article 16 of the General By-laws, to \$80,000.00 during Fiscal Year 2021, or act on anything relating thereto?

(Inserted at the request of the Council on Aging)

COMMENT: The Department of Elder Services Revolving Fund is credited with all fees and charges received from Senior Center programs and pays expenses associated with providing these services and activities for the Town’s senior residents. This Article would limit the total amount that may be spent from this revolving fund.

The Advisory Committee and the Board of Selectmen voted unanimously in favor of this Article.

RECOMMENDED: That the Town limit the total amount that may be spent from the Elder Services Revolving Fund for Fiscal Year 2021 to \$80,000.

ARTICLE 11: Will the Town raise and appropriate, or transfer from available funds, a sum of money to the Town's Reserve Fund for use during Fiscal Year 2020, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: This Article is included each year in the event that the existing Reserve Fund is not adequate to cover unbudgeted and unanticipated expenses for the balance of the current Fiscal Year (FY 2020). The specific amount will be reported at Town Meeting.

RECOMMENDED: The Advisory Committee will make its recommendation at Town Meeting.

ARTICLE 12: Will the Town vote to raise and appropriate, borrow or transfer from available funds a sum of money for the purpose of determining the feasibility of locating a new Public Safety Facility, and for the conceptual design thereof, to be located on the property known as 335 Lincoln Street, Hingham, MA, or elsewhere, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: This is the first of four Articles relating to facilities for the Police and Fire Departments and the Senior Center.

The Town has had several initiatives over the past five years to address the needs of key municipal departments as the Town's population has grown and changed in its demographics. In particular, the Fire Department, the Police Department, and the Senior Center have outgrown their current facilities, making it more difficult to provide services at the level Town residents have grown to expect. Additionally, Town Hall does not have enough parking to meet the needs of Town employees and citizens conducting business at Town Hall. Approval of this Article will allow the Town to address the space and programmatic needs of these departments by creating a Public Safety Facility on Route 3A.

The North Fire Station ("North Station") is the primary fire station serving northwest Hingham. North Station has had minimal upgrades since it opened in 1942. It still uses many original systems, has no sprinkler system, and lacks adequate space to accommodate

the mission of a modern fire department. Its two bays are neither sized nor configured to accommodate modern fire equipment, and the housing areas in the station do not have proper bathrooms and living space for both male and female fire fighters. In 2015, Town Meeting formed a Fire Station Building Committee and appropriated \$500,000 for design work to renovate North Station. This Committee determined that renovating the current station was not feasible given the site constraints – specifically, its small size and the nature of the soil under the site. In 2016, Town Meeting approved additional monies to identify a new site for North Station, among other things.

In 1998, the Police Department moved to its current location in Town Hall, into space that was added in 1967 to the original 1928 school building. In 2011, the South Shore Regional Emergency Communications Center ("SSRECC"), which provides regional emergency dispatch service for Cohasset, Hingham, Hull, and Norwell moved into 1,500 square feet of Police Department space. At present, the Police Department has an inadequate entry area, an insufficient number of meeting rooms, and inadequate training space. As with the North Fire Station, the Police Department facilities were not built to accommodate both female and male officers. Additionally, Police Department vehicles use 40 parking spaces at Town Hall.

The proposed Public Safety Facility will house the Police Department Headquarters and a satellite station of the Fire Department, replacing the current North Fire Station. The Fire Department Headquarters will remain at 339 Main Street. SSRECC will remain at Town Hall.

The Town can expect many benefits when creating a single Public Safety Facility. Both departments will benefit from a modern facility that is sized and structured for Hingham's current population and density. The departments will be able to take advantage of operational efficiencies, which may include shared meeting rooms, training areas, and work out facilities. While the Police Department's actual location is flexible – on-duty officers are working in specific patrol areas and are not responding to calls from the building itself - the siting of a fire station is critical. The new station must accommodate appropriate response times to all of north Hingham and must be sited north of the train tracks. The 335 Lincoln Street location meets these criteria.

If this Article is approved, it is expected that there will

be a Special Town Meeting in the fall of 2020 to approve the purchase of the property and the full costs of design and construction. Construction would then begin in the spring of 2021, with an expected completion date of fall, 2022.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town transfer from available reserves an amount not in excess of \$250,000 for a feasibility study and conceptual design documents related to a new Public Safety Facility located at 335 Lincoln Street, Hingham, MA.

ARTICLE 13: Will the Town vote to establish a Public Safety Facility Building Committee for the purpose of overseeing the determination regarding the feasibility of locating a new Public Safety Facility, and for the conceptual design, final design, engineering and construction thereof, to be located on the property known as 335 Lincoln Street, Hingham, MA, or elsewhere, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: This Article proposes to establish a Public Safety Facility Building Committee to oversee the feasibility study, design and construction of such facility, currently planned at 335 Lincoln Street. This Committee's activities and scope supersede those of the Fire Station Building Committee.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town establish a Public Safety Facility Building Committee consisting of seven members, as follows: four citizens of the Town appointed by the Moderator and three citizens of the Town appointed by the Board of Selectmen, with the Fire Chief and the Police Chief serving as ex-officio, non-voting members and the chair of said committee to be elected from among its members.

ARTICLE 14: Will the Town raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the Board of Selectmen to be used for any expenses related to design and engineering services for renovations to the Senior Center and the space currently occupied by the Police Department in Town Hall or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: The purpose of this Article is to make long-needed upgrades to the Senior Center ("Center"), which is severely constrained in serving the needs of a growing senior citizen population in Hingham. The Center currently occupies approximately 5,000 square feet on the south end of Town Hall. It has not seen a renovation since moving into the building in 1998.

There are 7,345 senior citizens age 60 and over residing in Hingham, which constitutes 31.4% of the Town's population (Source: Feb 2020 Town census). The number of senior citizens, as well as their proportion of Town residents, is expected to grow over the next decade (Source: 2015 UMass Donohue Institute study).

The age, configuration, and size of the Center limit the programs that can be offered to this population. Parking is severely constrained, and access to the Center when entering the building at the north and front entrances is a challenge for individuals with limited mobility. As a result, some individuals choose not to use the Center. Others cannot use the Center because it is not compliant with the Americans with Disability Act ("ADA"), making use of restrooms and movement around the space less convenient and less safe. Many programs are smaller than they could be due to a lack of space. For example, cooking classes are highly popular, yet the size of the kitchen will allow just 6 participants in a class. The current function room generally can be configured for just one event at a time due to space limitations and the lack of any noise deadening capability. Activities are sometimes moved outside the Center to other parts of the building due to these challenges.

With the possible creation of a new Public Safety Facility as discussed in Article 12 there is now an opportunity for the Center to expand into contiguous space currently occupied by the Police Department; this would increase the Center's space to approximately 15,000 square feet. The larger and updated Center would include:

- More available parking with the departure of the Police Department, as well as inclement weather protection for arriving cars and vans.
- ADA compliant building access and interior features such as wide doorways and handicap restrooms.
- A larger, modern kitchen to support on-site food preparation for gatherings and congregate meals, and for the expansion of both the variety and size of cooking classes.
- Additional private spaces for personal services such as tax preparation, insurance counselling,

professional consultations, and a health room for pedicare services and reflexology.

- Separate areas for staff and administrative functions.
- Additional activity areas to accommodate educational events and exercise classes, such as instruction in staying safe (physically and on-line), support services for caregivers, and yoga classes.

The design work may open up other possibilities for creative and efficient use of space in other parts of Town Hall. For example, the renovated Center with its greater space and larger kitchen might house what is now the Town Hall lunchroom. This would have the dual benefit of freeing up the lunchroom's current space for other purposes and would bring patrons of the Center into the social environment of Town Hall. There also may be ancillary space freed on the Town Hall second floor area now occupied by the Police Department that could be used for administrative functions of other Town departments or programs.

The cost for designing the renovation of the Center and space occupied by the Police Department is \$525,000, to be expended for architectural, engineering, and other services related to the site design through the issuance of bid documents for construction. As part of this design, options for expansion of parking will be evaluated.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town appropriate from available reserves an amount not in excess of \$525,000 to be expended by the Board of Selectmen to be used for any expenses for architectural, engineering, and other services related to site design through the issuance of bid documents for construction for renovations to the Senior Center and the space currently occupied by the Police Department in Town Hall, including ancillary space in Town Hall and related parking spaces.

ARTICLE 15: Will the Town vote to establish a Senior Center Building Committee for the purpose of overseeing the design, engineering and renovation of the Senior Center and the space currently occupied by the Police Department located at 224 Central Street, Hingham, MA, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: This Article establishes a Senior Center Building Committee to oversee the renovation and expansion of the Senior Center into space now occupied by the Police Department, as well as the renovation of any ancillary space that may be created as part of this project. The Senior Center Building Committee will receive its charge from the Board of Selectmen and will oversee all phases of the project, from design and engineering plans through construction.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town establish a Senior Center Building Committee consisting of seven members, as follows: four citizens of the Town appointed by the Moderator; three citizens of the town appointed by the Board of Selectmen; with the Director of Elder Services serving as an ex officio non-voting member, and the chair of said committee to be elected from among its members.

ARTICLE 16: Will the Town vote to amend Section 16 of the General By-laws of the Town, adopted March 13, 1939, as heretofore amended, as follows:

By deleting the first sentence of Section 4 of Article 16 and replacing it with the following sentence:

The Council on Aging at its annual meeting to be held at a date, time and place as determined by the Council shall elect from its membership a Chair, Vice Chair and Secretary.

And by deleting Section 5 of Article 16 and replacing it with the following:

Section 5 - The Council shall submit an annual report of its activities to the Town and shall send a copy thereof to the Executive Office of Elder Affairs.

or act on anything relating thereto?

(Inserted at the request of the Council on Aging)

COMMENT: The purpose of this Article is to update the language of the Town's Council on Aging ("COA") By-law. Upon recent review of the COA By-law, article 16 of the Hingham General By-laws, the COA found that the current leadership titles and the date of its annual meeting in section 4 are out of date. In Sections 1 and 5, the name of the Commonwealth's agency responsible for elder affairs is also out of date.

The COA serves in an advisory capacity to the Town's Department of Elder Services. Elder Services provides programs, services, activities and transportation for all residents 60 years of age and older and serves as a resource for information to families, friends, and neighbors who may find themselves caring for an older person.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town amend article 16 of the General By-laws of the Town, adopted March 13, 1939, as heretofore amended, as follows:

By deleting section 1 of article 16 and replacing it with the following sentence:

"There shall be a Council on Aging for the purpose of coordinating or carrying out programs designed to meet the problems of the aging in cooperation with programs of the Massachusetts Executive Office of Elder Affairs as established under Massachusetts General Laws chapter 6A, section 16."

By deleting the first sentence of section 4 of article 16 and replacing it with the following sentence:

"The Council on Aging at its annual meeting to be held at a date, time, and place as determined by the Council shall elect from its membership a Chair, Vice Chair, and Secretary."

And by deleting section 5 of article 16 and replacing it with the following:

"Section 5 - The Council shall submit an annual report of its activities to the Town and shall send a copy thereof to the Executive Office of Elder Affairs."

ARTICLE 17: Will the Town vote to appropriate, borrow or transfer from available funds, a supplemental amount of money (in addition to those funds appropriated under Article 20 of the 2017 Town of Hingham Annual Town Meeting) to be expended under the direction of the 2017 School Building Committee for a feasibility study for Foster Elementary School located at 55 Downer Ave (Assessor's Map ID 38/0/1), for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement,

discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, or act on anything relating thereto.

(Inserted at the request of the School Committee)

COMMENT: By vote under Article 20 of the 2017 Annual Town Meeting, a \$750,000 fund was established to be used by the 2017 School Building Committee for a feasibility study of Foster Elementary School for a possible renovation to the existing building or a new school building. A feasibility study is a key requirement of the Massachusetts School Building Authority ("MSBA") Core program and serves as a guide to future decisions regarding the school. The appropriation was made contingent upon the Town being accepted into the MSBA program.

In December 2019, the Town received notification that it had been admitted into the first phase of the MSBA program. Since 2017, construction and related costs have increased prompting concerns about the adequacy of the original 2017 Town Meeting appropriation. A review by the 2017 School Building Committee indicates that feasibility study costs for similarly sized projects incurred by other towns recently accepted into the State program have been in excess of the \$750,000 currently appropriated by Hingham. This Article would provide the additional funds needed so that the 2017 School Building Committee has adequate resources to ensure a thorough feasibility study is performed. A comprehensive study is essential to understanding the most beneficial and cost-effective solution to the needs of both the Town and the Foster School community. The funds appropriated under this Article, as well as those funds previously approved, will only be spent on an as needed basis.

Approval of this Article requires a two-thirds vote of Town Meeting.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town appropriate an amount not in excess of \$350,000 (in addition to those funds appropriated under Article 20 of the 2017 Town of Hingham Annual Town Meeting) to be expended under the direction of the 2017 School Building Committee for a feasibility study for Foster Elementary School located at 55 Downer Ave (Assessor's Map ID 38/0/1), for which feasibility study the Town may be eligible for a

grant from the Massachusetts School Building Authority. To meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Laws chapter 44, section 7, or any other enabling authority and to issue bonds or notes of the Town therefor.

Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws chapter 44, section 20 thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 18: Will the Town appropriate and/or borrow or set aside for later spending funds as recommended by the Community Preservation Committee as follows:

- 1) Appropriate a sum of money in the amount of \$272,300 from the Community Preservation General Fund to be used by the Hingham Affordable Housing Trust for the HAHT Opportunity Fund;
- 2) Appropriate a sum of money in the amount of \$75,000 from the Community Preservation General Fund to be used by the Hingham Recreation Commission to repair the tennis courts at Plymouth River School located at 0 High Street, Map 124/Lot 43;
- 3) Appropriate a sum of money in the amount of \$8,000 from the Community Preservation General Fund to be used by the Hingham Conservation Commission to re-survey the property boundary of the Lehner Conservation Area, erect two way-finding kiosks, and mark with fence posts a boundary between the Lehner Conservation Area and a private property located at 0, 32, and 56 South Pleasant Street, Map 137/Lots 1, 18, & 21b;
- 4) Appropriate a sum of money in the amount of \$40,000 from the Community Preservation General Fund to be used by the Hingham Historical Commission to clear the land and repair gravestones at the Canterbury Street Cemetery located at the intersection of Canterbury and Rockland Streets, Map 43, Lot 110;

- 5) Appropriate a sum of money in the amount of \$500,000 from the Community Preservation General Fund to be used by the South Shore Country Club for the design and construction documents of a new pool to be located at 274 South Street, Map 70/Lot14;
- 6) Appropriate a sum of money in the amount of \$32,030 from the Community Preservation General Fund to be used by the Congregation of Second Parish to restore the tower clocks located at 685 Main Street, Map 126/Lot 47

or act on anything relating thereto?
(Inserted at the request of the Community Preservation Committee)

COMMENT: The Community Preservation Act (Massachusetts General Laws chapter 44B) (“CPA”) is a local option statute enacted by the State Legislature in 2000 and adopted by the Town in 2001. It enables municipalities to collect and expend funds (including matching funds from the Commonwealth) to maintain their character by supporting open space, affordable housing, recreation lands, and historic preservation initiatives specifically defined by the CPA. The current Hingham CPA surcharge rate is 1.5% of real property taxes.

The Community Preservation Committee (“CPC”) started the deliberation process this year with a budget of \$1,692,999. That includes local tax revenue from FY19 of \$1,081,374 and a State grant of \$152,625. It also includes \$459,000 of funds returned to the CPC from projects that were approved in a prior year but later cancelled.

This year, as in years past, the dollar amount of grants sought by applicants to CPC exceeded CPC’s budget. CPC scrutinized each grant application and applied consistent CPC guidelines and criteria to determine which applications to approve and, for those approved, a grant amount that fits within the year’s budget. In many cases, the amount of a proposed grant is less than the amount sought by the applicant.

In 2020, the CPC recommends approval of funding for seven projects for a total of \$1,203,999. Note that this Article seeks approval for six of the seven projects. The seventh project (Benjamin Lincoln House) is contained in a separate Article and requests the expenditure of current CPA funds (\$276,669 of the \$1,203,999 mentioned above) plus a bond issuance of \$495,331 (see Article 19). An additional \$133,000 of CPA funds will be set aside in

anticipation of debt payments for the Hingham Heritage Museum. The museum project (\$1,100,000) was approved by the 2013 Annual Town Meeting and has required debt payments from CPA funds since then. This year's payment is the final payment required to retire this debt. An additional \$356,000 of CPA funds will be set aside in anticipation of debt payments for the Lehner Property. In previous years, \$1,071,000 has been retained for this purpose. The purchase of this property (\$5,000,000) was approved by the 2016 Annual Town Meeting, using an initial payment of \$500,000 from available funds, plus borrowing for \$4,500,000, and will require debt payments from CPA funds until 2036.

The proposed funding of the 2020 projects will meet the required 2020 allocations for historic preservation, open space, and affordable housing.

The comments of the Advisory Committee are set forth below and correspond to the numbered sections of this Article.

1) CPC recommends a grant of \$272,300 for the Hingham Affordable Housing Trust ("HAHT") to be placed in the Opportunity Fund established by 2007 Annual Town Meeting. The purpose of the Trust is summarized in the Article approved by Town Meeting, "... to provide for the creation and preservation of affordable housing in the Town of Hingham for low- and moderate-income households." Often the opportunities to create new affordable housing units require quick responses, like when a property is listed for sale. All purchases are subject to detailed financial reporting and Selectmen approval. The Town has placed \$1,257,511 in the Opportunity Fund since it was established, and the balance in the fund as of December 31, 2019 is \$145,306.

While Hingham has achieved its 10% minimum affordable housing requirement until 2030, HAHT continues its efforts to purchase and develop affordable housing within the Town, given the increasing and high cost of housing, the higher than average percentage of renters who are cost-burdened, and the gap in available housing for older and disabled residents. CPA funding is the primary funding source for HAHT. When HAHT purchases such a property, it applies for an affordability restriction from the State Department of Housing and Community Development. Once the restriction is in effect, HAHT sells the property and places the proceeds back into the Opportunity Fund for future purchases.

HAHT is currently in various stages of the creation of

seven affordable housing units, including a two-family house on Rhodes Circle. It has also been working with the Town's Planning Board, the Zoning Board of Appeals, the Hingham Housing Authority, and the Department of Community Development to create a Hingham Housing Needs Assessment. The goal is to proactively address local housing issues and to sponsor initiatives to meet the most pressing of these needs.

The Advisory Committee, the Board of Selectmen, and the Community Preservation Committee voted unanimously in support of this project.

2) CPC recommends a grant of \$75,000 for the Recreation Commission to renovate six tennis court surfaces at the Plymouth River School by applying a "Rite Way" overlay membrane. Court surfaces currently have hundreds of lineal feet of structural cracks that hurt game play and are a safety concern.

The "Rite Way" method uses plexipave technology to waterproof existing cracks, allowing them to move without breaking the surface membrane. Application of this resurfacing system will prevent further major degradation and is considered to be a low-cost alternative to asphalt replacement. The cost also includes relining the courts for both tennis and pickleball. The useful life of the product is approximately five years.

The Advisory Committee, the Board of Selectmen, and the Community Preservation Committee voted unanimously in support of this project.

3) CPC recommends a grant of \$8,000 for the Conservation Commission to re-survey a portion of the property boundary and install permanent boundary markers and kiosks at the Lehner Conservation Area, in order to guide maintenance activities, improve public access, and enhance the visitor experience.

The 2016 Annual Town Meeting voted under Article 32 to acquire the Lehner Conservation Area (using \$500,000 of available CPC funds and borrowing of \$4,500,000 against future CPC funds). This land is now managed by the Conservation Commission. The 51-acre property has frontage on Main Street and South Pleasant Street, with the latter being the primary access point. The property abuts several private, residential properties, as well as the Hingham Land Conservation Trust's Jacobs Meadow. A wooden sign bearing the name of the property is located on South Pleasant Street; however, there is

no way to post additional information about the property.

Temporary survey stakes that were installed in 2017 to mark the property boundary shared with 72 South Pleasant Street are no longer in place, causing some confusion. Pressure treated posts that coordinate with an existing fence on the Lehner Conservation property will be installed along the north and west property boundary approximately every 40 feet. These permanent guideposts will facilitate accurate property maintenance and encourage visitors to access and enjoy the property in its entirety.

Additionally, two kiosks, identical to those funded by CPC in 2016 for other open space parcels in the Town, will be installed to make wayfinding and interpretive information, rules and regulations, and emergency contact information available to the public.

The Advisory Committee, the Board of Selectmen, and the Community Preservation Committee voted unanimously in support of this project.

4) CPC recommends a grant of \$40,000 for the Historic Commission to restore the Canterbury Street Cemetery, burial ground of three generations of the Barnes and Stoddard families, located at the intersection of Canterbury and Rockland Streets (Map 43, Lot 110). Article 34 of the 2019 Annual Town Meeting authorized this site to be acquired by gift to the Town from the remaining distant heirs. This grant would provide funds for cleanup of the landscape, gravestone assessment, and an initial (Phase I) conservation survey.

The current condition of the landscape is an overgrown mound with fallen trees, an overburden of leaves, briar, poison ivy, brush and debris, and involuntary tree growth. The property is bordered by a failing stone wall and fallen wooden fence, and it has no clear route for accessibility. Headstones with engraved art, footstones, and natural stone grave markers are in disrepair with unstable footings and topplings, some now degraded with chips and fragments. The restoration process would include removing debris and overgrowth down to the soil level to identify evidence of stone and marker damage; conducting a conservation survey of the identified gravestones to determine necessary treatments; restoring gravestones with weather-resistant, synthetic adhesive in order to bond stone reassembly; establishing subsurface marker foundations to remount sunken gravestones; and structurally reinforcing gravestones with hidden pinning.

Restoration of this burial ground is for the benefit of genealogical and early sociological history of the Town, and to serve as an educational resource.

The Advisory Committee, the Board of Selectmen, and the Community Preservation Committee voted unanimously in support of this project.

5) The South Shore Country Club Management Committee ("CCMC") seeks \$500,000 from CPC for design and construction plans to replace the now-defunct outdoor Town pool located at the South Shore Country Club ("SSCC").

Hingham has had a public Town pool facility since it acquired SSCC in 1988. This pool, originally built in the 1950s and upgraded in the 1980s, was closed indefinitely in the fall of 2019 due to structural weaknesses. The Town and SSCC had worked diligently over the last five years to repair and maintain the aging pool, getting a number of additional years of safe operation out of the structure. In its current condition, however, additional investment in the existing structure is not recommended. Its failure has also necessitated a relocation of certain maintenance facilities at SSCC which were located partially under the pool itself [See Article 26].

This grant would fund design and construction documents for a replacement 8-lane, 25-yard outdoor Town pool with a zero-depth entry for children and those with special needs, a splash pad, and locker rooms. Based on its overall plans for SSCC, the CCMC believes the optimum location for the facility is at the site of the existing tennis courts. The tennis courts, which are approaching the end of their useful life, may be relocated elsewhere on the SSCC property.

The preliminary estimate of the total cost of construction is approximately \$7,000,000, which includes the \$500,000 requested in this Article, \$5,600,000 in hard costs, \$285,000 in additional soft costs, and a \$635,000 contingency. These amounts are subject to adjustment and refinement based on the design and construction document development process. This \$500,000 request represents 9% of the estimated \$5,600,000 hard cost of construction which the CCMC believes is a reasonable percentage. A subsequent Town Meeting would need to approve funds for the actual construction of the pool.

Unlike an earlier CCMC proposal to 2018 Annual Town Meeting, this proposal is for a seasonal outdoor pool facility, not a year-round, partially indoor facility.

Based on additional input and analysis, the CCMC determined that a seasonal pool facility is more financially viable than a year-round facility and would meet the needs of Hingham residents who primarily want access to an outdoor pool in the warmer months. SSCC and the Hingham Recreation Commission ("Rec") operated the now-closed pool at roughly break-even over the past few years and, based on historical operating data, the CCMC projects break-even (or better) operating results with a new seasonal pool, excluding the capital costs of construction.

The replacement Town pool would be designed to accommodate a detachable "bubble" that would permit winter use of the lap pool under the bubble. The CCMC may privately fundraise for the cost of a bubble in future years. The cost of the bubble itself is not included in the \$7,000,000 estimated construction cost. Should private funds be secured for the bubble, there remains an open question as to a sustainable financial model for the pool outside of the summer outdoor use season.

The CCMC's efforts to address the challenges of the now-defunct Town pool are worth noting. An affirmative Vote under Article 18 of the 2017 Annual Town Meeting approved a \$75,000 CPC grant to the CCMC for a feasibility study to assess the comparative costs and benefits of options to address the then-deteriorating swimming pool structure. Those options included: terminating SSCC pool operations; repairing/replacing the existing pool; and exploring several pool configurations at a new location within SSCC (i.e. outdoor pool, indoor pool, and indoor/outdoor facility).

Based on the completed feasibility study and other subsequent input, the CCMC concluded the following:

- It is important that Hingham have a public Town pool, as it benefits residents of all ages and there is considerable Town support for a pool facility. However, in a survey, residents were not asked their willingness to pay increased property taxes for a new pool.
- A pool helps drive other business at SSCC, such as the restaurant.
- Constructing a new pool facility in the current pool location is not advisable.

The CCMC sought and received an affirmative Vote under Article 17 of the 2018 Annual Town Meeting for a CPC grant in the amount of \$300,000 for design and construction documents for a new year-round pool facility that included a lap pool enclosed by a building rather than a detachable bubble. At the time, based

on input from the Board of Selectmen ("BOS") and the Advisory Committee, the CCMC agreed to not expend the \$300,000 until certain conditions were met to the satisfaction of a majority of the BOS. If the conditions were not met, the grant funds were to be returned to CPC for use on future projects.

These conditions, as incorporated into the vote on Article 17 of the 2018 Annual Town Meeting, were:

1. Private pledges or donations in the amount of \$350,000 have been raised to match the CPC grant of \$300,000.
2. The feasibility study has been completed and a sustainable operating plan for the facility has been developed.
3. CCMC and the BOS have agreed on a path forward to fund the capital required to construct the facility. Capital funding sources may include some or all of the following: private donations; new debt issued by SSCC; and new debt issued by the Town on behalf of the SSCC.

While the CCMC and Friends of South Shore Country Club ("FSSCC"), a non-profit organization established to raise private funds to support SSCC, raised roughly half of the Article 17 (2018 Annual Town Meeting) required matching funds from supportive citizens, ultimately, they were unable to raise all of the required amount. As a result, the \$300,000 grant was returned to CPC, as were all donations made to FSSCC by private citizens.

During the fundraising effort, it became apparent to the CCMC and the FSSCC that, while there is considerable support for a Town pool in Hingham, residents/prospective donors believe that replacing a Town asset that benefited all residents of the Town, such as an outdoor pool, should be paid for by the Town, not by private donations. CCMC scaled back the scope of the pool project from a year-round to a seasonal facility and applied to CPC for this grant.

If conditions similar to those imposed in 2018 were to be suggested for the current FY2020 grant request, the CCMC would argue that the first condition would be unusual for replacement of a Town asset; the second condition has been met; the third condition is ultimately a question for the Town, namely does the Town want to borrow money to again have a Town pool?

In considering this grant, the CPC did not suggest a matching funds requirement nor has CPC typically required CPC recreation projects to match grants with private donations. In 2013, CPC contributed \$50,000

to the larger Hingham High School athletic fields project which included a private funding component (Article 11 of the 2013 Annual Town Meeting), but CPC funding was not contingent on private fundraising.

This Article is not a vote to approve construction of a new pool per se. Any additional Town or SSCC resources needed for construction will require approval at a subsequent Town Meeting. If this grant is approved, the CCMC currently anticipates asking the 2021 Annual Town Meeting for funds to construct the pool based on the refined design and cost estimates developed pursuant to this grant. The CCMC estimates construction would take one year from approval of construction funding.

While funding for this Article will come from CPC funds, construction funds will likely have to come from the Town. Assuming 2020 Annual Town Meeting approves borrowing to finance the construction of a new maintenance facility at SSCC (see Article 26), SSCC's debt service capacity will be directed to repaying that obligation and SSCC will not have the financial capacity to support additional debt related to the pool. As a result, funds to ultimately construct the pool would likely require borrowing by the Town and repayment by all Town taxpayers. Low interest rates notwithstanding, repayment could necessitate a property tax increase. Town borrowing for pool construction would require a two-thirds affirmative vote at a subsequent Town Meeting.

Given other large capital projects being considered by the Town, some Advisory Committee members questioned the Town's willingness to pay (via new taxes) for a pool in addition to other new projects. Other Advisory Committee members countered that the only way to know for sure is to put the question before the Town for a vote and let Town Meeting demonstrate its appetite (or lack thereof) for this first step in replacing the Town's public pool.

Should construction funding be delayed by voters at a subsequent Town Meeting, the CCMC believes the work done pursuant to this grant would still have value if and when construction is approved.

The SSCC pool had more than 13,000 visits each summer and more than 200 family memberships in recent years. Working with the Rec, the SSCC pool was integrated into the activities at the Rec's well-attended summer camps. Now, without swimming as an activity, it is possible that enrollment at the Rec's SSCC summer camp will decline. In the parlance of recent conversations surrounding capital projects in

Hingham, the CCMC characterizes replacing Hingham's seasonal Town pool as a "need" rather than a "want."

Of the nineteen "benchmark" communities that Hingham compares itself to, eleven have a municipal aquatic facility and seven of the eleven are indoor/outdoor facilities.

The Advisory Committee voted 10-2-1 in support of this project. The Board of Selectmen and the CPC voted unanimously in support of this project.

6) The Congregation of Second Parish ("CSP") seeks \$32,030 from CPC for restoration of each of the faces of the four tower clocks at Second Parish, located at 685 Main Street.

Built in 1742 and located in the historic Glad Tidings Plain, Second Parish is the second oldest public building in Hingham. The tower clocks were added to the church in 1881, making the clock faces 139 years old. More than a century of weather exposure has led to deterioration in the structural components of the clock faces, necessitating the proposed repairs.

CSP is in the middle of a multi-phase steeple restoration project that was initiated in part by a need to fix damaging leaks into the church's sanctuary originating in the steeple. Repairs have already been made to the bell tower and, in addition to the proposed clock face work hereunder, there will be repair work to the apex of the church above the main entrance. In total, the budget for the entire steeple restoration project is nearly \$100,000 making this grant less than one-third of the total cost. Additional funds are being provided by members of the church and others.

It is worth noting that the Vote under Article 18 of the 2017 Annual Town Meeting approved a CPC grant to the Hingham Historical Commission to repair the mechanisms (as distinct from the faces) of the four Hingham tower clocks, located at Second Parish, New North Meeting House, the Congregational Church and the William Fearing Building (a.k.a. "Dependable Cleaners"). With respect to the Second Parish repair, the comment from the 2017 Warrant reads: "the project scope includes inspection of all four clock components, i.e. three clock movements in the tower and a master clock on the first floor." In other words, the clock faces were not included in the scope of work, and therefore, were not evaluated as part of the 2017 project.

In addition, CSP was not directly involved in the 2017

project, and only provided its consent to the Historical Commission's mechanism repair efforts as required by an 1889 Town Warrant Article that authorized the Selectmen to "take charge of all the public clocks in the Town and to charge the expense of keeping them in order and running to incidental expenses, provided the owners of the buildings in which said clocks are located shall give their consent thereto."

Given the 1889 Article, a case could be made that the Town, not CPC, should pay to repair the clock faces if that is reasonably assumed to be part of "keeping [the clocks] in order." However, given that CPC previously funded repairs to the mechanisms of the four tower clocks, there is precedent for a grant of this nature and the need is acute.

The Advisory Committee voted unanimously in support of this project. The Board of Selectmen voted 2-0-1 in support of this project. The Community Preservation Committee voted unanimously in support of this project.

RECOMMENDED: That the Town appropriate or set aside for later spending funds as recommended by the Community Preservation Committee as follows:

- 1) **Appropriate \$123,400 from the Community Affordable Housing Trust and \$148,900 from the Community Preservation General Fund, for a total of \$272,300, to be used by the Hingham Affordable Housing Trust for the HAHT Opportunity Fund;**
- 2) **Appropriate \$75,000 from the Community Preservation General Fund to be used by the Hingham Recreation Commission to repair the tennis courts at Plymouth River School located at 0 High Street, Map 124/Lot 43;**
- 3) **Appropriate \$8,000 from the Community Preservation General Fund to be used by the Hingham Conservation Commission to re-survey the property boundary of the Lehner Conservation Area, erect two way-finding kiosks, and mark with fence posts a boundary between the Lehner Conservation Area and a private property located at 0, 32, and 56 South Pleasant Street, Map 137/Lots 1, 18, & 21b;**
- 4) **Appropriate \$40,000 from the Community Preservation General Fund to be used by the Hingham Historical Commission to clear the land and restore gravestones at the Canterbury Street Cemetery located at the**

intersection of Canterbury and Rockland Streets, Map 43, Lot 110;

- 5) **Appropriate \$500,000 from the Community Preservation General Fund to be used by the South Shore Country Club for the design and construction documents of a new pool to be located at 274 South Street, Map 70/Lot14;**
- 6) **Appropriate \$32,030 from the Community Preservation General Fund to be used by the Congregation of Second Parish to restore the tower clock faces located at 685 Main Street, Map 126/Lot 47.**

ARTICLE 19: Will the Town appropriate the sum of \$772,000, as recommended by the Community Preservation Committee, to be used by the Hingham Historical Society to help purchase the Benjamin Lincoln House located at 181 North Street, Map 61/Lot 12, in order to repurpose the property as a museum, and to meet such appropriation by a) expending \$32,713 from the Community Preservation Historic Preservation Reserve and \$243,956 from the Community Preservation General Fund and b) authorizing the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$495,331, together with the costs of borrowing, under M.G.L. c. 44B, or any other enabling authority and to issue bonds or notes of the Town therefor; to carry out the purposes of this article, authorize the Selectmen and the Community Preservation Committee to enter into a grant agreement with the Hingham Historical Society, or act on anything relating thereto. (Inserted at the request of the Community Preservation Committee)

COMMENT: Benjamin Lincoln (1733-1810) is Hingham's Revolutionary War hero and arguably its most notable citizen. The Benjamin Lincoln House ("House"), 181 North Street, was his lifelong home. It is believed to have been built by Lincoln's great-grandfather in 1665. The House is located in the Federal Lincoln Historic District and Hingham's Lincoln Historic District. The House also is on the National Register of Historic Places. The House is subject to a historic preservation restriction that runs with the land and was granted to Historic New England, an organization dedicated to saving homes of particular significance. The House has been in one family for 11 generations; Lincolns and their descendants have lived in and maintained the home for over 375 years.

The purchase of the House qualifies for historic preservation funding under Massachusetts General

Laws, chapter 44B, the Massachusetts Community Preservation Act (“CPA”) for the acquisition of historic property. Approval of this Article will allow the Town to grant the Hingham Historical Society \$772,000 towards the purchase of the House. The Article authorizes spending \$32,713 from the Community Preservation Historic Preservation Reserve Fund and \$243,956 from the Community Preservation General Fund. The Article also authorizes the Town to issue bonds to fund an additional \$495,331 for the acquisition. The recipient of the grant will be the Hingham Historical Society, Inc. (“Society”), a nonprofit 501(c) (3) corporation.

The Society has proven itself to be a worthy steward of Hingham’s most precious historical assets. The Society owns and operates the Hingham Heritage Museum and the Old Ordinary Campus, which includes the 1686 Old Ordinary, the 1901 Annex, and the 1685 Fort House. In 1966, the Society saved Old Derby from destruction.

The Community Preservation Committee (“CPC”) believes this project is worthy of a substantial investment by the Town for three primary reasons. First, the House is a physical embodiment of Benjamin Lincoln’s historical significance to Hingham and provides unique insight into his life and Hingham’s culture at the time. Much of the home has been untouched since his day. Second, the house is a National Historic Landmark, the highest designation by the National Park Service for properties that have maintained their historic integrity. The House has attracted the attention of leading national historic preservation organizations such as Winterthur, Colonial Williamsburg, and the Museum of Fine Arts. It anchors Hingham’s Lincoln Historic District and will serve as an exceptional resource for the study of both Hingham and American history. Third, the location of the property is part of a developing historical campus just off Hingham Square and this acquisition will assist in the continuing development of Hingham as a center for historic tourism. The Society’s investment in Hingham’s historical assets has helped maintain the unique streetscape of Hingham and has contributed to the continued vibrancy of foot traffic in Hingham Square.

The conditions for the disbursement of the grant funds will be set forth in the CPA grant agreement, which is entered into between the CPC, the Board of Selectmen, and the Society. These conditions will include the Society obtaining all needed permits from the Town to convert the property from residential use to a museum prior to disbursement, requirements for the Society to grant and/or maintain preservation

restrictions on the property, and provisions for public access. The Society intends to provide public access to the House, but the nature of this access will be determined by the Society’s Board of Directors in consultation with recognized authorities in the field of historic preservation. Transitioning the House from a private dwelling to a public building will require time and effort by the Society and the Town to ensure the House is compliant with Hingham’s codes for a public building. The Society has engaged the Board of Selectmen, Town Administrator, Town Counsel, and the various permitting Boards to begin this process. In the unlikely event that the Society were to decide to sell the property, the Town will be granted the right of first refusal and/or reimbursement to the Town of monies spent.

Once acquired, the ongoing repair and maintenance of the House will be the sole responsibility of the Society. The Society takes its stewardship of the property very seriously; when this opportunity presented itself, it immediately began seeking private contributions for an endowment to cover maintenance expenses (which will be the responsibility of the Society) with a goal of \$1 million by June 2020. By March 1, 2020, the Society had pledged equaling almost half its goal. The Society is also investigating grant opportunities for improvements required for public access. In general, grants for historic properties are for maintenance and improvements, not acquisition, and are available only to current owners of the property.

This project is time sensitive; the current owners agreed to give the Society until June 2020 to pursue funding to acquire the House. If the Society is unable to raise the funds for the acquisition by June 2020, the House will be offered for private sale.

The purchase price of the House is \$972,000 which is below the appraised value of \$1.2 million. CPC is recommending a grant of \$772,000; \$276,669 would be provided by existing CPC funds. An additional \$495,331 will be required, and it is recommended that this amount be raised through the issuance of general obligation bonds by the Town. This bond would be retired with anticipated CPA funds. The yearly expenditure of CPA funds needed to retire the bonds would be less than funds CPC expects to have available in its historic preservation reserve each year. Thus, bonding will not increase taxes or take away from other areas of the Town budget. In the unlikely event that the Town were unexpectedly to repeal Article 38 of its By-law (by which it adopted the CPA), Massachusetts General Laws chapter 44B, section 16 requires the Town to continue to raise

enough money through CPC surcharges to pay off its outstanding bonds. If the CPC By-law were repealed, taxes would not increase as the surcharge would phase out as the bonds were retired.

Approval of this Article requires a two-thirds vote of Town Meeting.

The Advisory Committee voted 9-0-1 in support of this Article. The Board of Selectman voted unanimously in support of this Article. The Community Preservation Committee voted 8-0-1 in support of this Article.

RECOMMENDED: That the Town appropriate an amount not in excess of \$772,000, as recommended by the Community Preservation Committee, to be used by the Hingham Historical Society to help purchase the Benjamin Lincoln House located at 181 North Street, Map 61/Lot 12, in order to repurpose the property as a museum open to the public, and to meet such appropriation by a) expending \$32,713 from the Community Preservation Historic Preservation Reserve and \$243,956 from the Community Preservation General Fund and b) authorizing the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$495,331, together with the costs of borrowing, under Massachusetts General Laws chapter 44B, or any other enabling authority and to issue bonds or notes of the Town therefor. In order to carry out the purposes of this vote, the Board of Selectmen and the Community Preservation Committee are authorized to enter into a grant agreement with the Hingham Historical Society.

Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws chapter 44, section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 20: Will the Town accept the provisions of Chapter 32, Section 103 (j), so as to increase the maximum base on which the COLA (Cost-of-Living Adjustment) is calculated to \$14,000, or act on anything relating thereto?
(Inserted at the request of the Hingham Retirement Board)

COMMENT: A cost-of-living adjustment ("COLA") is granted to Hingham benefit recipients (retirees and

survivors) by vote of the Hingham Retirement Board ("HRB"). COLAs are calculated by applying an adjustment factor to an approved base amount. Annually, the State Public Employee Retirement Administration Commission ("PERAC") files a report with the Legislature detailing the increase or decrease in the Consumer Price Index ("CPI"). The HRB then votes on whether to grant a COLA based on the increase in the CPI or 3%, whichever is less. The COLA applies only to a base amount. The HRB has declined to vote a COLA only four times since 1971.

Massachusetts General Law chapter 32, section 103(j) provides a local option for a retirement board to raise the maximum base amount on which the COLA is calculated. The HRB may (subject to Town Meeting approval) increase the maximum base amount in multiples of \$1,000. From 1998 to 2014, the COLA base amount for Hingham was \$12,000. In 2015, Town Meeting approved an increase of the COLA base to \$13,000, thereby allowing a maximum annual COLA payment of \$390 per beneficiary. A survey of FY 2020 COLA bases in all 104 Massachusetts retirement systems indicates there are 27 systems with a \$12,000 base, 24 with a \$13,000 base (including Hingham), 29 with a \$14,000 base, 8 with a \$15,000 base, 7 with a \$16,000 base, 4 with a \$17,000 base, and 5 with an \$18,000 base. Raising the COLA base amount to \$14,000 will put Hingham in the middle of the COLA bases for Massachusetts retirement systems, including those in our benchmark communities.

If the HRB grants a COLA increase and Town Meeting approves the new base, it will take effect on July 1, 2020. At the current base, the allowance for a benefit recipient may increase by a maximum of \$390 per year (3% of \$13,000), or \$32.50 per month for each eligible retiree and survivor of the Hingham Retirement System. By voting to increase the base to \$14,000, the HRB has the discretion to grant up to a 3% increase in the allowance or an annual increase of \$420. This translates to a maximum additional benefit of \$35.00 per person, per month.

The Town's actuarial consultants (KMS Actuaries of Manchester, NH) have analyzed the impact on the Hingham Retirement System's liabilities and funding if an increase in the base to \$14,000 is approved by Town Meeting. Using the most recently completed January 1, 2018 retirement fund valuation, the accrued liability is expected to increase by \$747,100. The impact for Fiscal Year 2021 will be to increase the necessary appropriation by \$93,600. Thus, if the new COLA base of \$14,000 is approved by Town

Meeting, the \$93,600 will have to be transferred from available funds to meet the Fiscal Year 2021 obligation. The Fiscal Year 2022 obligation would be appropriately accounted for in the budget for Fiscal Year 2022.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town accept the provisions of Massachusetts General Laws chapter 32, section 103 (j) and increase the maximum base on which the COLA (Cost-of Living Adjustment) is calculated to \$14,000 and, provided further, that an appropriations increase of \$93,600 for Fiscal Year 2021 be approved and transferred from available funds to meet the Fiscal Year 2021 obligation.

ARTICLE 21: Will the Town vote to alter the composition of the Citizens Advisory Board as previously established under Article 11 of the 2019 Annual Town Meeting by increasing the total number of members from five to six and by increasing the number of members nominated by the Town of Hull Board of Selectmen from one to two members, or act on anything relating thereto?

COMMENT: In 2019, Annual Town Meeting voted to purchase the Hingham Water Company. Article 11 of the 2019 Annual Town Meeting provided the option for the Hingham Board of Selectmen to establish a Citizen's Advisory Board ("CAB") for the water company. As contained in Article 11, the CAB would have a total of five members, three members from Hingham, one member from Hull, and one member from Cohasset.

One goal of establishing this advisory board was to enhance transparency as to how water rates are set. A second goal was to provide a rate payer, who had an issue with water service, with access to local citizens on the CAB to address concerns. The CAB, while advisory in nature, provides an avenue for two-way feedback between the ratepayer and the water company in addition to the ratepayer's direct access to the water company management and operations contractor and to the Town Water Superintendent.

As of 2017, there were 13,168 connections in Hingham's water company: 8,196 connections in Hingham or 62%, 4,638 in Hull or 35%, and 334 connections in Cohasset or 2%. Given the proportion of connections and feedback from the Hull Board of Selectmen, the Advisory Committee believes increasing the representation from Hull is appropriate.

The new composition would more accurately reflect the geographic distribution of rate payers in the water company.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this article.

RECOMMENDED: that the Town alter the composition of the Citizens Advisory Board as previously established under Article 11 of the 2019 Annual Town Meeting by increasing the total number of members from five to six and by increasing the number of members nominated by the Town of Hull Board of Selectmen from one to two members.

ARTICLE 22: Will the Town accept chapter 40, section 42A through 42I of the Massachusetts General Laws so as to permit the addition of unpaid water charges to the real estate tax where the charges will be subject to the same interest rates and collection procedures as the taxes to which they are added, or act on anything relating thereto? (Inserted by the Board of Selectmen)

COMMENT: The approval of this Article will provide Hingham with a mechanism, used by other municipalities and presently used by the Hingham Sewer Commission, to collect unpaid water bills. This Article is directly related to the impending operation of the Weir River Water System (the new name of the water company) by the Town.

Massachusetts General Laws chapter 40, section 42A ("M.G.L. c.40 § 42A") permits a town whose voters accept the provisions of M.G.L. c.40 § 42A to 42F to establish a lien upon real estate where an owner or tenant fails to pay for water charges due the town. The board or officer in charge of the water department or the collector of taxes certifies the charge for which a lien is in effect to the assessors and the charge is added to the tax on the property. If the unpaid charge were not added to or committed as a tax, then the lien would expire on October 1 of the third year after which such charge became due.

Similarly, M.G.L. c.40 § 42G permits a town whose voters accept the provisions of M.G.L. c.40 § 42G to 42I to levy special assessments to meet the whole or part of the cost incurred in laying pipes in public and private ways for the conveyance or distribution of water to its inhabitants. The acceptance of these sections allows a town to establish a lien upon the parcels of land of the owner liable for the assessment. The statutes concerning special assessments are permissive. The Town is not required to make a

special assessment. By acceptance of those statutes, if the Town determined that a situation warranted a special assessment in the future, it would require Town Meeting to either have previously adopted a By-law or to vote to determine the rate and type of any assessment. In the event that a special assessment was made in the future, all landowners who received a benefit from the laying of water pipes could be assessed for their construction whether the landowner decided to connect to such pipes or not.

When added to the real estate tax, the unpaid water charges and/or special assessments are then subject to the same interest rates and collection procedures as the real estate taxes to which they were added. The lien for the unpaid water charges and for special assessments would then be valid for as long as the lien for the real estate tax as provided in M.G.L. c.60 § 37.

Acceptance of these statutory provisions does not preclude the collection of unpaid water charges or assessments by other legal means. The intent is to obviate the time and expense of such other means of collection.

A similar article is expected to be submitted to the Hull Town Meeting. Cohasset previously accepted these statutes.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town accept Chapter 40, Sections 42A through 42I of the Massachusetts General Laws.

ARTICLE 23: Will the Town of Hingham vote to raise and appropriate, borrow or transfer from available funds, an amount not in excess of \$2,700,000 to pay costs of designing, engineering, constructing, reconstructing, repairing, and improving the Weir River Water System, including the payment of all costs incidental and related thereto, or act on anything relating thereto?
(Inserted at the request of the Board of Selectmen)

COMMENT: This Article seeks funding for planned Fiscal Year 2021 capital investment in the Weir River Water System ("Water Company"). No funds will be expended until the Town has completed the purchase of the Water Company from the Aquarion Water Company of Massachusetts, as approved by Vote under Article 10 of the 2019 Annual Town Meeting.

The Town's financial model for the Water Company currently envisions a FY 2021 investment of \$2,700,000 in water mains and other major capital items within the system. This annual amount is projected to increase by 5% every three years, though future investment amounts are subject to adjustment once the Town owns the Water Company and has been able to complete a more detailed capital study of the water system.

The Town intends to borrow the money to fund this investment amount, but debt service, i.e. repayment, will have no impact on taxpayers or the Town budget, per se, as it will be repaid by water ratepayers via the Water Company enterprise fund.

Approval of this Article requires a two-thirds vote of Town Meeting.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town appropriate an amount not in excess of \$2,700,000 to pay costs of designing, engineering, constructing, reconstructing, repairing, and improving the Weir River Water System. To meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Laws chapter 44, section 8, or any other enabling authority and to issue bonds or notes of the Town therefor.

Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws chapter 44, section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 24: Will the Town raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the Board of Selectmen to fund an independent review of existing municipal and school facilities, which would include an analysis of space and service demands and deficiencies and provide a summary report detailing findings and providing options, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: This review will analyze the current space utilization of 31 municipal and school buildings owned by the Town. The results of the analysis will

provide detailed information on space use options and order-of-magnitude estimates of the cost of those options. It will serve as an important step in creating a long-term financial plan for the Town and in establishing long-term priorities.

A variety of school and municipal programs have outgrown their space, while certain municipal buildings, such as Town Hall, cannot support all the activities they house. The Town is considering the long-term options for additional buildings, all of which entail significant capital commitments. A first step in that process is to make the best use of existing buildings before taking on new and large financial obligations. The results of the study have the potential to provide more immediate and lower-cost help to certain programs without having to wait for the approval and completion of a large capital project.

This analysis will not result in a full cost analysis of overall building maintenance, repair, or renovation needs. It will be limited to pointing out the issues involved in a potential change in building use and a general estimate of associated costs (which could include capital expenses associated with building upgrades or new space construction). The analysis will not include buildings whose use will not change, such as sewer pumping stations or the Memorial Bell Tower. Finally, the study will not set priorities for the Town, rather it will provide the needed information for the Town to set its own priorities.

All stages of the study will be coordinated with existing Town planning activities, to include design of the study, review of results by department heads and Town committees, presentations to the public, and submission of the final report.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town appropriate from available reserves an amount not in excess of \$300,000 for the purpose of funding an independent review of existing municipal and school facilities, which would include an analysis of space and service demands and deficiencies, and a summary report detailing findings, providing options, and estimating the general costs of those options.

ARTICLE 25: Will the Town raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the Board of Selectmen to be used for the design, engineering services, and

renovation of the Town Hall data center, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: The Town's data center is a 10-foot by 23-foot closet on the third floor of Town Hall which was adapted for use as a data center. With the expansion of technology, this room is no longer able to properly house the equipment that is required for the operation of the Town's network. It contains not only the server/infrastructure racks, but also a workspace, cabinets, and new, spare, and surplus equipment. There is insufficient space to safely service the equipment racks or to install large pieces of equipment, such as servers. Besides insufficient space, the current location has several issues, including undersized HVAC and electrical systems and an inappropriate wet fire suppression system (instead of a clean agent dry system). The weight bearing requirements should be evaluated by a structural engineer to determine if the current construction is sufficient or if any modifications, like a raised floor, should be put in place to distribute the weight over a wider area.

This Article would provide funds to renovate the entire IT Department space in Town Hall by expanding the data center and reconfiguring the office space to meet all of the department's infrastructure and other requirements. The new space will be properly sized for adequate, safe movement around the equipment and will have sufficient power/grounding, HVAC, stand-by power, fire protection, cabling support and physical security requirements.

Approval of this Article requires a two-thirds vote of Town Meeting.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town appropriate an amount not in excess of \$296,000 to be expended by the Board of Selectmen to be used for the design, engineering services, and renovation of the Town Hall data center. To meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Laws chapter 44, section 7, or any other enabling authority and to issue bonds or notes of the Town therefor.

Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the

costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws chapter 44, section 20 thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 26: Will the Town raise and appropriate, borrow, or transfer from available funds a sum of money in the amount of \$2,200,000 for the design and construction of a new maintenance facility for the South Shore Country Club, or act on anything relating thereto?

(Inserted at the request of the South Shore Country Club Management Committee)

COMMENT: The current maintenance facility, which is used to store and repair equipment used in the daily operation of the South Shore Country Club (“the Club”), is housed in an enclosed area which sits underneath the swimming pool. The pool was closed at the end of the 2019 season due to leaking water that endangered the safety of the maintenance facility below it. The leaks, which occurred over an extended period despite efforts to seal them, caused damage to the concrete and reinforcing rods supporting the maintenance facility. This damage has been mitigated to allow for the continued usage of the facility and the cracks and repairs are constantly monitored by professionally installed “crack monitors” and visual inspection. While the facility is currently being used, it is not a viable long-term solution for the needs of the Club. In fact, it is subject to immediate closure if the cracks worsen.

The Country Club Management Committee, along with Club management, have explored their options to replace the existing facility and this Article seeks to obtain funds to both design and build a new facility. Preliminary work has identified the size and location of the building – 11,500 square feet and closer to the train tracks. While final permits will not be obtained until after the design phase has been completed, no critical issues have been identified by the various Town Boards. The new facility will include a maintenance facility, storage for chemicals and equipment, office space, bathrooms, and an environmental management center to safely handle fuel, pesticides, and recycled water used to wash golf carts. The public facing side of the building will be constructed to resemble a barn in order to more closely reflect the historic nature of the area and surrounding homes. The Club will also hire a project manager to oversee construction of the facility. Design and construction are expected to be

completed within a year, so this Article asks for funds to cover both phases of the process.

While the Town will advance funding for the design and construction of the building, the Club will be responsible for the total cost of the building. Revenues from golf operations are projected to be enough to enable the Club to repay any borrowings the Town undertakes on behalf of this project.

Approval of this Article requires a two-thirds vote of Town Meeting.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town appropriate an amount of up to \$2,200,000 for the design and construction of a new maintenance facility for the South Shore Country Club. To meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Laws chapter 44, section 7, or any other enabling authority and to issue bonds or notes of the Town therefor.

ARTICLE 27: To determine whether the Town will vote to amend the Town of Hingham General By-laws by adding the following new Article:

TREE PRESERVATION BY-LAW

1. PURPOSE

The intent of the Tree Preservation By-law is to encourage the preservation and protection of trees by designating specific activities during which trees must be protected, and requiring mitigation for trees removed via replanting or collection of fees to support the Town’s tree planting and maintenance efforts.

2. DEFINITIONS

For the purposes of this Tree Preservation By-law, the following definitions shall apply:

2.1 *Caliper:* Diameter of a nursery tree trunk (in inches) as measured twelve (12) inches above the existing grade at the base of the tree.

2.2 *Certified Arborist:* A professional arborist possessing current certification issued by the International Society of Arboriculture (I.S.A.) and/or the Massachusetts Arborist Association (M.A.A.).

- 2.3 *Diameter at Breast Height (DBH)*: The diameter of a tree trunk four and one-half (4.5) feet above the existing grade at the base of the tree. If a tree splits into multiple trunks below four and one-half (4.5) feet above the existing grade, the DBH shall be considered to be the measurement taken at the narrowest point beneath the split.
- 2.4 *Invasive Species*: Any plant listed on the most recent version of the Massachusetts Prohibited Plant List as published by the Massachusetts Department of Agriculture.
- 2.5 *Non-Exempt Lot*: Any parcel of land within the Town not owned by the Town, the commonwealth, or any independent authority of the commonwealth, or by the federal government.
- 2.6 *Overstory Tree*: A tree which will generally reach a mature height of greater than 40 feet.
- 2.7 *Protected Tree*: Any existing tree with a DBH of six (6) inches or greater that has any portion of its trunk within a Non-Exempt Lot. Invasive Species (as defined herein) shall not be considered Protected Trees.
- 2.8 *Reviewing Agent*: Any agent(s) appointed in writing by the Select Board to review Tree Protection & Mitigation Plans. In the absence of any appointed agent, the Reviewing Agent shall refer to the Tree Warden. When appointing any Reviewing Agent, the Select Board shall be satisfied that the person has sufficient knowledge to perform the duties of the Reviewing Agent provided herein.
- 2.9 *Rules and Regulations*: The rules and regulations hereinafter promulgated by the Select Board as contemplated by Section 7 hereof.
- 2.10 *Select Board*: The governing body constituted by Article 5A of the Town of Hingham General By-laws.
- 2.11 *Setback Area*: The minimum front, side and rear yard setback area of a parcel in a residential zoning district as specified in Zoning By-law IV-A Schedule of Dimensional Requirements.
- 2.12 *Tree Fund*: An account established pursuant to (M.G.L. c. 44 § 53E½) for the deposit of contributions in lieu of tree replanting as required by this Tree Preservation By-law.
- 2.13 *Tree Protection & Mitigation Plan*: A plan submitted to the Reviewing Agent for approval prior to the commencement of demolition and/or construction on a property on which a Protected Tree is located, meeting the requirements set forth in Section 5.4.
- 2.14 *Tree Removal*: Mechanical demolition of a living tree, or any act (a) that has caused a tree to die within the previous 12 months or (b) is likely to cause significant decline or death as determined by the Reviewing Agent.
- 2.15 *Tree Save Area*: The area surrounding all Protected Trees sufficiently large to ensure the health of the Protected Tree(s), including their trunks, crowns, and root systems.
- 2.16 *Tree Warden*: The commissioner responsible for the care and maintenance of trees and parks for the Town's Department of Public Works.

3. TOWN OF HINGHAM TREE FUND

There is hereby established a Town of Hingham Tree Fund pursuant to M.G.L. c. 44 § 53E½. Any contributions collected per Section 5.2(b) of this Tree Preservation By-law shall be deposited in the Tree Fund. The Tree Fund shall be used solely for the purposes of buying, planting and maintaining trees within residential neighborhoods in the Town or on Town-owned property, and enforcing the provisions of the Tree Preservation By-law, including to the extent reasonably necessary, hiring personnel to administer and enforce the Tree Preservation By-law.

4. SCOPE AND APPLICABILITY

4.1 *Non-Exempt Lots Applicability*: It is prohibited to remove a Protected Tree during construction or within 18 months prior to application for a demolition or building permit for: (a) Demolition of an existing structure of 250 gross square feet or greater; (b) Construction of any building or structure on a vacant lot; or (c) Construction of one or more structures or additions to structures on a lot that increases the total footprint of all structures by 20% or greater, without compliance with this bylaw.

4.2 *Exemptions*: The requirements of this Tree Preservation By-law shall not apply to: (a) Those areas of property under the jurisdiction of the Wetlands Protection Act (Chapter 131 and 310

CMR); (b) Public Shade Trees pursuant to M.G.L. Chapter 87; (c) Emergency projects necessary for public safety, health and welfare, as determined by the Reviewing Agent or the Town Tree Warden; (d) Trees severely damaged as the direct result of a natural disaster, Trees that are hazardous, or Trees currently infected by a disease or insect infestation of a permanent nature, in each case, as determined and confirmed in writing by a Certified Arborist.

4.3 *Notice for tree removal:* No person shall remove a tree on a Non-Exempt Lot without first providing notice of removal to the Tree Warden. Notices shall be made in writing on forms specified by the Tree Warden and shall not require the payment of any fee. The notice shall set forth the DBH and species of each tree to be removed. If the tree removed would be exempt from the provisions of the Tree Preservation Bylaw pursuant to Section 4.2(c) or Section 4.2(d), the notice may be signed by a Certified Arborist confirming the condition of the tree to be removed. Obtaining certification by a Certified Arborist shall be at the sole discretion and expense of the owner of the Non-Exempt Lot; provided, however, if the notice is not so certified, the Tree Warden shall be entitled to presume that the tree qualified as a Protected Tree. The Tree Warden shall maintain the information contained in all such notices for a minimum period of eighteen (18) months from the date of such receipt, and shall share such information with the Reviewing Agent in the event a Tree Protection & Mitigation Plan is submitted by the owner of the property within eighteen (18) months of the date the notice of tree removal was provided.

5. TREE PROTECTION & MITIGATION

5.1 *Protection:* Each Protected Tree located within the Setback Area to be retained on property planned for demolition and/or construction activity shall be protected by the establishment of a fenced off Tree Save Area. The Tree Save Area shall be delineated within the submitted Tree Protection & Mitigation Plan, shall be installed prior to any demolition or site work, and shall remain in place until work is completed on the property, excluding final landscaping. The applicant shall submit written documentation, prepared, dated and signed by a Certified Arborist, to the Reviewing Agent confirming that the required Tree Save Area has been installed as identified in the Tree Protection & Mitigation Plan before work on the property commences.

5.2 *Mitigation:* The removal of a Protected Tree(s) from a property in connection with one or more of the circumstances set forth in Section 4.1 shall require mitigation based upon aggregate DBH of Protected Tree(s) removed. Mitigation shall be achieved by satisfying one or a combination of the following provisions:

5.2.1 *Mitigation by Replanting of Trees:* For each inch of DBH of the Protected Tree(s) removed, no less than one-half inch of caliper of new tree(s) shall be replanted in accordance with the following:

- (a) Each new tree must: (i) have a minimum caliper of three (3) inches, (ii) be a nursery quality tree, (iii) have a minimum of Zone 6 hardiness, (iv) be native to the region, and not be an Invasive Species, and (v) be an Overstory Tree species if the Protected Tree(s) being removed are an Overstory Tree species.
- (b) Such replanting, either on the applicant's land or on land abutting the applicant's land with the express written approval of the owner of such abutting land, shall occur at such spacing as is reasonably acceptable to the Tree Warden, and shall occur prior to the issuance of a Final Certificate of Occupancy, or be otherwise assured at such time to the satisfaction of the Reviewing Agent in a manner consistent with the Rules and Regulations.

5.2.2 *Contribution to the Town of Hingham Tree Preservation Fund in lieu of Mitigation:*

- (a) For each inch of DBH of the Protected Tree(s) removed, and not mitigated in accordance with Section 5.2.1, the owner of the Property shall make a contribution to the Tree Fund in an amount calculated in accordance with Schedule A-1 based on the aggregate DBH of all Protected Tree(s) to be removed and not mitigated by replanting.
- (b) Upon application to the Select Board by the owner of a Non-Exempt Lot situated in a zoning district, other than a residential district, as specified in the Town's Zoning By-law, the Select Board may, after public hearing, apply the reduced contribution schedule set forth in Schedule A-2, where the Select Board determines that the construction and

Tree Removal serves the interest of the community and the reasons therefore are memorialized by the Select Board.

- (c) Tree Fund contributions shall be received by the Town prior to the issuance of all applicable permits.
- (d) The Select Board may, from time to time, increase the contribution schedule set forth in Schedules A-1 and A-2 after public hearing. Decreases or other amendments to Schedules A-1 or A-2 shall be approved at an Annual or Special Town Meeting.

5.2.3 Mitigation measures, whether by replanting or through contributions to the Tree Preservation Fund, shall be identified in the submitted Tree Protection and Mitigation Plan. The removal or proposed removal of a Protected Tree(s) that has been mitigated for, in conjunction with a previous applicable permit, shall not require additional mitigation under subsequent permits, unless such mitigation has not been completed or otherwise assured.

5.3 *Unauthorized Removals*: The removal of any Protected Tree not identified on the Tree Protection & Mitigation Plan shall require mitigation at the rate specified in Section 5.2. In addition, any person removing any Protected Tree not identified on the Tree Protection & Mitigation Plan in violation of this By-law shall be subject to a non-criminal disposition fine under M.G.L. Chapter 40, §21D as set forth in Section 6 below. Any such fines shall be paid to the Tree Preservation Fund.

5.4 *Plan Review and Permit Issuance*: Prior to the issuance of a permit in connection with one or more of the circumstances set forth in Section 4.1 on property on which a Protected Tree is located or was located within eighteen (18) months prior to application, the owner of the property shall submit a Tree Protection & Mitigation Plan to the Reviewing Agent along with the applicable application and fee as set forth in the Rules and Regulations. The Tree Protection & Mitigation Plan shall be a to-scale survey or site plan, along with any accompanying documentation and required certifications, that indicates the following:

5.4.1 The shape and dimensions of the parcel of real property to be developed, together with

the existing and proposed locations of structures and improvements, if any;

5.4.2 A tree plan showing the location, type and size of each protected tree indicating which protected tree(s) are to be removed, and the location, type and size of replacement trees;

5.4.3 The proposed relocation of any existing protected tree with a statement prepared by a Certified Arborist explaining how each such protected tree is to be relocated and maintained;

5.4.4 The location of existing and proposed underground or overhead utility services, existing and proposed roadways, bikeways, walkways and parking areas;

5.4.5 Any proposed grade changes which might adversely affect or endanger any protected tree with a statement prepared by a Certified Arborist explaining how each such protected tree shall be protected and maintained;

5.4.6 The proposed method of protecting the remaining protected trees during the course of the construction;

5.4.7 The amount to be contributed to the Tree Fund to mitigate the removal of a Protected Tree(s), if applicable;

5.4.8 An affidavit executed by the owner(s) of the property under penalty of law of any Protected Trees removed from the Non-Exempt Lot during the previous 18 months. If the owner(s) did not own the Non-Exempt Lot for the entire 18-month period, such affidavit may be made to the knowledge of the owner; and

5.4.9 Such other information as may be required by the Rules and Regulations.

5.5 *Re-Submission*: If demolition or construction has not commenced within twelve (12) months of the date that a Tree Protection & Mitigation Plan was submitted for a property, or if removal of a previously unidentified Protected Tree is necessary during the course of construction, an amended Tree Protection & Mitigation Plan shall be submitted identifying any changes from the previous plan and associated mitigation measures.

5.6 *Reviewing Agent Action:* If the Tree Protection & Mitigation Plan is consistent with the protection and mitigation requirements contained herein and any established Rules and Regulations, and applicable Tree Fund contributions have been submitted, the Reviewing Agent shall notify the appropriate Town Department. If the proposal does not meet or satisfy these requirements, the Reviewing Agent shall notify the applicant and the appropriate Town Department that all applicable permits shall not be issued until the requirements are met. If the Reviewing Agent fails to act on an application within sixty (60) days after the application has been made, it shall be deemed to be approved.

5.7 *Maintenance of Protected and Replanted Trees:*

5.7.1 *Protected Trees:* Each Protected Tree retained shall be maintained in good health for a period of no less than twenty-four (24) months from the date of Final Inspection, or issuance of a Certificate of Occupancy if applicable. Should such tree die or significantly decline in the opinion of the Tree Warden within this twenty-four (24) month period, the owner of the property shall be required to provide mitigation consistent with the requirements for the removal of a Protected Tree as contained herein within nine (9) months from said determination.

5.7.2 *Replanted Trees:* All new trees planted to mitigate the removal of Protected Tree(s) shall be maintained in good health for a period of no less than twenty-four (24) months from the date of planting. Should such tree die within this twenty-four (24) month period, the owner of the property shall be responsible for replacing the tree with a tree equal to or greater than the size of the original Replanted Tree at installation; such replacement tree shall be planted within nine (9) months of the death or serious decline of the original Replanted Tree.

6. ADMINISTRATION AND ENFORCEMENT

6.1 *Enforcement:* The administration and enforcement of this Tree Preservation By-law is the responsibility of the Tree Warden.

6.2 *Non-Criminal Disposition:* A person, individually or by his servant or agent, who violates any provision of this By-law may be penalized by a non-criminal disposition pursuant to M.G.L.

Chapter 40, Section 21D and the Town of Hingham non-criminal disposition By-law.

6.3 *Fines:* The following penalties shall apply:

First violation:	\$100 fine
Second violation:	\$200 fine
Third and subsequent violations:	\$300 fine

Such fines shall be in addition to any required mitigation or contribution to the Tree Fund. Each day a violation continues constitutes a separate violation. A violator shall not be penalized for more than one violation per day.

6.4 *Appeals:* Any person who has been aggrieved by refusal, order, or decision of the Reviewing Agent, or Tree Warden, may appeal to the Zoning Board of Appeals within twenty (20) days from the date of such refusal, order, or decision.

7. RULES AND REGULATIONS

The Select Board may promulgate or amend Rules and Regulations which pertain to the administration of this Tree Preservation By-law, and shall file a copy of said rules in the office of the Town Clerk. Such Rules and Regulations may prescribe the size, form, additional contents, style, and number of copies of plans and specifications, the procedure for the submission and approval of such plans, and the procedure for determining final compliance with these regulations. The adoption or amendment of Rules and Regulations shall be after a public hearing to receive comments on the proposed or amended Rules and Regulations. The public hearing shall be advertised once in a newspaper of general local circulation, at least fourteen (14) days prior to the date of the public hearing.

8. SEVERABILITY CLAUSE

If any provision of this By-law is declared unconstitutional or illegal by final judgment, order or decree of the Supreme Judicial Court of the Commonwealth, the validity of the remaining provisions of this By-law shall not be affected thereby.

Nothing in this By-law shall be construed to restrict, amend, repeal, or otherwise limit the application or enforcement of existing Town of Hingham By-laws, including Town of Hingham Rules and Regulations Governing the Subdivision of Land, or laws of the Commonwealth of Massachusetts.

(Inserted at the request of Priya Howell and others.

**Schedule A-1
Default Contribution Rate Schedule**

Aggregate of DBH of Protected Tree(s) Removed and not mitigated is:	Contribution Rate Per Inch	Calculation Example
No more than 25"	\$150 per inch	Aggregate of DBH of Protected Tree(s) Removed and not mitigated is 10": 10 x \$150 = \$1,500 contribution
Greater than 25" but no more than 50"	\$150 per inch 1"-25" \$250 per inch 26"-50"	Aggregate of DBH of Protected Tree(s) Removed and not mitigated is 30": (25 x \$150) + (5 x \$250) = \$5,000 contribution
Greater than 50" but no more than 75"	\$150 per inch 1"-25" \$250 per inch 26"-50" \$350 per inch 51"-75"	Aggregate of DBH of Protected Tree(s) Removed and not mitigated is 55": (25 x \$150) + (25 x \$250) + (5 x \$350) = \$11,750 contribution
Greater than 75"	\$150 per inch 1"-25" \$250 per inch 26"-50" \$350 per inch 51"-75" \$400 per inch thereafter	Aggregate of DBH of Protected Tree(s) Removed and not mitigated is = 100": (25 x \$150) + (25 x \$250) + (25 x \$350) + (25 x \$400) = \$28,750 contribution

**Schedule A-2
Non-Residential with Finding of Community Benefit
Contribution Rate Schedule**

Aggregate of DBH of Protected Tree(s) Removed and not mitigated is:	Contribution Rate Per Inch	Calculation Example
No more than 25"	\$150 per inch	Aggregate of DBH of Protected Tree(s) Removed and not mitigated is 10": 10 x \$150 = \$1,500 contribution
Greater than 25" but no more than 50"	\$150 per inch 1"-25"	Aggregate of DBH of Protected Tree(s)

	\$250 per inch 26"-50"	Removed and not mitigated is 30": (25 x \$150) + (5 x \$250) = \$5,000 contribution
Greater than 50"	\$150 per inch 1"-25" \$250 per inch 26"-50" \$300 per inch thereafter	Aggregate of DBH of Protected Tree(s) Removed and not mitigated is 100": (25 x \$150) + (25 x \$250) + (50 x \$300) = \$25,000 contribution

COMMENT: This Article seeks to encourage the preservation of trees on private property where significant demolition or construction is occurring by amending the Town's General By-laws.

Hingham has held the designation as a Tree City USA, granted by the National Arbor Day Foundation, for over 30 years. With respect to shade trees, the Town observes Massachusetts General Laws chapter 87 and pursuant to that statute has a Tree Replacement Policy and Tree Ordinance adopted in 2004. The Department of Public Works has regulations concerning Street Trees. The Town Rules and Regulations has policies for governing subdivision of land which provide for review and consideration of the limits of clearing in a subdivision. Tree removal and planting are part of every Site Plan Review by the Planning Board. The Town permitting boards (Zoning Board of Appeals, Planning Board, Conservation, and Board of Health) all consider projects individually and work to mitigate impacts to the landscape. The Conservation Commission's Tree Removal and Replacement Policy regulates construction activity and tree removal within 100' of a wetland and 200' of a river or stream on both public and private property.

The proposed By-law is narrow in scope. It applies only to private property and does not apply to any public safety emergency. The By-law would be triggered by any one of three situations: demolition of a building of 250 square feet or more, building on a vacant lot, or increasing the footprint of a structure by more than 20%. Data on the historical number of projects which would meet these criteria is not readily available but the Department of Community Planning estimates the number is twenty or less per year. Historical data on the number of qualifying trees actually lost in the course of prior projects is also not readily available. The proposal raises private property right concerns - what owners can do with trees on their own property.

Assuming that additional regulation of tree preservation would provide a benefit, the larger question is whether such regulation should be in the form of the proposed By-law or if the By-law could be improved with additional data and input from Town stakeholders. The Citizen Petition for the proposed By-law was received in the Selectmen's Office on January 13, 2020. Typically, a proposed By-law would receive scrutiny from the Town administration, the Selectmen, and all potentially involved Town departments. Such scrutiny, public hearings, and public debate generally serve the Town well in referring By-laws and mitigating against unintended consequences. This process has not occurred with respect to this Article.

The Community Planning Department ("the Department"), comprised of staff and department heads from the Building, Zoning, Planning, Conservation, and Historic Departments, does not presently support this Article. The Department suggests a determination of need based on a review of existing regulations and practices. It questions potential exposure to its staff concerning personal harm or liability to the Town from entry into private property as proposed. It also has concerns about enforcement and dispute resolution. It believes that further regulation of construction on private property should be through a Zoning By-law or through the Town's Rules and Regulations governing the subdivision of land, not a General By-law. The Department of Public Works (which includes the Tree Warden) expressed concerns regarding its employee's entry onto private property, enforcement, and added time and expense.

Additional issues include whether regulations would be necessary for the implementation of the By-law and whether such regulations should be prepared along with a proposed By-law. The proposed By-law speaks to regulations but no regulations have been prepared. Additionally, the financial impact on both private property owners and Town departments should be assessed before any changes are made to the Town By-laws.

The Advisory Committee believes that the preservation of trees within the Town is and will remain an issue in the future particularly in view of climate change. The Advisory Committee supports the establishment of a working group or committee for the study of the need for new tree regulations or to modify existing Town tree regulations and to determine the content of any By-law or regulation determined to be appropriate. The majority of the Advisory Committee believes that the establishment

of such a working group or committee should be left to the discretion of the Board of Selectmen, after that Board has had an opportunity to determine whether such a study would fall within the purview of existing Town Departments or committees or whether a separate working group or committee is appropriate. The minority of the Advisory Committee thought the establishment of a committee should be mandatory.

The Selectmen voted 2-0 in favor of No Action. The Advisory Committee voted 10-3 in favor of No Action.

RECOMMENDATION: That No Action be taken on this Article.

ARTICLE 28: Will the Town approve an Agreement for Payment In Lieu of Taxes beginning in Fiscal Year 2020 by and between TGC III MA Portfolio Operating, LLC (as assigned to TGC III MA Portfolio Operating 1, LLC) and the Town of Hingham for the solar project located at the MBTA Nantasket Junction Station, 190 Summer Street, Hingham, MA, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: The Town has negotiated an agreement with TGC III MA Portfolio Operating, LLC ("the Developer") for a payment in lieu of taxes ("PILOT"). The Developer has a 20-year lease with the Massachusetts Bay Transportation Authority ("MBTA") for the operation of a photovoltaic power plant at the Nantasket Junction Station, located at 190 Summer Street, Hingham, MA. The agreement for the PILOT requires the approval by the Town of Hingham at its Annual Town Meeting during Fiscal Year 2020. If approved, the initial payment attributable to Fiscal Year 2020 will be \$8568. Annual payments will increase in each successive year and in 2039 the annual payment will be \$9,498. The Developer's PILOT to the Town has the effect of reducing the Town's tax rate.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town approve an Agreement for Payment In Lieu of Taxes beginning in Fiscal Year 2020 by and between TGC III MA Portfolio Operating, LLC (as assigned to TGC III MA Portfolio Operating 1, LLC) and the Town of Hingham, made and entered into on July 1, 2019, for the solar project located at the MBTA Nantasket Junction Station, 190 Summer Street, Hingham, MA.

ARTICLE 29: Will the Town approve an Agreement for Payment In Lieu of Taxes beginning in Fiscal Year 2020 by and between TGC III MA Portfolio Operating, LLC (as assigned to TGC III MA Portfolio Operating 1, LLC) and the Town of Hingham for the solar project located at the MBTA West Hingham Station, 20 Fort Hill Road, Hingham, MA, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: The Town has negotiated an agreement with TGC III MA Portfolio Operating, LLC (“the Developer”) for a payment in lieu of taxes (“PILOT”). The Developer has a 20-year lease with the Massachusetts Bay Transportation Authority (“MBTA”) for the operation of a photovoltaic power plant at the West Hingham Station, 20 Fort Hill Street, Hingham, MA. The agreement for the PILOT requires the approval by the Town of Hingham at its Annual Town Meeting during Fiscal Year 2020. If approved, the initial payment attributable to Fiscal Year 2020 will be \$5,601. Annual payments will increase in each successive year and in 2039 the annual payment will be \$6,111. The Developer’s PILOT to the Town has the effect of reducing the Town’s tax rate.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town approve an Agreement for Payment In Lieu of Taxes beginning in Fiscal Year 2020 by and between TGC III MA Portfolio Operating, LLC (as assigned to TGC III MA Portfolio Operating 1, LLC) and the Town of Hingham, made and entered into on July 1, 2019, for the solar project located at the MBTA West Hingham Station, 20 Fort Hill Street Hingham, MA.

ARTICLE 30: Will the Town grant The Hingham Cemetery Corporation permission to use for burial an approximately 2,470 square foot parcel of land abutting existing land of The Hingham Cemetery Corporation at the rear of the property at 24 South Street shown as Assessors Map 61, Lot 129, subject to the approval of the Board of Health of the town, as required by Section 34 of Chapter 114 of the Massachusetts General Laws, or act on anything relating thereto?

(Inserted at the request of John Davenport and others)

COMMENT: This Article asks the Town to permit The Hingham Cemetery Corporation to use for burial purposes certain land (the “Donated Parcel”) abutting the Hingham Cemetery that the owner, Jonathan L.

Bouvé of 24 South Street, has agreed to donate for the cemetery. The Town’s permission is required by Massachusetts General Laws chapter 131, section 34 (“M.G.L. c. 114, § 34”).

The Donated Parcel is a 2,470 square foot rectangular parcel that abuts the Hingham Cemetery on the parcel’s northeast side and southeast side, the back of the Hingham Historical Society’s property on the southwest side, and the remaining portion of Mr. Bouvé’s 24 South Street lot on the northwest side. The parcel is shown as “Parcel A” on a “Plan of Land for 24 South Street in Hingham, MA” dated December 16, 2019, a copy of which is on file with the Hingham Planning Board.

Use of the Donated Parcel as a cemetery requires review by several Town permitting boards. M.G.L. c. 114, § 34 requires that the Board of Health provide written approval of the location of land intended for burial use following notification of all interested persons and a hearing. On February 20, 2020, the Board of Health granted the necessary approval to use the Donated Parcel. The Planning Board has also reviewed the plan that would create the Donated Parcel from the existing parcel at 24 South Street and endorsed it as not requiring approval under the subdivision control law. Lastly, the Donated Parcel lies within Hingham’s Official and Open Space zoning district, in which cemetery use is permitted subject to an A1 special permit of the Zoning Board of Appeals. If this Article is approved by Town Meeting, title to the Donated Parcel will be conveyed to The Hingham Cemetery Corporation, which then will need to apply for such a special permit.

The Hingham Cemetery, established circa 1672, is a 13-acre arboretum, park, and green space open to the public and enjoyed by residents of and visitors to the Town. The Town’s permission to use the Donated Parcel for burials will add significantly to the cemetery’s inventory of burial lots available for sale and will provide additional revenue for maintenance and care of its gardens, lawns, and trees, as well as the recently renovated Ames Chapel, for the enjoyment of residents of and visitors to the Town in perpetuity.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town grant permission to The Hingham Cemetery Corporation to use for burial purposes an approximately 2,470 square foot parcel of land abutting existing land of The Hingham Cemetery Corporation at the rear

of the property at 24 South Street shown as Assessors Map 61, Lot 129, said parcel being shown as "Parcel A" on a "Plan of Land for 24 South Street in Hingham, MA" dated December 16, 2019, a copy of which is on file with the Hingham Planning Board.

ARTICLE 31: Will the Town amend the Zoning By-law of the Town of Hingham, adopted March 10, 1941, as heretofore amended as follows:

Item 1: By amending Section I-I.a by deleting "I-I.6" and inserting "I-I.4" from the first sentence;

Item 2: By amending Section I-I.b by deleting the first word "in" and inserting "In";

Item 3: By amending Section I-I.8.a to insert "For all projects requiring erosion control installation or any clearing" at the start of the first sentence;

Item 4: By amending Section IV-B.6.b. to delete the existing text and insert "all projects that 1) create a land disturbance or an alteration of drainage patterns over an area greater than 5,000 square feet; or 2) create a land disturbance of more than 1,000 square feet in areas with slopes greater than 10%";

or act on anything related thereto?
(Inserted at the request of the Planning Board)

COMMENT: This Article proposes limited amendments to the site plan review provisions of the Zoning By-law. Section IV-B.6 of the Zoning By-law identifies projects subject to site plan review, while section I-I establishes procedures, standards of review, and related administrative matters. The Planning Board is now proposing to amend the threshold for site plan review set forth in section IV-B.6.b by reducing the size of a land disturbance or alteration of a drainage pattern that would trigger such review from 20,000 square feet to 5,000 square feet. Thus, a project that would disturb land or alter drainage patterns over an area greater than 5,000 square feet will require site plan review. The Planning Board also considered requiring site plan review for all projects that "create a land disturbance of more than 1,000 square feet in areas with slopes greater than 10%," but ultimately decided to keep the current threshold of 2,500 square feet in areas with slopes greater than 10% unchanged.

The proposed decrease in the site plan review threshold was motivated in part by repeated expressions of concern from the Superintendent of the Department of Public Works ("DPW") and from the

Chief of Police about problems arising from erosion and stormwater drainage created by construction projects undertaken without site plan review and without methods for addressing potential drainage and siltation problems. During its public hearings this year, the Board was advised of specific locations where construction or land alterations that had not undergone site plan review have resulted in stormwater drainage issues and/or excessive siltation on public ways or abutting properties. Stormwater runoff and excessive siltation have required the DPW and the Police Department to address immediate problems, particularly ice build-up, in public ways. Such problems have also required the DPW to clean the catch basins more frequently. Excessive discharges of siltation into the municipal stormwater system may put the Town at risk of fines for violation of its federal municipal separate storm sewer ("MS4") permit.

Last year the Planning Board elected to study further available options to prevent the occurrence of stormwater drainage and erosion control problems. After additional consideration the Board has now determined that decreasing the threshold for site plan review is necessary to identify and mitigate, during the project design process, the potential adverse impacts of construction projects on neighbors and the public ways. The proposed amendment would accomplish two objectives: (1) confront potential problems in the planning stage when they can most effectively and efficiently be resolved; and (2) place responsibility for addressing the potential problems on the property owner who is doing the development, not the Town or property abutters.

The Article also clarifies that certain requirements in section I-I.8.a for pre-construction meetings apply only to projects requiring erosion control installation or any clearing. Finally, the Article makes a housekeeping change to correct a cross-reference to a subsection of the Zoning By-law. The Planning Board's recommendation deletes a proposal to correct a capitalization error upon advice of Town Counsel that the correction may be made without a By-law amendment.

Approval of this Article requires a two-thirds vote of Town Meeting.

The Planning Board and the Advisory Committee voted unanimously in support of this Article.

RECOMMENDED: That the Town amend the Zoning By-law of the Town of Hingham, adopted

March 10, 1941, as heretofore amended as follows:

Item 1: By amending Section I-I.5.a by deleting “I-I.6” and inserting “I-I.4” from the first sentence;

Item 2: By amending Section I-I.8.a to insert “For all projects requiring erosion control installation or any clearing” at the start of the first sentence; and

Item 3: By amending Section IV-B.6.b to replace the existing text of subsection 1) with “would 1) create a land disturbance or an alteration of drainage patterns over an area greater than 5,000 square feet;”

ARTICLE 32: Will the Town amend the Zoning By-law of the Town of Hingham, adopted March 10, 1941, as heretofore amended as follows:

Item 1: By amending Section III-G.4.c.iii by deleting the word “become” and inserting the word “becoming”;

Item 2: By amending Section III-G.6.b.ii to delete “street level story” and insert “ground floor”;

Item 3: By amending Section III-G.6.c.i to delete the existing text in its entirety and insert “A commercial use shall be located at the ground floor facing the street(s) on which the parcel has frontage or facing the Station Street parking lot. The commercial use must include not less than 80% of the linear width of the structure facing the street and must comprise not less than 80% of the footprint of the structure.”;

Item 4: By amending Section III-G.6.c.ii to insert the following language at the start of the section “Dwelling units shall be located above ground floor. No dwelling units shall be permitted below the ground floor. In the event of a building with multiple ground floors the residential use shall be above the higher of the two ground floors”;

Item 5: By amending Section III-G.7.a.vi. to delete “ground level” and insert “ground floor”;

or act on anything related thereto?
(Inserted at the request of the Planning Board)

COMMENT: The Planning Board seeks to amend Section III-G of the Town’s Zoning By-law, which pertains to the Downtown Hingham Overlay District (“DHOD”). The purpose of the DHOD is to protect and promote the viability and value of business and

residential properties located in the DHOD in a manner consistent with Hingham’s historic character. The DHOD consists of parcels in the underlying Business District A extending from the intersection of South Street and Bates Way to the west to the intersection of Summer Street, Green Street and Chief Justice Cushing Highway to the east.

This Article clarifies requirements for mixed-use commercial/residential buildings in the DHOD and specifies the amount and location of commercial use that must be provided in such projects. Commercial/residential buildings are intended to have the first floor devoted primarily to commercial use with dwellings primarily confined to upper floors. The proposed amendment which was modified from the original language of the Article after considerable discussion by the Planning Board, specifies that 65% of the linear width of the ground floor and 55% of the area of the ground floor must be commercial. However, in recognition of the unique characteristics of the downtown streetscape, the amendment allows each of these percentages to be reduced to not less than 40% if the Board of Appeals finds both that (i) the reduction is needed to comply with a Planning Board parking determination and (ii) the reduction in ground floor commercial use does not have a negative impact on the streetscape, with the goal of having a walkable commercial district. Commercial uses also may be located above the ground floor.

Further, the existing By-law provision requires the commercial use to face the street. Under the amendment, commercial use may instead face the Station Street parking lot.

The By-law currently prohibits dwelling units below the ground floor. This Article continues that ban but provides that in buildings with two ground floors, due to the slope of the land, residential use may occur on both ground floors as long as the stated percentages for commercial use are maintained.

The Article also seeks to clarify language of the Zoning By-law and make it consistent throughout. There are minor grammatical edits and conforming changes to an existing definition in the Zoning By-law.

Approval of this Article requires a two-thirds vote of Town Meeting.

The Planning Board and the Advisory Committee voted unanimously in support of this Article.

RECOMMENED: That the Town amend the Zoning By-law of the Town of Hingham, adopted

March 10, 1941, as heretofore amended as follows:

Item 1: By amending Section III-G.4.c.iii by replacing the clause “prevent umbrellas from become flying projectiles” with “prevent umbrellas from becoming flying projectiles”;

Item 2: By amending Section III-G.6.b.ii to replace “street level story” with “ground floor”;

Item 3: By amending Section III-G.6.c.i to replace the existing text in its entirety with: “A commercial use shall be located at the ground floor facing the street(s) on which the parcel has frontage or facing the Station Street parking lot. The commercial use must occupy not less than 65% of the linear width of the structure facing the street and must comprise not less than 55% of the area of the ground floor of the structure; provided, however, that the Board of Appeals may approve a lesser percentage of linear width or area of the ground floor (but not less than 40%) upon making the following findings:

(x) with respect to parking (A) the Planning Board has made a determination pursuant to a Special Permit A3 as to the minimum required on-site parking for such site and (B) the reduction in required commercial use along the linear frontage or within the area of the ground floor of the structure is necessary for satisfying such parking determination; and

(y) such reduction in commercial use along the linear frontage or within the area of the ground floor of the structure is consistent with Section III-G.1 and 2, and is not detrimental to the streetscape along which the structure is located.”;

Item 4: By amending Section III-G.6.c.ii to insert the following language at the start of the section: “Dwelling units shall be located above the ground floor. No dwelling units shall be permitted below the ground floor. In the event of a building with multiple ground floors due to topography the residential use may occur at different elevations in the same building but shall always be above the respective ground floors as long as the percentages are consistent with Section III-G.6.c.i.”;

Item 5: By amending Section III-G.7.a.vi. to replace “ground level” with “ground floor”; and

Item 6: By replacing the definition of “Commercial/Residential Building” with the following: “A building containing commercial uses on the ground floor and a dwelling unit or dwelling unit(s) above the ground floor. A Commercial/Residential Building may also contain commercial uses above the ground floor, but in no event shall residential uses be permitted on or below the ground floor, except as expressly provided in this By-law.”

ARTICLE 33: Will the Town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, as follows:

Item 1: Amend Section III-I,1.D.(i) by replacing the reference to “Single-Family or Two-Family residential use” where it appears in parentheses with “Single-Family Dwelling or Two-Family Dwelling”;

Item 2: Replace Section III-I,1.D.(iii)a. in its entirety as follows: “This subsection (iii) shall not apply to and shall not prohibit the conforming use of a building or structure that would be a lawful nonconforming building or structure if it had not been deemed discontinued or abandoned hereunder as a Single-Family Dwelling or a Two-Family Dwelling, provided, however, that any alteration, reconstruction, addition, extension, or structural change to the building or structure shall (i) maintain or improve the dimensional conditions that were once nonconforming until abandoned or discontinued and (ii) any addition or extension to the building or structure conforms to the applicable height and yard dimensions under Section IV-A.” and

Item 3: Insert after Section III-I,1.D.(iii)b. the following: “Nonconforming conditions reestablished pursuant to the above exceptions shall no longer be considered nonconforming once a building permit or special permit has issued.”

or act on anything related thereto?
(Inserted at the request of the Zoning Board of Appeals)

COMMENT: This Article seeks to amend the Hingham Zoning By-law with respect to the abandonment or discontinuance of nonconforming Single-Family and Two-Family Dwellings.

Among other things, the By-law establishes appropriate uses and dimensional requirements throughout Hingham’s various zoning districts. Uses that are in accordance with permitted uses in a given district, such as a retail store in a business district or a Single-Family Dwelling in a residential district, are

referred to as “conforming” uses. Similarly, structures that are in accordance with permitted dimensions in a given district, such as a building that does not infringe on required property line setback dimensions, are referred to as “conforming” structures.

Conversely, “nonconforming” conditions can relate to a use, such as a retail store located in a residential district, or a dimension, such as a structure located 15 feet from a property line in a district where a 25-foot setback is required by the By-law. In order to be considered legally nonconforming, and therefore protected, the condition (i.e. the use or the dimension) must have existed prior to the adoption of the zoning regulation that made it unlawful. These legally nonconforming uses and structures are commonly referred to as “grandfathered,” which generally means that they can be maintained and improved under certain circumstances.

However, once abandoned or no longer used for a certain period of time, legally nonconforming conditions may lose their protected status absent some local exemption provided by the Town that allows the condition to be reestablished. This Article provides more detail regarding such a local exemption in the By-law.

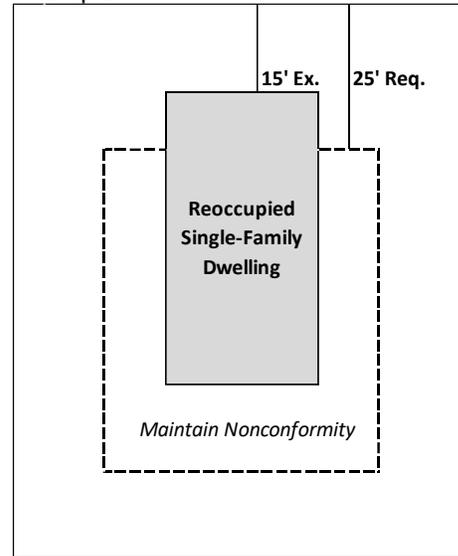
Section III-I, D of the Zoning By-law regulates the abandonment or discontinuance of nonconformities and establishes parameters for when they might be reestablished. The Hingham Zoning Board of Appeals (“the Board”) proposed this amendment to specify the exemptions that relate to abandoned or discontinued nonconforming Single-Family and Two-Family Dwellings.

The proposed amendment more clearly states than the existing language that a conforming Single-Family or Two-Family Dwelling use may be reestablished in a dimensionally nonconforming structure that had been abandoned or discontinued for a period of more than two years. Discontinued, in this context, means not used or occupied.

The amendment also restricts changes that could be made to the building or structure in reestablishing the conforming use. These changes are limited to any alteration, reconstruction, addition, extension, or structural change that does not extend the yard and/or height dimensional conditions that were nonconforming at the time the building or structure was abandoned or discontinued. Nonconforming lot dimensions, including area and frontage, may also be maintained such that a conforming Single-Family or Two-Family use could be reestablished within a

nonconforming structure on an undersized lot or one with deficient frontage. Any changes to such structures that do not extend the nonconforming yard or height conditions would likewise not be considered an extension of the nonconforming lot conditions.

Example #1:



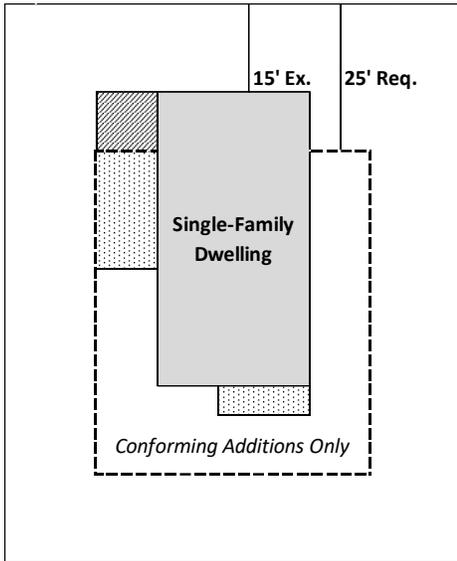
This dimensionally nonconforming structure (15 feet from front property line in a district with 25-foot setback required) had been abandoned. The amendment makes clear that despite its having been abandoned, the conforming use as a Single-Family Dwelling may be reestablished in the existing structure.

In addition, this structure could be reconstructed provided that the resulting structure does not extend the nonconforming dimension(s), whether they be yard or height dimensions or both. With the amendment, this structure could be reconstructed on the existing footprint, continuing the pre-reconstruction nonconforming dimensions, but not extending any dimensional non-conformity. Reconstructing and reducing any non-conforming dimensions would also be permitted.

Example #2:

The dimensionally nonconforming structure shown in Example #2 can be added to or expanded provided such addition or expansion complies with current height and yard dimensional requirements. As shown below, the crosshatched section (upper left-hand corner) would not be allowed as it would extend, or increase, the yard dimensional nonconformity by adding more structure within the required 25-foot front yard setback. The non-crosshatched additions would

be permitted as they do not increase or extend a dimensional nonconformity.



Finally, this amendment is not intended to permit an abandoned or discontinued nonconforming Single-Family and Two-Family Dwelling to be demolished and reconstructed at a later date. The use of the term “reconstruction” is intended to allow demolition and reconstruction as one continuous process, not two separate processes separated by an extended period of time.

Approval of this Article requires a two-thirds vote of Town Meeting.

The Planning Board and the Zoning Board of Appeals unanimously approved this Article. The Advisory Committee voted unanimously in support of this Article.

RECOMMENDED: That the town amend the Zoning By-law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, as follows:

Item 1: amend section III-I,1.D.(i) by replacing the reference to “Single-Family or Two-Family residential use” where it appears in parentheses with “Single-Family Dwelling or Two-Family Dwelling”;

Item 2: replace section III-I,1.D.(iii)a. in its entirety with the following: “This subsection (iii) shall not apply to and shall not prohibit the conforming use as a Single-Family Dwelling or a Two-Family Dwelling, as applicable, of a building or structure

that would be a lawful nonconforming building or structure if it had not been deemed discontinued or abandoned hereunder; provided, however, that section III-I, 2 shall not apply and any alteration, reconstruction, addition, extension, or structural change to such building or structure shall not extend the yard and/or height dimensional conditions that were nonconforming at the time the building or structure was abandoned or discontinued.”;

Item 3: in section III-I,1.D.(iii)b., replace the reference to “subsection (iii) “a”” to “subsection (iii)a.”; and

Item 4: insert after section III-I,1.D.(iii)b. The following: “a building or structure reestablished pursuant to the above exceptions (iii)a or (iii)b shall no longer be considered nonconforming once a building permit or special permit has issued.”

ARTICLE 34: Will the Town amend the Zoning By-Law of the Town of Hingham, adopted March 10, 1941, as heretofore amended as follows:

Item 1: By amending Section III-C, 1 by deleting the following text: “25023C0018J, 25023C0019J, 25023C0038J, 25023C0081J, 25023C0082J, 25023C0083J, 25023C0084J, 25023C0091J, 25023C0092J, 25023C0101J, 25023C0102J, 25023C0103J, 25023C0104J, and 25023C0111J, dated July 17, 2012, and” and inserting the following text: “25023C0016J, 25025C0017J, 25023C0018J, 25023C0019J, 25023C0038J, 25023C0081J, 25023C0082J, 25023C0083J, 25023C0084J, and 25023C0102J, dated July 17, 2012, and 25023C0091K, 25023C0092K, 25023C0101K, 25023C0103K, 25023C0104K, and 25023C0111K, dated July 22, 2020,”; and

Item 2: By replacing the current map “Zoning Part B: Floodplain Protection Overlay District” with an updated map with the same title that (1) shows the updated floodplain information on the following panels: 25023C0091K, 25023C0092K, 25023C0101K, 25023C0103K, 25023C0104K, and 25023C0111K, (2) replaces the date with April 2020, and (3) in the footnote, replaces the phrase “Flood zone designations are based on 2012 Flood Insurance Rate Maps”, with the phrase “Flood zone designations are based on 2012 and 2020 Flood Insurance Rate Maps”; or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: The Floodplain Protection Overlay District was established in 1969 in response to the creation of the National Flood Insurance Program (“NFIP”) and the development of the first set of national Flood Plain maps. Section III-C of the Zoning By-Law, which implements the floodplain protection program, has since been periodically revised to keep pace with current Flood Plain maps. The most recent substantial revision occurred in 2012, and several minor revisions have been made since that time.

Recently, the Federal Emergency Management Agency (“FEMA”) completed a comprehensive re-evaluation of flood hazards in Plymouth County, resulting in the preparation of a new Flood Insurance Rate Map (“FIRM”), the document used to identify which areas lie within the ambit of the NFIP. The revised FIRM was appropriately publicized, and the statutory appeal period has now expired. The new FIRM will become effective in Hingham on July 22, 2020.

Federal law requires the Town, as a condition of its continued participation in the NFIP, to regulate activities located in Flood Hazard areas as reflected in the new maps. One of the purposes of Section III-C of the Zoning By-Law is to provide the required regulation. Accordingly, the updates proposed by this Article are necessary for the Town to remain in compliance with the federal program and thus to make federal flood insurance available to residents.

Adoption of this Article requires a two-thirds vote of Town Meeting.

The Advisory Committee and the Planning Board voted unanimously in support of this Article as revised.

RECOMMENDED: That the Town amend the Zoning By-law of the Town of Hingham, adopted March 10, 1941, as heretofore amended, as follows:

Item 1: By amending Section III-C, 1 to replace the following text in the third sentence thereof: “The map panels of the Plymouth County FIRM that are wholly or partially within the Town of Hingham are panel numbers 25023C0018J, 25023C0019J, 25023C0038J, 25023C0081J, 25023C0082J, 25023C0083J, 25023C0084J, 25023C0091J, 25023C0092J, 25023C0101J, 25023C0102J, 25023C0103J, 25023C0104J, and 25023C0111J, dated July 17, 2012, and” with the following text: “The map panels of the Plymouth County FIRM that are wholly or partially within the Town of

Hingham are panel numbers 25023C0016J, 25023C0017J, 25023C0018J, 25023C0019J, 25023C0038J, 25023C0081J, 25023C0082J, 25023C0083J, 25023C0084J, and 25023C0102J, dated July 17, 2012, and 25023C0091K, 25023C0092K, 25023C0101K, 25023C0103K, 25023C0104K, and 25023C0111K, dated July 22, 2020, and”;

Item 2: By amending Section III-C, 1 to replace the fourth sentence thereof with the following: “The applicable FIRM and Flood Insurance Study (FIS) reports are incorporated herein by reference and are on file with the Town Clerk, Building Department, and Conservation Commission.”; and

Item 3: By replacing the current map “Zoning Part B: Floodplain Protection Overlay District” with an updated map with the same title that (1) shows the updated floodplain information on the following panels: 25023C0091K, 25023C0092K, 25023C0101K, 25023C0103K, 25023C0104K, and 25023C0111K; (2) replaces the date with April 2020, and (3) in the footnote, replaces the phrase “Flood zone designations are based on 2012 Flood Insurance Rate Maps”, with the phrase “Flood zone designations are based on 2012 and 2020 Flood Insurance Rate Maps”.

ARTICLE 35: Will the Town transfer a sum of money from the Receipts Reserved for Appropriation Fund: Insurance Recovery in Excess of \$150,000 for use by the School Department, or act on anything relating thereto?
(Inserted at the request of the School Committee)

COMMENT: Massachusetts General Laws Chapter 44, Section 53 requires the expenditure of insurance recoveries in excess of \$150,000 be subject to a vote of Town Meeting prior to final expenditure.

In May 2019, Hingham High School suffered extensive damage due to a fire. Damage was caused by both the fire and the water used to extinguish the blaze. The total cost of the necessary repairs was in excess of \$150,000. The required repairs were made and paid for by the School Department with the expectation that it would be reimbursed by the Town once the insurance claim was settled. The Town received \$439,747.25 from the insurance company as reimbursement of costs associated with the final repairs.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town transfer \$439,747.25 (the amount of the settlement) from the Receipts Reserved for Appropriation Fund: Insurance Recovery in Excess of \$150,000 for use by the School Department.

ARTICLE 36: Will the Town transfer a sum of money from the Receipts Reserved for Appropriation Fund: Insurance Recovery in Excess of \$150,000 for use by the School Department, or act on anything relating thereto?

(Inserted at the request of the School Committee)

COMMENT: Massachusetts General Laws chapter 44, section 53 requires the expenditure of insurance recoveries in excess of \$150,000 be subject to a vote of Town Meeting prior to final expenditure.

In August 2019, East School was extensively damaged due to flooding caused by an open water valve. Total cost of the necessary repairs was in excess of \$150,000. Payment for the repairs was made by the School Department with the expectation that it would be reimbursed once the insurance claim was settled. The Town received \$461,078.05 from the insurance company as reimbursement of costs associated with the final repairs.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town transfer \$461,078.05 (the amount of the insurance settlement) from the Receipts Reserved for Appropriation Fund: Insurance Recovery in Excess of \$150,000 for use by the School Department.

ARTICLE 37: Will the Town, (1) pursuant to M.G.L. Chapter 82, Section 21, discontinue all or portions of that portion of the public way known as Old Derby Street as shown on a plan entitled "Old Derby Street Partial Discontinuance Plan", Progress Print, dated January 16, 2020, prepared by CHA Companies (the "Plan"), such portions being shown on the Plan as (a) "Portion A of 1929 Old Derby Street Town Layout #2604 To Be Discontinued" containing 5,501 square feet, and (b) "Portion B of 1929 Old Derby Street Town Layout #2604 To Be Discontinued" containing 3,445 square feet and (2) authorize, but not require, the Board of Selectmen, pursuant and subject to M.G.L. Chapter 40, Sections 3, 15 and 15A, as applicable, and Article 5, Section

4A of the Town of Hingham General Bylaws, to dispose of all or any portion of said Portion A and said Portion B as shown on the Plan, for a minimum of \$1.00 and on such other terms and conditions as the Board of Selectmen deem in the best interests of the Town, for any use permitted or allowed in the Industrial Park Zoning District, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: This Article would discontinue the use as a public way of two portions of Old Derby Street identified on the Old Derby Street Discontinuance Plan as Portion A and Portion B, and would authorize but not require the Board of Selectmen to dispose of all or any of the discontinued area. The Assessor's Office has valued Portion A (5,501 square feet) at \$28,600 and Portion B (3,445 square feet) at \$17,900. Approval of this Article grants the Board of Selectmen the right to dispose of the properties without a full Request for Proposal process because the Town has the right under state law to so dispose of real property valued under \$35,000.

The reason for the discontinuance relates to the Massachusetts Department of Transportation's ("Mass DOT") Derby Street corridor project. The two ends of Old Derby Street (where they met Derby Street) have been misaligned since the 1950s, resulting in significant safety issues. Mass DOT agreed to include realignment of Old Derby and installation of a traffic light in the project.

This realignment has had a substantial impact on the land on the south side of Derby Street, creating a new southern spur of Old Derby Street which resulted in a four-way intersection with the new traffic light. Mass DOT took the new portion of Old Derby Street in fee (at Mass DOT's cost) in the name of the Town. As a result, the new portion of Old Derby is legally part of the Town's right of way and the Town is responsible for its maintenance.

The result is that the two portions of roadway referenced above are now "orphan" parcels of Old Derby Street. The south side of the original Old Derby Street no longer connects to Derby Street and does not serve any use for the public. The Department of Public Works would prefer not to maintain the two parcels that are no longer needed to access Derby Street or any of the abutting lots. The Town has no use for either of these parcels as they now exist. Additionally, abutting property owners have expressed interest in purchasing the parcels if Town Meeting approves this Article.

Approval of this Article requires a two-thirds vote of Town Meeting.

The Advisory Committee, Board of Selectmen, and Planning Board voted unanimously in favor of this Article.

RECOMMENDED: That the Town, (1) pursuant to M.G.L. chapter 82, section 21, discontinue portions of the public way known as Old Derby Street as shown on a plan entitled “Old Derby Street Partial Discontinuance Plan”, Progress Print, dated January 16, 2020, prepared by CHA Companies (the “Plan”), such portions being shown on the Plan as (a) “Portion A of 1929 Old Derby Street Layout #2604 To Be Discontinued” containing 5,501 square feet, and (b) “Portion B of 1929 Old Derby Street Layout #2604 To Be Discontinued” containing 3,445 square feet and (2) authorize, but not require, the Board of Selectmen, pursuant and subject to M.G.L. chapter 40, sections 3, 15 and 15A, as applicable, and article 5, section 4A of the Town of Hingham General Bylaws, to dispose of all or any portion of said Portion A and said Portion B as shown on the Plan, for a minimum of \$1.00 and on such other terms and conditions as the Board of Selectmen deem in the best interests of the Town, for any use permitted or allowed in the Industrial Park Zoning District.

ARTICLE 38: Will the Town authorize, but not require, the Board of Selectmen to accept grants of easements for streets, water, drainage, sewer and utility purposes or any public purpose on terms and conditions the Board deems in the best interest of the Town, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: The Town benefits from many easements over private property throughout Hingham. From time to time, the Town, particularly its Department of Public Works, requires new easements in order to complete roadway and other public works projects. At times, the Town receives requests from private property owners to relocate easements held by the Town on their property. Under Massachusetts law, Town Meeting approval is required for the Board of Selectmen to accept such easements.

This Article would allow the Board of Selectmen to accept such easements during the coming year and thus avoid potentially expensive delays and inconvenience to projects that benefit the Town. This Article is intended solely to cover easements

voluntarily granted to the Town and would not allow the Board of Selectmen to accept easements that require funds to acquire them. Furthermore, the authority conferred by this Article is not unlimited in time; it is limited to the coming year. If continuing authority is required, the next Annual Town Meeting may be asked to approve it.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town authorize, but not require, for a period through April 30, 2021, the Board of Selectmen to accept grants of easements for purposes of streets, sidewalks, or pedestrian walkways, or water, drainage, sewage, or utility facilities on terms or conditions that the Board deems in the best interests of the Town.

You are hereby also directed to notify and warn the inhabitants of the Town of Hingham qualified to vote in Town affairs to meet at three designated polling places in said Town of Hingham according to their precinct, to wit: Precinct 1, 2, 3 and 4: High School, 17 Union Street; Precincts 5, 5a, and 6: Middle School, 1103 Main Street on SATURDAY, the twenty-seventh day of June at EIGHT O’CLOCK in the forenoon, then and there to give their votes on the official ballot for:

A Moderator to serve one year, a Selectman to serve three years; an Assessor to serve three years; one member of the Board of Health to serve three years; two members of the School Committee to serve three years; a member of the Planning Board to serve five years; a member of the Sewer Commission to serve three years; a member of the Recreation Commission to serve five years; a member of the Housing Authority to serve five years; and a member of the Municipal Light Board to serve three years.

Hereof fail not and make due return of this warrant with your doings thereon to the Town Clerk on or before the fifth day of June 2020.

Given under our hands at Hingham this twenty-second day of May 2020.

Karen A. Johnson, Chair
Mary M. Power
Joseph M. Fisher

BOARD OF SELECTMEN

A true copy
Attest:

Kathleen A. Peloquin
Constable of Hingham
May 27, 2020

By virtue of the within warrant I hereby certify that I have noticed and warned the inhabitants of the Town of Hingham, qualified to vote in Town affairs to meet at the time and place indicated in the above warrant by causing an attested copy thereof to be published in The Hingham Journal seven days at least before the day appointed for said meeting. It was presented and posted by the Town Clerk in the Town Hall of this date.

Kathleen A. Peloquin
Constable of Hingham
May 27, 2020

REPORT OF THE CAPITAL OUTLAY COMMITTEE

I. OVERVIEW

The Capital Outlay Committee (“COC”) is charged with:

- A. Ascertaining the capital outlay requirements of various Town departments, boards, and committees over the next five years. Capital assets considered by COC typically have a useful economic life of more than five years and cost more than \$10,000 or are otherwise classified as fixed assets on the Town's financial statements.
- B. Analyzing and evaluating proposed capital expenditures for all Town departments, boards, and committees and making recommendations to the Board of Selectmen (“Selectmen”) and the Advisory Committee (“Advisory”). COC recommendations are developed as follows:
 - 1. Departments submit requests for the next five years.
 - 2. COC reviews requests with the department heads, boards, and committees.
 - 3. Needs are determined and possible alternatives are discussed.
 - 4. COC makes its recommendations to Selectmen and Advisory.
 - 5. Selectmen accept, alter, or reject COC’s recommendations and forward them to Advisory.
 - 6. Advisory makes the final capital recommendations to Town Meeting.

COC reviewed the capital requests from the various Town departments for Fiscal Year (“FY”) 2021 and herein submits its recommendations for FY 2021, as well as general projections of capital needs for the following four fiscal years.

COC’s recommendations for FY 2021 are based on the assessment of need. Capital items, for the most part, consist of the Town’s infrastructure and the equipment to support that infrastructure. Over the long run, most capital spending on infrastructure is not discretionary. The Five-Year Capital Plan includes all proposed capital projects, including buildings and capital equipment that may require funding via borrowing.

At the start of the budget process, each department was requested to produce a realistic five-year capital outlay plan. The plan was compared to the prior year’s five-year capital outlay plan and departments were asked to explain significant changes.

FY 2021 Capital recommendations by Funding Sources are summarized below:

	COC	Warrant Articles*	Total
Tax Levy	\$2,487,066	\$0	\$2,487,066
Municipal Waterways Fund (Harbormaster)	\$58,500	\$0	\$58,500
Available Reserves	\$284,500	\$1,075,000	\$1,359,500
User Rates/Charges	\$726,000	\$4,900,000	\$5,626,000
Borrowing	\$0	\$646,000	\$646,000
Other Funding Sources	\$0	\$575,000	\$575,000
Total:	<u>\$3,556,066</u>	<u>\$7,196,000</u>	<u>\$10,752,066</u>

*To be voted on at this Annual Town Meeting

II. NOTABLE RECOMMENDATIONS

Below are the notable COC recommendations for FY 2021 (see the FY 2021 Five Year Capital Plan for full detail by department):

Police Department

\$300,000 to replace seven police vehicles.

Public Works - Highway/Recreation/Tree & Park/Engineering

\$164,500 to replace an International heavy-duty dump truck with a sander and plow.

Transfer Station/Recycling

\$120,000 to replace a John Deere 544K front end wheel loader.

School Department

In accordance with Massachusetts General Law, Chapter 71, Section 34, the total capital appropriations made to the School Department are under the School Committees authority and can be allocated to capital expenditures at their discretion. As such, the COC's capital recommendations for the School Department can be reallocated to other capital expenditures as ultimately determined by the School Committee.

Plymouth River Elementary School: \$80,000 to renovate the main entrance and incorporate a security vestibule requiring entrance through two-layers of locked doors.

School/System Wide: \$240,780 for school baseline technology replacements; \$199,300 for major infrastructure which includes \$80,000 for Middle School Chromebook replacements; and \$90,000 to upgrade the school wide radio system to digital.

III. LONG-RANGE CAPITAL PLANNING

Capital funding is required for operating assets, building infrastructure subsystems and new buildings and facilities:

- Operating Assets: The primary funding source for the Five-Year Capital Plan included with this report is the Tax Levy, which comes from the Operating Budget. Since these funds are limited, historically, the Five-Year Capital Plan has focused on operating assets such as information technology, security, vehicles, equipment, public safety and some building infrastructure (major repairs, replacements and upkeep).
- Building Infrastructure Subsystems: The Town has yet to embrace past COC recommendations for a Study of Town-Owned Buildings and Facilities. This study will provide an inventory of all key components in existing Town buildings and facilities, identifying the current age and condition of each subsystem, which will result in a long-term replacement plan of ten to twenty years. This will provide Town management and citizens a more proactive quantitative and qualitative approach to the Town's capital requirements. Some of these subsystem replacements are included in operating asset funding but this is usually when the component is experiencing significant failure and in desperate need of replacement. COC realizes that some of this is due to budget limitations but the Town must identify and plan for these expenditures in advance.
 - The proposed FY 2021 Town-wide Facilities Study warrant article requests funding for an independent review of existing municipal and school facilities, which would include an analysis of space and service demands and deficiencies and provide a summary report

detailing findings, providing options, and estimating the general cost of those options. The COC strongly supports this warrant article to analyze the current space utilization of the Town's buildings and facilities. This is a solid first step by the Town to adopt the COC Town-Owned Building and Facilities study recommendation. The COC encourages the Town to continue prioritizing building and facility management initiatives in the future.

- **New Buildings and Facilities:** Funding for larger building and infrastructure capital projects is typically requested through a Warrant Article since amounts exceed the COC's operating funding capacity, will be funded by sources other than the Tax Levy (Borrowing, Available Reserves, etc.) and require approval at Town Meeting. Over the last few years, as several major projects have been proposed, COC determined that the best practice for reporting and disclosure is as follows:
 - If a project is at the Feasibility Study stage, then only the study amount will be included on the Five-Year Capital Plan with a footnote about the project since including the actual project presumes it will proceed.
 - If a project is at the Design & Bid stage, then an estimated project cost will be included, if reasonably determinable, on the Five-Year Capital Plan. A footnote may be included to provide additional information.
 - If a project is at the Renovation/Construction stage, then the project cost will be included on the Five-Year Capital Plan. A footnote may be included to provide additional information.
 - If a project is being contemplated but it is too premature for estimates, then a footnote will be included describing the project and the amount will be "To Be Determined".

Note: all large-scope projects of this nature would likely be accompanied by a Warrant Article and subject to approval at Annual Town Meeting.

If a project is in the pre-feasibility stage or in between the above stages, it may create a reporting gap. In an effort to close this gap and provide a more long-term and complete picture of the Town's capital needs, COC is including the following summary of building and facility needs by department:

2020 Annual Town Meeting - Capital Project Warrant Articles:

Department	Warrant Article*	Need	Cost Estimate
Police & Fire Departments	Public Safety Facility	Feasibility study and conceptual design documents for Public Safety Facility (new Police Headquarters and North/Torrent fire station replacement)	\$250,000
Town Hall: Senior Center	Funds for Senior Center Renovations	Design and construction documents for expansion & major renovations of existing Senior Center & Police Department space	\$525,000
Town Hall: IT Department	Funds for IT Department Upgrades	Design, engineering services, and renovation of the Town Hall data center	\$296,000
Board of Selectmen	Town Wide Facilities Study	Independent review of existing municipal and school facilities, including an analysis of space and service demands and deficiencies and provide a summary report detailing findings and providing options	\$300,000
Recreation Commission	Community Preservation Committee	Repair six tennis courts at Plymouth River School (CPC funding)	\$75,000
South Shore Country Club	Community Preservation Committee	Design and construction documents for new seasonal pool facility (CPC funding)	\$500,000

South Shore Country Club	Maintenance Facility for the South Shore Country Club	Design and construction of new maintenance facility (financed through Town debt and repaid from SSCC User Rates/Charges)	\$2,200,000
School Department: Foster Elementary	Additional Funds for Foster School Feasibility Study	Additional feasibility study funding for new school building (incremental to \$750,000 funding approved at 2017 Annual Town Meeting)	\$350,000
Weir River Water System	Water System Capital Improvements	Capital Improvements to Water System upon Town ownership (financed through Town debt and repaid from Water System User Rates/Charges)	\$2,700,000
TOTAL			\$7,196,000

*Refer to specific warrant articles for additional information

Large Capital Project Outlook:

<u>Department</u>	<u>Need</u>	<u>Preliminary Estimate</u>
Police & Fire Departments	Public Safety Facility (new police headquarters and North/Torrent fire station replacement): building and land acquisition	\$28,000,000
Fire Department	New South Fire Station	To be determined
Town Hall:		
Senior Center	Expansion & major renovation of existing Senior Center & Police Department space	\$8,000,000
Recreation Center	Major renovation of existing space or new building	To be determined
Harbor Improvements	Repair and restoration of Town-owned Wharves (may be offset by some grant money)	To be determined
Library	Renovation and expansion	To be determined
South Shore Country Club	New seasonal pool facility	\$7,000,000
School Department:		
Foster Elementary**	New school building (net of MSBA funding grant being pursued to qualify for reimbursement of up to an estimated 31% of expended costs of \$60M)	\$41,400,000
Plymouth River Elementary	Window replacement (net of \$1M funding from Broadstone Bare Cove Alliance)	\$1,500,000
High School	Boiler replacement	\$2,171,553
High School	Expansion and renovation of Health and Wellness Center	To be determined
South Elementary	New roof replacement	\$1,500,000

Disclaimer: The amounts noted above are preliminary estimates and may be subject to significant change.

**The School Department has been working toward receiving partial funding from the Massachusetts School Building Authority (MSBA), a state funded grant program for school building construction and renovation projects. In December 2019, the MSBA voted to invite the William L. Foster Elementary School into its eligibility period, during which time specific plans will be formulated with input from the community.

IV. COMMENTS AND RECOMMENDATIONS

Several years ago, COC recommended that additional funds be made available in future years for replacement of capital items, in order to prevent a significant negative impact to the Town's capital base. The Town has made solid progress in increasing the funding available for capital items, with increasing amounts to capital over the last several years. Specifically, the Town has committed additional capital funding each year beginning in FY 2016 resulting in a capital outlay budget of \$2,500,000 in FY 2021. This additional capital funding eliminated the backlog created during previous years of capital

underfunding and brought the capital plan in compliance with the Town's Financial Policy, which states capital expenditures (excluding those financed by debt or user rates/charges) should be between 2% and 5% of the Town's Operating Budget. From FY 2015 to FY 2021, expenditures are within this range, but in three of the last ten years, this percentage was below the 2% required minimum.

Adequate capital funding is necessary in order to properly manage replacement and maintenance of Town-owned assets. A lack of sufficient capital funding may result in increased repairs and ultimately higher costs when those capital items are replaced. It is preferable to be proactive instead of risking the failure of one or more systems and spending more funds to remedy an emergency situation.

The Town must continue to increase capital funding in order to keep pace with the operating budget, allow for proper maintenance of the Town's significant capital base and comply with the Town's Financial Policy. There are numerous building and renovation projects planned for the future and COC is concerned that while the Town may have the debt capacity to fund these projects, there will be an increased capital funding requirement to maintain assets, putting additional pressure on capital funding from the operating budget. The Town's long-term capital needs will continue to be discussed but we must balance our long-term needs with our current capital funding limitations.

Further, with an increase in the Town's capital base there will be a greater need to establish a formal system to track and monitor building assets and sub-systems. It is critical for the Town to accurately identify and quantify the ongoing capital needs of all Town-owned assets, including facilities and their related subsystems, so that these expenditures can be anticipated and included in long-range plans. COC continues to be concerned that expenses related to all capital assets of the Town have not been reflected in the Five-Year Capital Plan. This issue was first mentioned in the Report of the Capital Outlay Committee in the 2012 Warrant. Specifically, COC was concerned that major expenditures, such as the repair/refurbishment of all Town-owned real estate, were not in the capital budget. As a result, COC recommended an externally prepared comprehensive multi-phase Study of Town-Owned Buildings and Facilities and subsequently a Town Facilities Manager to oversee these assets. Neither recommendation has been adopted to date.

At a minimum, COC encourages the Town to develop a comprehensive survey of all components (e.g., roofs, windows, heating, ventilation, air conditioning, plumbing, etc.) of each facility. This information could be used to create a database containing the repair/replacement schedule for all facilities and the related subsystems. Town department heads and committees could use this data to understand the ongoing capital requirements related to the facilities for each year and to proactively manage the repair/replacement process on a comprehensive basis.

The Capital Outlay Committee thanks the Advisory Committee, Board of Selectmen, Town Administrator, Assistant Town Administrator, and Town department heads for their support. Their contributions are critical to the budget process, and we extend our appreciation for their dedication and hard work.

Eric Valentine, Chair
Matt Goulet
Kevin Flaherty
Libby Claypoole, Advisory Committee
Davalene Cooper, Advisory Committee
Jean Montgomery, Treasurer-Collector *ex-officio member* (non-voting)

FY2021 Five Year Capital Plan

Department/Category	FY2021	FY2022	FY2023	FY2024	FY2025
<u>122 SELECTMEN:</u>					
Public Safety Facility Feasibility and Design (Footnote #11)	\$250,000				
Design & Engineering Funds for Senior Center Renovation (Footnote #12)	\$525,000				
Town Wide Facilities Study (Footnote #13)	\$300,000				
TOTAL SELECTMEN	\$1,075,000	\$0	\$0	\$0	\$0
<u>137 INFORMATION TECHNOLOGY:</u>					
Information Technology Assets (20% replacement)	\$106,000	\$110,000	\$113,000	\$116,000	\$120,000
IT Dept Data Center Upgrade (new) (Footnote #1)	\$296,000	\$0	\$0	\$0	\$0
SAN replacement/upgrade			\$125,000	\$0	\$0
TOTAL INFORMATION TECHNOLOGY	\$402,000	\$110,000	\$238,000	\$116,000	\$120,000
<u>145 TREASURER/COLLECTOR:</u>					
Postage Machine (replacement)	\$7,000	\$0	\$0	\$0	\$0
TOTAL TREASURER/COLLECTOR	\$7,000	\$0	\$0	\$0	\$0
<u>241 BUILDING COMMISSIONER:</u>					
F150 4x4 Pick-up (new, replacement(1999))	\$35,000	\$36,000	\$0	\$0	\$0
TOTAL BUILDING COMMISSIONER	\$35,000	\$36,000	\$0	\$0	\$0
<u>161 TOWN CLERK:</u>					
Poll Pads, Label Printer (5) (new)	\$10,200	\$0	\$0	\$0	\$0
TOTAL TOWN CLERK	\$10,200	\$0	\$0	\$0	\$0
<u>192 TOWN HALL:</u>					
Town Hall (general renovations & repairs)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Town Hall (Senior center renovations)	\$25,000	\$0	\$0	\$0	\$0
Roof: (Town Hall Partial, Recreation&Senior) (replacement)	\$35,000	\$0	\$300,000	\$0	\$0
Heat Pumps (1, 1.5, 4, 0, 4) (replacement)	\$6,000	\$9,000	\$24,000	\$0	\$24,000
Carpeting: Police, Selectmen, TH Staircase (replacement)		\$22,000	\$30,500	\$0	\$0
Heat Pump Reznor Unit: Gymnasium (1) (replacement)		\$22,000	\$0	\$0	\$0
Veterans Memorial Brick Walkway (replacement)		\$5,000	\$0	\$0	\$0
Bathroom: (partition/fixtures & vanities) (0,1, 0, 2, 0) (replacement)		\$18,000	\$0	\$40,000	\$0
Town Hall: Paint & Wallpaper (replacement)			\$0	\$75,000	\$0
Parking Lot & Driveway (replacement)				\$71,000	\$0
HVAC Control Panel (replacement)				\$30,000	\$0
TOTAL TOWN HALL	\$91,000	\$101,000	\$379,500	\$241,000	\$49,000
<u>210 POLICE DEPARTMENT:</u>					
Vehicles (7) (0) (7) (7) (7) (replacement)	\$300,000	\$0	\$265,000	\$275,000	\$285,000
Bullet Proof Vests (15) (15) (15) (15) (15) (replacement)	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
Automated Defibrillators (12) (replacement)	\$24,000	\$0	\$0	\$0	\$0
Evidence Room Update (replacement)	\$55,000	\$0	\$0	\$0	\$0
Incident Command Vehicle (2003) (replacement)		\$58,400	\$0	\$0	\$0
Firearm/Interview Room/Update (replacement)		\$20,000	\$0	\$0	\$0
Police Car Dash Cams (11) (replacement)		\$80,000	\$0	\$0	\$0
Body Cameras (54) (new)		\$85,000	\$0	\$0	\$0

Department/Category	FY2021	FY2022	FY2023	FY2024	FY2025
In Cruiser Radar Units (11) (replacement)		\$33,000	\$0	\$0	\$0
Police Sidearms (70) (replacement)			\$32,000	\$0	\$0
Furniture Upgrade (replacement)			\$20,000	\$0	\$0
Animal Control Incinerator (new)				\$20,000	\$0
Mobile Computer (15) (replacement)					\$75,000
TOTAL POLICE DEPARTMENT	\$396,000	\$293,400	\$334,000	\$312,000	\$377,000
<u>295 HARBORMASTER:</u>					
Boat Engines: Harbormaster (2) (2) (2) (replacement)	\$50,000	\$0	\$50,000	\$0	\$60,000
Portable Radios: Harbormaster (replacement)	\$8,500	\$0	\$0	\$0	\$0
Dinghy Dock: Harbormaster		\$18,000	\$0	\$0	\$0
Boat Marine II: Harbormaster (1997) (replacement)				\$325,000	\$0
TOTAL HARBORMASTER	\$58,500	\$18,000	\$50,000	\$325,000	\$60,000
<u>220 FIRE DEPARTMENT:</u>					
Turnout Gear: (16 sets per year) (replacement)	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000
Fire Hydrants (replacement)	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000
Station 1 HVAC/Pipe Wrap (replacement)	\$20,000	\$0	\$0	\$0	\$0
Command Vehicle C-2012 (replacement)	\$46,500	\$0	\$0	\$0	\$0
Medic 2007 (replacement)		\$413,400	\$0	\$0	\$0
Command Vehicle C-2013B (replacement)		\$46,500	\$0	\$0	\$0
Station 2 (North/Torrent) Renovation (replacement) (Footnote #2 & #11)		TBD	\$0	\$0	\$0
Station 3 (South) Renovation (replacement) (Footnote #2)		TBD	\$0	\$0	\$0
Cardiac Monitors (3) (replacement)		\$120,000	\$0	\$0	\$0
Fire Helmets (56) (replacement)		\$26,000	\$0	\$0	\$0
Station 1 Roof (replacement)		\$150,000	\$0	\$0	\$0
Command Vehicle C-2013A (replacement)		\$70,000	\$0	\$0	\$0
Utility 2011 (replacement)		\$52,000	\$0	\$0	\$0
Station 1 HVAC (replacement)			\$150,000	\$0	\$0
Station 1 Painting/Carpet (replacement)			\$12,000	\$0	\$0
Engine 2002 (replacement)			\$600,000	\$0	\$0
Medic Ambulance (2013A) (replacement)			\$438,000	\$0	\$0
Station 1 Dual Fuel Boiler (replacement)				\$50,000	\$0
Command Vehicle C-2016 (replacement)				\$54,400	\$0
Medic Ambulance (2013B) (replacement)					\$490,000
TOTAL FIRE DEPARTMENT	\$150,500	\$961,900	\$1,284,000	\$188,400	\$574,000
<u>299 PUBLIC SAFETY UTILITIES:</u>					
<u>420 HIGHWAY/RECREATION/TREE & PARK/ENGINEERING:</u>					
#13 - IH Dump 7400DP w/S&P (2009) (replacement)	\$164,500	\$0	\$0	\$0	\$0
#38 - GMC Sierra 2500 P/U w/P (2010) (replacement)	\$42,000	\$0	\$0	\$0	\$0
#34 - Chevrolet 3500 HD 1 Ton (2011) (replacement)	\$72,000	\$0	\$0	\$0	\$0
Trackless Boom Flail Mower Attachment (new)	\$33,000	\$0	\$0	\$0	\$0
#02 - Chevrolet 2500 HD P/U w/P (2012) (replacement)	\$42,000	\$0	\$0	\$0	\$0
TP-2 - 48" SCAG Mower Walk Behind (replacement)	\$5,000	\$0	\$0	\$0	\$0
TP-2 - 48" SCAG Mower Walk Behind (replacement)	\$5,000	\$0	\$0	\$0	\$0
#22 - Elgin Sweeper (2008) (replacement)		\$239,100	\$0	\$0	\$0

Department/Category	FY2021	FY2022	FY2023	FY2024	FY2025
#31 - Groundmaster 4000D (2006) (replacement)		\$80,000	\$0	\$0	\$0
#54 - Giant Leaf Blower (2002) (replacement)		\$37,000	\$0	\$0	\$0
#29 - John Deere F1148 Tractor (2005) (replacement)		\$148,000	\$0	\$0	\$0
#23 - Elgin Sweeper (Pelican) (2011) (replacement)		\$246,700	\$0	\$0	\$0
#15 - Chevrolet 2500 4WD P/U w/P (2012) (replacement)		\$42,000	\$0	\$0	\$0
#28 - Silverado 3500 1 Ton Dump w/P (2012) (replacement)		\$73,000	\$0	\$0	\$0
#44 - Sewer Rodder (2001) (replacement)			\$30,000	\$0	\$0
#42 - Gilson Cement Mixer (1965) (replacement)			\$5,000	\$0	\$0
#12 - Catch Basin Cleaner (replacement)			\$175,000	\$0	\$0
#26 - Chevrolet 2500 Quad Cb 4WD P/U w/P (2013)(replacement)			\$45,000	\$0	\$0
#18 - Silverado 3500 4WD 1 Ton Dump w/P (2013) (replacement)			\$73,000	\$0	\$0
#20 - Bucket Truck (2014) (replacement)			\$160,000	\$0	\$0
#19 - 2015 IH 4300 SBA winch w/plow (replacement)			\$120,000	\$0	\$0
#35 - Compressor (replacement)				\$18,000	\$0
#51 - Gallion Roller 7/8 Ton (1996) (replacement)				\$50,000	\$0
#52 - Drum Roller 1.5 Ton (2002) (replacement)				\$13,500	\$0
#08 - SFA Dump Truck 7400 (2013) (replacement)				\$170,000	\$0
#10 - 2014 Volvo, 160, wheel loader (replacement)				\$130,000	\$0
#11 - IH Dump w/Hinderson Sander w/Plow (2014) (replacement)				\$170,000	\$0
#50 - Gorman Rupp Trash Pump (2002) (replacement)					\$25,000
#52 - Drum Roller 1.5 Ton (2002) (replacement)					\$20,000
#46 - Vermeer Stump Grinder 602 18 Ton (2013) (replacement)					\$32,000
#37 - 2014 Chevy 2500 HD Pickup w/plow (replacement)					\$44,000
#24 - Bombardier Sidewalk Tractor (1993) (replacement)					\$167,000
#33 - 2000 Chevy Utility Body 3500 (Sign Truck) (replacement)					\$50,000
#32 - 2014 Grounds Master 40010 (replacement)					\$75,000
#01 - 2014 Chevy Tahoe (replacement)					\$35,000
TOTAL HIGHWAY/RECREATION/TREE & PARK/ENGINEERING	\$363,500	\$865,800	\$608,000	\$551,500	\$448,000
430 TRANSFER STATION/RECYCLING:					
Trailer Tires (36 per year) & Undercarriage Repair (replacement)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
#L31 - 2010 544K John Deere Front End Loader (replacement)	\$120,000	\$0	\$0	\$0	\$0
#L37 - 2003 Mitsubishi Diesel Fork Truck (replacement)	\$18,000	\$0	\$0	\$0	\$0
Trash Compactor Control Booth 1-8 (2/yr) (replacement)		\$10,000	\$10,000	\$10,000	\$10,000
#L21 - 2005 410G John Deere Backhoe (replacement)		\$90,000	\$0	\$0	\$0
00-LC1 - Stationary Compacting Unit #1, Unit #2, Unit #3 (replacement)			\$50,000	\$50,000	\$50,000
#T4 - Open Top Trailer (2013) (replacement) - (Footnote #3)					
TOTAL TRANSFER STATION/RECYCLING	\$163,000	\$125,000	\$85,000	\$85,000	\$85,000
440 SEWER COMMISSION:					
Service Replacements	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Pump Station (renovations & repairs) (various)	\$236,000	\$137,000	\$359,000	\$0	\$70,000

Department/Category	FY2021	FY2022	FY2023	FY2024	FY2025
Inflow & Infiltration Investigation and Remediation	\$200,000	\$100,000	\$100,000	\$100,000	\$0
Pump Station (replacement) Town Hall				\$75,000	\$0
Night Soil Plant Building Study				\$20,000	\$0
#S3 - Chevy Silver P/U Utility Body w/Plow (2013) (replacement)				\$77,000	\$0
Weir River Inflow & Infiltration Study					\$70,000
TOTAL SEWER COMMISSION	\$486,000	\$287,000	\$509,000	\$322,000	\$190,000
510 HEALTH DEPARTMENT:					
Chevy Colorado 4WD 4D (new)		\$30,400	\$0	\$0	\$0
TOTAL HEALTH DEPARTMENT	\$0	\$30,400	\$0	\$0	\$0
540 ELDER SERVICES:					
Automobile (2013) (replacement)	\$27,000	\$0	\$0	\$0	\$0
Van (2011) (2017) (replacement)		\$65,000	\$0	\$65,000	\$0
TOTAL ELDER SERVICES	\$27,000	\$65,000	\$0	\$65,000	\$0
610 LIBRARY:					
Computers (replacement 20%)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Furniture (replacement)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Feasibility/Engineering: Parking Lot (expansion) & Walkway (replacement) (Footnote #4)	\$35,000	\$0	\$0	\$0	\$0
HVAC Component (replacement)	\$25,000	\$0	\$0	\$0	\$0
Chiller Condenser Motor (replacement)	\$7,500	\$0	\$0	\$0	\$0
Exterior Storage Shed (replacement)		\$20,000	\$0	\$0	\$0
Parking Lot (expansion) & Front Walkway (replacement) (Footnote #4)		\$662,000	\$0	\$0	\$0
Carpet (replacement)		\$80,000	\$0	\$0	\$0
Roof Trusses Phase 2: (repairs)		\$20,000	\$0	\$0	\$0
Paint Interior Areas (replacement)		\$30,000	\$0	\$0	\$0
Upper Lobby & Stair Floor Tile (replacement)		\$90,000	\$0	\$0	\$0
Bathroom Renovations/Repairs (3) (replacement)		\$80,000	\$0	\$0	\$0
Lighting Interior (replacement)			\$80,000	\$0	\$0
Exterior Wooden Door (replacement)			\$20,000	\$0	\$0
Roof Repairs - Connector (replacement)			\$10,000	\$0	\$0
Bathroom Renovations/Repairs (4) (replacement)			\$100,000	\$0	\$0
Feasibility Study/Building Renovation				\$100,000	\$0
Septic System Design Review (replacement)					\$15,000
Single pane windows (replace) & Exterior Wood Trim (paint)					\$100,000
Generator Installation					\$85,000
Balcony Structural Repairs (2nd Fl) & AV Room Bump out					\$100,000
Cooling System (replacement & upgrade)					\$50,000
Landscaping Design & Upgrades					\$50,000
TOTAL LIBRARY	\$107,500	\$1,022,000	\$250,000	\$140,000	\$440,000
630 RECREATION COMMISSION:					
Fitness equipment (replacement)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Field rehab (replacement)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Facility rehab (replacement)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Playground rehab (replacement)	\$45,000	\$15,000	\$15,000	\$15,000	\$15,000

Department/Category	FY2021	FY2022	FY2023	FY2024	FY2025
Plymouth River Tennis Court (replacement) (Footnote #5)	\$80,000	\$0	\$0	\$0	\$0
East Street Skate House (Footnote #6)		TBD	\$0	\$0	\$0
Cronin - Street Hockey Court (replacement)		\$20,000	\$0	\$0	\$0
Cronin - Basketball Court (replacement)			\$20,000	\$0	\$0
TOTAL RECREATION COMMISSION	\$195,000	\$105,000	\$105,000	\$85,000	\$85,000
<u>720 COUNTRY CLUB:</u>					
Golf Course Maintenance Equipment	\$65,000	\$0	\$124,500	\$0	\$0
Golf Course & Facility Improvements	\$20,000	\$70,000	\$100,000	\$66,000	\$0
Maintenance Building (new) (Footnote #7)	\$2,200,000	\$0	\$0	\$0	\$0
Pool Design & Construction Documents (new) (Footnote #8)	\$500,000	\$0	\$0	\$0	\$0
Pool Facility (new) (Footnote #8)		TBD	\$0	\$0	\$0
TOTAL SOUTH SHORE COUNTRY CLUB	\$2,785,000	\$70,000	\$224,500	\$66,000	\$0
<u>730 WEIR RIVER WATER SYSTEM:</u>					
Water System Capital Improvements (Footnote #14)	\$2,700,000	\$2,700,000	\$2,835,000	\$2,835,000	\$2,976,750
TOTAL WEIR RIVER WATER SYSTEM	\$2,700,000	\$2,700,000	\$2,835,000	\$2,835,000	\$2,976,750
<u>300 SCHOOL DEPARTMENT:</u>					
<u>EAST ELEMENTARY SCHOOL:</u>					
Stage Refinished	\$10,000	\$0	\$0	\$0	\$0
Playground Equipment (new)	\$5,000	\$0	\$0	\$0	\$0
HVAC Duct Maintenance & Test	\$20,000	\$0	\$0	\$0	\$0
Flag Pole Lighting		\$5,000	\$0	\$0	\$0
Inspection Waste Water Pumps		\$8,000	\$0	\$0	\$0
LED Lighting Upgrade		\$20,000	\$0	\$0	\$0
Energy Recovery Units: Damper (replacement)		\$38,500	\$0	\$0	\$0
Building Repairs and Improvements		\$50,000	\$50,000	\$50,000	\$50,000
TOTAL EAST ELEMENTARY SCHOOL	\$35,000	\$121,500	\$50,000	\$50,000	\$50,000
<u>FOSTER ELEMENTARY SCHOOL:</u>					
Playground - ADA Compliance (new)	\$20,000	\$0	\$0	\$0	\$84,000
Additional Funds for Foster School Feasibility Study (Footnote #9)	\$350,000	\$0	\$0	\$0	\$0
New School Building (replacement) (Footnote #9)		TBD	\$0	\$0	\$0
Playground Edging		\$20,000	\$0	\$0	\$0
Building Envelope (repairs)		\$30,000	\$0	\$0	\$0
Flag Pole Lighting (new)					\$5,000
Exterior Lighting (replacement)					\$10,000
TOTAL FOSTER ELEMENTARY SCHOOL	\$370,000	\$50,000	\$0	\$0	\$99,000
<u>HIGH SCHOOL:</u>					
Sprinkler Head Replacement - Phase 3 of 3	\$33,000	\$0	\$0	\$0	\$0
Rebuild Mechanical Pumps, (1) Chill Water (1) Regular Water	\$16,000	\$0	\$0	\$0	\$0
Ventilation Fans for Crawl Space Tunnel (replacement)	\$10,000	\$0	\$0	\$0	\$0
Gym Bleacher Maintenance	\$20,150	\$0	\$0	\$0	\$0
Heating Boiler Exausto System (2) replacement)	\$12,000	\$0	\$0	\$0	\$0
IT Server Room AC Unit (replacement)	\$13,000	\$0	\$0	\$0	\$0
HVAC Duct Maintenance (inspect, test, clean)	\$20,000	\$0	\$0	\$0	\$0
Tennis Courts (repair; resurface)	\$15,901	\$0	\$0	\$80,000	\$0

Department/Category	FY2021	FY2022	FY2023	FY2024	FY2025
Exterior - Concrete Work - various walkway areas (replacement)	\$8,000	\$17,000	\$0	\$0	\$0
Energy Management System: ONA Parts (replacement) (Yrs 6-8)	\$20,000	\$20,000	\$20,000	\$0	\$0
Heat: Rooftop Air Handler (replacement) (1 of 3)	\$60,000	\$60,000	\$60,000	\$0	\$0
BACnet BMS Communication System Parts (replacement)	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Mechanical System Piping (replacement)	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Irrigation Shed Replacement & Install Pump Variable Frequency Drive		\$34,500	\$0	\$0	\$0
HVAC, Electrical, Mechanical systems - (repairs)		\$25,000	\$0	\$0	\$0
Painting - Hallway Ceilings/Café Stone Hall & Cross Link Stone Hall		\$12,924	\$0	\$0	\$0
Building: Windows and Doors (replacement)		\$30,000	\$0	\$0	\$0
Concession Stand: Exterior Electrical Fixtures (replacement)		\$5,825	\$0	\$0	\$0
Demand Control Ventilation on RTUs (Roof Top Unit) (2) (upgrade)		\$36,000	\$0	\$0	\$0
Building Repairs and Improvements		\$75,000	\$75,000	\$75,000	\$75,000
Lighting - Update Interior Lighting to LED		\$20,000	\$20,000	\$20,000	\$20,000
HVAC Mechanical/Electrical (upgrades)		\$25,000	\$0	\$0	\$0
Wrestling Room Floor - (replacement)		\$36,535	\$0	\$0	\$0
Boiler Replacement - Heat - Feasibility Study		\$38,245	\$0	\$0	\$0
Boiler - Heat - Removal of Underground Oil Tank			\$40,000	\$0	\$0
Field - Turf (replacement)			\$551,250	\$0	\$0
Boiler Replacement - Heat - Bidding and Construction			\$2,171,553	\$0	\$0
Counter Tops in Art Lab (replacement)				\$45,000	\$0
Floors - Refinish All Locker Room Floors				\$75,859	\$0
Building: Envelope (repairs)					\$75,000
Sewer Grade Repair - Guidance office					\$80,000
Courtyard Improvements					\$8,960
Roof Concession Building (replacement)					\$15,000
Preschool Site Playground (replacement)					\$7,500
Flooring - VCT Throughout (replacement)					\$10,000
Atrium Design: expand lunchroom seating					\$25,000
TOTAL HIGH SCHOOL	\$328,051	\$536,029	\$3,037,803	\$395,859	\$416,460
MIDDLE SCHOOL:					
Wastewater Treatment Plant Entry - Asphalt	\$6,000	\$0	\$0	\$0	\$0
Building Repairs and Improvements	\$15,000	\$20,000	\$20,000	\$20,000	\$20,000
Lime Stone in Acid Neutralization Tank				\$15,000	\$0
Asphalt Fire lane (new)					\$6,500
Field Drainage					\$120,000
Tech & Working Lab Slop Sinks (new)					\$8,000
TOTAL MIDDLE SCHOOL	\$21,000	\$20,000	\$20,000	\$35,000	\$154,500
PLYMOUTH RIVER ELEMENTARY SCHOOL:					
Replace Rubber Flooring with VCT (replacement)	\$13,448	\$0	\$0	\$0	\$0
Security - Build Security Vestibule (new)	\$80,000	\$0	\$0	\$0	\$0
Playground Fence (new)	\$12,000	\$0	\$0	\$0	\$0
Windows Replacement - (replacement) (Footnote #10)		TBD	\$0	\$0	\$0

Department/Category	FY2021	FY2022	FY2023	FY2024	FY2025
HVAC Roof Top Air Handler (2) (replacement)		\$40,000	\$0	\$0	\$0
Synchronized Clock System Tie In		\$10,000	\$0	\$0	\$0
Water Pumps - Repair/Rebuild		\$18,000	\$0	\$0	\$0
Install FOB Station to Back Garden (new)		\$6,000	\$0	\$0	\$0
Restore Restroom Floors (10) (replacement)		\$15,000	\$0	\$0	\$0
Remove Trees (5)		\$7,500	\$0	\$0	\$0
Main Office/Library Location Design		\$10,000	\$0	\$0	\$0
Exterior - Cement Pole Repair		\$14,000	\$0	\$0	\$0
Lighting - Update Interior Lighting to LED		\$15,000	\$0	\$0	\$0
Widen Paved Bus Loop		\$8,000	\$0	\$0	\$0
Parking Lot Camera (new)		\$8,000	\$0	\$0	\$0
Indoor Cameras (2) (new)		\$8,000	\$0	\$0	\$0
Playground Edging (replacement)		\$20,000	\$0	\$0	\$0
Remove Out of Service Generator		\$8,900	\$0	\$0	\$0
Walls (2/Year) - Replace Accordion Walls w Permanent Structures (replacement)		\$16,000	\$16,000	\$16,000	\$0
Building Repairs and Improvements		\$50,000	\$50,000	\$50,000	\$50,000
Access Door from Staff Room to Back Garden (new)			\$8,000	\$0	\$0
Replace Classroom Exterior Doors (5) (replacement)			\$15,000	\$0	\$0
FOB's for Café Door 30 (new)				\$9,800	\$0
Flag Pole Lighting					\$5,000
IT Room FOB Station (new)					\$20,000
Emergency Generator and Asbestos (remove and abate)					\$8,900
Outdoor Wood Stage (rebuild) (replacement)					\$12,000
TOTAL PLYMOUTH RIVER ELEMENTARY SCHOOL	\$105,448	\$254,400	\$89,000	\$75,800	\$95,900
<u>SOUTH ELEMENTARY SCHOOL:</u>					
AC Unit (1) (replacement)	\$11,000	\$0	\$0	\$0	\$0
Security: Build Wall with Doors between LMC and Office (new)	\$20,000	\$0	\$0	\$0	\$0
HVAC Duct Maintenance (inspect, test, clean)	\$20,000	\$0	\$0	\$0	\$0
Add loads to existing generator		\$35,000	\$0	\$0	\$0
Replace Rubber Flooring with VCT in Hall (replacement)		\$8,000	\$0	\$0	\$0
Lighting - Update Interior Lighting to LED		\$20,000	\$0	\$0	\$0
Storage Shed (new)		\$6,000	\$0	\$0	\$0
Blinds for Cafeteria (replacement)		\$8,000	\$0	\$0	\$0
Add Glycol to Heating System		\$10,000	\$0	\$0	\$0
Cover Over Concrete Steps to Parking Lot		\$60,000	\$0	\$0	\$0
Roofs - (repair and replace) (replacement)		\$1,500,000	\$0	\$0	\$0
Gym - Ventilation - Ceiling Fans (4) (new)		\$8,000	\$0	\$0	\$0
Door Hardware (replacement)		\$20,000	\$0	\$0	\$0
Building Repairs and Improvements		\$50,000	\$50,000	\$50,000	\$50,000
Exterior - Paint outside trim doors and railings			\$30,000	\$0	\$0
Playground Matting (new)			\$10,000	\$0	\$0
Building Envelope (repairs)					\$50,000
TOTAL SOUTH ELEMENTARY SCHOOL	\$51,000	\$1,725,000	\$90,000	\$50,000	\$100,000

Department/Category	FY2021	FY2022	FY2023	FY2024	FY2025
SCHOOL SYSTEM WIDE:					
Area Carpet/Flooring (replacement plan)	\$14,000	\$14,500	\$15,000	\$15,500	\$16,000
Copiers (2 per year) (replacement)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Instructional Equipment (replacement)	\$47,588	\$47,588	\$47,588	\$47,588	\$47,588
Maintenance Equipment (replacement)	\$20,900	\$20,900	\$20,900	\$20,900	\$20,900
Technology - Baseline (replacement)	\$240,780	\$250,780	\$260,780	\$270,780	\$280,780
Technology - Major Infrastructure and Chromebook Replacements	\$199,300	\$166,500	\$192,600	\$132,900	\$266,250
Security - Additional Surveillance Cameras / Radio Replacements	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Vehicle - Maintenance Pick-up Truck #102 - (replacement)	\$52,000	\$52,000	\$53,560	\$53,560	\$53,560
Digital Radio System (replacement)	\$90,000	\$0	\$0	\$0	\$0
Shield Camera for Buses (new)	\$7,200	\$0	\$0	\$0	\$0
Vehicle - 1 Ton Dump Truck #105 - (replacement)	\$72,599	\$0	\$0	\$0	\$0
Roof repairs all buildings		\$50,000	\$50,000	\$50,000	\$50,000
Energy Efficiency Projects		\$20,000	\$0	\$0	\$0
Building 179 New Pad for Loading Dock		\$8,000	\$0	\$0	\$0
Building 179 Sprinklers		\$193,261	\$0	\$0	\$0
Building 179 Renovations (excludes sprinklers)		\$322,102	\$0	\$0	\$0
Portable Partitions for Special Events (40) (replacement)		\$29,600	\$0	\$0	\$0
Grounds Maintenance		\$75,000	\$0	\$0	\$0
Unanticipated Major Repairs		\$35,000	\$35,000	\$35,000	\$35,000
Technology - Enhancements & New Initiatives		\$100,000	\$100,000	\$100,000	\$100,000
Transportation - Replace School Transport Van (replacement)		\$43,820	\$45,135	\$46,489	\$47,884
Abate Asbestos in Building 12					\$15,000
Transportation Building - Repair/Paint					\$18,000
TOTAL SCHOOL SYSTEM WIDE	\$789,367	\$1,474,051	\$865,563	\$817,717	\$995,962
SCHOOL TOWN WIDE:					
Depot Garage - Additional Hookups for Emergency Generator		\$6,800	\$0	\$0	\$0
Depot Garage - Replace Bus Doors (2)		\$11,440	\$0	\$0	\$0
Depot Garage - Overhead Doors and Additional Outlets		\$6,500	\$0	\$0	\$0
Depot Garage - Sprinkler Heads (replacement)		\$15,000	\$0	\$0	\$0
Building Repairs and Improvements		\$15,000	\$15,000	\$15,000	\$15,000
TOTAL SCHOOL TOWN WIDE	\$0	\$54,740	\$15,000	\$15,000	\$15,000
TOTAL SCHOOL DEPARTMENT	\$1,699,866	\$4,235,720	\$4,167,366	\$1,439,376	\$1,926,822
TOTAL CAPITAL PROJECTS	\$10,752,066	\$11,026,220	\$11,069,366	\$6,771,276	\$7,331,572

Funding Sources	FY2021	FY2022	FY2023	FY2024	FY2025
Tax Levy	42,487,066	\$7,810,220	7,345,866	3,138,276	4,019,822
Excess Overlay	\$0	\$0	\$0	\$0	\$0
Municipal Waterways Improvement and Maintenance Fund (Harbormaster)	\$58,500	\$18,000	\$50,000	\$325,000	\$60,000
Available Reserves (Footnote #11,12,13,15)	\$1,359,500	\$0	\$0	\$0	\$0
User Rates/Charges	\$5,626,000	\$3,198,000	\$3,673,500	\$3,308,000	\$3,251,750
Borrowing (Footnote #1,9)	\$646,000	\$0	\$0	\$0	\$0
Other (Footnotes #5,8)	\$575,000	\$0	\$0	\$0	\$0
TOTAL FUNDING	\$10,752,066	\$11,026,220	\$11,069,366	\$6,771,276	\$7,331,572

TOTAL CAPITAL PROJECTS	\$10,752,066	\$11,026,220	\$11,069,366	\$6,771,276	\$7,331,572
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DEFINITIONS:

Tax Levy - is from the operating budget that is funded from recurring property tax revenue

Excess Overlay - is the amount of the overlay account that exceeds property tax receivables (outstanding from prior fiscal years and anticipated to be outstanding from current fiscal year) and potential abatements. The Overlay account is a reserve or allowance to fund abatements and exemptions of committed real and personal property taxes for any fiscal year

Municipal Waterways Improvement and Maintenance Fund - provides funding for the Harbormaster from the statutory receipts of recurring mooring permit fees and 50% of boat excise taxes. The remaining 50% of boat excise taxes is deposited in Fund Balance

Available Reserves - remaining, unrestricted funds from operations of previous fiscal years including unexpended free cash from the previous year, actual receipts in excess of revenue estimates, and unspent amounts in budget line-items

User Rates/Charges - provide funding for the Sewer Commission, South Shore Country Club, Recreation Commission, Building Commissioner, and Weir River Water System

Borrowing - is debt financing to fund capital items and subject to approval at Annual Town Meeting

Other Funding Sources - will be raised and appropriated, borrowed, or transferred from available funds and subject to approval at Annual Town Meeting

FOOTNOTES:

1 Information Technology (Data Center):

The IT department is requesting up to \$296,000 for the design, engineering services, and renovation of the Town Hall data center. Refer to the IT Department Upgrades Warrant Article for additional information. This project is subject to approval at Annual Town Meeting and would be funded from Borrowing.

2 Fire Department:

The Fire Station Building Committee is evaluating alternative sites for Station 3 (South). Any future project is subject to approval at Annual Town Meeting and would be funded from sources other than the Tax Levy. See Footnote #11 for details on the proposed Public Safety Facility that would replace Station 2 (North/Torrent).

3 Transfer Station:

The FY2020 trailer request was the last in a series of annual purchases to replace all nine trailers. Based on a 15-year useful life, no trailers will need to be replaced through FY2027. Beginning around FY2028, a ~\$75k/year trailer replacement request is likely to restart and continue for 9 years to replace the existing trailers.

4 Library:

The Library Board of Trustees continues to evaluate the capital needs of the Hingham Public Library. They will address options for renovation and expansion on an ongoing basis until such time as a major project may be possible. The most pressing of the current needs is expanded parking. The feasibility study / engineering review for the parking lot expansion and walkway replacement in FY2021 is a pre-cursor to the actual construction in FY2022 which is estimated to cost \$662,000 but subject to change. The plan is to increase the number of parking spaces by 50% and to make significant improvements to the traffic flow. The new walkway will be integrated with the parking lot changes and will provide a safe and attractive entrance to the Library. Any future project using Town funds is subject to approval at Annual Town Meeting with the source(s) of funds to be determined.

5 Recreation Commission (PRS Tennis Court Repairs):

The Community Preservation Committee has recommended \$75,000 be appropriated from the Community Preservation General Fund to be used by the Hingham Recreation Commission to repair and renovate six tennis courts at Plymouth River School. If approved at Annual Town Meeting, the \$5,000 balance of the \$80,000 cost will be funded through user fees. Refer to the Community Preservation Committee Warrant Article for additional information. This project is subject to approval at Annual Town Meeting.

6 Recreation Commission (East Street Skate House):

The Town engineering inspector deemed the East Street Skate House unsafe for public use in January 2020. The Skate House future is uncertain but will most likely be demolished.

7 South Shore Country Club ("SSCC") - New Maintenance Facility:

The SSCC is requesting \$2,200,000 for the design and construction of a new maintenance facility to be financed through Town debt, which will be repaid to the Town from the operating revenues of the SSCC. Refer to the Maintenance Facility for the South Shore Country Club Warrant Article for additional information. This project is subject to approval at Annual Town Meeting.

8 South Shore Country Club ("SSCC") - New Pool Design:

The Community Preservation Committee has recommended \$500,000 be appropriated from the Community Preservation General Fund to be used by the South Shore Country Club for the design and construction documents of a new pool facility which would replace the now-defunct outdoor pool. Refer to the Community Preservation Committee Warrant Article for additional information. This project is subject to approval at Annual Town Meeting. Any future project for the construction of a new pool facility is subject to approval at Annual Town Meeting and would be funded from sources other than the Tax Levy. The preliminary estimate of the total cost of the proposed pool facility is \$7,000,000 which includes the \$500,000 design and construction costs being requested, and is subject to change.

9 Foster Elementary School (New Building):

In December 2019, the Massachusetts School Building Authority (MSBA) invited the Town of Hingham into its eligibility period which is the first step in the funding grant review process for the replacement of Foster Elementary School. The School Department submitted a warrant article for \$350,000 of supplemental funding for a Foster School feasibility study in addition to the \$750,000 funds appropriated under Article 20 of the 2017 Town of Hingham Annual Town Meeting. See Additional Funds for Foster School Feasibility Study warrant article for additional info. This \$350,000 of additional funding is subject to approval at Annual Town Meeting and would be funded from Borrowing. Any future project for the construction of a new school building is subject to approval at Annual Town Meeting and would be funded from sources other than the Tax Levy.

Foster Elementary School (Extraordinary Maintenance Funding):

At the 2019 Town Meeting, \$350,000 of funding was approved (see FY2020 Foster School Extraordinary Maintenance Capital Warrant Article) to cover unanticipated repairs and improvements that arise until a permanent solution is decided for Foster Elementary School. The funding was used to cover the \$55,000 Electrical Quick Connect to Mobile Generator capital request from FY2020 and will be used to fund the \$35,000 Teacher's Lounge Roof replacement and \$20,000 Mechanical System Piping replacement capital requests in FY2021. Since these requests will be funded from last years Warrant Article they have been removed from the FY2021 Capital Plan.

10 Plymouth River Elementary School:

The School Department is evaluating replacement of windows at Plymouth River Elementary School. The preliminary cost estimate for the project is \$2,500,000 and subject to change. Broadstone Bare Cove Alliance, LLC agreed to pay \$1,000,000 to the Town towards the window replacement project costs. Any future project is subject to approval at Annual Town Meeting and would be funded from sources other than the Tax Levy.

11 Board of Selectmen: Public Safety Facility Feasibility and Design:

The Board of Selectmen is requesting \$250,000 to fund a feasibility study and conceptual design documents for a new Public Safety Facility to house a new police headquarters and a satellite fire station that would replace the current Station 2 (North/Torrent). Refer to the Public Safety Facility Warrant Article for additional information. This project is subject to approval at Annual Town Meeting and would be funded from Available Reserves. Any future project for the Public Safety Facility full design and construction costs is subject to approval at Town Meeting and would be funded from sources other than the Tax Levy. The preliminary estimate of the full design and construction costs for the proposed Public Safety Facility is \$28,000,000 including \$5,475,000 to purchase a 3.1 acre property at 335 Lincoln Street and is subject to change.

12 Board of Selectmen: Design & Engineering Funds for Senior Center Renovations:

The Board of Selectmen is requesting \$525,000 to fund design and engineering services for renovations to the Senior Center and the space currently occupied by the Police Department in Town Hall. Refer to the Funds for Senior Center Renovations Warrant Article for additional information. This project is subject to approval at Annual Town Meeting and would be funded from Available Reserves. Any future project for the Senior Center renovation construction costs is subject to approval at Town Meeting and would be funded from sources other than the Tax Levy. The preliminary estimate of the total cost of the proposed Senior Center renovation project is \$8,000,000 and subject to change.

13 Board of Selectmen: Town Wide Facilities Study:

The Board of Selectmen is requesting \$300,000 to fund an independent review of existing municipal and school facilities, which would include an analysis of space and service demands and deficiencies and provide a summary report detailing findings and providing options. Refer to the Town-wide Facilities Study Warrant Article for additional information. This project is subject to approval at Annual Town Meeting and would be funded from Available Reserves.

14 Weir River Water System: Capital Improvements:

The \$2,700,000 capital budget for FY21 is based on the capital expenditure estimate from the Andersen Tax water company acquisition model. Until the Town takes ownership of the Water System, there will be no capital spending. Once the Water System ownership transfer is completed, the Board of Water Commissioners will initiate a capital study to identify the capital requirements and priorities of the system which will form the basis of a detailed capital plan for future fiscal years. All Water System capital expenditures will be financed through Town debt but repaid from the Water System user fees.

15 Federal Emergency Management Agency (FEMA) Reimbursements:

During FY20 the Town received FEMA (Federal Emergency Management Agency) reimbursements of \$284,500 for damage during the historic 2015 winter storms. These funds from Available Reserves were applied to departments that had extraordinary capital expenditures that year: School Department (73%), DPW (18.5%), Transfer Station (6.5%) and Town Hall (2%).

REPORT OF THE PERSONNEL BOARD

In anticipation of the 2020 Annual Town Meeting, the Personnel Board is pleased to submit this report of its activities since the 2019 Annual Town Meeting. Before so doing, however, we acknowledge and extend the Board's gratitude to Marie Harris who stepped down from the Personnel Board at the end of last year after twenty years of service. Marie was an invaluable member of the Board who worked tirelessly, and was always available, to address the needs of the Town. She served as the secretary to the Board for many years and her contributions are otherwise too numerous to mention. Simply stated, she will be missed.

COLLECTIVE BARGAINING

Following the 2019 Annual Town Meeting, the Personnel Board concluded negotiations on collective bargaining agreements with the Public Works Supervisors Union and a one year successor agreement with the Police Superiors Union. The Board shortly will begin collective bargaining agreement negotiations with the Police Superiors, Police Patrol, Firefighters, DPW Rank and File, and Library Unions, all of whose agreements expire on June 30, 2020.

Public Works Department Unit

On recommendation of the Board, the Town entered into a one year successor agreement and then a three year successor agreement with the union representing the Department of Public Works Supervisors. The first contract provides that, for its term, July 1, 2019 to June 30, 2020, there will be a general wage increase of 2%. The second contract provides that, for its term, July 1, 2020 to June 30, 2023, there also will be a general wage increase of 2% in each of the successive years.

Police Superiors Union

On recommendation of the Board, the Town entered into a one year successor agreement with the union that represents the Police Superiors. This agreement provides that for its term, July 1, 2019 to June 30, 2020, there will be a general wage increase of 2% as well as an equity adjustment so that the schedule of salaries for sergeants and lieutenants is in line with that of comparable towns.

OTHER TOWN EMPLOYEES AND TOWN OFFICERS

The Board recommended a general wage increase of 2%, effective July 1, 2020, for employees who are not covered by collective bargaining agreements. The Board approved the reclassification of the Assistant Superintendent of Public Works position from Grade 15 to Grade 18 in the salary scale. The Board approved an adjustment to the FY2019 salary scale for part-time and seasonal positions to meet Massachusetts Minimum Wage Standards. This meant an increase in the hourly rate to \$12.75 for the first year compensation of the following positions: Child Care Staff, Fitness Room Staff, Counselor, Lifeguard, Pro Shop Staff, Ranger/Starter, Custodian, and Ranger/Car Attendant. The Board further approved adjustments in the second and third year compensation for these positions so as to maintain the existing ratios year-over-year. The Board also approved an increase in the hourly rate for the first year compensation for Grounds Keeper – Level 1 to \$12.75 and the hourly rate for the first year compensation for Grounds Keeper – Level 2 to \$13.20 in order to maintain the same ratio between those two positions. Second, third, and fourth year compensation for these positions also were adjusted so as to maintain the existing ratios year-over-year.

The Board also approved job descriptions for the following newly created positions: Water Superintendent/Managing Director, with placement on the salary scale at Grade 20; Land Use and Development Coordinator, with placement on the salary scale at Grade 9; Procurement and Contract

Manager, with placement on the salary scale at Grade 15; GIS Coordinator, with placement on the salary scale at Grade 15.

The Board further approved the following hiring requests: Elder Services Director at Grade 15, step 5, with one additional week of vacation time; Administrative Clerk to the Board of Selectmen at Grade 8, Step 3; and Deputy Building Inspector at Grade 11, Step 6.

The Personnel Board also approved revisions to the following job descriptions: Town Engineer; Data Quality Inspector, Assistant Assessor, and Assessing Technician (all in Assessor's Department).

Additionally, the Board approved the placement of a newly promoted police sergeant on the salary scale at a higher step of PS-3B retroactive to the date of his promotion. The Board also approved a temporary adjustment to the DPW Superintendent's salary for additional duties assumed, retroactive to May 1, 2019 and continuing until the implementation of the Wage and Classification Study or April 30, 2020, whichever first occurs. Finally, the Board anticipates it shortly will conclude a Wage and Classification Study for non-union personnel that will be reviewed to determine whether any adjustments in salary are warranted.

RECOMMENDATIONS FOR CHANGES TO THE PERSONNEL BY-LAW

The Personnel Board recommends that the Town, at the 2020 Annual Town Meeting, amend the Personnel By-Law, effective July 1, 2020, so that, as amended and restated, it will be in the form on file in the Town Clerk's office immediately preceding Town Meeting.

1. To amend the By-Law by changing the current schedule in Section 14, Vacation Leave, sub-section (a), and replacing it as follows:

"Annual vacations with pay will be granted in each calendar year after the periods of continuous full-time employment set forth below, provided that an employee shall not become eligible for increased vacation after July 1 of any calendar year:

<u>Continuous Full-Time Employment</u>	<u>Length of Vacation</u>
Up to 6 months.....	1 day for each month prior to July 1 st
6 months to 5 years	2 weeks
5 years to 10 years	3 weeks
10 years to 20 years	4 weeks
20 years and over	5 weeks"

This amendment provides an additional week of vacation for employees with twenty (20) or more years of service and is consistent with vacation benefits provided by comparable towns.

2. To amend the By-Law by changing the current schedule in Section 16, Sick Leave, sub-section (a), and replacing it as follows:

"No sick leave with pay shall be granted during the first three months of employment. After three months' employment and up to one year, an eligible employee absent because of his/her own sickness shall be entitled to sick leave with pay for time absent not in excess of eight workdays. After one year of employment, the period in any year for which employees shall be paid while absent because of personal sickness shall be fifteen (15) workdays, plus the amount of any accrued and unused sick leave time in previous years. Employees may use up to five (5) days of sick leave per calendar year to assist or care for a sick or ill child, spouse, or parent. This five-day limitation shall not apply to leaves covered under the Family Medical Leave Act."

This amendment adds the last two sentences enabling employees to utilize up to five (5) days of sick leave to care for a sick or ill child, spouse, or parent, and is consistent with the benefits provided by comparable towns.

THE PERSONNEL BOARD

David Pace, Chairman

Russell Conn

Jack Manning

Smaiya Million

Courtney Orwig

REPORT OF THE PLANNING BOARD

In anticipation of the 2020 Town Meeting the Planning Board proposed three potential Zoning Articles, the Board of Appeals proposed one potential Zoning Article, and the Board of Selectmen proposed one potential Zoning Article. During the duly noticed public hearing process changes were made to the original text of the articles submitted, one of the articles was withdrawn, and the other four were then unanimously supported by the Planning Board. A summary of the four Zoning Articles follows.

If you have any questions about these articles you are invited to call the office of the Planning Board at (781) 741-1419 and speak to the Director of Community Planning during office hours.

SUMMARY of ZONING ARTICLES

A summary of the four Zoning Articles advanced for Town Meeting follows below. The full text of each article can be found in the body of the warrant (see index) and as such they are not all repeated in this report.

Zoning Article 31: Site Plan Review

The intent of this Article is to correct a cross reference, provide language to clarify a requirement, and to lower the threshold of site disturbance that triggers Site Plan Review. The correction is needed for accuracy. The clarifying language explains that the required preconstruction inspection of the erosion control installation is for all projects that require erosion control installation or any clearing. This distinction is needed because not all Site Plan Review approvals are for projects that involve physical site disturbance and thus no erosion controls are utilized. The substantive change to this section is the reduction in the area of land disturbed by construction, from 20,000 s.f. to 5,000 s.f., which triggers some level of site plan review. The reason for this change is that the alteration of ground cover and hence land disturbance typically results in the erosion of sediments and increased storm water runoff during construction and sometimes permanently. If a project has sufficient oversight and an engineered design prior to the start of construction proper erosion controls can be designed and required for the site, and, the storm water management methods and infrastructure can also be designed and sized appropriately for the new building or construction. This is important to prevent and mitigate impacts from increased construction site discharges of drainage and/or sedimentation onto the town way or abutting properties. Increased runoff of sediment and drainage can negatively impact adjacent properties, and if the runoff and sediment discharges into the public way there can be increased town costs for cleaning the catch basins and streets. The town storm drains discharge into the resource areas so any sediment that enters the catch basins could ultimately be deposited at the point of discharge into the wetlands or waterways. The discharge of drainage into the public way during the winter creates public safety hazards and also results in the need for more frequent interventions from the DPW as they manage the roadways and any icing that occurs. This change is intended to require the developer of the small and mid-size projects to plan for the management of erosion control and storm water before work begins so that the town does not have to allocate resources during or after construction to manage impacts resulting from the construction.

Zoning Article 32: Downtown Overlay District

The intent of this Article is to clarify the requirements for mixed-use commercial/residential buildings in the Downtown Overlay District and provide parameters for the amount and location of commercial use that must be provided in such projects. The Planning Board brought this article forward as a result of increased permitting activity in the Downtown and specifically with mixed use commercial and residential developments. The revised language is intended to provide clear direction to applicants and property owners as proposals are designed while still advancing the town's goal of having a walkable and active commercial district. This proposed language specifies both the amount of commercial use required as well as the location of the commercial use relative to the way. This is because mixed use commercial

residential buildings are intended to have the first floor devoted primarily to commercial use with dwellings primarily confined to upper floors. The proposed amendment does include the ability to seek relief from the standards from the Board of Appeals. This proposed language also clarifies that the first floor commercial uses must face the street or the Station Street parking lot. This revision is needed because not all of the road through the Station Street parking lot is an accepted way and the Board wanted to provide the flexibility for property owners to activate the Station Street side of their properties in the future. Finally, this Article clarifies that while the residential use in a mixed use commercial and residential building must be above the ground floor, a building with two ground floors due to the slope of the land can have residential uses on both ground floors as long as the stated percentages for commercial use are maintained.

Zoning Article 33: Abandonment or Discontinuance of Nonconforming Single-Family and Two-Family Dwellings

The intent of this Article is to more clearly state that a conforming Single-Family or Two-Family Dwelling use may be reestablished in a dimensionally nonconforming structure that had been abandoned or discontinued for a period of more than two years. Discontinued, in this context, means not used or occupied. The amendment also restricts changes that could be made to the building or structure to those that maintain or improve the nonconforming dimensions and add or expand in compliance with the current height and yard requirements.

Zoning Article 34: Update Floodplain Map References

The intent of this Article is to update the Floodplain Map References to refer to the most current mapping from FEMA (the Federal Emergency Management Agency) as required as part of the town's membership in the National Flood Insurance Program (NFIP). This article also serves to update the current map "Zoning Part B: Floodplain Protection Overlay District" with an updated map with the same title that shows the updated floodplain information. These are not discretionary updates, the updates proposed by this Article are necessary for the Town to remain in compliance with the NFIP and thus to make federal flood insurance available to residents.

William Ramsey, Chair
Gary Tondorf-Dick, Clerk
Gordon M. Garr
Judith Sneath
Kevin Ellis

REPORT OF THE SCHOOL COMMITTEE

The initial proposed School Department FY'21 Operating Budget presented a multi-level critical needs budget, with each level addressing the overall needs of the district as defined by the administration. In addition to a "Status Quo" budget, which represented the current levels of programming and contractual obligations, the administration presented additional needs, which it prioritized as 1.) Most Critical Needs, 2.) Highly Critical Needs, 3.) Critical Needs, 4.) Structural Needs, and all needs combined. Each need level built upon the previous level. Most Critical needs included the status quo, and Highly Critical needs included most critical needs, etc. The various budget level increases ranged between 4.44% for the status quo budget to 11.62% for the all needs combined budget.

Following a lengthy budget process, several public meetings, and after working collaboratively with the Selectmen's office and Advisory Committee, the School Committee voted the status quo budget of \$56,730,985 which was an increase of \$2,411,159 or 4.44%. In a non Covid19 environment, the status quo budget would provide the same services the school department had in FY 2020 with no growth in programs or accounting for secondary school enrollment growth. It would cover contract negotiations with five bargaining units and current programs and services.

Considering this very difficult Covid19 crisis, it is difficult at the time of this writing to assess what the opening of school may look like in the Fall 2020. At the start of the 2021 Fiscal year on July 1, 2020, the school department will implement tight spending controls to allow for flexibility in the event of unanticipated expenses that may become necessary as a result of the COVID-19 crisis. To that end, the Town, Board of Selectmen, School Committee, and Advisory Committee have worked collaboratively to create a solid financial plan to adapt to potential revenue shortages from local receipts and/or state and local revenues because of COVID-19.

The Selectman and Advisory Committee will speak in more detail about the budget funding plan for FY 2021.

As we enter a most uncertain time, the School Committee and school administration are confident that we have the leadership in place to manage the district through the impending storm that FY 2021, and potentially FY 2022, may bring as a result of this COVID-19 crisis. Despite the challenges ahead, we are fully committed to meeting the needs of all our students.

Looking back upon the school year, the school department was faced with several challenges, beginning with a fire at the High School in May 2019 and then the flood at East Elementary School in August 2019. Both of those events consumed the District's attention over the year, and both were costly, but costs were largely covered by insurance. The cost of renovations due to the HS fire were covered by the Town's insurance, and the Town's insurance company is also working to cover the expenses of the flood repairs at East. Thankfully, the renovations resulting from the HS fire were substantially completed by the start of school and did not cause any disruption to the start of school. The East school flood, as it occurred very close to the start of school, caused a small delay to the start of Kindergarten.

Prior to the COVID-19 shut down, the school department was able to get an early start on scheduled projects for 2020, and we have them all either completed or well in progress. The High School clerestory windows were completed over the summer and within budget. Foster's 1951 electrical panel was rebuilt and a quick connect Automatic Transfer Switch was installed as a precaution should an emergency generator ever be necessary. We completed door locks and a Public Announcement system upgrade at the High School. In December 2019, the Massachusetts School Building Authority (MSBA) accepted the Statement of Interest (SOI) submitted by the town of Hingham and invited the town into the eligibility period. During the eligibility period, the Town is required to form a School Building Committee (SBC) and to secure funding for a feasibility

study. Fortunately, Hingham did both of these in 2017 when the School Department filed its first SOI with the MSBA. Since it has been three years since Hingham first filed its SOI, the School Department is requesting additional funding of up to \$350,000, which will be added to the \$750,000 previously appropriated for the feasibility study and schematic design. The supplemental funds are being requested to ensure the SBC has adequate funding to complete the feasibility study, as construction costs have risen over the last several years.

As in the past, the School Committee and School Department have advocated for school funding that allows for continued educational improvements, represents a reasonable balance between maintaining important Town services and achieving the Town’s long-term financial objectives, while also recognizing limited sources of revenue. We acknowledge the frank discussions and leadership of the School Administration, the Board of Selectmen, the Advisory Committee and its Education Liaisons, and the Town Administrator during the process.

Town Meeting is asked by the Advisory Committee to approve an appropriation of \$56,730,985 to operate the Hingham schools for next year, an increase of 4.44% over the FY’20 appropriation. It is important to note that the proposed Hingham Public Schools operating budget is “net” of grants from state and federal governments and other offsets from fees, tuitions and other revenue generating operations. Grants include federal and state entitlement grants, as well as state program grants. Other offsets include fees for athletics and activities, use of school property such as building and grounds, and tuitions generated from Kids-in-Action, the Integrated Pre-K program, and Full Day Kindergarten. Grants and revenue generating programs and activities reduce the gross budget costs by nearly \$4.4 Million in FY’21.

The largest funding grant/offset in FY’21 is the state’s Circuit Breaker reimbursement of \$1,652,110. The amount of the Circuit Breaker reimbursement fluctuates from year-to-year. Full Day Kindergarten personnel costs will continue to be partially offset in FY’21 by parent paid tuitions. No tuition increase is planned for FY21.

In addition to the operating budget, the Advisory Committee and Capital Outlay Committee have recommended a Capital appropriation for the Hingham Public Schools of \$1,349,866 versus the approximately \$2.2 million requested by the School Committee. This appropriation includes funds to maintain buildings and update infrastructure components, meet technology needs, replace aging furnishings, and obsolete equipment, and enhance safety and security within the schools.

More detailed information about the proposed budget for FY’21 is available on the HPS website (hinghamschools.org); click on Administration and then select Business Operations from the pull-down menu.

HINGHAM SCHOOL COMMITTEE

Michelle Ayer - Chair
Carlos Da Silva -Vice Chair
Kerry Ni - Secretary
Edward Schreier, D.D.S

Liza O’Reilly
Libby Lewiecki
Nes Correnti

SUPERINTENDENT OF SCHOOLS

Paul Austin, Ph.D.

MUNICIPAL FINANCE TERMS

APPROPRIATION - An authorization by the Town Meeting to make obligations and payments from the treasury for a specific purpose.

ASSESSED VALUATION - A valuation set upon real or personal property by the Board of Assessors as a basis for levying taxes.

CAPITAL BUDGET - A plan of proposed capital outlays and the means of financing them for the current fiscal period.

CHERRY SHEET - A form showing all state and county charges and reimbursements to the town as certified by the Massachusetts Department of Revenue.

DEBT SERVICE - Payment of interest and repayment of principal to holders of the town's debt instruments.

FISCAL YEAR - A 12-month period, commencing on July 1, to which the annual budget applies.

FUND BALANCE - The unencumbered cash remaining in a fund at the end of a specified time period, usually the end of the fiscal year.

GENERAL FUND - The major town-owned fund which is created with town receipts and which is charged with expenditures payable from such revenues.

GRANT - A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal government. Grants are usually made for specific purposes.

LINE-ITEM BUDGET - A format of budgeting which organizes costs by type of expenditure such as expenses, equipment, and salaries.

OVERLAY - The overlay is the amount raised by the Assessors to be used for potential abatement of property taxes. The Overlay Surplus is the portion of each year's overlay account no longer required to cover property tax abatements.

PROPERTY TAX LEVY - The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed "per thousand dollars" of assessed valuation.

RESERVE FUND - Money set aside by Town Meeting to be allocated by the Advisory Committee for extraordinary or unforeseen expenditures.

TALENT BANK APPLICATION

Board of Selectmen
Town Hall
210 Central Street
Hingham, MA 02043-2757
781-741-1451 • 781-741-1454 (Fax)

Date _____

Name _____

Home Address _____

Business Address _____

Telephone _____ (home) _____ (business)

Fax _____

E-mail _____

Occupation _____

Educational Background _____

Civic, Charitable and Educational Activities

Town Committees or Offices _____

I am interested in the following Committees _____

NOTES