

TOWN OF HINGHAM



WARRANT for the **ANNUAL TOWN MEETING**

Saturday, May 8, 2021 at 2:00 P.M.

(Rain Dates: Saturday, May 15, 2021 & Sunday, May 16, 2021 at 2:00 P.M.)

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

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 2021 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 transaction 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.

May 2021

Michael J. Puzo
Moderator

REPORT OF THE ADVISORY COMMITTEE

Financial Management Plan FY2021

Town finances for Fiscal Year 2021 (FY21) faced significant challenges as a result of a full year of coping with the pandemic and the related municipal, educational and commercial shutdowns. Close monthly scrutiny of revenues and expenses pursuant to the FY21 Town's Financial Management Plan contained in the 2020 Warrant and quarterly review jointly by the Board of Selectmen, Town Administration, the Advisory Committee, the School Committee and School Administration guided our community through the year. Additional fiscal constraints outlined in the Financial Management Plan were fortunately not necessary. Of significance there were substantial revenue losses from local receipts, principally in meals tax receipts and auto excise receipts. There was also a decline in investment income due to restrictions on the type of investments available to municipalities. The property tax levy and State aid remained strong. The revenue loss was expected and a determination was made last year to use Fund Balance to balance the budget in the amount of \$3.6 million. As of the forecast of March 25, 2021, it appears that it will not be necessary to use the full Fund Balance contribution and that Town finances for FY21 will show a surplus, forecast to be \$1,735,366. The surplus will enhance Fund Balance as of June 30, 2021. This surplus was the result of conservative management of Town finances by delaying hiring in certain areas and careful scrutiny of expenditures. The CARES Act provided substantial relief. The Town is eligible to receive \$3,684,602 in CARES Act Funding and has submitted \$2,242,063 in reimbursement requests so far.

Budget Development for FY2022

Budget development for FY22 saw concerns related both to the pandemic and to structural deficits in both the municipal and the school budgets. The American Rescue Plan (ARP) Act and the Elementary and Secondary School Emergency Relief (ESSER) Fund are expected to provide additional substantial aid. The details of how these funds may be applied to Hingham's finances are in development. As of March 25, 2021 the forecast for FY22 showed that the expenditure of \$4,959,009 of one-time money would be necessary to balance the FY22 budget. This one-time money would consist of expected ESSER funds in the amount of \$1.4 million and \$1.2 million of American Rescue Plan funds. The balance would come from excess Unassigned Fund Balance to address one-time revenue and expense losses and the needs of the Town for funding permitted by the Financial Policy relating to the use of excess unassigned Fund Balance, including capital investment, retirement of debt and tax relief.

The Advisory Committee's detailed review of municipal budgets revealed that municipal departments had lean operations and did have advisable additional needs. The most important of those needs were addressed by additional requests identified by the Town Administrator totaling \$784,203. Including those additional requests the municipal budgets increased from \$27,818,654 in FY21 to \$29,211,057 in FY22, an increase of 5.1%. Without the additional requests the municipal budgets would have increased by 2.18%.

A year of remote learning posed significant difficulties for the school community. In the face of demonstrated learning deficits the School Administration proposed a recovery budget which increased education spending by \$5,061,094 from \$56,730,985 in FY21 to \$61,792,079 in FY22, an increase of 8.92%. This was the major factor in the creation of the need to use one-time money to balance the budget.

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 FY22 budget. 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 FY20 (the most recently completed fiscal year), Unassigned Fund Balance was \$30,146,446, which equaled 25.3% of TAE. The amount is \$6,317,882 above the upper bound of the Financial Policy. FY20 was the ninth year in a row that the upper bound was exceeded. Due to spending controls instituted during FY21, the Town anticipates surpluses in several departmental budgets for FY21 which will provide for “turnbacks” that will become part of Fund Balance. In addition, the Town is expecting to receive approximately \$1,800,000 in FY21 from the Weir River Water System to reimburse costs the Town incurred in connection with the acquisition of the water company. This amount would also go into 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. The Advisory Committee believes that careful consideration of any further use of excess Fund Balance (i.e. the amount above the 20% upper bound of the Town’s Financial Policy) at a level that would reduce Unrestricted Fund Balance to a level below the 20% limit would require most careful consideration. It has always been anticipated that excess Fund Balance could be used to defray the total cost of 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 absent the use of Fund Balance to balance the FY22 budget. The maintenance of Fund Balance within the parameters of the Town’s Financial Policy is important for the maintenance of the Town’s Aaa bond rating.

Even before arrival of the pandemic, balancing the budget was a challenge. 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 full economic effect of the pandemic is unknown, and the forecast is likely to evolve 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 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 FY22 Total Annual Expenditures (“TAE”) (Articles 4, 5, and 6) will increase 5.91% over the FY21 TAE, and the Town’s FY22 Operating Budget (TAE minus employee benefits, debt service, and items that are financed by user rates/charges) will increase 7.53% over the FY21 Operating Budget. These increases are primarily due to wage inflation, as personnel expenses represent 77.46% of the Town’s Operating Budget. FY22 is the first full 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 include the water system budget.

The increase in expenditures for FY22 will be funded by a 2.5% increase in the tax levy, new growth of approximately \$700,000, and a contribution from Unassigned Fund Balance to offset decreases in State aid and local receipts as well as increased municipal and education expenses.

The budget presented for Town Meeting consideration includes a base of “level services” budgets, i.e., FY21 service levels adjusted for FY22 costs as well as the Town Administrator additional requests and the School recovery budget. While the Town has sufficient resources to maintain service levels for FY22 due to federal aid and healthy Fund Balance, it may be difficult to avoid reductions in FY23. The Board of Selectmen, Personnel Board, and School Committee continue to work diligently to ensure that Town employees are compensated fairly. Management of personnel expenses is critical, as employee payroll accounts for such a large percent of the of the Town’s total budget.

The Potential for an Override in FY 2023

The Five-Year Forecast shows a deficit of \$2,040,999 for FY23 and higher deficits in each succeeding year. The projection of these deficits is based on an assumption of 2% growth in expenses. If historic rates of growth were used the projected deficits would be substantially higher. For FY23 the forecast includes \$800,000 in federal American Rescue Plan funds. For FY24 the forecast includes \$415,000 of federal funds. An override is a permanent tax increase that is sometimes needed to reset the fiscal needs of a community. The alternative to an override is a decrease in services. Simple math indicates that when revenue growth is less than spending growth the balancing of a budget is not sustainable. The School Administration and School Committee will pursue the formation of a strategic plan in FY22. One of the objectives of this plan will be to identify more efficient ways to use resources so as to restrain growth in the education budget. The Town will also be exploring efficiencies to restrain municipal expenditures. The Advisory Committee believes that the formation of an Override Study Group at this time would be useful in addressing whether an override for the FY23 budget is necessary and if so in what amount.

The FY22 budgets differ from the FY21 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 2021</u>	<u>FY 2022</u>	<u>% CHANGE</u>
Municipal Departments:	\$27,818,654	\$29,211,057	5.01%
School Department:	\$56,730,985	\$61,792,079	8.92%
Capital Outlay:	\$3,175,686	\$2,500,168	-21.27%
Employee Benefits:	\$14,395,178	\$15,320,416	6.43%
Debt Service:	\$7,932,128	\$5,707,376	-28.05%
Insurance and Incidentals:	<u>\$767,183</u>	<u>\$1,028,087</u>	34.01%
TOTAL	\$110,819,814	\$115,559,183	4.28%

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. It also includes additional items recommended by the Town Administrator to address essential needs of the Town. Those items included full time positions for an Assistant Town Administrator/Finance (\$137,000), a Mental Health Clinician in the police department (\$54,096), a Senior Planner in Community Planning (\$63,403), a Transfer Station Heavy Equipment Operator (\$51,980), Field Maintenance Program (\$241,180), a contract Communications Consultant (\$35,000), a contribution of \$138,372 to address in part a structural deficit in the legal services budget and a contribution of \$63,173 to address in part a structural deficit in the snow and ice budget. The School Department requested a recovery budget of \$61,792,079 which exceeded the FY21 education budget by \$5,061,094, an increase of 8.92%. The recovery budget involves the addition of 34 FTEs. This increase represents wage inflation along with an increase in services and personnel to address demonstrated educational deficits resulting

from the pandemic and excludes school-related capital, which is contained in the Capital Outlay figure. The expected increase in salaries related to these additional FTEs is \$2,325,606.

The FY22 budgets presented to Town Meeting do not reflect the full amounts identified by all departments for services they deem desirable. The Advisory 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 certain Education initiatives that the School Department expects to consider in the context of a strategic plan in FY22.

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. Revenue losses related to COVID-19 have made the situation more difficult but have been ameliorated by Federal aid. 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 \$301.41 or 2.88%. (Note: this includes the 2.5% levy increase, new growth and excluded debt.)

In developing the proposed FY22 budget, the Advisory Committee deliberations included four important considerations: (1) delivery of Town necessary and expected 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 FY22 are \$925,238 more than FY21 based on increases in retirement costs and health insurance. Health insurance expenses are projected to increase by 6.99%, down from prior forecasts of 10%. This results from favorable experience since switching to a new health insurance plan in FY18. (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 had a full valuation of its Other Post-Employment Benefits ("OPEB") liability as of June 30, 2020 and has budgeted an OPEB contribution of \$1,267,567 for FY22. This is up \$73,411 over FY21.

Budgeted debt service has decreased by \$2,224,752 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 capacity are not incorporated into the operating budget. These funds are being tracked in a new reserve account in the General Fund. In FY22 no amount has been budgeted for unused non-excluded debt capacity.

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 FY10, 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.

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 FY22 budget obviously will influence whether, when and how some of these projects can be undertaken. An Advisory Committee working group developed a financial planning tool that facilitates the analysis and forecasting of debt capacity and its impact on property taxes. It allows the input of several variables to see the impact that any future capital projects may have on the Town budget. A Forecast Sensitivity tool has also been developed which allows the input of different expense growth rates and different sources of revenue in order to forecast the impact on property taxes. The Town Administrator's office is responsible for the use of these tools. These tools are available for public use on the Town website.

FINANCIAL POLICY CONFORMANCE

Expenditures in the proposed FY22 budget conform to the Town's Financial Policy guidelines as follows:

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

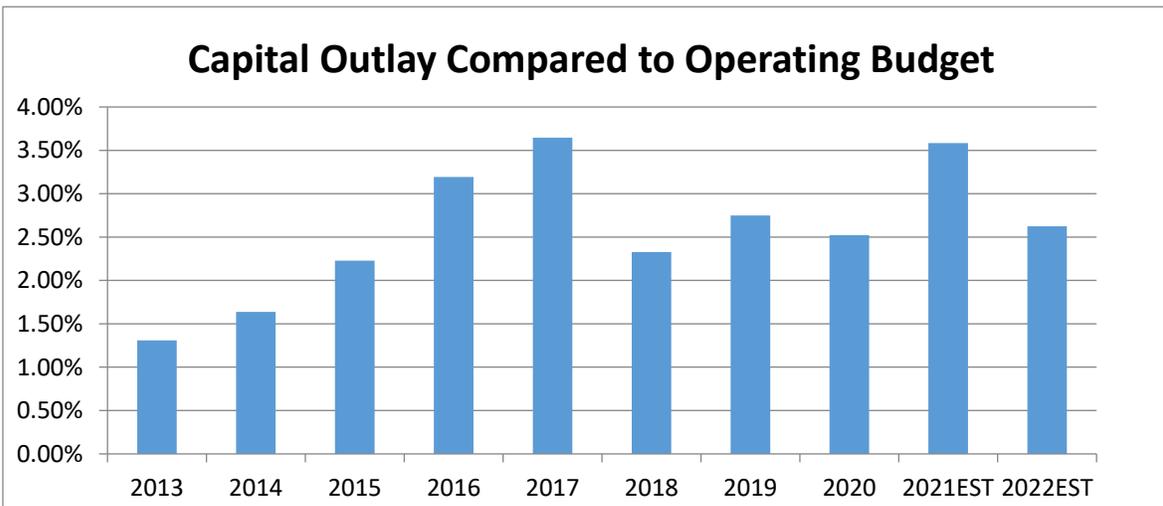
- Fund Balance, also known as Available Reserves or Available Funds, is the accumulation of each year's actual surpluses and deficits. In accordance with the implementation of GASB 54, Fund Balance is classified into five categories: Non-spendable, Restricted, Committed, Assigned, and Unassigned.
- Total General Fund Balance has increased from 8.9% of TAE at the end of FY09 to 35.41% at the end of FY20 (the most recently completed Fiscal Year). As of the end of FY20, total General Fund Balance equaled an historic high of \$42,189,077. The amount "reserved" for particular future uses (per GASB 54) is \$12,042,631 (28.54%).
- 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 with a view to maintaining this level in the upcoming years.
- As of the end of FY20, Unassigned Fund Balance equaled \$30,146,446 or 25.30% of TAE. As of the end of FY19, this dollar amount was \$30,515,193, and the ratio was 26.58% of TAE. The Advisory Committee recommends the use of up to \$4,959,009 of Unassigned Fund Balance to address one-time revenue losses and expenses caused by COVID-19 and to use

excess Unassigned Fund Balance as permitted by the Financial Policy of the Town. As mentioned above this use of Unrestricted Fund Balance is expected to be offset by the receipt of federal funds from the ESSER and America Rescue Plan. Moreover, two Warrant Articles under consideration by the 2021 Annual Town Meeting seek funding from Unassigned Fund Balance, in amounts including \$200,000 (Route 3A Design Funds), and \$350,000 (Public Safety Facility Owners Project Manager and design) Restricted Fund Balance of \$1,250,000 from the sale of the Hersey House will also be used for the Public Safety Facility project. These latter expenditures will not significantly affect Fund Balance at June 30, 2021. Due to spending controls and better than expected revenues, significant budget turnbacks are expected and will go into Fund Balance. The Town also anticipates reimbursement in FY21 of approximately \$1,800,000 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 FY22 the Capital Outlay budget (excluding borrowing and Sewer, Water, Recreation, and South Shore Country Club capital, which are funded from user rates/charges) is \$2,500,168. This amount is 2.62% of the FY22 Operating Budget.

This is the eighth 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 FY22, 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 could not 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 \$6,282,038 of which \$2,500,168 was initially sought from the tax levy. From those amounts, the COC recommended a FY22 capital budget of \$2,877,918. Funding sources may include excess Unassigned Fund Balance, excess overlay and/or the tax levy. The COC recommended a capital budget of \$189,000 for the South Shore Country Club and \$85,000 for the Recreation Commission, both of which are to be funded by user fees, \$337,000 for Sewer-related projects to be paid by Sewer rate payers and \$2,690,000 for the Weir River Water System to be paid by Water rate payers. In addition, \$40,750 of FY22 capital requests for the Harbormaster (reflected in the Police Department budget) will be funded from the Municipal Waterways Improvement and Maintenance Fund and \$36,000 of FY22 capital requests for the Building Department will be funded from the Building Revolving Fund. The purchase of an ambulance for approximately \$400,000 was accelerated from FY22 into FY21.

- 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.
- In separate Warrant Articles, the Advisory Committee recommends:
 - That the Town borrow up to an amount to be determined prior to Town Meeting for the windows project at the Plymouth River School.
 - That the Town borrow up to \$5,650,000 for the reconstruction of the Town Pier.
 - All of this spending and borrowing is subject to approval by the Town Meeting.

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 FY20, Reserve Fund transfers were made as follows:

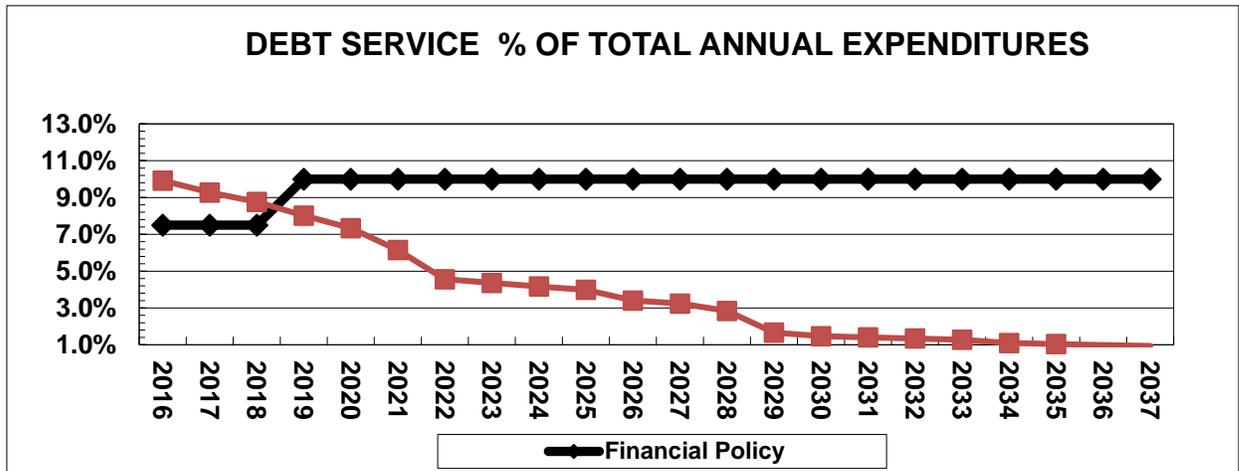
<u>DEPARTMENT</u>	<u>AMOUNT</u>
Selectmen's Expenses – Lynch Field	\$6,396
Legal	\$509,125
South Shore Country Club	\$50,000
Town Meeting Expenses	\$20,000
Information Technology Salaries	<u>\$17,175</u>
FY20 TOTAL APPROVED TRANSFERS	\$602,696

- 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 FY22 Reserve Fund is \$664,578. This is 0.70% 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 FY19 recommended an upper bound of 7.5% of TAE.
- FY22 debt service represents 4.24% of FY22 TAE – a slight decrease from FY21 (6.25 %).
- The graph below shows currently authorized debt only.



- The Advisory Committee notes that the Town is contemplating several projects that could be financed through the issuance of additional debt, namely, the Foster School and the Public Safety Facility projects and potentially a replacement pool at South Shore Country Club. The graph indicates that, assuming no additional borrowing, debt service conformed to Financial Policy beginning in FY19. 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 2021 PROPERTY TAX RELIEF

- As in previous years, the FY22 budget includes property tax relief for the benefit of all taxpayers. Property taxes for FY22 will be higher than in FY21, 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. Note that a declining balance in the Stabilization Fund will also affect future tax relief.
- In prior years, the Town chose not to raise taxes to the maximum level (2.5%) thus creating \$500,000 in unused levy capacity. Adoption of the FY22 budget will not create any unused levy capacity as the amount previously designated for unused levy capacity has been designated to fund senior means-tested property tax relief.

LONG-TERM FINANCIAL OBLIGATION AND LIABILITY FUNDING

- The FY22 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 FY22 budget includes a Contributory Retirement funding amount of \$5,443,559 and an OPEB contribution of \$1,267,567.
- 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 June 30, 2020, Hingham had funded its OPEB trust with \$17,371,104. 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 2022. Hingham is far ahead of comparable towns with regard to funding OPEB obligations.

REVENUE SOURCES AND USES

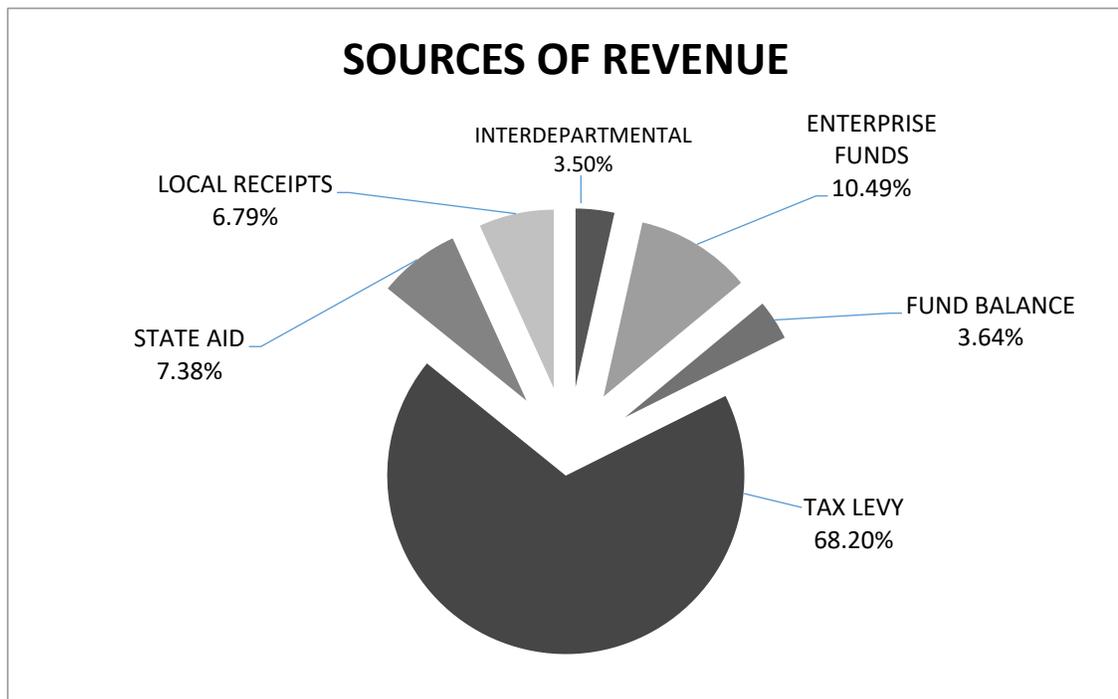
- For FY22, total budgeted revenue Uses include Article 4, 5, and 6 appropriations of \$134,441,871 and amounts reserved for State Assessments, Overlay and Other Expenses totaling \$1,925,819.
- The aggregate budget Uses for FY22 of \$136,367,690 balances to the forecasted revenue sources of \$136,367,690.

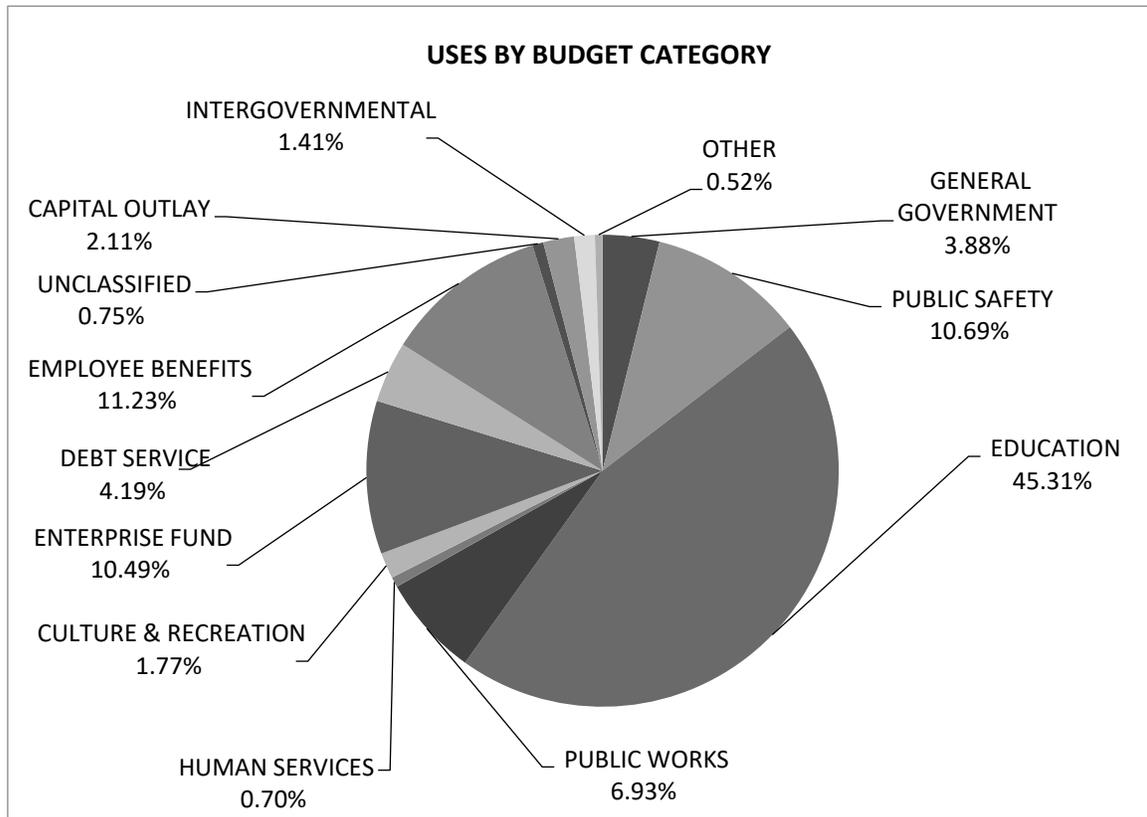
	ACTUALS	ESTIMATE	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
SOURCES							
Tax Levy							
Levy	79,426,526	82,762,765	86,508,690	89,371,407	92,255,693	95,212,085	98,242,387
2 1/2 % increase	1,985,663	2,069,069	2,162,717	2,234,285	2,306,392	2,380,302	2,456,060
New growth	1,350,576	1,676,856	700,000	650,000	650,000	650,000	650,000
Debt exclusions	3,530,261	3,400,160	3,627,941	3,506,882	3,382,311	3,272,922	3,171,338
Unused Levy Capacity	(500,000)	(500,000)	0	0	0	0	0
Uncollected Tax Levy		(801,208)	0				
Total Tax Levy	85,793,026	88,607,642	92,999,348	95,762,575	98,594,396	101,515,309	104,519,785
Other Revenue							
State Aid	11,634,678	11,563,088	10,070,347	10,070,347	10,070,347	10,070,347	10,070,347
Local Receipts(2.5% FY2023-2026)	10,538,147	9,662,429	9,257,767	10,955,351	11,229,235	11,509,966	11,797,715
Fund Balance	940,813	4,783,337	4,959,009	800,000	415,000	0	0
SSCC	1,829,220	1,766,742	1,891,180	1,891,180	1,891,180	1,891,180	1,891,180
Weir River Water System	0	10,597,979	12,416,193	12,881,507	12,881,507	12,881,507	12,881,057
Sewer	2,688,025	3,638,157	3,829,259	4,103,747	4,402,431	4,727,632	5,081,903

	ACTUALS	ESTIMATE	FORECAST	FORECAST	FORECAST	FORECAST	FORECAST
	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Light Plant (\$450K Min.)	481,387	500,000	500,000	500,000	500,000	500,000	500,000
Meals Tax Reserves	121,874	0	0	0	0	0	0
Stabilization Fund	178,836	178,836	178,836	178,836	178,836	178,836	178,836
Excess Overlay	0	450,000	225,000				
Waterways Fund		58,500	40,750				
Total Other Revenue	28,412,980	43,199,068	43,368,341	41,380,968	41,568,536	41,759,468	42,401,037
Total Sources	114,206,006	131,806,710	136,367,690	137,143,543	140,162,931	143,274,777	146,920,822
USES							
State Assessments	969,878	1,090,510	1,121,849	1,177,941	1,236,839	1,298,680	1,363,614
Overlay	351,792	381,576	703,970	850,000	850,000	850,000	850,000
Other expenses / deficits	0	100,000	100,000	100,000	100,000	100,000	100,000
Total	1,321,670	1,572,086	1,925,819	2,127,941	2,186,839	2,248,680	2,313,614
Appropriations							
Capital Outlay	2,071,190	3,520,186	2,877,918	2,700,000	2,800,000	2,900,000	3,000,000
Article 6	105,460,355	123,663,840	130,858,647	133,213,319	136,215,087	139,398,525	142,869,302
Article 4&5 (2.0% Increase/Yr. FY2023 to 2026)	0	146,632	705,306	1,143,281	1,590,015	2,045,685	2,510,467
Other articles	733,251	1,168,600	0	0	0	0	0
Total appropriation	108,264,796	128,499,258	134,441,871	137,056,600	140,605,102	144,344,209	148,379,769
Total Uses	109,586,466	130,071,344	136,367,690	139,184,541	142,791,940	146,592,890	150,693,384
EXCESS (Shortfall)	4,619,540	1,735,366	(0)	(2,040,999)	(2,629,009)	(3,318,113)	(3,772,562)

- 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 FY22 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 back to FY18 levels in FY22. 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 FY22 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 \$1,891,180 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 \$3,829,259 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 \$12,416,193 fully offset water operating expenses, debt, employee benefit costs, and a budgeted surplus of \$1,753,465 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 the impact of 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 historically at 4-5% or more but at 8.92% for FY22) 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 and expenses 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 continues to be 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

Robert Curley, Chair

Julie Strehle, Vice-Chair

George Danis, Secretary

David Anderson

Victor Baltera

Brenda Black

Libby Claypoole

Davalene Cooper

Kristen Dziergowski

Eryn Kelley

Alan Macdonald

Nancy MacDonald

Andrew McElaney

Evan Sheehan

Tina Sherwood

REPORT OF THE BOARD OF SELECTMEN

I am pleased to submit this report for Fiscal Year 2021 (FY21) on behalf of the Board of Selectmen (the Board).

COVID-19

As we close out this fiscal year, it's important to recognize the significant contributions made by our municipal and school leadership and employees over the past 15 months. We reimagined services, programs, and public meetings, and found new ways to engage the public, while keeping citizens and employees safe. Public meetings were moved online, resulting in greater citizen participation and engagement. The restaurant re-opening team worked with local restaurants to find creative ways to offer outdoor dining. Hingham opened a COVID-19 testing site for our residents, employees, and the general public. With the generosity of the South Shore Baptist Church and support of the Hingham Health, Police, and Fire Departments, we conducted COVID-19 vaccination clinics using all the vaccines the Town received. The Town worked to secure CARES Act and FEMA funding for COVID-related expenses.

Many of these same dedicated individuals are working to develop a municipal reopening plan as this report is being written. We also stand ready to reopen our vaccination clinic if requested to do so and upon receiving additional vaccines.

Words cannot adequately express the Board's gratitude to our Town employees, volunteers, and fellow citizens for the many ways you've come together to keep our government running and take care of our community, particularly our most vulnerable citizens. Our deepest thanks to you all.

FY21 Financial Management Plan

Last year's Town Meeting fully authorized the FY21 budget and the underlying FY21 Financial Management Plan which was jointly put forward by the Board, Advisory Committee, and School Committee. At that time, we committed to you that we would adhere to this plan, monitor our finances each month, and reduce expense budgets if the Town's financial picture worsened. We appreciate – and do not take for granted – the underlying trust that you placed in us when you authorized last year's budget. As described in the Report of the Advisory Committee, FY21 COVID-related revenue losses are lower than initially expected, the Town is eligible to receive \$3.6 million in federal CARES Act funding to help offset COVID-related expenses, and we are managing our expense budgets carefully. It is particularly noteworthy that Hingham was able to avoid the contraction of services and layoffs that occurred in other towns.

FY22 Budget

Articles Four, Five, and Six propose the Fiscal Year 2022 (FY22) Town budget, which reflects many hours of analysis, careful fiscal planning, and close cooperation among the Board, Advisory Committee, and every Town department. All departments were asked to submit a level-services budget – representing the funds necessary to continue current services – plus immediate needs. FY22 budget highlights include the following:

- The proposed FY22 budget funds all existing services, plus **36 new full-time equivalent positions (32 in the School Department and 4 in Municipal Departments)** to address immediate needs, including student learning loss resulting from the pandemic. Left unaddressed, these needs will become more pressing over time and ultimately more costly for the Town.

- While not part of the Article 6 budget, the FY22 budget also contains funding to implement the **Hingham Senior Means-Tested Property Tax Exemption**, which has been two years in the making. This provides up to \$1,150 in annual property tax relief to qualified seniors. We expect approximately 400 citizens to qualify for this exemption.
- **The proposed FY22 budget is balanced using \$5.0 million in one-time money.** The one-time funding is a combination of \$2.4 million in Fund Balance – also known as the Town’s rainy day fund – and \$2.6 million in federal stimulus money. We expect to receive an additional \$1.2 million in federal stimulus money a year from now.

Future Financial Challenges

Prior to the pandemic, Town and School departments were seeing an increased demand for services that were difficult to address with available revenue. In response, the Town began developing a long-term financial management plan to identify new sources of revenue, assess service needs, and prioritize capital infrastructure investment – while being mindful of the cumulative impact on taxpayers.

In light of continued operating budget pressure, and informed by the recently completed Town Master Plan and upcoming Education Strategic Plan (to be developed by the School Department and School Committee), the Board recognizes the importance of accelerating this analysis and planning over the next year. Specific challenges that must be addressed include the following:

- **We currently lack the means to fund most of the FY22 budget additions in future years.** Assuming a 2% growth rate in Municipal and Education expenses, the Town’s Five-Year Forecast shows annual deficits in each of the next five years ranging from \$2.0 - \$3.8 million per year. Future deficits increase significantly if higher budget growth rates are assumed.
- **The annual growth of our education budget is not sustainable.** Approximately 2/3 of the total Town budget directly supports Education, and that ratio continues to grow each year. From 2011 to 2020, student enrollment grew by 4%, while the Education budget grew by 53%. Nearly all the budget increases were required just to maintain services, with little to no money available to fund education improvements. The Education level services budget continues to grow faster than our revenues, most of which are subject to the limits of Proposition 2 ½.

There have been discussions among the Board, the Advisory Committee, and the School Committee focused on the need to reduce the future growth rate of the Education budget. While this issue remains unresolved at the moment, the School Department has committed that it is one of the objectives of its proposed Education Strategic Plan to be developed over the next year.

In addition, over the next year, your Town and School leaders will work together to develop a strategic financial plan. This plan will assess future needs, explore additional revenue opportunities (including consideration of a future Proposition 2 ½ operational override), and identify ways to sustainably fund future budgets.

As stated in the report of the Advisory Committee, an override is a permanent tax increase that is sometimes needed to reset the fiscal needs of a community. It is the opinion of the Board that for an override to truly be a “reset”, future operating budget growth must be in line with revenue growth. Absent this alignment, Hingham will face the difficult choices of either recurring tax overrides simply to maintain services or the reduction and/or elimination of services. The Board believes that a balance of revenue

and expense management actions is the most fiscally responsible way to address our future financial challenges – and is the collective responsibility of municipal and school leadership and volunteers.

The Board recognizes the difficulty in reconciling these financial challenges with a FY22 proposed budget that adds a significant number of new personnel. After careful consideration of various options, the Board believes the budget before you for consideration is responsive to immediate community needs, applies federal stimulus monies in a manner consistent with their stated intent, and gives the Town time over the next year to conduct a detailed analysis and socialize it within the community. It is also understood that if future revenues cannot support expenses, the Town will be forced to reduce or eliminate services.

Additional FY21 Accomplishments

While most of the Board's efforts have been focused on ensuring the ongoing provision of essential government services, keeping our citizens and employees safe, and managing finances, the Town has made important progress in other areas.

On July 31, 2020, ownership and operation of the water system – now known as the **Weir River Water System** – were successfully transferred to the Town. SUEZ, the water system operator, hired all existing staff with the exception of one employee who relocated. The Town also hired a Water Superintendent who, among other initiatives, has commissioned both a Capital Improvement Plan and a Cost of Service Study. The citizen volunteer Water System Transition & Evaluation Committee and Citizens Advisory Board are both engaged in this work.

As part of the financing process for acquisition of the water system, the Town's **Aaa bond rating** was re-affirmed by all three major rating agencies. This is a huge accomplishment and is indicative of the quality of our management, ongoing funding of long-term liabilities, and our adoption of and adherence to the Town Financial Policy. The total interest rate for the water system acquisition was 2.145%, resulting in over \$30 million additional ratepayer savings for the 30-year life of the acquisition loan, above and beyond the savings identified prior to the acquisition vote.

Under the direction of our Town Administrator, a **Climate Action Planning Task Force** defined a process to allow Hingham to plan for our carbon-neutral future. Article 14 seeks authorization for the creation of a Climate Action and Planning Committee to spearhead the development of a Climate Action Plan, which will be funded by the Hingham Municipal Lighting Plant (HMLP). The Board extends its thanks to HMLP and urges your support on Article 14.

Other accomplishments since the last Annual Town Meeting include the re-establishment of the Commission on Disabilities, the completion of a Town-wide study of all outdoor athletic facilities, the opening of Beach House Hingham at the Hingham Bathing Beach, the purchase of the Benjamin Lincoln House by the Hingham Historical Society, the creation of the *Inside Town Finances* series, and the Town's successful efforts to prevent elimination of the MBTA ferry and drastic reduction of Greenbush commuter rail service.

Strategic Infrastructure Initiatives

Recognizing the Town has important infrastructure needs that it must address, the Board requests your support for three warrant articles:

Article 23 requests funding to replace the windows at **Plymouth River School**. In 2017, the Board of Selectmen entered into a Memorandum of Understanding with Broadstone Bare Cove, securing \$1 million for this project. In late 2020, the Town was invited to participate in the Massachusetts School

Building Authority (MSBA) Repair Program. The MSBA will reimburse the Town for approximately 1/3 of the total project cost. Article 23 seeks funding for the remaining project costs.

Article 18 is the next step in the multi-year process to address **Public Safety and Senior Center facility needs**. In 2020, the Annual and Special Town Meetings authorized funding to evaluate – and subsequently purchase – a parcel of land located on Route 3A upon which to build a public safety facility that would replace the North Fire Station and the Police Station. Relocation of the Police Station would allow for the long-desired expansion of the Senior Center at Town Hall. Article 18 seeks funding for design and project management for the public safety facility. This project, and the expansion of the Senior Center, cannot advance without approval of this article.

The Board requests your support of Article 20, which seeks funding to repair and reconstruct the **Town Pier Wharf**. This is part of a multi-year effort to proactively fortify the harbor against the increasing effects of climate change. Approval of Article 20 makes the Town eligible to apply for state funding, which, if received, would defray the taxpayer cost for this project.

While not sponsored by the Board of Selectmen, we ask for your support of Article 21 which adopts **gender-neutral terms** for Town boards/committees, positions, documents, and communications. The Board is grateful to the Hingham League of Women Voters for bringing this Article forward.

Summary

The Selectmen would like to thank all those who assist us in carrying out our executive budgetary responsibilities and preparation of warrant articles. In particular, the Board wishes to thank Tom Mayo, Michelle Monsegur, Sue Nickerson, Sharon Perfetti, and Heidi Gaul for their dedication and hard work.

We would also like to acknowledge and thank all the members of the Advisory Committee, Capital Outlay Committee, School Committee, Community Preservation Committee, Personnel Board, and all Department heads, Town employees, and volunteers. Special thanks to Advisory Committee Chair Bob Curley for exemplifying the collegial atmosphere that is the hallmark of our process. We are proud to serve with all of you.

Mary M. Power, Chair
Joseph M. Fisher
William C. Ramsey

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 Multi-Purpose Field, 17 Union Street, in said Hingham, Saturday, the eighth day of May 2021 at two o'clock in the afternoon with rain dates of Saturday the fifteenth of May 2021 at two o'clock in the afternoon and Sunday the sixteenth of May 2021 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, 2020, the fund assets totaled \$16,021.86 of which \$1,021.86 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 Laurel Cosman, 16 Queen Anne Lane, be re-elected 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 that the Board of Selectmen is hereby authorized to execute and deliver a bond of such indemnity to the Commonwealth assuming such liability.

ARTICLE 3: To receive the reports, if any, 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; 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; Public Safety Facility Building Committee; Scholarship Fund Committee; 2017 School Building Committee; Senior Center Building Committee; Town Historian; Tree Preservation Study Committee; Wastewater Master Planning Committee; Water Supply Committee; Weir River Water System

Citizens Advisory Board; Weir River Water System Transition and Evaluation Committee, or any other Town Committees, 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. The quality of life and quality of governance of our community is greatly strengthened by the contributions of these citizens and their work on these committees. We thank all of these committees and their members for their excellent service. We recommend that all these posts and committees be continued, except for the Water Supply Committee, whose work has been transitioned to the Weir River Water System Advisory Board.

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 Water Supply 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 was established to administer the Personnel By-law of the Town and consists of five volunteer members appointed by the Moderator to serve three-year terms. The basic duties of the Personnel Board are set out in Section 5 of the Personnel By-Law and include oversight of the Town's Classification and Salary Plan, maintenance and review of job descriptions, review of pay rates, and establishment of policies and procedures required to implement the Plan – all in collaboration with the Human Resources Department. The Board also conducts collective bargaining negotiations in partnership with the Town Administrator.

The major action in this year's report is the presentation of an updated Classification and Salary Plan for non-union, non-contract, permanent Town employees. This is the first update to this group of staff since 2001, culminating a two-year review of 88 job descriptions. The Board worked with a consulting firm, GovHR, to evaluate each of these positions based on internal equity, comparison of roles in other towns, and the experience needed related to the responsibilities

given. Each job was weighted and graded for internal equity with compensation targeted at the midpoint of similar roles in our traditional group of benchmark communities.

The resulting changes to the classifications have a total, year 1 financial impact of increasing total payroll by \$144,169. This additional cost is already accounted for in the forecasting of Article 4 expenses. In subsequent years, this base amount will be carried in the base payroll amount for departments in Article 6 spending. The new Plan is effective as of June 1, 2021.

The report also includes the statement of several one-year successor agreements to previous collective bargaining contracts with a variety of Town staffing units that do not have updated three-year agreements, including Department of Public Works Teamsters, Local 25, the Hingham Patrolman's Association, Police Superior Officers Union, and Hingham Library Staff Association. All these groups, as well as all employees not covered by collective bargaining agreements, received a general wage increase of 2% during FY21. The Personnel Board is currently negotiating new agreements with these union groups as well as with the Hingham Permanent Firefighters Association IAFF Local 2398.

The Board of Selectmen and the Advisory Committee voted unanimously in support of the 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 June 1, 2021, or as otherwise specified in said report or agreements; that the Town raise and appropriate the sum of \$705,306 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, 2021, through June 30, 2022, 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. (Grade 10 under the proposed new Classification and Salary Plan for adoption June 1, 2021).

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, 2021, or act on anything relating thereto?

(Inserted by the Board of Selectmen)

COMMENT: The Town's FY 2022 budget seeks to address the challenges due to the effects of the COVID-19 pandemic (decrease in revenue, and student learning loss), as well as increased needs in

the municipal and school departments. In addition to the usual revenue sources, this budget relies on approximately \$5 million in one-time funds coming from several sources:

1. \$2.4 million from Fund Balance, also known as Available Reserves or Free Cash. The proposed use of Fund Balance is to fund one-time revenue losses, which conforms to the Town's Financial Policy.
2. \$2.6 million in federal stimulus funds in the form of \$1.2 million for FY22 from the American Rescue Plan ("ARP"), and \$1.4 million from the Elementary and Secondary School Emergency Relief Fund ("ESSER") Grant Program.

The total amount of the appropriation and transfer of Fund Balance in the Recommended Motion hereunder includes all of the above figures in order to balance the FY 2022 budget. However, it is expected that receipt of the ARP and/or ESSER funds will offset the need to use all of said appropriation and transfer of Fund Balance in the FY 2022 budget.

For the FY 2021 budget, 2020 Annual Town Meeting approved a budget which relied on the potential use of up to \$3.3 million of Fund Balance to cover projected revenue shortfalls due to COVID-19. However, due to careful financial planning and a less than projected revenue shortfall, the full use of Fund Balance has not been necessary and the FY 2021 is expected to close with a budget surplus.

While at this time there is only broad guidance over the allowable uses of this federal stimulus funding, the Town expects to be able to apply all of this funding to expenses. It is expected that the total federal stimulus funds for FY 2022 will be used to fund the additional request of 36 new Full Time Equivalents ("FTE"s): 32 FTEs in the schools to address demonstrable losses due to the pandemic, and 4 in municipal departments to address necessary municipal needs.

Because a portion of the FY 2022 budget relies on one-time funding sources, the Town will need to begin a collective effort to plan for how to sustainably fund the FY 2023 budget and beyond. These efforts include strategic financial planning in both the School Department and Municipal Departments, and guidance from the Town's Master Plan. If not enough revenue can be raised (possibly from an operating override, among other sources, or from the identification of operational efficiencies), then the Town will have to contract its services.

The Advisory Committee and the Board of Selectmen voted unanimously in support of this budget. The School Committee voted unanimously in support of the school budget.

RECOMMENDED: That the Town raise, appropriate and/or transfer for each of the following purposes, for the Fiscal Year beginning July 1, 2021 (FY 2022), the sum of money stated therefor, provided that, a one-time appropriation and transfer of Fund Balance in the amount of \$4,959,009.00 is hereby made to balance the FY 2022 budget, and 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.

	Fiscal 2020 <u>Expended</u>	Fiscal 2021 <u>Appropriated</u>	Advisory Fiscal 2022 <u>Recommended</u>
GENERAL GOVERNMENT			
122 SELECTMEN			
Payroll	389,019	474,343	639,153
Expenses	56,349	73,040	118,590
Total	445,368	547,383	757,743
131 HUMAN RESOURCE			
Payroll	125,362	132,840	147,624
Expenses	11,086	3,350	3,650
Total	136,448	136,190	151,274
132 RESERVE FUND			
		629,100	664,578
135 TOWN ACCOUNTANT			
Payroll	274,099	275,572	292,016
Expenses	6,285	11,355	11,355
Audit	58,650	71,500	71,500
Total	339,034	358,427	374,871
137 INFORMATION TECHNOLOGY			
Payroll	219,781	303,358	295,439
Expenses	228,389	261,789	276,714
Capital Outlay	93,726	106,000	235,000
Total	541,896	671,147	807,153
141 ASSESSORS			
Payroll	283,238	273,737	261,635
Expenses	4,980	11,513	14,513
Consulting	47,842	48,000	37,190
Map Maintenance	249	6,000	500
Total	336,309	339,250	313,838

	<u>Fiscal 2020</u> <u>Expended</u>	<u>Fiscal 2021</u> <u>Appropriated</u>	Advisory <u>Fiscal 2022</u> <u>Recommended</u>
145 TREASURER/COLLECTOR			
Payroll	355,306	355,702	357,327
Expenses	43,024	46,920	49,820
Tax Titles	2,978	10,000	10,000
Capital Outlay	0	7,000	0
Total	401,308	419,622	417,147
151 LEGAL SERVICES			
	745,600	257,000	395,372
159 TOWN MEETINGS			
Payroll	1,602	2,692	2,692
Expenses	63,108	35,500	40,750
Total	64,710	38,192	43,442
161 TOWN CLERK			
Payroll	186,157	195,808	195,365
Expenses	2,895	7,866	5,616
Capital Outlay	0	10,200	0
Total	189,052	213,874	200,981
162 ELECTIONS			
Payroll	10,916	29,292	6,950
Expenses	9,544	21,845	16,370
Total	20,460	51,137	23,320
T171 CONSERVATION COMMISSION			
Payroll	182,570	183,401	200,877
Expenses	8,297	13,306	13,256
Total	190,867	196,707	214,133
175 COMMUNITY PLANNING			
Payroll	159,637	161,175	230,264
Expenses	18,832	21,705	24,205
Total	178,469	182,880	254,469
176 LAND USE & DEVELOPMENT			
Payroll	123,700	144,986	151,283
Expenses	4,237	7,375	7,375
Total	127,937	152,361	158,658
177 BARE COVE PARK			
Payroll	18,137	18,657	19,034
Expenses	6,299	9,390	9,390
Total	24,436	28,047	28,424

	<u>Fiscal 2020 Expended</u>	<u>Fiscal 2021 Appropriated</u>	Advisory <u>Fiscal 2022 Recommended</u>
192 TOWN HALL			
Payroll	234,669	256,234	257,966
Expenses	375,816	453,802	448,412
Capital Outlay	15,582	91,000	52,000
Total	626,067	801,036	758,378
193 GRAND ARMY MEMORIAL HALL	15,692	18,875	19,752
TOTAL GENERAL GOVERNMENT	4,383,653	5,041,228	5,583,533
PUBLIC SAFETY			
210 POLICE DEPARTMENT			
Payroll	5,551,805	5,758,049	5,927,898
Expenses	370,893	399,150	396,900
Capital Outlay (\$40,750 from Municipal Waterways Fund)	269,624	454,500	244,750
Total	6,192,322	6,611,699	6,569,548
220 FIRE DEPARTMENT			
Payroll	5,402,993	5,592,549	5,632,401
Expenses	418,521	471,767	510,273
Capital Outlay	392,383	150,500	174,000
Total	6,213,897	6,214,816	6,316,674
240 DISPATCH SERVICES			
Expenses	855,688	946,460	941,182
Total	855,688	946,460	941,182
241 BUILDING COMMISSIONER			
Payroll	215,660	233,938	238,750
Expenses	7,164	15,960	15,960
Total	222,824	249,898	254,710
292 ANIMAL CONTROL			
Payroll	62,666	67,986	69,099
Expenses	7,262	6,200	6,200
Total	69,928	74,186	75,299
295 HARBORMASTER			
Payroll	194,479	200,417	208,151
Expenses	67,312	75,921	75,138
Total	261,791	276,338	283,289

	<u>Fiscal 2020 Expended</u>	<u>Fiscal 2021 Appropriated</u>	Advisory <u>Fiscal 2022 Recommended</u>
299 PUBLIC SAFETY UTILITIES			
Emergency Water	299,612	407,750	454,466
Street Lighting	105,000	105,000	105,000
Total	404,612	512,750	559,466
TOTAL PUBLIC SAFETY	14,221,062	14,886,147	15,000,168
EDUCATION			
300 SCHOOL DEPARTMENT			
Payroll	45,028,157	47,086,718	51,905,346
Expenses	8,523,120	9,644,267	9,886,733
Capital Outlay	938,583	1,349,866	1,018,532
(The total appropriation for the School Department in the amount of \$62,810,611 includes any and all funds to be received from the Elementary and Secondary School Emergency Relief ("ESSER") Grant Program estimated to be \$1,376,192 for FY 2022 the receipt of which will offset the use of Fund Balance in the FY 2022 budget)			
TOTAL EDUCATION	54,489,860	58,080,851	62,810,611
PUBLIC WORKS AND FACILITIES			
420 HIGHWAY/RECREATION/TREE & PARK			
Payroll (Overtime \$65,300)	2,055,562	2,376,898	2,441,126
Expenses	352,919	826,469	801,923
Capital Outlay	211,595	363,500	443,289
Snow Removal	391,171	563,365	626,538
Road Maintenance	335,339	382,500	385,500
Total	3,346,586	4,512,732	4,698,376
430 LANDFILL/RECYCLING			
Payroll (Overtime \$32,000)	591,350	611,875	673,515
Expenses	795,586	886,229	1,034,006
Capital Outlay	130,032	163,000	192,000
Total	1,516,968	1,661,104	1,899,521
440 SEWER COMMISSION			
Payroll (Overtime \$28,358)	361,697	371,660	382,737
Expenses	251,100	318,992	300,785
Capital Outlay	191,000	486,000	337,000
Engineering	19,848	10,000	10,000
MWRA Charges	1,934,093	2,130,980	2,280,148
Debt Service	15,208	74,656	72,720
Hull Intermunicipal Agreement	300,654	445,869	445,869

	Fiscal 2020 <u>Expended</u>	Fiscal 2021 <u>Appropriated</u>	Advisory Fiscal 2022 <u>Recommended</u>
Total	3,073,600	3,838,157	3,829,259
The sum of \$3,829,259 shall be funded from Sewer Revenue			
TOTAL PUBLIC WORKS	7,937,154	10,011,993	10,427,156
HUMAN SERVICES			
510 HEALTH DEPARTMENT			
Payroll	311,224	335,862	343,542
Expenses	23,748	19,862	19,862
Capital Outlay	0	0	35,347
Total	334,972	355,724	398,751
541 ELDER SERVICES			
Payroll	242,174	260,410	268,206
Expenses	17,328	24,888	24,889
Capital Outlay	0	27,000	0
Total	259,502	312,298	293,095
543 VETERANS' SERVICES			
Payroll	107,360	106,788	109,522
Expenses	4,558	7,778	8,610
Benefits	148,600	196,946	171,796
Total	260,518	311,512	289,928
545 HEALTH IMPERATIVES			
	0	2,700	2,700
546 SOUTH SHORE WOMEN'S CENTER			
	0	3,700	3,700
TOTAL HUMAN SERVICES	854,992	985,934	988,174
CULTURE AND RECREATION			
610 LIBRARY			
Payroll	1,442,962	1,521,020	1,559,866
Expenses	294,644	346,264	369,798
Capital Outlay	23,534	107,500	146,000
Total	1,761,140	1,974,784	2,075,664
630 RECREATION COMMISSION			
Payroll	106,414	105,990	178,496
Expenses	0	0	170,780
Total	106,414	105,990	349,276

	<u>Fiscal 2020 Expended</u>	<u>Fiscal 2021 Appropriated</u>	<u>Advisory Fiscal 2022 Recommended</u>
650 TRUSTEES OF BATHING BEACH			
Payroll	20,640	24,077	26,832
Expenses	5,176	8,058	11,750
Total	25,816	32,135	38,582
691 HISTORICAL COMMISSION			
Payroll	74,580	74,194	75,679
Expenses	1,978	7,991	7,363
Total	76,558	82,185	83,042
692 CELEBRATIONS	10,204	16,615	17,107
TOTAL CULTURE & RECREATION	1,980,132	2,211,709	2,563,671
ENTERPRISE FUND			
720 COUNTRY CLUB			
Payroll	841,866	915,392	890,830
Expenses	1,150,247	759,350	908,350
Debt Service	4,682	92,000	92,000
Total	1,996,795	1,766,742	1,891,180
The sum of \$1,891,180 shall be funded from Country Club Revenue			
730 WEIR RIVER WATER SYSTEM			
Payroll	0	246,725	257,434
Expenses	0	6,479,948	6,369,790
Debt Service	0	1,539,000	5,788,969
Revenue/Budgeted Surplus	0	2,332,306	0
Total	0	10,597,979	12,416,193
The sum of \$12,416,193 shall be funded from Weir River Water System Revenue			
TOTAL ENTERPRISE FUND	1,996,795	12,364,721	14,307,373
DEBT SERVICE			
DEBT SERVICE	7,867,091	7,932,128	5,707,376
TOTAL DEBT SERVICE	7,867,091	7,932,128	5,707,376
EMPLOYEE BENEFITS			
900 GROUP INSURANCE	6,143,855	6,679,255	7,146,355
903 OTHER POST EMPLOYMENT BENEFITS	1,153,245	1,194,156	1,267,567

	<u>Fiscal 2020 Expended</u>	<u>Fiscal 2021 Appropriated</u>	<u>Advisory Fiscal 2022 Recommended</u>
910 CONTRIBUTORY RETIREMENT	4,773,356	5,090,917	5,443,559
912 WORKER'S COMPENSATION	330,000	330,000	330,000
913 UNEMPLOYMENT	41,254	30,000	30,000
914 MANDATORY MEDICARE	934,584	1,070,850	1,102,935
TOTAL EMPLOYEE BENEFITS	13,376,294	14,395,178	15,320,416
UNCLASSIFIED			
999 Unclassified	6,460	7,550	0
915 Property and Liability Insurance	745,343	759,633	1,028,087
TOTAL UNCLASSIFIED	751,803	767,183	1,028,087
GRAND TOTAL	107,858,836	126,677,072	133,736,565

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 2022 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 2022 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 2022 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, 2021, 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, 2021, 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 during said period.

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 2022, 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 2022 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 2022, 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 Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: That the Town limit the total amount that may be spent from the Elder Services Revolving Fund for Fiscal Year 2022 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 2021, or act on anything relating thereto?
(Inserted by the Board of Selectmen)

COMMENT: This Article is included each year in case the existing Reserve Fund is not adequate to cover unbudgeted and unanticipated expenses for the balance of the current Fiscal Year (FY 2021). 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 appropriate or transfer from available funds a sum of money, which sum was generated from fees paid to the Town of Hingham during FY2021, from any parking license for the purpose of accessing slips or moorings, and revenues generated by the Harbormaster's Office and/or boat excise taxes, for deposit to the Town's Municipal Waterways Improvement and Maintenance Fund, to be used in accordance with M.G.L. c. 40, § 5G, or act on anything relating thereto?
(Inserted by Board of Selectmen)

COMMENT: The 2019 Annual Town Meeting authorized establishment of a Municipal Waterways Improvement and Maintenance Fund ("Waterways Fund"). The Town must have a Waterways Fund in order to be eligible for any available State or Federal harbor/coastal grants. Under the State law, the Waterways Fund receives revenue of 50% of municipal boat excise taxes, all mooring permit fees, and any additional sums that the Commonwealth of Massachusetts or the Federal Government may provide. A Town also may deposit additional amounts into the fund.

This Article seeks approval to deposit the following additional waterways related revenues into the Waterways Fund for FY 2021:

- The remaining 50% of boat excise taxes of \$35,000 (projected) and currently included in the Town's Local Receipts
- Revenues generated from any parking license fee for the purpose of accessing slips

or moorings, if and when received, of \$40,000 (projected)

- Revenues generated by the Harbormaster's Office including, but not limited to, mooring/docking permit late fees, and/or boating fines of \$10,000 (projected)

If this Article is approved, Local Receipts will be reduced by \$35,000, which amount will not have an adverse impact on the FY 2021 budget. Setting aside these waterways related revenues into the Waterways Fund will provide the Town a partial funding source for future appropriations for harbor-related expenses such as: dredging and improvement of the harbor, the breakwaters, retaining walls, piers, wharves and moorings, and the associated law enforcement and fire prevention.

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

RECOMMENDED: That the Town vote to transfer the following sums generated from fees paid to the Town of Hingham through June 30, 2021: 50% of boat excise taxes (approximately \$35,000) from Local Receipts, any parking license fee for the purpose of accessing slips or moorings (approximately \$40,000), if and when received, and all revenues generated by the Harbormaster's Office including mooring/docking permit late fees and boating fines (approximately \$10,000) for deposit into the Town's Municipal Waterways Improvement and Maintenance Fund, to be used in accordance with M.G.L. c. 40, s 5G.

ARTICLE 13: Will the Town vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be spent by the Town for the purposes of creating a Climate Action Plan, which will evaluate a wide range of carbon emission reduction strategies and propose measures within the Town of Hingham to achieve a zero sum of carbon emissions produced and taken out of the atmosphere ("net zero") by the year 2040 or another target deemed feasible, or act on anything related thereto?
(Inserted by the Board of Selectmen)

COMMENT: This Article asks the Town to appropriate funds and authorize the development of a Climate Action Plan ("CAP") for Hingham. The Hingham Municipal Lighting Plant ("HMLP") has generously committed \$80,000 to fund the full cost of developing the CAP. Therefore, there is no need for the appropriation of Town funds and No Action is recommended on Article 13.

Details about the Climate Action Planning process proposed are included in Article 14 which seeks to create a Climate Action Plan Committee (“CAPC”) and authorize the CAPC to evaluate a wide range of carbon emission reduction strategies and propose measures within the Town to achieve a zero sum of carbon emissions produced and taken out of the atmosphere (“net zero”) by the year 2040 or another target deemed feasible.

The Advisory Committee voted unanimously that no action be taken on this Article. Prior to the HMLP commitment to fully fund the CAP, the Board of Selectmen voted unanimously in support of the Article.

RECOMMENDED: That No Action be taken on this Article.

ARTICLE 14: Will the Town vote to establish a Climate Action Planning Committee (CAPC) charged with establishing a Climate Action Plan with such committee consisting of 12 members determined as follows: one member of the Energy Action Committee, who shall serve as Chair of the Climate Action Planning Committee; one member of Cleaner Greener Hingham, one member of the School Committee or its designee; one member of the Hingham Municipal Light Plant; one member of the Planning Board or its designee; one member of the Conservation Commission; one member of the Weir River Estuary Park Committee; one member of the Development & Industrial Commission, each of the above to be selected by their respective committee, and four residents, two selected by the Board of Selectmen and two selected by the Moderator, or act on anything related thereto?
(Inserted by the Board of Selectmen)

COMMENT: This Article calls for the development of a Climate Action Plan (“CAP”) – a recommended strategy and series of actions to facilitate a town-wide “net zero” sum of carbon emissions produced and removed from the atmosphere by the year 2040 – and creates the Climate Action Planning Committee (“CAPC”) as the entity to develop that plan. The CAP for Hingham will describe how the various sectors within our town can act to reach this reduction in ways that are uniquely feasible and cost effective in our town. The CAPC will lead the process to evaluate options and recommend actions to accomplish the “net zero” goal as well as oversee the funding dedicated to developing the Plan.

This initiative was recommended as a two-step proposal under Articles 13 and 14 in the original

release of the 2021 Annual Town Meeting Proposed Warrant Articles. Initially, Article 13 appropriated up to \$80,000 for the professional and other costs associated with developing the CAP. Since that time, the Hingham Municipal Lighting Plant Board voted to financially support the full cost of developing the CAP. Therefore, there is no need for the appropriation of Town funds and No Action is recommended on Article 13.

Article 14 is still necessary for two reasons. First, a vote by Town Meeting is necessary to affirm the development of a CAP for the Town, including the goal of “net zero” carbon emissions by the targeted date. Second, a vote by Town Meeting is necessary to create the body that will conduct the actual work of developing the CAP.

The membership of the CAPC is designed to include representatives from designated Town Committees and Boards whose missions align with CAP goals or that are likely to be engaged in, or impacted by, the implementation of provisions in the Climate Action Plan. In selecting Town residents, the Board of Selectmen, and the Moderator are expected to select individuals who can provide perspectives on the CAP’s impact for residents, municipal operations, and the Hingham business community. The motion, as originally submitted, proposes 12 members of the committee. During the hearing process, a consensus developed that an 11-member Board would be more efficient and equally representative. This reduction is accomplished by removing the Weir River Estuary Committee from the formally designated organizations holding seats on the Committee.

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

RECOMMENDED: That the Town vote to establish a Climate Action Planning Committee charged with establishing a Climate Action Plan, which will evaluate a wide range of carbon emission reduction strategies and propose measures within the Town of Hingham to achieve a zero sum of carbon emissions produced and taken out of the atmosphere (“net zero”) by the year 2040 or another target deemed feasible. Said committee shall consist of 11 members determined as follows: one member of the Energy Action Committee, who shall serve as Chair of the Climate Action Planning Committee; one member of Cleaner Greener Hingham, one member of the School Committee or its designee; one member representing the Hingham Municipal Lighting Plant as designated by the Hingham Municipal

Lighting Plant Board; one member of the Planning Board or its designee; one member of the Conservation Commission; one member of the Development & Industrial Commission, each of the above to be selected by their respective committee, and four residents, two selected by the Board of Selectmen and two selected by the Moderator.

ARTICLE 15: 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 \$700,000 from the Community Preservation General Fund to be used by the Hingham Affordable Housing Trust;
- 2) Appropriate a sum of money in the amount of \$60,000 from the Community Preservation General Fund to be used by the Harbor Development Committee and the Bathing Beach Trustees to create a new master plan for the Inner Harbor, for the area located between 0 Otis Street to 30 Summer Street;
- 3) Appropriate a sum of money in the amount of \$15,000 from the Community Preservation General Fund to be used by the Hingham Historical Commission to clean and repair the following monuments and veterans' memorials:
 - a) Lt. Curtis Chase memorial located at Plymouth River School, 200 High Street, Map 124/Lot 32;
 - b) "In Memory of All Who Served" memorial plaque located at 114 Hull Street, Map 43/Lot 114;
 - c) William H. Newey memorial located at 114 Hull Street, Map 43/Lot 114;
 - d) Master Sergeants Bismark and Butch memorial gravesite located on the grounds of the Public Works facility located at 25 Bare Cove Park Drive, Map 69/Lot 44;
 - e) Glacial Boulder and bronze plaque located at 59 Rockland Street, Map 41/Lot 25;
- 4) Appropriate a sum of money in the amount of \$10,000 from the Community Preservation General Fund to be used by the Community Preservation Committee for administrative purposes;

or act on anything related 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 \$1,649,213. That includes local tax revenue from FY20 of \$1,122,659 and a State match of \$321,379. It also includes \$98,210 of unused funds rescinded from the CPA Administrative Fund, and unused previous State match funds of \$106,965.

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 an application.

In 2021, the CPC recommends approval of funding for four projects for a total of \$785,000. Additional CPA funds will be set aside in anticipation of debt payments for two projects previously approved by Town Meeting. CPA funds of \$656,313 will be set aside for principal and interest payments on the debt incurred to purchase the Lehner Property. In previous years, \$1,427,000 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. While the minimum principal and interest payment required for the land purchase this year is \$331,015, the CPC voted to increase the amount of principal repayment in order to accelerate the retirement schedule for this debt (originally expected to retire in 2036). CPA funds of \$140,100 will be set aside for principal and interest payments on the debt incurred to grant funds to the Hingham Historical Society toward the purchase of the Benjamin Lincoln House. The grant amount (\$772,000) was approved by the 2020 Annual Town Meeting, using an initial payment of \$276,669 from available funds, plus borrowing for \$495,331. While the minimum principal and interest payment required for this year is \$116,403, the CPC voted to increase its payment of principal in order to accelerate the retirement schedule for this debt (originally expected

to retire in 2026) and to help the CPC satisfy the required allocation towards historic preservation.

The proposed funding of the 2021 projects will meet the required 2021 allocations for historic preservation, open space, and 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 \$700,000 for the Hingham Affordable Housing Trust (“HAHT”), 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.” Proceeds will be used to support developments underway, preserve existing housing, and to provide funds to aid purchases of market rate housing or land acquisitions to create housing that is affordable. Often unknown opportunities to create new affordable housing units arise and require immediate responses, e.g., when a property is listed for sale. Replenishing the “opportunity fund” will allow the Trust to respond quickly to those opportunities. All purchases and other expenditures are subject to detailed financial reporting and Selectmen approval. The Town has placed \$1,529,811 in the “opportunity fund” since it was established, and the balance in the fund as of December 31, 2020 is \$252,398.

While Hingham has achieved its 10% minimum affordable housing requirement until 2030, the town continues to have unmet housing needs. 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 or rents the property and places the proceeds back into the “opportunity fund” for future purchases and other expenditures.

HAHT is currently in various stages of the creation of multiple affordable housing units, including projects on Rhodes Circle, Central Street and Whiting Street, and exploring a potential development opportunity on Cushing Street. 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 update its 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. A final Housing Plan will be issued in January 2021.

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 \$60,000 for a comprehensive Strategic Master Plan for Hingham Harbor (“2021 Master Plan”), proposed jointly by the Harbor Development Committee and the Bathing Beach Trustees. This area is bounded by Otis Street and Steamboat Wharf.

Hingham’s recent investment in the harbor area began in 2003 with the development of the park at Whitney Wharf, which was completed in 2004. At that time, the Town recognized that the area was large and encompassed many stakeholders and required a more defined vision. In 2006 Town Meeting authorized funds to develop a master plan for the area and in 2007, the Harbor Development Committee released the Master Plan for Hingham Harbor (“2007 Master Plan”). The goals of the 2007 Master Plan were to create a contiguous, safe, attractive, and universally accessible pedestrian walkway along the harbor; increase public recreational opportunities; do visionary planning for future harbor area land uses and improvements; and identify selected projects for near-term (5-15 years) implementation. Many of the recommendations of that plan have been implemented, including portions of a new waterfront walkway, the new bath house and snack stand, and historic signage.

Hingham continues to invest in the harbor area in a variety of ways, with ongoing projects at the wharfs, vehicle, and pedestrian improvements in the 3A rotary/Summer Street area, as well as efforts to better link the downtown area to the harbor. The proponents believe it is prudent to update the 2007 Master Plan to reflect these changes and current conditions on the waterfront. Additionally, in 2015, the Town invested in a ‘Climate Change Vulnerability, Risk Assessment and Adaptation Study’ (“The Kleinfelder Study”) which also informs investments we make in the downtown and harbor areas and would inform this new 2021 Master Plan as well. The scope of this plan is specific to the waterfront area from the Bathing Beach to Steamboat Wharf. It includes: identifying additional scenic and recreational uses and amenities around a

unified target vision for the look and feel of the town's harbor front facilities; developing cost estimates for the various proposed new elements which will be used to prioritize new investments; identifying sources of funding for projects; and cost estimates for programs, operations, and maintenance.

The plan will include input from relevant Town boards, departments and committees, as well as community input. The proponents have solicited three statements of qualifications and fee estimates for the project which came in at \$60,000, \$60,000 and \$58,500 respectively.

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 \$15,000 to the Hingham Historical Commission and Department of Veterans' Services for the restoration and preservation of military memorials and a historic town marker. The scope of this project includes three bronze plaques, one bronze memorial sign, and one granite façade commemorating two Marine canines, none of which have been treated or maintained since they were installed more than 50 years ago.

The first plaque commemorates Bronze Star recipient First Lieutenant Curtis Edward Chase, who was from or last resided in Hingham, according to public records. First Lt. Chase lost his life on May 6, 1967 in or around South Vietnam, Quang Ngai province. The memorial plaque is mounted on a granite boulder at Plymouth River School.

A memorial bronze plaque, "In Memory of All Who Served," located on Hull Street at the Cohasset/Hingham border, will be re-affixed to its granite boulder and restored.

The grant will also fund the restoration of the bronze memorial sign commemorating World War I veteran, William H. Newey, located near the aforementioned "In Memory of All Who Served" memorial.

In addition, the bronze plaque commemorating the March 11, 1940, gift of land to Hingham in memory of Thomas T. Bouve and Emily G. Bouve, on the south side of Rockland Street at the intersection with Glacier Lane, will be restored.

Finally, the memorial, located on the grounds of the Department of Public Works building, commemorating Marine canine mascots Master Sergeants Bismark and Butch, who were buried with full military honors

in recognition of their loyalty and service accompanying Marine guards in several wars, will be restored.

Restoration of the bronze plaques will include removing degraded coating and wax and then re-patinating and re-waxing as needed. The granite memorial will be washed with anionic detergent. It is anticipated that the restoration work, which is planned for summer 2021 and will be done by a professional art conservator, will take roughly one week to complete.

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

4) The CPA allows up to 5% of annual CPA revenues to be reserved for operational and administrative expenses, including engineering, legal, and consulting costs associated with the review of proposed projects, the administration of projects approved by Town Meeting, and the salaries of part-time staff. In the past, Hingham's administrative appropriations have averaged amounts below the 5% allowed by the CPA. This year's contribution to the CPC Administrative Fund equals \$10,000 and represents 0.6% of the annual CPA revenues.

The Advisory Committee, the Board of Selectmen, and 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 a sum of money in the amount of \$155,100 from the Community Preservation Housing Reserve and \$544,900 from the Community Preservation General Fund, for a total of \$700,000 to be used by the Hingham Affordable Housing Trust;

2) Appropriate a sum of money in the amount of \$60,000 from the Community Preservation General Fund to be used by the Harbor Development Committee and the Bathing Beach Trustees to create a new master plan for the Inner Harbor, for the area located between 0 Otis Street to 30 Summer Street;

3) Appropriate a sum of money in the amount of \$15,000 from the Community Preservation General Fund to be used by the Hingham

Historical Commission to clean and repair the following monuments and veterans' memorials:

- a) **Lt. Curtis Chase memorial located at Plymouth River School, 200 High Street, Map 124/Lot 32;**
- b) **"In Memory of All Who Served" memorial plaque located at 114 Hull Street, Map 43/Lot114;**
- c) **William H. Newey memorial located at 114 Hull Street, Map 43/Lot114;**
- d) **Master Sergeants Bismark and Butch memorial gravesite located on the grounds of the Public Works facility located at 25 Bare Cove Park Drive, Map 69/Lot 44;**
- e) **Glacial Boulder and bronze plaque located at 59 Rockland Street, Map 41/Lot 25;**

4) Appropriate a sum of money in the amount of \$10,000 from the Community Preservation General Fund to be used by the Community Preservation Committee for administrative purposes.

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

To delete Section 2 of Part 1 of Article 14 of the Town of Hingham General By-laws and insert in its place the following new Section 2:

Section 2 - Prior to the commencement of each fiscal year or as soon thereafter as reasonable review of prospective appointees permits, the moderator shall appoint five members of said committee, each to serve a term of three (3) years, commencing on the first day of the fiscal year for which the appointment is made or the date of the actual appointment if made after the commencement of the fiscal year. Each member of the committee shall serve through June 30th of the year in which such member's term expires. The committee shall choose its own officers who shall serve without pay. The committee shall cause to be kept a true record of its proceedings.

To delete Section 3 of Part 1 of Article 14 of the Town of Hingham General By-laws and insert in its place the following new Section 3:

Section 3 - All articles in any town meeting warrant shall be referred to and considered by the advisory committee. A public meeting may be held upon any article, and a notice of such meeting shall be given in accordance with the Open Meeting Law of the Commonwealth of

Massachusetts, M.G.L. c.30A, §18-25 as then in effect. The committee shall report to the town meeting, in print or otherwise, such recommendations on each article as it deems best for the interests of the town.

To delete Section 5 of Part 1 of Article 14 of the Town of Hingham General By-laws and insert in its place the following new Section 5:

Section 5 - Whenever any vacancy shall occur in the committee it shall be filled by the moderator. If any member is absent from five consecutive meetings of the committee, for other cause than illness, said member's position shall be deemed vacant and the committee shall report such vacancy to the moderator, who shall proceed to fill the same. Any person appointed to fill a vacancy in the committee shall hold office for the unexpired term of the person whom such appointee succeeds. or act on anything relating thereto.

(Inserted by the Board of Selectmen)

COMMENT: This Article amends Part 1 of Article 14 of the Town of Hingham General By-laws which addresses the constitution and operation of the Advisory Committee in three ways. First, at present, Section 2 of the By-law contemplates that the Moderator will appoint five members of the Advisory Committee annually whose terms would start on the first day of the fiscal year next following their appointment. In other words, the By-law contemplates that appointments would be made on or before June 30, so that a member's term could start on July 1. In recent years, the time needed to review and interview potential members of the Advisory Committee through the Talent Bank process, as well as events such as last year's delayed Annual Town Meeting have made it difficult to effectuate all appointments before June 30. The amendment to Section 2 establishes that a member's term will commence on the first date of the fiscal year for which the member is appointed or the actual date of the appointment if made after the beginning of the fiscal year. The amendment to Article 2 also eliminates the present provision for the Advisory Committee to establish a salary for the Secretary. It has not been the practice for the Advisory Committee to establish or pay a salary for the Secretary.

Second, at present Section 3 of the By-law requires notice of an Advisory Committee meeting either in a newspaper published in the Town or by posting a copy of the notice in at least six places in the Town. The posting of notices for public meetings

is governed by the Open Meeting Law of the Commonwealth of Massachusetts, Massachusetts General Laws chapter 30A, sections 18-25. The Advisory Committee complies with the posting requirements of the Open Meeting Law. The proposed amendment makes the By-law conform to existing State law relating to notice.

Third, the amendment to Section 5 adds gender neutral language to that section.

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

RECOMMENDED: That the town vote to amend the General By-laws of the Town of Hingham, adopted March 13, 1939, as heretofore amended, as follows:

To delete Section 2 of Part 1 of Article 14 of the Town of Hingham General By-laws and insert in its place the following new Section 2:

Section 2 - Prior to the commencement of each fiscal year or as soon thereafter as reasonable review of prospective appointees permits, the Moderator shall appoint five members of said Committee, each to serve a term of three (3) years, commencing on the first day of the fiscal year for which the appointment is made or the date of the actual appointment if made after the commencement of the fiscal year. Each member of the Committee shall serve through June 30th of the year in which such member's term expires. The Committee shall choose its own officers who shall serve without pay. The Committee shall cause to be kept a true record of its proceedings.

To delete Section 3 of Part 1 of Article 14 of the Town of Hingham General By-laws and insert in its place the following new Section 3:

Section 3 - All Articles in any Town Meeting Warrant shall be referred to and considered by the Advisory Committee. A public meeting may be held upon any article, and a notice of such meeting shall be given in accordance with the Open Meeting Law of the Commonwealth of Massachusetts, M.G.L. c. 30A, s. 18-25 as then in effect. The Committee shall report to the Town Meeting, in print or otherwise, such recommendations on each article as it deems best for the interests of the Town.

To delete Section 5 of Part 1 of Article 14 of the Town of Hingham General By-laws and insert in its place the following new Section 5:

Section 5 - Whenever any vacancy shall occur in the Committee it shall be filled by the Moderator. If any member is absent from five consecutive meetings of the Committee, for other cause than illness, said member's position shall be deemed vacant and the Committee shall report such vacancy to the Moderator, who shall proceed to fill the same. Any person appointed to fill a vacancy in the Committee shall hold office for the unexpired term of the person whom such appointee succeeds.

ARTICLE 17: Will the Town vote to amend the General By-laws of the Town, adopted March 13, 1939, as heretofore amended, in order to update financial and other reporting requirements of the Hingham Affordable Housing Trust by replacing the reference to "Annual Town Meeting" with "the Board of Selectmen" in Article 39, Section 2,a.(16) of the Town of Hingham General By-laws, or act on anything relating thereto?
(Inserted at the request of the Hingham Affordable Housing Trust)

COMMENT: The establishment of the Hingham Affordable Housing Trust ("Trust") was approved by vote under Article 21 of the 2007 Annual Town Meeting that accepted Massachusetts General Laws chapter 44, section 55C. Article 39 of the Hingham General By-laws governs the Trust, and states that the "purpose of the trust is to provide for the creation and preservation of affordable housing in the Town of Hingham for low- and moderate-income households."

Article 39 originally required the Trust to develop an allocation plan to be presented annually to Town Meeting for how it would allocate and use its funds. This process proved to be overly cumbersome, and this requirement was amended by vote under Article 30 of the 2013 Annual Town Meeting. The goal of the Amendment was to improve the ability of the Trust to accomplish its mission, while still providing adequate checks and balances regarding its funds and activities to the Town. Instead of providing for an allocation plan, the Trust was required to 1) provide Town Meeting with a detailed and comprehensive accounting and description of its activities every year; 2) work with the Town Accountant and the Town's independent auditors to develop accurate financial reporting with adequate oversight and financial controls; and 3) report to the Board of Selectmen and

the Advisory Committee in the fall of each year on the past year's activities and proposed activities for the upcoming fiscal year.

In recent years, the Trust operations have significantly increased, resulting in more extensive and complex financial reporting. This Article proposes that the Trust provide the required detailed and comprehensive financial accounting and description of its activities directly to the Board of Selectmen, instead of to Annual Town Meeting. The reporting requirements and the transparency will remain the same.

No other Town committee is required to submit a similarly complex financial report to Town Meeting. The usual practice of Town committees, also followed by the Trust, is to prepare a written report for inclusion in the Annual Town Report. The Trust will continue to provide an annual report of its activities to Annual Town Meeting through the Annual Town Report.

The Advisory Committee, the Board of Selectmen, and the Hingham Affordable Housing Trust voted unanimously in support of this Article.

RECOMMENDED: That the Town vote to amend the Affordable Housing Authority By-law of the Town, adopted March 13, 1939, as heretofore amended, by amending Article 39, Section 2(a)(16), by replacing the reference to "Annual Town Meeting" with "the Board of Selectmen."

ARTICLE 18: Will the Town vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the Board of Selectmen to be used to pay the expenses for design, architectural, engineering, owner's project manager and other professional services to complete the design and to issue construction bid documents and to obtain construction bids for a new Public Safety Facility to be located at 335 Lincoln Street, Hingham, Massachusetts, or act on anything relating thereto. (Inserted by the Board of Selectmen)

COMMENT: This Article asks Town Meeting to approve \$1,600,000 to fund preparation of design documents and the hiring of an Owner's Project Manager ("OPM") in connection with a future Public Safety Facility building to be located at 335 Lincoln Street. In November 2020, following the recommendation of the Public Safety Building Committee after completion of a Feasibility Study, Special Town Meeting authorized the Board of Selectmen to purchase the 335 Lincoln Street

property. The Town acquired the property the following month as the potential site for a Public Safety Facility that would combine the operations of the Police Headquarters and the North Fire Station. Approval of this Article will authorize funding for the next step in the development process.

The Town has had several initiatives over the past five years to address the needs of key municipal departments, as our population has grown and changed in demographics. In particular, the Fire Department, the Police Department, and the Senior Center have outgrown their current facilities, making it more difficult to provide appropriate services. The North Fire Station ("North Station") is the primary station serving northwest Hingham. The Town has long recognized the deficiencies of this facility, which has had minimal upgrades since it opened in 1942. 2015 Annual Town Meeting formed a Fire Station Building Committee and approved design work to renovate North Station. That committee determined that renovating the current station was not feasible given the site constraints – specifically, its size and the nature of the soil under the site. 2016 Annual Town Meeting approved additional monies for new site selection. The Police Headquarters are also housed in an inadequate facility. In 1998, the Police Department moved to its current location in Town Hall into space that was added onto the building in 1967, when it was a school. In 2011, 1,500 square feet of Police Department space was taken over by the South Shore Regional Emergency Communications Center ("SSRECC"), which provides regional emergency dispatch service for Cohasset, Hingham, Hull, and Norwell.

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

This project also affects the needs of the Senior Center. 2020 Annual Town Meeting authorized funds to redesign the Senior Center, incorporating space at Town Hall currently used by the Police Department. The work on the Senior Center cannot begin until the Police Department has vacated its current location.

The Advisory Committee believes that the Town will benefit from continuing the work of the Public Safety Building Committee to further investigate the programmatic needs of the Departments and develop an appropriate design of the new facility. This phase also allows for additional public input and feedback.

The State requires the use of an OPM for projects of this size. The Town will benefit from the services of a third-party OPM, who will report directly to the Public Safety Building Committee. The services of the OPM will be used through the completion of the construction and bid documents phase of the project. It is anticipated that approximately 20% of the OPM fees will be paid during the design phase. This Article requests authorization of the total OPM fee in order to ensure continuity through the life of the project if future Town Meetings approve future phases.

The requested amount covers only costs for design documents and the OPM. It does not include costs for construction bid documents. If funds are appropriated under this Article and design work is completed on schedule, an additional request for construction document funds is anticipated to be submitted for consideration to the 2022 Annual Town Meeting.

The Advisory Committee recommends funding this Article through use of both unrestricted and restricted fund balance. 1997 Annual Town Meeting restricted the use of proceeds from the sale of the Hersey House (the former location of the Town's Senior Center) to the renovation of Town Hall, which included incorporating the Police Department and the Senior Center into Town Hall. However, by the time Hersey House was sold in 2011, the Town Hall renovation had long since been completed, and the sale proceeds of \$1,250,000 have been held in restricted fund balance ever since. Town Counsel has determined that Massachusetts law permits Town Meeting to apply these restricted funds for the purposes of this Article, as the intent of the original restriction was for improvements to Town Hall for the betterment of the Town's senior population. The remaining \$350,000 for this Article would come from unrestricted fund balance. As noted above, only a portion of the OPM fee will be applicable to this stage of the project. Fund balance will only be used as expenses are incurred. The Advisory Committee believes that using the restricted and unrestricted fund balance as described will not preclude or delay other projects under consideration by the Town, such as the Foster School project and Route 3A improvements.

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

RECOMMENDED: That the Town authorize the use of \$1,250,000 of restricted fund balance from the proceeds of the sale of the Hersey House and up to \$350,000 from unrestricted fund balance to

pay the expenses for design, architectural, engineering, Owner's Project Manager, and other professional services to complete the schematic design and design development documents for a new Public Safety Facility to be located at 335 Lincoln Street, Hingham, Massachusetts.

ARTICLE 19: Will the Town raise and appropriate or transfer monies from available funds for civil engineering services to design and to develop plans and specifications for the Route 3A/Rotary/Summer Street corridor roadway improvements and all incidental costs, or act on anything relating thereto? (Inserted at the request of the 3A Task Force)

COMMENT: This Article seeks \$200,000 to complete the anticipated engineering and construction administration services for the Route 3A / Rotary / Summer Street corridor. The approximate project limits run along the Route 3A roadway from the intersection of Otis Street and Broad Cove Road through the 3A Rotary (located where Summer Street, Chief Justice Cushing Highway, and Green Street meet), and continue up Summer Street to the intersection at George Washington Boulevard and Rockland Street. This section of Route 3A is in the State layout and falls under the jurisdiction of the Massachusetts Department of Transportation ("MassDOT"). The project is in the State Transportation Improvement Program ("TIP") under which the Town is responsible for design costs with the State paying for construction. MassDOT estimates the project construction cost at \$15,300,000. If this Article is approved by Town Meeting, construction is scheduled to begin in 2025.

This Article requests funding to complete the design for a project that was approved at two previous Town Meetings. The 2015 Annual Town Meeting appropriated \$400,000 for Phase 1 design expenses for the project and the 2019 Annual Town Meeting approved spending \$195,000 for additional Phase 1 and Phase 2 design expenses to address an increase in the project area and design enhancements. Additionally, in 2018 the Town tested a "road diet" program with \$24,197 in funds from the Town Engineering Department. The additional \$200,000 requested by this Article will fund the final design work and bring the total amount contributed by the Town to \$819,197.

MassDOT identified both the 3A Rotary and the Summer Street / North Street intersection as high crash locations in a 2013 Safety Survey. The crash rate at both locations exceeds the State crash rate average. The injury to accident rate along the

Summer Street section was approximately 30-35% in 2015 and that estimate remains accurate.

Studies undertaken in connection with the project recommended improvements that include updated signals, improved signage, lane markings, yield markings, sidewalk improvements, curbing, redesign, traffic islands, redesign alternatives for the Rotary, and design changes at the intersection at Water Street, North Street, and 3A. These changes are intended to introduce pedestrian and bicycle accommodations while also establishing traffic calming measures. In 2018, a "road diet" test was undertaken which eliminated one lane from the Rotary along Summer Street to Rockland Street at George Washington Boulevard in both directions. This test was successful in moderating traffic flow and is part of the current design plan. The overall plan and supporting documentation is available for viewing on the Route 3A Task Force web page of the Town website (<https://www.hingham-ma.gov/823/Project-Design-Plans>).

In addition to resolving significant traffic and safety issues, the modifications contemplated by this Article will support improved pedestrian access along this corridor, essential to a vital harbor - downtown - neighborhood link. The modifications will also serve to enhance the recreational, educational, and commercial opportunities in this area.

Positive action on this Article will increase the Town's financial contribution to this project to \$819,197 or approximately 5.4% of the total project construction cost of \$15,300,000. The State will pay the entire construction cost of \$15,300,000. The Town will have the option to appropriate funds at a future Town Meeting to make aesthetic and/or use enhancements that can be added to the project at the Town's cost.

Failure to pass this Article means the project will not be fully designed and it will be removed from the TIP list for 2025 and from the MassDOT list of scheduled projects, as only projects meeting their design schedules can be on the TIP. The Town would also lose this opportunity to significantly increase pedestrian and bicyclist safety and access to the harbor while also improving the flow and safety of vehicular traffic along this section of road, a stated priority in the Town's Master Plan.

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

RECOMMENDED: That the Town appropriate an amount not to exceed \$200,000 from available

reserves for civil engineering services to finalize development of plans and specifications for Route 3A / Rotary / Summer Street corridor roadway improvements and all incidental costs.

ARTICLE 20: Will the Town raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the Board of Selectmen for the repair/reconstruction of the Town Pier Wharf, to address safety issues and sea level rise, or act on anything related thereto?
(Inserted at the request of the Harbor Development Committee)

COMMENT: This Article seeks funding to reconstruct and raise the height of Town Pier Wharf as part of a long-range plan, to both repair the deteriorating Town-owned wharves and protect Hingham's shoreline and Route 3A infrastructure. The project will elevate the wharves to address sea level rise, storm surges, and extreme high tides. The repairs will also mitigate safety hazards created by the poor condition of the wharf. Town Pier Wharf is the largest, most heavily used wharf and is the only publicly available boat pier in Hingham. No substantial work has been performed on Town Pier Wharf in living memory. The project is estimated to cost a maximum of \$5,650,000 less any grant awards, as detailed below.

In March 2015, the Town began developing an action plan for the harbor waterfront. The initial plan included a risk assessment and adaptation study of climate change vulnerability. Over the next two years, the Town gathered data, including a topographic and bathymetric study, visual structure assessment, and geotechnical investigations of the three harbor wharves in need of repair/reconstruction: Town Pier, Veterans Park, and Barnes wharves. Design criteria for these wharves were established based on sea level rise forecasts for 2030. The selected target elevation was 16.2 feet above the mean low water mark, 11 feet North Atlantic Vertical Datum ("NAVD").

In April 2018, the Harbor Development Committee ("HDC") presented the Board of Selectmen with design alternatives, which were approved several months later. Over the next two years, the Town worked with the civil engineering firm Beals + Thomas on resiliency design and permit coordination. Since the permitting process is at a different stage for each of the three wharves in need of repair/reconstruction, Beals + Thomas and the HDC recommended that the Town reconstruct one wharf at a time. This approach also facilitates staggered grant application opportunities, the award of which would offset total

project costs. Town Pier Wharf is the most significant Town-owned wharf due to its size and the harbor access it provides boaters and walkers. Additionally, it needs the most repair/reconstruction. This project will be a bellwether informing the design and permitting of future work on Veterans Park and Barnes wharves.

The Town Pier Wharf seawall elevation is currently 7.2 feet NAVD. The targeted seawall height of 11.0 feet NAVD is 3.8 feet higher than the existing wall, and approximately 1 foot higher than the combined anticipated sea level rise and storm surge, which is the static height or still-water level of the ocean during a storm, associated with the 100-year (1% probability) storm in 2030. The current design is modular, allowing for an additional course of granite block to be added to the seawall which will increase its height by 1.5 feet (to 12.5' NAVD), if needed in the future. The new seawall and associated revetment (retaining wall) have estimated useful lives of 85 and 60 years, respectively.

Permit level design is complete for Town Pier Wharf. Local, State and Federal permit applications are near completion. It is expected that final permitting will take approximately 6 to 9 months. If this Article is approved by Town Meeting, construction could begin in earnest in the Winter of 2021-2022 and would take approximately 4 to 6 months to complete. It is anticipated that the Town would issue bonds in early FY 2023.

Several organizations offer grant opportunities for projects of this nature. These include: the Federal Emergency Management Agency, the Massachusetts Executive Office of Energy and Environmental Affairs via two programs - the Dam and Seawall Repair or Removal Program (which offers grants of up to \$3,000,000 for coastal protection projects) and the Municipal Vulnerability Preparedness Program (which offers grants of up to \$2,000,000), the Massachusetts Seaport Economic Council, and the Massachusetts Office of Coastal Zone Management's Coastal Resilience Grant Program, to name a few. However, to be eligible for any grants, the Town must have approved the project to demonstrate that the Town is able to meet its share of any funding requirements. If the project is not approved at this Annual Town Meeting, the Town will not be eligible for current grant offerings, and the Town cannot be certain of similar grant opportunities in future years. Additionally, project costs will likely increase, and there is interest rate risk given that the current favorable borrowing rate environment could change.

These types of grant opportunities are unique to harbor capital projects. The Town will apply for all available grants, with the intent to minimize the overall project cost to Hingham. The Town has received significant grants for previous harbor projects, such as dredging of the harbor and the bathhouse/snack shack. While past performance does not guarantee future success, the Town has a track record of maximizing available external funding sources.

Approval of this Article requires a two-thirds vote by 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 \$5,650,000 to be expended by the Board of Selectmen for the repair/reconstruction of the Town Pier Wharf, to address safety issues and sea level rise. To meet said appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law 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 Law chapter 44, section 20 thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 21: Will the Town vote to amend the General By-laws of the Town of Hingham, adopted March 13, 1939, as heretofore amended, as follows:

To delete the words "board of selectmen" and "selectmen" wherever they appear in the Town of Hingham General By-laws and insert in their place the words "select board", "members of the select board" or "select board members" and "member of the select board" or "select board member", respectively.

To delete the word "chairman" wherever it appears in the Town of Hingham General By-laws and insert in its place the word "chair".

To delete the words "he", "she" and "his", "hers" and "him", "her" wherever they appear in the Town of

Hingham General By-laws and insert in their place the words "they", "their" or "them."

To delete the word "He" where it appears in Section 2 and 3 of Article 6 (Town Clerk) of the General By-laws of the Town of Hingham and insert in its place the words "The Town Clerk".

To insert the following new provision as Section 4 of Article I of the Town of Hingham General-bylaws:

Under the Town of Hingham General By-laws, the Select Board shall be the entity historically known as the Board of Selectmen. The Select Board shall have and exercise all legal rights, authority, duties and responsibilities vested in a board of selectmen by the laws of the Commonwealth of Massachusetts, by vote of the Town of Hingham Town Meeting and by the Town of Hingham General By-laws.

To insert the following new provision as Section 5 of Article I of the Town of Hingham General By-laws:

In all currently active Town of Hingham communications and documents, such as policies, rules and regulations, where reasonably practical, and in all future Town of Hingham communications and documents, the words "board of selectmen", "selectmen" and "chairman" shall be deleted and replaced with words "select board", "members of the select board" or "select board members" and "member of the select board" or "select board member" and "chair", respectively.

It is the intent of this provision that gender-neutral terminology shall be used in all current and future Town of Hingham communications and documents, and that with respect to currently active Town communications and documents where it is not reasonably practical to change terminology that is not gender-neutral, such documents shall be interpreted to impute gender-neutral terminology.

To insert the following new provision as Section 6 of Article I of the Town of Hingham General By-laws:

Wherever words of one gender appear in the Town of Hingham General By-laws such words shall be construed to include the other gender.

And further,

To see if the Town will vote to authorize the Board of Selectmen to file a petition with the General Court in accordance with Article LXXXLX, Article II, Section 8 (M.G.L.A. Const. Amend. Art. 2, Section 8), of the

Articles of Amendment to the Constitution of the Commonwealth, as follows:

Section 1. Notwithstanding any general or special law or by-law of the Town of Hingham to the contrary, the Town Administrator Special Act, Chapter 260 of the Acts of 2016, is hereby amended to delete the words "board of selectmen" wherever they appear in said act and insert in their place the words "select board".

Section 2. Notwithstanding any general or special law or by-law of the Town of Hingham to the contrary, the Board of Selectmen of the Town of Hingham shall be referred to as the Select Board of the Town of Hingham and individual members of said Select Board shall be referred to as a member of the Select Board of the Town of Hingham,

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

or act on anything relating thereto?
(Inserted at the request of registered voters Elizabeth Reed O'Reilly and others – Citizens Petition)

COMMENT: This Article is a Citizen's Petition proposed by citizens and prepared and supported by the League of Women Voters of Hingham ("LWV"). The goal of the Article is to change the name of the Board of Selectmen to the Select Board and to make the language in the Hingham General By-laws ("By-laws") gender-neutral and to use gender-neutral language in all the Town's current and future communications. The proponents intend to submit an Article with gender-neutral Zoning By-law changes to the 2022 Annual Town Meeting.

The rationale for using gender-neutral terms is to be more welcoming and equitable to all people in the Town and to recognize that all persons (binary and non-binary) are part of our community. Such language is a form of non-discriminatory expression, since it does not distinguish societal roles or opportunities based on specifically identified gender roles. Proponents argue this will assist in making Hingham a more diverse and open community where all people are valued and respected.

Under the Article, all references in the By-laws to Board of Selectmen would be changed to Select Board. This is a change that many other towns and municipalities have already made. More than 90 communities in Massachusetts have changed their executive board from Board of Selectmen to Select Board. In fact, the Massachusetts Selectmen's Association changed its name to the Massachusetts Select Board Association in January 2020. At least

13 of our benchmark communities have changed their Board of Selectmen to Select Board, including Scituate and Cohasset. Hull is considering this change this year at its Annual Town Meeting.

There is no gender-neutral pronoun for a single person in the English language. This Article would delete the words "he", "she" and "his", "hers" and "him", "her" wherever they appear in the Town of Hingham General By-laws and, if a gender term was necessary, insert in their place the words "they", "their" or "them." All references to Chairmen would be changed to Chair. In recent years, many of the major writing style guides, including the Associated Press Stylebook, the Chicago Manual of Style, the Modern Language Association, and the American Psychological Association, have recognized and accepted the use of gender-neutral terms in the English language in the manner proposed by this Article. The National Council of Teachers of English also has endorsed the use of gender-neutral language as is proposed by this Article.

Although gender-neutral terms are becoming more acceptable, the use of plural pronouns for singular persons can be uncomfortable for some people. However, this usage is now considered to be a correct use of the English language. Sometimes the language is changed to either identify the position itself (police officer or fire person) or make plural the language before using "they," "their", and "them" as a singular pronoun. In other cases, it is not necessary to reference gender in the By-laws, and the proposed recommended motion makes that option available in this revision process.

The new provision in Article 1, Section 4 states that the Select Board is the previously known and referenced Board of Selectmen. The Article also authorizes the Board of Selectmen to petition the General Court to permit these gender-neutral changes in all general or special laws applicable to the Town of Hingham.

The Article also proposes adding a provision to the By-laws. Article 1, Section 5, would require all current and future communications, policies, and documents, where reasonably practical, to use gender-neutral terms. Proponents of the Article maintain this provision makes clear the Town's commitment to diversity and the use of gender-neutral language. Town Committees, Boards, and Departments would be responsible for reviewing and modifying current communications, policies, and documents to include gender-neutral terms, as resources and time permit. There is no time frame stated for when this review

must be completed. This Article does not require communications, policies, and documents that are no longer applicable to the Town to be reviewed or modified. This review process is limited to reviewing communications, policies, and documents as to gender-neutral language; it does not authorize substantive changes that otherwise require the approval of Town Meeting.

Article I, Section 6, would be added to the By-laws to clarify that when words of one gender appear in the By-laws, it is construed to include all genders. The original proposed provision references the other gender, but the Advisory Committee has changed the language slightly in the recommended motion to include all genders.

It is unclear exactly what the financial costs of implementing this Article would be. There would be staff time in revising the By-laws, updating and reviewing all Town policies, procedures, and documents, and updating the Town's website to comply with gender-neutral communications. Volunteer time could be required to review Committee and Boards of the Town with respect to revising their documents, policies, and procedures. There are also other one-time expenses such as new business cards, stationery, and signs for Town Hall. It also is possible in certain situations there could be legal expenses in finalizing revisions.

The Town of Milton has amended its By-laws to be gender-neutral using the same language proposed in this Article. Milton's changes were approved by the Attorney General's Office. The proposed changes in this Article have been reviewed by Town Counsel.

At its hearing on this Article, the Board of Selectmen requested that the Advisory Committee consider recommending that the Article, if approved, result in a grammatically correct final version of the Hingham General By-laws and that the Board of Selectmen would review the General By-laws once the revisions were made. That review process is contained in the recommended motion set forth below.

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

RECOMMENDATION: That the Town vote to amend the General By-laws of the Town of Hingham, adopted March 13, 1939, as heretofore amended, as follows:

To delete the words "board of selectmen" and "selectmen" wherever they appear in the Town of

Hingham General By-laws and insert in their place the words "select board", "members of the select board" or "select board members" and "member of the select board" or "select board member", respectively.

To delete the word "chairman" wherever it appears in the Town of Hingham General By-laws and insert in its place the word "chair".

To delete the words "he", "she" and "his", "hers" and "him", "her" wherever they appear in the Town of Hingham General By-laws and replace with a gender-neutral reference, if necessary.

To delete the word "He" where it appears in Section 2 and 3 of Article 6 (Town Clerk) of the General By-laws of the Town of Hingham and insert in its place the words "The Town Clerk".

To insert the following new provision as Section 4 of Article I of the Town of Hingham General By-laws:

Under the Town of Hingham General By-laws, the Select Board shall be the entity historically known as the Board of Selectmen. The Select Board shall have and exercise all legal rights, authority, duties and responsibilities vested in a board of selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, by vote of the Town of Hingham Town Meeting and by the Town of Hingham General By-laws.

To insert the following new provision as Section 5 of Article I of the Town of Hingham General By-laws:

In all currently active Town of Hingham communications and documents, such as policies, rules and regulations, where reasonably practical, and in all future Town of Hingham communications and documents, the words "board of selectmen", "selectmen" and "chairman" shall be deleted and replaced with words "select board", "members of the select board" or "select board members" and "member of the select board" or "select board member" and "chair", respectively.

It is the intent of this provision that gender-neutral terminology shall be used in all current and future Town of Hingham communications and documents, and that with respect to currently active Town communications and documents where it is not reasonably practical to change

terminology that is not gender-neutral, such documents shall be interpreted to impute gender-neutral terminology. This provision does not prohibit the use of a personal pronoun or title with respect to a specific individual whose gender is known.

To insert the following new provision as Section 6 of Article I of the Town of Hingham General By-laws:

Wherever words of one gender appear in the Town of Hingham General By-laws such words shall be construed to include all genders.

And further,

To ensure that the above revisions to the By-laws are correct grammatically, the Board of Selectmen is hereby authorized to review the revised By-laws once they are completed and to make any additional grammatical changes and to file a completed version of the revised By-laws with the Town Clerk.

And further,

To authorize the Board of Selectmen to file a petition with the General Court in accordance with Article LXXXIX, Article II, Section 8 (M.G.L.A. Const. Amend. Art. 2, Section 8), of the Articles of Amendment to the Constitution of the Commonwealth, as follows:

Section 1. Notwithstanding any general or special law or by-law of the Town of Hingham to the contrary, the Town Administrator Special Act, Chapter 263 of the Acts of 2016, is hereby amended to delete the words "board of selectmen" wherever they appear in said act and insert in their place the words "select board".

Section 2. Notwithstanding any general or special law or by-law of the Town of Hingham to the contrary, the Board of Selectmen of the Town of Hingham shall be referred to as the Select Board of the Town of Hingham and individual members of said Select Board shall be referred to as a member of the Select Board of the Town of Hingham,

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

ARTICLE 22: Will the Town vote to amend the General By-laws of the Town, adopted March 13,

1939, as heretofore amended, by amending Article 2 and Article 3, respectively, for the purpose of establishing the requirement of a standing resolution to be presented for adoption at the annual regular Town Meeting of the Town, and procedure therefore, recognizing by a roll call the names of employees, appointed volunteers and elected officials of the Town deceased since the prior year annual regular Town Meeting, and expressing the Town's lasting appreciation of their efforts and contributions to the good of the Town.

(l) by inserting in Article 2 after Section 9 thereof the following:

Section 10.

(a) There shall be a standing resolution presented for consideration and action of each annual regular Town Meeting to recognize by roll call the names of persons who were employed by, an appointed volunteer to, or elected official of the Town and are deceased since the prior annual regular Town Meeting, with an expression of lasting appreciation by the Town for their efforts and contributions to the good of the Town.

(b) The Town Clerk shall compile into a written list the information required for the resolution's roll call based on public information known or made known to the Town Clerk since the last annual regular Town Meeting. The list shall include each such person's most recent (i) first and last name and (ii) position of employment, volunteer appointment or elected office held with the Town. This list shall be incorporated into the resolution, which shall be included in the next Town Report.

(c) The language of the resolution shall be substantially as follows:

Resolved: That the Town of Hingham hereby recognizes those persons once employed by, an appointed volunteer to or an elected official of the Town and are deceased since the last annual regular Town Meeting, to be hereafter specifically identified though a roll call of a list compiled by the Town Clerk; and that the Town hereby expresses its lasting appreciation for their efforts and contributions to the good of the Town (roll call list to be inserted here).

and

(2) by inserting in Article 3 after Section 4 thereof the following:

Section 4A. The resolution required by Section 10 of Article 2 of these by-laws shall be presented by the Moderator at the first session of annual regular Town Meeting, and prior to consideration of any other

warrant article. The Moderator shall recognize the Chair of the Board of Selectmen, or the Chair's designee, for the purpose of reading the resolution aloud to Town Meeting and further recognize the Town Clerk, or the Town Clerk's designee, for the purpose of reading aloud to Town Meeting the resolution's incorporated compiled roll call list. Upon the conclusion of the reading of the roll call the Moderator shall present the resolution for a vote by Town Meeting.

or act on anything relating thereto?

(Inserted at the request of registered voters Tom Patch and others – Citizens Petition)

COMMENT: The proposed article seeks to amend the General By-laws of the Town, seeks to require the Moderator to recognize the Chair of the Board of Selectmen at the first session of the Annual Town Meeting to read a list of names of former employees, Town volunteers, or elected officials who have died subsequent to the end of the prior year's Annual Town Meeting and for the Town Meeting to vote upon a resolution to be read by the Town Clerk expressing the appreciation of the Town for the service of those on the list. The list is to be compiled by the Town Clerk from names known or made known to the Town Clerk. The list is to include the first and last name of the deceased and the position(s) held by the person as an employee, volunteer, or elected official.

Current practice at the Annual Town Meeting is to read a list of deceased municipal employees who died in the prior year. The list is easily ascertained from retirement records of the Town. Current practice does not include school employees as they are in a different retirement system to which the Town does not have ready access.

There is no dearth of expressions of thanks to the many citizens who serve the Town in a volunteer capacity. Those expressions are routinely made at the meetings of the Town's Boards and Committees, in the Annual Town Report, and in the Warrant itself. The Advisory Committee has no disagreement whatsoever with the proposition of giving thanks to the many volunteers, appointed and unappointed, who not only serve the Town's schools and municipal boards and committees but also to the coaches, scout leaders, Food Pantry workers, library, and Senior Center volunteers, as well as the Historical Society and those who serve in our veterans and religious organizations and others who volunteer their time, energy and treasure in so many ways to make our community what it is. The Advisory Committee

thanks the proponents for their time, work, and community spirit in seeking to think about the provision of additional thanks to the families of deceased Town employees, elected officials, and appointed volunteers but recommends No Action on the proposed By-law amendments for the following reasons.

None of our benchmark communities has a by-law such as the proposed By-law and no similar by-law in the Commonwealth has been brought to the attention of the Advisory Committee. Hingham has many customs, traditions, and ceremonial acts embedded in our public life. With respect to the Annual Town Meeting those ceremonies include an invocation by a religious leader, the pledge of allegiance, the recognition of honored guests, remarks by our member of Congress, and the reading of a list of municipal employees who have died in the preceding year. The Advisory Committee does not see the need for a by-law or by-laws to mandate the performance of such ceremonial acts. As presently constituted, Articles 2 and 3 of our General By-laws do not address such ceremonial acts. Rather, they address the mechanics and parliamentary governance of the Town Meeting.

The proposed by-law amendments would place additional work on already busy Town employees and will involve the expenditure of additional time at the opening of the Annual Town Meeting before the actual work of the Annual Town Meeting, namely, voting on the warrant articles, begins. When we think of the numerous volunteers who have served the Town over the course of many decades and in many cases their movement to out-of-state retirement communities, people will invariably be left out. The proposed by-law amendments do not require the Town Clerk to track the location of all volunteers but only to compile a list of those deceased employees, elected officials, and appointed volunteers known or made known to the Town Clerk. At best only a partial list can be prepared. The many important non-appointed municipal and community volunteers are not included, such as the numerous volunteers at the Senior Center, our schools, or the Library as a small example.

The proposed by-law amendments would require those citizens at the Town Meeting to vote on the resolution of thanks. The Advisory Committee believes that there may be unintended consequences of this procedure, such as, last minute identification of additional names at the Town Meeting or perhaps expressions of displeasure with decisions made by a

deceased person when involved on a Town Board or Committee.

The Advisory Committee believes that a general expression of thanks by either the Moderator or the Chair of the Board of Selectmen to the families of deceased persons who volunteered in any aspect of Hingham's Community life, to be made in a manner and words selected at their discretion, would be an appropriate manifestation of thanks without a reading of names and without the requirements of the proposed by-law amendments.

The Board of Selectmen and the Advisory Committee voted unanimously that No Action be taken on this Article.

RECOMMENDED: That No Action be taken on this Article.

ARTICLE 23: Will the Town vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the 2017 Hingham School Building Committee for a windows replacement project at Plymouth River School located at 200 High Street, Hingham, MA 02043, which would replace necessary doors, windows and make other repairs or replacements as necessary to meet MSBA requirements, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town has applied for a school construction grant from the Massachusetts School Building Authority ("MSBA"). The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town, or act on anything related thereto?

(Inserted at the request of the School Committee)

COMMENT: This Article seeks to raise and appropriate a to-be-determined amount for the replacement of the windows at the Plymouth River Elementary School ("PRS"). A portion of the funds so raised and appropriated is anticipated to be reimbursed by grant monies from the Massachusetts School Building Authority ("MSBA") and a \$1,000,000 mitigation payment already received from a developer, Broadstone Bare Cove Alliance ("Broadstone").

PRS is one of Hingham's four elementary schools. Built in 1968, PRS is a single story, 59,300 square foot building sitting on 40 acres of mostly wooded land. The majority of the existing PRS windows are steel framed and single pane. As a result of deterioration over the last 50 years, most of the steel frames are rusted and many windows are boarded over, restricting natural light into classrooms. The thermal performance of the single-paned windows is very poor, increasing the expense of heating the all-electric building and creating drafts that impair the learning process. Many of the windows either have damaged screens or lack screens altogether.

In 2008, the Town invested \$3,500,000 in renovations to PRS to extend the building's useful life. The scope and magnitude of the renovations triggered mandatory Americans with Disabilities Act ("ADA") upgrades and the cost of these important ADA modifications precluded replacement of all the windows at that time. Only the "storefront" windows at the main entrance to the school and cafeteria were able to be replaced within the 2008 budget. Nearly 9,000 square feet of glass windows still need to be replaced.

The cost of the entire window repair project is currently being estimated. However, the ultimate cost to the Town is expected to be offset by a combination of (i) a to-be-determined amount of reimbursement grant funds from the MSBA's Accelerated Repair Program ("ARP"); and (ii) a \$1,000,000 mitigation payment already received from Broadstone related to their recently completed multi-family housing development, The Cove, 350 Beal Street, Hingham, adjacent to Lynch Field.

The MSBA's Accelerated Repair Program is primarily for the repair and/or replacement of roofs and windows/doors. The Program focuses on the preservation of existing assets by performing energy-efficient and cost-saving upgrades, which will result in direct operational savings for school districts. In order to maximize the impact of this Program, districts are required to use pre-selected consultants. In addition, districts are required to adhere to an accelerated project schedule.

The Town submitted a Statement of Interest ("SOI") to the MSBA in February 2020, which resulted in this project being accepted into the Accelerated Repair Program. Acceptance is the beginning of the ARP process, however, not the end. Recently, the MSBA assigned an Owner's Project Manager ("OPM") to the project. The OPM is currently working with the Town to refine the estimated cost of the project. The Town

plans to submit its proposal with final costs to the MSBA this summer and anticipates favorable action by the MSBA, approving reimbursement for a percentage of MSBA-eligible expenses, shortly thereafter.

If approved by the MSBA, cost reimbursement is on a "pay-as-you-go" basis and is anticipated to be at least 31.5% of MSBA-eligible expenses.

MSBA regulations require that the Town vote to authorize the full cost of the project. If approved, MSBA reimbursement will ultimately offset a meaningful portion of that total cost.

Should the MSBA ultimately not approve the proposed PRS project this year, this article would permit the Town to complete this project without the MSBA reimbursement using Town funds and the \$1,000,000 mitigation payment.

It is anticipated this project will start and finish in the summer of 2022, so as to not impact student activity at PRS.

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

The Board of Selectmen voted unanimously in support of this Article.

RECOMMENDED: The Advisory Committee will make its recommendation at Town Meeting after it has received an estimate of the cost of the project.

ARTICLE 24: Will the town authorize the School Department to enter into a lease of up to five years for the purpose of leasing new school buses for regular transportation, or act on anything relating thereto? (Inserted at the request of the School Committee)

COMMENT: The purpose of this article is to give the Hingham School Committee the authority to enter into a five-year lease for school buses for regular transportation. Regular transportation includes all student transportation not related to transporting special education students. The School Administration has demonstrated significant savings in leasing the buses for the longer term of five years, rather than purchasing these vehicles. Massachusetts General Laws chapter 30B, section 12 prevents the Town from entering into contracts for more than three years without Town Meeting approval.

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

RECOMMENDED: That the Town authorize the School Department to enter into a lease for the purpose of leasing new school buses used for regular transportation.

ARTICLE 25: Will the Town authorize, but not require, the expansion of the role of the 2017 School Building Committee to pursue, oversee and execute the replacement of windows, doors and related infrastructure with respect to Plymouth River Elementary School pursuant to and in conjunction with Hingham's invitation into the Massachusetts School Building Authority's (MSBA) Accelerated Repair Grant Program, or act on anything relating thereto?

(Inserted at the request of the School Committee)

COMMENT: 2017 Annual Town Meeting established a School Building Committee for the purpose of overseeing a feasibility study and any related projects for the Foster Elementary School. This article seeks to expand the purview of this committee to include the oversight of replacing windows, doors, and related infrastructure at Plymouth River Elementary School in line with the Massachusetts School Building Authority's ("MSBA") Accelerated Repair Grant Program. The MSBA partners with Massachusetts communities to support the design and construction of educationally appropriate, flexible, sustainable, and cost-effective public-school facilities. The main goals of the Accelerated Repair Program are to improve learning environments for children and teachers, reduce energy use, and generate cost savings for districts. Hingham was accepted into the MSBA Accelerated Repair Grant Program on December 20, 2020.

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

RECOMMENDED: That the Town authorize, but not require, the expansion of the role of the 2017 School Building Committee to pursue, oversee, and execute the replacement of windows, doors, and related infrastructure with respect to Plymouth River Elementary School pursuant to and in conjunction with Hingham's invitation into the Massachusetts School Building Authority's Accelerated Repair Grant Program.

ARTICLE 26: 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 inserting "The exact boundaries of the District shall be defined by the 1%-chance base flood elevations shown on the Plymouth County FIRM and further defined by Flood Insurance Studies." after the second sentence that ends in (NFIP);

Item 2: By amending Section III-C, 1.d by deleting "and" at the end of the sentence;

Item 3: By amending Section III-C, 1 by deleting "All regulations in the Hingham Zoning By-Law applicable to such underlying districts shall remain in effect; except that, where the provisions of this Section III-C impose additional regulations, those additional regulations shall govern." and inserting "

- f. to avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding; and
- g. to eliminate costs associated with the response and cleanup of flooding conditions.

All regulations in the Hingham Zoning By-Law applicable to such underlying districts shall remain in effect; except that, where the provisions of this Section III-C impose additional regulations, those additional regulations shall govern. The floodplain management regulations found in this Floodplain Protection Overlay District section shall take precedence over any less restrictive conflicting local laws, ordinances or codes.

Disclaimer of liability- The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection.";

Item 4: By amending Section III-C, 10 by deleting the existing text and inserting new Sections 10-18 as follows "

- 10. The Town of Hingham requires a permit for all proposed construction or other development in the floodplain overlay district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties. The Town of Hingham hereby designates the position of Building Commissioner to be the official floodplain administrator for the Town/City. Whenever an application is made for a Building Permit on a lot of land which the Building Commissioner believes may contain a

Floodplain Protection Overlay District boundary, said Commissioner shall require the applicant for such permit to provide as part of such application a plan, certified by a registered land surveyor, of the lot showing the exact location of the Floodplain Protection Overlay District boundary.

11. If the Town/City acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town/City will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.) Notification shall be submitted to:
FEMA Region I Risk Analysis Branch Chief
99 High St., 6th floor, Boston, MA 02110

And copy of notification to:

Massachusetts NFIP State Coordinator
MA Dept. of Conservation & Recreation, 251
Causeway Street, Boston, MA 02114

12. Variances to building code floodplain standards: If the State issues variances to the flood-resistant standards as found in the state building code, the Town of Hingham will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance, and will maintain this record in the community's files. The Town of Hingham shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlay district.
13. Variances to local Zoning By-Laws related to community compliance with the National Flood Insurance Program (NFIP)- A variance from these floodplain bylaws must meet the requirements set out by State law, and may only be granted if: 1) Good and sufficient cause and exceptional non-financial hardship exist; 2) the variance will not result in additional threats to public safety, extraordinary public expense, or

fraud or victimization of the public; and 3) the variance is the minimum action necessary to afford relief.

14. Hingham's permit review process includes the use of a checklist of all local, state and federal permits that will be necessary in order to carry out the proposed development in the floodplain overlay district. The proponent must acquire all necessary permits, and must submit the completed checklist demonstrating that all necessary permits have been acquired.
15. In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.
16. Within Zones AO and AH on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.
17. In A1-30, AH, AE Zones, V1-30, VE, and V Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.
18. Definitions:

DEVELOPMENT means any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. [US Code of Federal Regulations, Title 44, Part 59]

FLOOD BOUNDARY AND FLOODWAY MAP means an official map of a community issued by FEMA that depicts, based on detailed analyses, the boundaries of the 100-year and 500-year floods and the 100-year floodway. (For maps done in 1987 and later, the floodway designation is included on the FIRM.)

FLOOD HAZARD BOUNDARY MAP (FHBM.) An official map of a community issued by the Federal Insurance Administrator, where the boundaries of the flood and related erosion areas having special hazards have been designated as Zone A or E. [US Code of Federal Regulations, Title 44, Part 59]

FLOODWAY. The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Massachusetts State Building Code, Chapter 2, Section 202]

FUNCTIONALLY DEPENDENT USE means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]

HIGHEST ADJACENT GRADE means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]

HISTORIC STRUCTURE means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

- (1) By an approved state program as determined by the Secretary of the Interior or
- (2) Directly by the Secretary of the Interior in states without approved programs.

[US Code of Federal Regulations, Title 44, Part 59]

NEW CONSTRUCTION. Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. *New construction includes work determined to be substantial improvement.* [Referenced Standard ASCE 24-14]

RECREATIONAL VEHICLE means a vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

[US Code of Federal Regulations, Title 44, Part 59]

REGULATORY FLOODWAY - see FLOODWAY.

SPECIAL FLOOD HAZARD AREA. The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30. [Massachusetts State Building Code, Chapter 2, Section 202]

START OF CONSTRUCTION. The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.

Permanent construction does not include land preparation (such as clearing, excavation,

grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Massachusetts State Building Code, Chapter 2, Section 202]

STRUCTURE means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]

SUBSTANTIAL REPAIR OF A FOUNDATION. When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by MA in 9th Edition BC]

VARIANCE means a grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]

VIOLATION means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]";

or act on anything relating thereto?

(Inserted at the request of the Planning Board)

COMMENT: This Article proposes changes to the Floodplain Protection Overlay District provisions of the Zoning By-law in order to remain in compliance with federal regulations. Changes are proposed to the Zoning Map as well as the text of the Zoning By-law.

The Floodplain Protection Overlay District was established in 1969 in response to the creation of the National Flood Insurance Program ("NFIP"), which is administered by the Federal Emergency Management Agency ("FEMA") and allows property owners to obtain federally subsidized flood insurance. Participation in the NFIP requires that communities regulate activities in flood hazard areas as shown on flood insurance rate maps ("FIRM") prepared by FEMA. Failure to adopt regulations meeting FEMA's minimum standards can result in a community being removed from the program and property owners losing eligibility for flood insurance.

Section III-C of the Zoning By-law implements the floodplain protection program and has been periodically revised to keep pace with the current FIRM. The most recent substantial revision occurred in 2012, and several minor revisions have been made since that time. FEMA now has completed a comprehensive reevaluation of flood hazards in Plymouth County, resulting in a new FIRM. The new FIRM will become effective in Hingham on July 6, 2021. This Article proposes to adopt the new FIRM in order to stay compliant with FEMA regulations.

FEMA also has recently revised its regulations for the NFIP to mandate that communities adopt certain additional requirements. In order to help Massachusetts municipalities achieve compliance, the Massachusetts Department of Conservation and Recreation ("DCR") Flood Hazard Management Program has developed a model floodplain By-law. Thus, this Article further proposes to adopt the required provisions into the Zoning By-law using language from the DCR model by-law as a guide. Specifically, the new provisions would: state that the boundaries of the Floodplain Protection Overlay District are defined by the 1%-chance base flood elevations on the FIRM; update the list of purposes for the overlay district; provide that the overlay district regulations take precedence over less restrictive conflicting local by-laws; include a warning that compliance with the overlay district regulations does not imply total flood protection; designate the Building Commissioner as the Town's official floodplain administrator; impose requirements on the Town to notify state and federal agencies of any new data

relating to base floodplain elevations; add provisions relating to variances from floodplain requirements; update permit procedures; and describe how to determine base flood elevation and flood rate information when data from FEMA is unavailable. The amendment also would adopt various definitions that FEMA requires be included.

The updates to the map and changes to the text of Section III-C of the Zoning By-law are required for the Town to maintain eligibility in the NFIP. If the Town does not adopt these changes, it could be removed from the program, thereby ending availability of federally subsidized flood insurance for Hingham residents.

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

During the public hearing, the Planning Board modified the language as originally proposed to remove items not applicable to Hingham, to address the change in the zoning map, and for purposes of clarity. It then voted unanimously in favor of this Article. The Advisory Committee made several clarifying changes in the language of the Planning Board recommendation and voted unanimously to approve 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 replacing Section III-C, 1 in its entirety with the following:

“1. The Floodplain Protection Overlay District shall be shown on a map entitled “Zoning Map Part B Floodplain Protection Overlay District.” The district includes all special flood hazard areas within the Town of Hingham at or below 10 feet above Mean Sea Level (MSL) as well as all special flood hazard areas designated as Zone A, AE, or VE on the Plymouth County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program (NFIP). The exact boundaries of the District shall be defined by the 1%-chance base flood elevations (BFE) shown on the Plymouth County FIRM and further defined by Flood Insurance Studies. 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 6, 2021. 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. The Letters of Map Revision are on file with the Conservation Commission. The Floodplain Protection Overlay District is established as an overlay district to all other districts for the following purposes:

- a. to protect public health, safety and general welfare;**
- b. to protect human life and property from hazards of periodic flooding;**
- c. to prevent the occurrence of public health emergencies resulting from water quality contamination and pollution due to flooding;**
- d. to preserve natural flood control characteristics and the flood storage capacity of the floodplain;**
- e. to regulate development in floodplains in a manner that, at a minimum, meets the requirements of FEMA for participation in the NFIP;**
- f. to avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding; and**
- g. to eliminate costs associated with the response and cleanup of flooding conditions.**

All regulations in the Hingham Zoning By-Law applicable to such underlying districts shall remain in effect; except that, where the provisions of this Section III-C impose additional regulations, those additional regulations shall govern. The floodplain management regulations found in this By-Law shall take precedence over any less restrictive conflicting local bylaws or regulations. The degree of flood protection required by this By-law is considered reasonable but does not imply total flood protection.”

Item 2: By amending Section III-C to insert the following at the end thereof:

“11. General Provisions Governing Floodplain Protection Overlay District

a. Designation of Floodplain Administrator. The Town of Hingham hereby designates the position of Building Commissioner to be the official floodplain administrator for the Town.

b. Requirement to Submit New Technical Data. If the Town of Hingham acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s). Notification shall be submitted to:
FEMA Region I Risk Analysis Branch Chief
99 High St., 6th floor, Boston, MA 02110
or other current address

And copy of notification to:

Massachusetts NFIP State Coordinator
MA Dept. of Conservation & Recreation,
251 Causeway Street, Boston, MA 02114
or other current address

c. Variations to Building Code Floodplain Standards. If the Commonwealth of Massachusetts issues variances to the flood-resistant standards as found in the State Building Code, the Town of Hingham will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance, and will maintain this record on file with the Floodplain Administrator. The Town of Hingham shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing from the Floodplain Administrator that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property. Such notification shall be maintained with the record of all variance actions for the

referenced development in the floodplain protection overlay district.

d. Variations to Zoning By-Law Related to Compliance with the National Flood Insurance Program (NFIP). A variance from this By-law must meet the requirements set out by State law, provided, however, that such variance may only be granted if the Board of Appeals also further finds: 1) good and sufficient cause and exceptional non-financial hardship exist; 2) the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and 3) the variance is the minimum action necessary to afford relief.

e. Permits Required for All Proposed Development in the Floodplain Protection Overlay District. The Town of Hingham requires certain permits for all proposed construction or other development in the floodplain protection overlay district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving, and any other development that might increase flooding or adversely impact flood risks to other properties. Those permits may include the special permit required under this By-law, an order of conditions under the Hingham Wetland Regulations, and/or such other permits as may be required from time to time under any other local bylaw or regulation.

f. Permit Checklist. The permit review process for work in the floodplain protection overlay district includes the use of a checklist of all local, state and federal permits that will be necessary in order to carry out the proposed development in the floodplain protection overlay district in the form maintained by the Floodplain Administrator. The applicant must acquire all necessary permits and, prior to start of construction on the property, must submit the completed checklist to the Floodplain Administrator demonstrating that all necessary permits have been acquired.

g. **Unnumbered A Zones.** In A Zones, in the absence of FEMA BFE data and floodway data, the Building Commissioner will obtain, review, and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways. The Building Commissioner can require that the applicant pay for resources (including a base flood elevation certificate) to determine the base flood elevation when a development is being proposed.

12. **Definitions:** In accordance with NFIP requirements, for the purposes of this Section III-C, the following terms shall have the meaning set forth herein.

DEVELOPMENT means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials. [US Code of Federal Regulations, Title 44, Part 59]

FLOODWAY. The channel of the river, creek, or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Massachusetts State Building Code, Chapter 2, Section 202]

FUNCTIONALLY DEPENDENT USE means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]

HIGHEST ADJACENT GRADE means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]

HISTORIC STRUCTURE means any structure that is:

(a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

(b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

(c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or

(d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

(1) By an approved state program as determined by the Secretary of the Interior or

(2) Directly by the Secretary of the Interior in states without approved programs.

[US Code of Federal Regulations, Title 44, Part 59]

NEW CONSTRUCTION. Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. *New construction includes work determined to be substantial improvement.* [Referenced Standard ASCE 24-14]

RECREATIONAL VEHICLE means a vehicle which is:

(a) Built on a single chassis;

(b) 400 square feet or less when measured at the largest horizontal projection;

(c) Designed to be self-propelled or permanently towable by a light duty truck; and

(d) Designed primarily not for use as a permanent dwelling but as temporary living

quarters for recreational, camping, travel, or seasonal use. [US Code of Federal Regulations, Title 44, Part 59]

REGULATORY FLOODWAY- see FLOODWAY.

SPECIAL FLOOD HAZARD AREA. The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30. [Massachusetts State Building Code, Chapter 2, Section 202]

START OF CONSTRUCTION. The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings, or construction of columns.

Permanent construction does not include land preparation (such as clearing, excavation, grading, or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual “start of construction” means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Massachusetts State Building Code, Chapter 2, Section 202]

STRUCTURE means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]

SUBSTANTIAL REPAIR OF A FOUNDATION. When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter

along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns, or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by MA in 9th Edition State Building Code, and as it may be later amended]

VARIANCE means a grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]

VIOLATION means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in US Code of Federal Regulations, Title 44, Part 60, §60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]”

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 May 2021, 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 2021 Flood Insurance Rate Maps”.

ARTICLE 27: Will the Town amend the Zoning By-law of the Town of Hingham, adopted March 10, 1941, as heretofore amended as follows:

V-K Accessory Dwelling Units

1. Purpose

Consistent with the Master Plan Goals and

Objectives adopted March 20, 2017, the purpose of permitting accessory dwelling units in connection with single-family dwellings is to:

- a) Provide accessory dwelling units without adding to the number of buildings in the Town or substantially altering the appearance of the dwelling and for the purpose of enabling owners of single-family dwellings, including those with existing, separate, detached accessory structures situated on the same lot, to share space and the burdens of homeownership with family members (as defined in this Section V-K) while also protecting the stability, property values and residential character of the surrounding neighborhood.
- b) Provide housing units for family members with diverse housing needs including, without limitation, family members with mental and physical disabilities.
- c) Enable the Town to monitor accessory dwelling unit construction for code compliance.

2. Definitions

- a) An "accessory dwelling unit" is a second self-contained dwelling unit either (i) within a single-family dwelling (an "attached accessory dwelling unit"), or (ii) within an existing, separate, detached structure situated on the same lot as the principal dwelling (a "detached accessory dwelling unit"), which second dwelling unit is subordinate in size to the principal dwelling and otherwise complies with the provisions of this Section V-K.
- b) For the purposes of this Section V-K, a "family member" shall be a person related to the owner by blood, adoption or marriage, and may also include domestic help and caregivers.
- c) A "principal dwelling" for the purposes of this Section V-K is a single-family dwelling exclusive of the area that constitutes the accessory dwelling unit.
- d) A single-family dwelling with an accessory dwelling unit shall not be deemed to be a two-family dwelling.

3. Eligibility Requirements

The Board of Appeals may only issue a Special

Permit AI for an accessory dwelling unit that meets the following minimum eligibility requirements:

- a) As of the date that the application for a special permit is filed with the Board of Appeals, the total number of accessory dwelling units in the Town shall not exceed two and one-half percent (2.5%) of the total single-family dwelling units in the Town (the "ADU cap"). The ADU cap shall be determined by a fraction represented as follows: the numerator shall be the total number of accessory dwelling units allowed by special permit pursuant to this Section V-K plus the number of accessory dwelling unit permit applications pending approval before the Board of Appeals and the denominator shall be the total number of single-family dwelling units existing in the Town as classified in the Hingham assessors' records.
- b) The applicant shall, at the time application is made for the special permit, be the owner of the lot and single-family dwelling thereon ~~for~~ which the accessory dwelling unit is proposed and must certify in such application that (i) the owner currently occupies the single-family dwelling or will occupy the principal dwelling or accessory dwelling unit as his or her primary residence immediately upon issuance of the special permit and (ii) that the other unit shall be occupied by a family member.
- c) The area of the lot on which the existing single-family dwelling is located shall not be less than five thousand (5,000) square feet or, in the case of new construction (which shall be limited to attached accessory dwelling units), shall comply with the applicable minimum lot size for the single-family zoning district in which the single-family dwelling is proposed.
- d) The application must be accompanied by written confirmation from either (i) the Board of Health that the requirements of the Massachusetts Title 5 septic system regulations and the Hingham Board of Health Supplemental Rules and Regulations for septic systems have been or can be met or (ii) the Sewer Department that there exists available capacity in the applicable sewer district, in either case, to support the total number

- of bedrooms proposed for the lot inclusive of the accessory dwelling unit.
- e) Only one accessory dwelling unit shall be permitted per lot, either as an attached accessory dwelling unit within a single-family dwelling or as a detached accessory dwelling unit in an existing, separate, detached structure, and per lot so that the total number of dwelling units per lot shall not exceed two.
 - f) In Residence District D and in Business Districts A and B accessory dwelling units are only permitted in preexisting nonconforming single-family dwellings.

4. Dimensional and Design Requirements

The Board of Appeals may only issue a Special Permit AI for an accessory dwelling unit that meets the following dimensional and design requirements:

- a) The architectural character of a detached single-family dwelling shall be maintained.
- b) All stairways accessing an accessory dwelling unit above the ground floor of a single-family dwelling or otherwise in an existing separate detached structure shall be enclosed within the exterior walls of the single-family dwelling or existing, separate, detached structure.
- c) The maximum area of an accessory dwelling shall be the lesser of 750 square feet or 350% of the gross floor area of the principal dwelling. For this calculation, the gross floor area shall be as defined in Section VI of this By-law.
- d) An accessory dwelling unit shall not be created by any extension of a non-conforming building dimension, including the front, side or rear yard setback.
- e) Any new entrance for ~~an~~ attached accessory dwelling unit or principal dwelling shall be located to the side or rear of the single-family dwelling.
- f) Water and sewer utilities serving the accessory dwelling unit shall not be metered separately from the principal dwelling except to the extent required or if such utilities serving a detached accessory dwelling unit have previously been separately metered: provided, however, that any separately metered utilities shall be in the name of the owner of the principal dwelling.

- g) Additional or modified landscaping, fences or other buffers may be required to protect abutting properties from potential negative visual or auditory impacts of the accessory dwelling unit.
- h) The parking requirement for an accessory dwelling unit is one space per bedroom in addition to the minimum required parking spaces for a single-family dwelling.
- i) An accessory dwelling unit may not have more than two (2) bedrooms.

5. General Conditions

Any special permit issued pursuant to this Section V-K shall be subject to, and shall incorporate the following conditions:

- a) The owner of the single-family dwelling shall occupy either the principal dwelling or the accessory dwelling unit as the owner's primary residence. Temporary absences of the owner for a period of not more than nine months in the aggregate in any twelve month period and active military service of the owner for any length of time shall not be deemed a violation of this requirement provided that the dwelling units may only be occupied by family members of the owner during the owner's absence.
- b) The owner shall recertify annually, by submission of a notarized letter to the Building Commissioner that the owner will continue to occupy either the primary dwelling or the accessory dwelling unit as the owner's primary residence, except for a bona fide temporary absence as provided above in subsection 5.a.
- c) Upon the sale or other conveyance or transfer of a single-family dwelling which has been issued a permit for an accessory dwelling unit, if the new owner wishes to maintain the special permit for the accessory dwelling unit use, such new owner must, within thirty (30) days of such transfer, submit a notarized letter to the Building Commissioner certifying that the new owner will occupy one of the dwelling units as the new owner's primary residence and comply with the other conditions of the accessory dwelling unit use.
- d) Neither the principal dwelling nor the accessory dwelling unit may be sold or

otherwise conveyed or transferred separately from the other.

or act anything related thereto?

(Inserted at the request of registered voters Raymond C. Estes and others – Citizens Petition)

COMMENT: This is a Citizens Petition. The intent of this Article is to modify the Zoning By-law, Section V-K, entitled Accessory Dwelling Units, to allow detached as well as attached accessory dwelling units (“ADUs”).

The current By-law permits only an accessory dwelling unit that is attached to a principal dwelling. It defines an accessory dwelling unit as “a second self-contained dwelling unit within a single-family dwelling which second dwelling unit is subordinate in size to the principal dwelling and otherwise complies with the provisions of this Section V-K.” The By-law specifies that the applicant for a special permit for an attached accessory dwelling unit must certify that the applicant is the owner of the principal dwelling unit; that it is the applicant’s primary residence; and that the attached accessory dwelling unit will be occupied by family members.

The proposed modification would permit an accessory dwelling unit in a separate detached structure on the same lot as a principal dwelling. The major change is that the amendment would permit two dwelling unit structures on one lot. Other significant changes include that the amendment would (1) increase the minimum square footage of an allowed accessory dwelling unit (ADU) from 30% to 35% of the square footage of the principal dwelling unit or 750 square feet, whichever is less; (2) allow a new front entrance to a detached ADU while retaining the restriction that an attached ADU could only add an entrance on the rear or side of the attached ADU; and (3) allow separate water and sewer utilities metering for a detached ADU.

Section V-K allowing attached accessory dwelling units was added in 2018. Before the adoption of the attached ADU amendment to the Zoning By-law, a Study Committee, formed by the Board of Selectmen and Planning Board, did extensive research and review of the issues associated with attached and detached ADUs. No By-law change resulted directly from that Study Committee’s work. Subsequently, however, after a further review of the Study Committee’s work and further investigation, the Planning Board proposed an amendment permitting attached ADUs, but not detached ADUs. Among the reasons cited by the Planning Board for limiting its

proposal to attached ADUs was its conclusion (which had also been the conclusion of the Study Committee) that the impacts of detached ADUs are significantly greater on residential neighborhoods than attached ADUs and need to be approached more cautiously. The Planning Board concluded that giving the Town time to observe the impacts of attached ADUs would provide more insight into the impacts of detached ADUs. Since the ADU By-law became effective in 2018, 13 ADUs have been permitted in Hingham.

As the existing ADU By-law states, accessory dwelling units enable owners of single-family dwellings to share space and the burdens of homeownership with family members. They also provide housing units for family members with diverse housing needs including, without limitation, family members with mental and physical disabilities. A By-law permitting ADUs enhances the Town’s ability to monitor ADU construction for code compliance.

The Planning Board conducted five public hearings on the Article. Each of these hearings was attended by the principal proponent of the Citizens Petition, Raymond C. Estes. Mr. Estes worked closely with the Planning Board, as did other citizens. They provided further information as requested by the Board, including a review of the by-laws of benchmark towns, and answered all questions forthrightly. Mr. Estes was transparent as to his motivation and candidly acknowledged that the proposed modifications to the existing By-law are necessary to accommodate the possibly unique circumstances of his own situation. The Board publicly acknowledged the efforts of Mr. Estes and thanked him for his work and candor. But it also recognized that a zoning change having Town-wide impact should not be crafted based solely on facts that are intended to benefit a particular parcel without consideration of possibly broader impacts and necessary mitigation.

The Planning Board was unanimous in the view that allowing detached ADUs in Hingham has merit and should be considered, but more study, discussion and input is required. Illustrative of the questions to be considered are those raised by Board members during the Board’s several hearings, including the following:

(1) Should detached ADUs be permitted in structures which do not comply with existing zoning setbacks? Buildings within zoning setbacks are located very close to abutting neighbors. Given that activities, lights, and sounds within a dwelling are generally more intensive than those in structures used for

accessory purposes (e.g. a garage, home office), there may be greater impacts on abutters from a detached ADU than an attached ADU.

(2) Should detached ADUs be permitted within an entire detached structure or in only a portion of the detached structure? For example, the most common detached ADU found in most communities is an ADU above an existing garage. Other examples might be conversion of a pool house (or a portion thereof) to an ADU. In addition, many older properties in Hingham have barns that may be converted. Allowing a detached ADU to occupy an entire detached structure (subject to the square footage limitation) would create an entirely separate second home on the property. The pros and cons of such a change requires further review.

(3) Should detached ADUs be permitted in newly constructed detached structures and/or if a homeowner elects to turn its existing detached structure (e.g., garage) into an ADU, should that homeowner be permitted to then build another detached structure for a garage? The potential for the construction of multiple detached accessory structures on the property may cause overbuilding, particularly on smaller lots. The potential impact across residential zoning districts should be explored.

(4) Are the existing requirements of Section V-K, and enforcement mechanisms with the Zoning By-law generally, sufficient to ensure substantial compliance by property owners of the “family member” restriction on the occupancy of detached ADUs? The Board members expressed concern that enforcement will fall to abutters who, if adversely affected, will have to report on a neighbor, thereby placing an unfair burden on abutters.

The Board further noted that the current ADU By-law has only been in effect for a short time, including, a year of lockdowns resulting from the pandemic. Thus, the Board has had only a very limited opportunity to observe the impacts of allowing attached ADUs. Moreover, there has not been significant public interest in this Article. There may be more interest in the community, particularly among groups who may benefit from a further amendment. The Board observed that a principal benefit of the original ADU By-law is to allow families to provide housing for other family members, particularly those with special housing needs. The Planning Board strongly endorsed a broader discussion that provides for input from representatives of the subgroups who may benefit most directly from expanding the availability of ADUs.

The Advisory Committee agrees with the premises of the existing ADU By-law that accessory dwelling units

may enable owners of single-family dwellings to share space and the burdens of homeownership with family members; that they may provide housing units for family members with diverse housing needs including, without limitation, family members with mental and physical disabilities; and that a permitting process enhances the Town’s ability to monitor ADU construction for code compliance. The Advisory Committee also agrees with the reasoning of the Planning Board that detached ADUs raise issues and concerns different from those of attached ADUs and may have more significant impacts on neighbors and neighborhoods. Accordingly, the Advisory Committee recommends that a Study Committee as described by the Planning Board should be established.

The Advisory Committee voted unanimously in support of the Recommended Motion.

RECOMMENDED: That the Town establish a committee, to be known as the ADU Study Committee, for the purpose of reviewing the merits of this Warrant Article and/or the merits of amending the provisions of the Hingham Zoning Bylaw, Section V-K, or other applicable provisions of the Zoning By-law, to allow detached accessory dwelling units and/or to amend any other provisions of the Zoning By-law reasonably related to the creation of accessory dwelling units (either attached or detached), and to submit a written report to the Planning Board setting forth whether the Committee recommends in favor of any such amendment(s) and the reasons for such recommendations. If any amendments are recommended, the Committee shall include in its report its proposed changes. The Committee shall consist of seven members as follows: one member of the Planning Board (or its designee) who shall be the Chair of the Committee, one member of the Council on Aging (or its designee), one member of the Commission on Disabilities (or its designee), one member of the Zoning Board of Appeals (or its designee), one member of the Historic Districts Commission (or its designee), one resident of the Town appointed by the Board of Selectmen, and one resident of the Town appointed by the Moderator who shall not be members of the foregoing Boards. The Committee shall endeavor to issue its report to the Planning Board within one year of its formation, but in no event later than October 1, 2022. Upon receipt of such report, the Planning Board shall hold at least one public meeting in advance of the December 1 deadline for submission of zoning amendments as set forth in Article 2, Section 7 of the Hingham General By-

laws, to determine if the Planning Board will elect to submit, or to support the submission of, one or more zoning amendments based on the report of the Committee.

ARTICLE 28: 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 the end of Fiscal Year 2022, 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 and 6: Middle School, 1103 Main Street, and Precinct 5a: Willard Square at

Linden Ponds on SATURDAY, the twenty-second day of May 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; a Town Clerk 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; 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 sixteenth day of April 2021.

Given under our hands at Hingham this thirteenth day of April 2021.

Mary M. Power, Chair
Joseph M. Fisher
William C. Ramsey

BOARD OF SELECTMEN

A true copy
Attest:

Kathleen A. Peloquin
Constable of Hingham
April 16, 2021

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 a notice thereof to be published in The Hingham Journal seven days at least before the day appointed for said meeting. An attested copy was presented and posted by the Town Clerk in the Town Hall as of this date.

Kathleen A. Peloquin
Constable of Hingham
April 16, 2021

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”) 2022 and herein submits its recommendations for FY 2022, as well as general projections of capital needs for the following four fiscal years.

COC’s recommendations for FY 2022 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 2022 Capital recommendations by Funding Sources are summarized below:

	COC	Warrant Articles*	Total
Tax Levy	\$2,275,168	\$0	\$2,275,168
Accelerated to FY2021	\$404,120	\$0	\$404,120
Excess Overlay	\$225,000	\$0	\$225,000
Municipal Waterways Fund (Harbormaster)	\$40,750	\$0	\$40,750
User Rates/Charges	\$3,337,000	\$0	\$3,337,000
Available Reserves	\$0	\$550,000	\$550,000
Borrowing	\$0	\$5,650,000	\$5,650,000
Other Funding Sources	\$0	\$1,250,000	\$1,250,000
Total:	\$6,282,038	\$7,450,000	\$13,732,038

*To be voted on at this Annual Town Meeting

II. NOTABLE RECOMMENDATIONS

Below are the notable COC recommendations for FY 2022 (see the FY 2022 Five-Year Capital Plan for full detail by department):

Information Technology

\$125,000 for SAN (Storage Area Network) upgrade and replacement

Fire Department

\$404,120 to replace the 2007 Medic ambulance (Accelerated to FY2021)

Transfer Station/Recycling

\$99,000 to replace a John Deere 410G backhoe 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 Committee's authority and can be allocated to capital expenditures at the Committee's 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.

School/System Wide: \$265,560 for school baseline technology replacements; \$166,500 for major infrastructure which includes \$86,500 for Middle School Chromebook replacements; and \$105,000 to purchase three school buses at end of lease.

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 10 to 20 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.
- 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:

2021 Annual Town Meeting - Capital Project Warrant Articles:

Department	Warrant Article*	Need	Cost Estimate
Police & Fire Departments	Public Safety Facility	Design documents and project manager for Public Safety Facility (new Police Headquarters and North/Torrent fire station replacement)	\$1,600,000
School Department	Plymouth River School Window/Door Replacement	MSBA eligible project for the repair/replacement of all windows/doors	TBD
Board of Selectmen	Route 3A / Rotary / Summer St Corridor Roadway Improvements	Civil engineering services to finalize roadway improvement plans and specifications	\$200,000
Board of Selectmen	Town Pier Wharf - Repair/Reconstruction	Repair/reconstruction of the Town Pier Wharf, to address safety issues and sea level rise	\$5,650,000
		TOTAL	\$7,450,000

*Refer to specific warrant articles for additional information

Large Capital Project Outlook:

Department	Need	Preliminary Estimate
Police & Fire Departments	Public Safety Facility (new police headquarters and North/Torrent fire station replacement): building construction cost	To Be Determined
Fire Department	New South Fire Station	To Be Determined
Town Hall:		
Senior Center	Expansion & major renovation of existing Senior Center & Police Department space	To Be Determined
Recreation Center	Major renovation of existing space or new building	To Be Determined
Harbor Improvements	Repair and restoration of Veterans Park and Barnes 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

Department	Need	Preliminary Estimate
<u>School Department:</u>		
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
High School	Boiler replacement	\$2,280,131
High School	Expansion and renovation of Health and Wellness Center	To Be Determined
South Elementary	New roof replacement	\$1,500,000
Town Wide Field Renovations	Field and court improvement projects recommended by Athletic Field & Outdoor Court Improvement Study	To Be Determined

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 2020, the MSBA voted to invite the William L. Foster Elementary School into its feasibility phase of the Core Building Program which is the next step in the funding grant review process for the renovation or replacement of Foster Elementary School.

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 \$2,600,000 in FY 2022. This additional capital funding 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 2022, 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.

CAPITAL OUTLAY COMMITTEE

Eric Valentine, Chair

Matt Goulet

Kevin Flaherty

Libby Claypoole, Advisory Committee

Davalene Cooper, Advisory Committee

Jean Montgomery, Treasurer-Collector *ex-officio member* (non-voting)

FY2022 Five-Year Capital Plan

Department/Category	FY2022	FY2023	FY2024	FY2025	FY2026
122 SELECTMEN:					
Public Safety Facility: Design & Documents (Footnote #10)	\$1,600,000				
Route 3A / Rotary / Summer St Corridor: Engineering/Design (Footnote #11)	\$200,000				
Town Pier Wharf: Repair/Reconstruction (Footnote #12)	\$5,650,000				
Tree & Park Barn - Exterior Refurbishment & Painting		\$65,000	\$10,000	\$10,000	\$10,000
TOTAL SELECTMEN	\$7,450,000	\$65,000	\$10,000	\$10,000	\$10,000
137 INFORMATION TECHNOLOGY:					
Information Technology Assets (20% replacement)	\$110,000	\$113,000	\$116,000	\$120,000	\$125,000
SAN (Storage Area Network) Replacement/Upgrade (2) (replacement)	\$125,000	\$0	\$0	\$0	\$0
TOTAL INFORMATION TECHNOLOGY	\$235,000	\$113,000	\$116,000	\$120,000	\$125,000
241 BUILDING COMMISSIONER:					
Ford F-150 4x4 Pick-up (new)	\$36,000	\$0	\$0	\$0	\$0
TOTAL BUILDING COMMISSIONER	\$36,000	\$0	\$0	\$0	\$0
171 BARE COVE PARK:					
Building 80 Roof (replacement)		\$150,000	\$0	\$0	\$0
Building 80 Wall Repair (replacement)		\$25,000	\$0	\$0	\$0
TOTAL BARE COVE PARK	\$0	\$175,000	\$0	\$0	\$0
192 TOWN HALL:					
Town Hall (general renovations & repairs)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Heat Pumps (1, 1.5, 2, 0, 4) (replacement)	\$6,000	\$9,000	\$12,000	\$0	\$24,000
Automatic Doors & Hardware (School Dept. Entrance) (replacement)	\$11,000	\$0	\$0	\$0	\$0
Veterans Memorial Brick Walkway (replacement)	\$5,000	\$0	\$0	\$0	\$0
Hydration Stations (2) (replacement)	\$5,000	\$0	\$0	\$0	\$0
Carpeting: Police/Selectmen, TH Staircase (replacement)		\$29,000	\$20,000	\$0	\$0
Bathroom: (partition/fixtures & vanities) (0, 1, 0, 2, 0) (replacement)		\$18,000	\$0	\$40,000	\$0
Parking Lot & Driveway (replacement)		\$71,000	\$0	\$0	\$0
Roof: (Town Hall Partial, Recreation & Senior)(replacement)			\$300,000	\$0	\$0
Town Hall: Paint & Wallpaper (replacement)				\$75,000	\$0
HVAC Control Panel (replacement)				\$30,000	\$0
TOTAL TOWN HALL	\$52,000	\$152,000	\$357,000	\$170,000	\$49,000
191 GRAND ARMY MEMORIAL HALL					
Windows (replacement)		\$68,000	\$0	\$0	\$0
Wooden Egress Stairs (replacement)		\$8,000	\$0	\$0	\$0
Wooden Exterior (replacement)			\$48,000	\$0	\$0
Exterior Painting (replacement)				\$38,000	\$0
TOTAL GRAND ARMY MEMORIAL HALL	\$0	\$76,000	\$48,000	\$38,000	\$0
210 POLICE DEPARTMENT:					
Bullet Proof Vests (15) (15) (15) (15) (15) (replacement)	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
Incident Command Vehicle (Tahoe) (2003) (replacement)	\$72,000	\$0	\$0	\$0	\$0
Mobile Computers (2015) (7) (7) (replacement)	\$50,000	\$0	\$0	\$50,000	\$0
In Cruiser Radar Units (11) (replacement)	\$33,000	\$0	\$0	\$0	\$0

Department/Category	FY2022	FY2023	FY2024	FY2025	FY2026
Police Sidearms (93) (replacement)	\$32,000	\$0	\$0	\$0	\$0
Vehicles (0) (7) (7) (7) (7) (replacement)		\$275,000	\$280,000	\$285,000	\$290,000
Police Car Dash Cams (2015/2016) (11) (replacement)		\$80,000	\$0	\$0	\$0
Body Cameras (54) (new)		\$85,000	\$0	\$0	\$0
UAV / Drone - Search and Rescue / Incident Management (new)		\$20,000	\$0	\$0	\$0
Animal Control P/U Truck (2015) (replacement)		\$60,000	\$0	\$0	\$0
In-vehicle Radios (20) (replacement)			\$50,000	\$0	\$0
Animal Control Incinerator (new)			\$20,000	\$0	\$0
Automated Defibrillators (12) (replacement)					\$26,000
TOTAL POLICE DEPARTMENT	\$204,000	\$537,000	\$367,000	\$352,000	\$333,000
<u>295 HARBORMASTER:</u>					
Dinghy Dock: Harbormaster (replacement)	\$18,000	\$0	\$0	\$0	\$0
Boat Marine II: Harbormaster (1997) (replacement) (Footnote #1)	\$22,750	\$0	\$0	\$0	\$0
Boat Engines: Harbormaster (2) (2) (2) (replacement)		\$75,000	\$0	\$25,000	\$0
Boat Marine IV: Shallow Water (new)			\$55,000	\$0	\$0
TOTAL HARBORMASTER	\$40,750	\$75,000	\$55,000	\$25,000	\$0
<u>220 FIRE DEPARTMENT:</u>					
Turnout Gear: (16 sets per year) (replacement)	\$48,000	\$50,000	\$50,000	\$52,000	\$52,000
Fire Hydrants & Hose (replacement)	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000
Cardiac Monitors (2) (2) (3 replacement/1 new)	\$60,000	\$50,000	\$0	\$0	\$0
Station Furniture (All Stations) (replacement)	\$15,000	\$15,000	\$0	\$0	\$0
Medic Ambulance (2007) (replacement)	\$404,120	\$0	\$0	\$0	\$0
Smoke Detectors (All Stations) (replacement)	\$15,000	\$0	\$0	\$0	\$0
Station 1 Roof (replacement)		\$175,000	\$0	\$0	\$0
Station 1 Gutters/Trim/Portico (replacement)		\$66,000	\$0	\$0	\$0
Command Vehicle (F-250) C-2013A (replacement)		\$76,000	\$0	\$0	\$0
Command Vehicle (Explorer) C-2013B (replacement)		\$47,642	\$0	\$0	\$0
SCBA (Self Contained Breathing Apparatus) & Protective Gear Washer (1) (new)		\$30,000	\$0	\$0	\$0
SCBA Compressor Controller (replacement)		\$5,200	\$0	\$0	\$0
Station 2 (North/Torrent) Renovation (replacement) (Footnote #2 & #10)		TBD	\$0	\$0	\$0
Station 3 (South) Renovation (replacement) (Footnote #2)		TBD	\$0	\$0	\$0
Engine (2002) (replacement)		\$600,000	\$0	\$0	\$0
Forest Utility Vehicle (2011) (replacement)		\$52,000	\$0	\$0	\$0
Fire Helmets (56) (replacement)		\$26,000	\$0	\$0	\$0
Station 1 HVAC (replacement)		\$130,000	\$0	\$0	\$0
Station 1 Lighting/Electrical (replacement)		\$25,000	\$0	\$0	\$0
Station 1 Water Damage Repair (replacement)		\$23,000	\$0	\$0	\$0
Station 1 Painting/Carpet (replacement)		\$15,000	\$0	\$0	\$0
Station 2 Interior Painting (replacement)		\$20,000	\$0	\$0	\$0
Station 3 Interior Wall Repair (replacement)		\$50,000	\$0	\$0	\$0
Medic Ambulance (2013A) (replacement)			\$438,204	\$0	\$0
Command Vehicle C-2016 (replacement)			\$52,306	\$0	\$0
Station 1 Foundation/Landscape (replacement)			\$30,000	\$0	\$0

Department/Category	FY2022	FY2023	FY2024	FY2025	FY2026
Station 1 Mezzanine/App. Door (new/replacement)			\$36,000	\$0	\$0
Station 3 Exterior Paint/Wood (replacement)			\$25,000	\$0	\$0
Engine (2006) (replacement)				\$700,000	\$0
Station 3 Roof (replacement)				\$110,000	\$0
Medic Ambulance (2013B) (replacement)					\$473,000
Command Vehicle C-2018 (replacement)					\$56,574
Utility Vehicle (2016) (replacement)					\$50,000
Station 3 Boiler (replacement)					\$110,000
Station 3 Electrical Upgrade (replacement)					\$100,000
TOTAL FIRE DEPARTMENT	\$578,120	\$1,491,842	\$667,510	\$898,000	\$877,574
<u>299 PUBLIC SAFETY UTILITIES:</u>					
<u>420 HIGHWAY/RECREATION/TREE & PARK/</u>					
<u>ENGINEERING:</u>					
#31 - Groundmaster 4000D (2006) (replacement)	\$84,685	\$0	\$0	\$0	\$0
#28 - Silverado 3500 1 Ton Dump w/P (2012) (replacement)	\$74,570	\$0	\$0	\$0	\$0
#15 - Chevrolet 2500 4WD P/U w/P (2012) (replacement)	\$45,010	\$0	\$0	\$0	\$0
#22 - Elgin Sweeper (2008) (replacement)	\$239,024	\$0	\$0	\$0	\$0
#29 - John Deere F1148 Tractor (2005) (replacement)		\$146,000	\$0	\$0	\$0
#54 - Giant Leaf Blower (2002) (replacement)		\$4,000	\$0	\$0	\$0
#23 - Elgin Sweeper (Pelican) (2011) (replacement)		\$231,024	\$0	\$0	\$0
#44 - Sewer Rodder (2001) (replacement)		\$30,000	\$0	\$0	\$0
#12 - Catch Basin Cleaner (replacement)		\$240,633	\$0	\$0	\$0
#26 - Chevrolet 2500 Quad Cb 4WD P/U w/P (2013) (replacement)		\$40,000	\$0	\$0	\$0
#18 - Silverado 3500 4WD 1 Ton Dump w/P (2013) (replacement)		\$74,570	\$0	\$0	\$0
#50 - Gorman Rupp Trash Pump (2002) (replacement)		\$25,000	\$0	\$0	\$0
#52 - Drum Roller 1.5 Ton (2002) (replacement)		\$12,000	\$0	\$0	\$0
#42 - Gilson Cement Mixer (1965) (replacement)			\$5,000	\$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	\$0
#08 - SFA Dump Truck 7400 (2013) (replacement)			\$170,000	\$0	\$0
#11 - IH Dump w/ Hinderson Sander w/Plow (2014) (replacement)			\$170,000	\$0	\$0
#51 - Gallion Roller 7/8 Ton (1996) (replacement)				\$50,000	\$0
#10 - 2014 Volvo, 160, wheel loader (replacement)				\$130,000	\$0
#46 - Vermeer Stump Grinder 602 18 Ton (2013) (replacement)				\$32,000	\$0
#37 - 2014 Chevy 2500 HD Pickup w/plow (replacement)				\$44,000	\$0
#24 - Bombardier Sidewalk Tractor (1993) (replacement)				\$167,000	\$0
#33 - 2000 Chevy Utility Body 3500 (Sign Truck) (replacement)				\$50,000	\$0
#32 - 2014 Grounds Master 40010 (replacement)				\$84,685	\$0
#01 - 2014 Chevy Tahoe (replacement)				\$30,000	\$0
#27 - 2015 IH 4700 Dump 444E w/ Sander & Plow (replacement)					\$170,000
#03 - 2015 Chevrolet 2500 HD P/U w/Plow (replacement)					\$45,010

Department/Category	FY2022	FY2023	FY2024	FY2025	FY2026
#05 - 2016 IH 4990 Dump w/ Sander & Plow (replacement)					\$170,000
#16 - 2017 IH 7000 Dump w/ Plow (replacement)					\$170,000
#39SB - Snow Blower 4150-SB (replacement)					\$10,000
#14 - 2010 IH 7400 Dump w/ Sander & Plow (replacement)					\$170,000
#WS1 - Wright Sentor Mower (replacement)					\$8,000
TOTAL HIGHWAY/RECREATION/TREE & PARK/ENGINEERING	\$443,289	\$803,227	\$643,000	\$587,685	\$743,010
430 TRANSFER STATION/RECYCLING:					
Trailer Tires (36 per year) & Undercarriage Repair (replacement)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
#LC1-LC4 Stationary Compacting Units (2000) (replacement)	\$50,000	\$50,000	\$50,000	\$50,000	\$0
#L21 - 2005 John Deere 410G Backhoe (replacement)	\$99,000	\$0	\$0	\$0	\$0
#L37 - 2003 Mitsubishi Diesel Fork Truck (replacement) (Footnote #3)	\$18,000	\$0	\$0	\$0	\$0
Trash Compactor Control Booths (2) (replacement)		\$10,000	\$10,000	\$0	\$0
#L2 - 2016 Chevy 3500 1-Ton Dump (replacement)					\$75,000
#T4 - Open Top Trailer (2013) (replacement) (Footnote #4)					
TOTAL TRANSFER STATION/RECYCLING	\$192,000	\$85,000	\$85,000	\$75,000	\$100,000
440 SEWER COMMISSION:					
Service Replacements	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Pump Station (renovations & repairs) (various)	\$187,000	\$100,000	\$112,000	\$20,000	\$50,000
Inflow & Infiltration Investigation and Remediation	\$100,000	\$100,000	\$100,000	\$100,000	\$0
Pump Station (replacement) Town Hall			\$100,000	\$0	\$0
Night Soil Plant Building (demo & rebuild) (replacement)				\$478,000	\$0
#S3 - Chevy Silver P/U Utility Body w/Plow (2013) (replacement)			\$77,000	\$0	\$0
Weir River Inflow & Infiltration Study					\$70,000
TOTAL SEWER COMMISSION	\$337,000	\$250,000	\$439,000	\$648,000	\$170,000
510 HEALTH DEPARTMENT:					
Chevy Colorado 4WD 4D (2006) (replacement)	\$35,347	\$0	\$0	\$0	\$0
TOTAL HEALTH DEPARTMENT	\$35,347	\$0	\$0	\$0	\$0
540 ELDER SERVICES:					
Van (2011) (2017) (replacement)		\$65,000	\$65,000	\$0	\$0
TOTAL ELDER SERVICES	\$0	\$65,000	\$65,000	\$0	\$0
610 LIBRARY:					
Computers (replacement 20%)	\$36,000	\$20,000	\$20,000	\$20,000	\$20,000
Furniture (replacement)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Upper Lobby & Stair Floor Tile (replacement)	\$90,000	\$0	\$0	\$0	\$0
Roof Trusses Phase 2: (repairs)		\$20,000	\$0	\$0	\$0
Paint Interior Areas (replacement)		\$30,000	\$0	\$0	\$0
Parking Lot (expansion) & Front Walkway (replacement) (Footnote #5)		\$662,000	\$0	\$0	\$0
Carpet (replacement)		\$80,000	\$0	\$0	\$0
Bathroom Renovations/Repairs (3) (replacement)		\$80,000	\$0	\$0	\$0
Exterior Storage Shed (replacement)		\$20,000	\$0	\$0	\$0
Roof Repairs - Connector (replacement)		\$10,000	\$0	\$0	\$0

Department/Category	FY2022	FY2023	FY2024	FY2025	FY2026
Bathroom Renovations/Repairs (4) (replacement)			\$100,000	\$0	\$0
Feasibility Study/Building Renovation (new)			\$100,000	\$0	\$0
Exterior Wooden Door (replacement)			\$20,000	\$0	\$0
Lighting Interior (replacement)				\$80,000	\$0
Cooling System (replacement & upgrade)				\$50,000	\$0
Landscaping Design & Upgrades				\$50,000	\$0
Single Pane Windows & Exterior Trim (replacement)					\$100,000
Balcony Structural Repairs (2nd Fl) and AV Room Bump out (replacement)					\$100,000
Generator Installation (new)					\$85,000
Septic System Design Review (replacement)					\$15,000
TOTAL LIBRARY	\$146,000	\$942,000	\$260,000	\$220,000	\$340,000
630 RECREATION COMMISSION:					
Field/Court Renovation (Field Study Project) (replacement) - \$45k-\$4.5M (Footnote #6)	TBD	TBD	TBD	TBD	TBD
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)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
TOTAL RECREATION COMMISSION	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
720 COUNTRY CLUB:					
Golf Course Maintenance Equipment	\$49,000	\$0	\$45,000	\$124,500	\$0
Golf Course & Facility Improvements	\$25,000	\$0	\$100,000	\$66,000	\$0
Bowling Alley Roof (replacement)	\$115,000	\$0	\$0	\$0	\$0
Pool Facility (new) (Footnote #7)	TBD	\$0	\$0	\$0	\$0
TOTAL SOUTH SHORE COUNTRY CLUB	\$189,000	\$0	\$145,000	\$190,500	\$0
730 WEIR RIVER WATER SYSTEM:					
Water Main (replacement)	\$2,140,000	\$2,160,000	\$2,160,000	\$2,160,000	\$2,214,000
Water Treatment & Infrastructure Improvements	\$550,000	\$540,000	\$540,000	\$540,000	\$553,500
TOTAL WEIR RIVER WATER SYSTEM	\$2,690,000	\$2,700,000	\$2,700,000	\$2,700,000	\$2,767,500
300 SCHOOL DEPARTMENT:					
EAST ELEMENTARY SCHOOL:					
Playground Equipment (new)		\$5,000	\$0	\$0	\$0
Stage Refinished		\$10,000	\$0	\$0	\$0
Flag Pole Lighting		\$5,000	\$0	\$0	\$0
LED Lighting Upgrade		\$20,000	\$0	\$0	\$0
Building Repairs and Improvements		\$50,000	\$50,000	\$50,000	\$50,000
TOTAL EAST ELEMENTARY SCHOOL	\$0	\$90,000	\$50,000	\$50,000	\$50,000
FOSTER ELEMENTARY SCHOOL:					
New School Building (replacement) (Footnote #8)	TBD	\$0	\$0	\$0	\$0
Playground - ADA Compliance (new)				\$84,000	\$0
Building Envelope (repairs)				\$30,000	\$0
Flag Pole Lighting (new)				\$5,000	\$0
Exterior Lighting (replacement)				\$10,000	\$0
Playground Edging					\$20,000
TOTAL FOSTER ELEMENTARY SCHOOL	\$0	\$0	\$0	\$129,000	\$20,000

Department/Category	FY2022	FY2023	FY2024	FY2025	FY2026
HIGH SCHOOL:					
BACnet IP BMS Communication System Parts (5/yr; 98 total) (replacement)	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Energy Management System: ONA Parts (replacement) (Yrs. 7-11)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Building: Windows and Doors (replacement)	\$30,000	\$0	\$0	\$0	\$0
HVAC Mechanical/Electrical (upgrades)	\$25,000	\$0	\$0	\$0	\$0
Heat: Rooftop Air Handler (replacement) (1 of 3)	\$62,564	\$60,000	\$60,000	\$0	\$0
Field & Grounds: Turf (replacement)		\$578,813	\$0	\$0	\$0
Field & Grounds: Track Resurface (replacement)		\$100,000	\$0	\$0	\$0
Ventilation Fans for Crawl Space Tunnel (replacement)		\$10,000	\$0	\$0	\$0
Heating Boiler Exhaust System (2) replacement)		\$12,000	\$0	\$0	\$0
Exterior - Concrete Work - various walkway areas (replacement)		\$25,000	\$0	\$0	\$0
Wrestling Room Floor - (replacement)		\$36,535	\$0	\$0	\$0
Building Repairs and Improvements		\$100,000	\$100,000	\$100,000	\$100,000
Lighting - Update Interior Lighting to LED		\$20,000	\$20,000	\$20,000	\$20,000
Painting - Hallway Ceilings/Café Stone Hall & Cross Link Stone Hall		\$12,924	\$0	\$0	\$0
Concession Stand: Exterior Electrical Fixtures (replacement)		\$5,825	\$0	\$0	\$0
Boiler - Heat - Removal of Underground Oil Tank			\$40,000	\$0	\$0
Tennis Courts (repair; resurface)			\$80,000	\$0	\$0
Floors: Refinish All Locker Room Floors			\$75,859	\$0	\$0
Art Lab Countertops (replacement)			\$45,000	\$0	\$0
Boiler Replacement - Heat - Feasibility Study			\$41,569	\$0	\$0
Boiler Replacement - Heat - Bidding and Construction				\$2,280,131	\$0
HVAC Duct Maintenance (inspect, test, clean)				\$20,000	\$0
Building: Envelope (repairs)				\$75,000	\$0
Sewer Grade Repair - Guidance office				\$80,000	\$0
Courtyard Improvements				\$8,960	\$0
Concession Building: Roof (replacement)				\$20,000	\$0
Preschool Site Playground (replacement)				\$7,500	\$0
Woodshop: Slop Sink (replacement)				\$10,000	\$0
Floors: VCT Throughout (replacement)				\$10,000	\$0
Atrium Design: expand lunchroom seating				\$25,000	\$0
TOTAL HIGH SCHOOL	\$187,564	\$1,031,097	\$532,428	\$2,726,591	\$190,000
MIDDLE SCHOOL:					
Wastewater Treatment Plant Entry - Asphalt		\$6,000	\$0	\$0	\$0
Building Repairs and Improvements		\$20,000	\$20,000	\$20,000	\$20,000
Lime Stone in Acid Neutralization Tank			\$15,000	\$0	\$0
Asphalt Fire lane (new)				\$6,500	\$0
Field Drainage				\$120,000	\$0
Tech & Working Lab Slop Sinks (new)				\$8,000	\$0
TOTAL MIDDLE SCHOOL	\$0	\$26,000	\$35,000	\$154,500	\$20,000
PLYMOUTH RIVER ELEMENTARY SCHOOL:					
Windows/Doors (replacement) (Footnote #9)	TBD	\$0	\$0	\$0	\$0
HVAC Roof Top Air Handler (2) (replacement)	\$40,000	\$0	\$0	\$0	\$0

Department/Category	FY2022	FY2023	FY2024	FY2025	FY2026
Restore Restroom Floors (10) (replacement)	\$15,000	\$0	\$0	\$0	\$0
Widen Paved Bus Loop	\$8,000	\$0	\$0	\$0	\$0
Security - Build Security Vestibule (new)		\$250,000	\$0	\$0	\$0
Walls: Replace Accordion Walls w Permanent Structures (6) (replacement)		\$48,000	\$0	\$0	\$0
Paving: Upper Shed Area (replacement)		\$35,000	\$0	\$0	\$0
Exterior - Cement Pole Repair		\$14,000	\$0	\$0	\$0
Floors: Rubber Flooring with VCT (replacement)		\$13,448	\$0	\$0	\$0
Synchronized Clock System Tie In		\$10,000	\$0	\$0	\$0
Paving: Driveway to Dumpster (replacement)		\$10,000	\$0	\$0	\$0
Remove Out of Service Generator		\$8,900	\$0	\$0	\$0
Flag Pole Lighting (new)		\$5,000	\$0	\$0	\$0
Building Repairs and Improvements		\$50,000	\$50,000	\$50,000	\$50,000
Playground Fence (new)		\$12,000	\$0	\$0	\$0
Lighting - Update Interior Lighting to LED		\$15,000	\$0	\$0	\$0
Install FOB Station to Back Garden (new)		\$6,000	\$0	\$0	\$0
Access Door from Staff Room to Back Garden (new)		\$8,000	\$0	\$0	\$0
Replace Classroom Exterior Doors (5) (replacement)		\$15,000	\$0	\$0	\$0
FOB Station for Café Door 30 Double Doors (new)			\$9,800	\$0	\$0
Emergency Generator (new)				\$58,500	\$0
Emergency Generator and Asbestos (remove and abate)				\$8,900	\$0
IT Room FOB Station (new)				\$20,000	\$0
Outdoor Wood Stage (rebuild) (replacement)				\$12,000	\$0
TOTAL PLYMOUTH RIVER ELEMENTARY SCHOOL	\$63,000	\$500,348	\$59,800	\$149,400	\$50,000
SOUTH ELEMENTARY SCHOOL:					
BACnet IP BMS Communication System Upgrades (1 of 3) (replacement)	\$40,000	\$40,000	\$40,000	\$0	\$0
Door Hardware: Exterior (replacement)	\$30,000	\$0	\$0	\$0	\$0
Add Glycol to Heating System	\$10,000	\$0	\$0	\$0	\$0
Building Repairs and Improvements		\$50,000	\$50,000	\$50,000	\$50,000
Door Hardware: Interior (replacement)		\$10,000	\$10,000	\$10,000	\$0
Add loads to existing generator		\$35,000	\$0	\$0	\$0
Exterior - Paint outside trim doors and railings		\$30,000	\$0	\$0	\$0
Security: Build Security Entrance in Front Hallway (btw LMA & Office) (new)		\$20,000	\$0	\$0	\$0
Lighting - Update Interior Lighting to LED		\$20,000	\$0	\$0	\$0
AC Unit: 3rd Floor (1) (replacement)		\$11,000	\$0	\$0	\$0
Sand, Stain, & Repoly All Cabinets & Door Trim (replacement)		\$10,000	\$0	\$0	\$0
Playground Matting (new)		\$10,000	\$0	\$0	\$0
Blinds for Cafeteria (replacement)		\$8,000	\$0	\$0	\$0
Gym: Ventilation - Ceiling Fans (4) (new)		\$8,000	\$0	\$0	\$0
Roofs - (repair and replace) (replacement)			\$1,500,000	\$0	\$0
Building Envelope (repairs)				\$50,000	\$0
Floors: Replace Rubber Flooring with VCT in Hall (repl.)				\$8,000	\$0
Storage Shed (new)				\$6,000	\$0
TOTAL SOUTH ELEMENTARY SCHOOL	\$80,000	\$252,000	\$1,600,000	\$124,000	\$50,000

Department/Category	FY2022	FY2023	FY2024	FY2025	FY2026
SCHOOL SYSTEM-WIDE:					
Area Carpet/Flooring (replacement plan)	\$14,500	\$15,000	\$15,500	\$16,000	\$16,500
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
Technology - Baseline (replacement)	\$265,560	\$275,560	\$285,560	\$476,885	\$486,885
Technology - Major Infrastructure and Chromebook Replacements	\$166,500	\$221,400	\$172,900	\$266,250	\$165,000
Security - Additional Surveillance Cameras / Radio Replacements	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Transportation - School Transport Van #124 (replacement)	\$43,820	\$45,135	\$46,489	\$47,884	\$49,320
Transportation - Purchase of Leased School Buses (3)	\$105,000	\$0	\$0	\$0	\$0
Digital Radio System (replacement)		\$90,000	\$0	\$0	\$0
Vehicle - 1 Ton Dump Truck #105 - (replacement)		\$80,000	\$0	\$0	\$0
Grounds Maintenance		\$75,000	\$0	\$0	\$0
Portable Partitions for Special Events (40) (replacement)		\$29,600	\$0	\$0	\$0
Roof repairs all buildings		\$50,000	\$50,000	\$50,000	\$50,000
Unanticipated Major Repairs		\$35,000	\$35,000	\$35,000	\$35,000
Technology - Enhancements & New Initiatives		\$100,000	\$100,000	\$100,000	\$100,000
Vehicle - Maintenance Pick-up Truck - (replacement)		\$59,740	\$59,740	\$59,740	\$59,740
Building 179 Renovations (excludes sprinklers)			\$354,312	\$0	\$0
Building 179 Sprinklers			\$212,587	\$0	\$0
Building 179 New Pad for Loading Dock			\$8,000	\$0	\$0
Building 12 Abate Asbestos				\$15,000	\$0
Transportation Building - Repair/Paint				\$18,000	\$0
TOTAL SCHOOL SYSTEM-WIDE	\$687,968	\$1,189,923	\$1,453,576	\$1,198,247	\$1,075,933
SCHOOL TOWN-WIDE:					
Depot Garage – Additional Hookups for Emergency Generator		\$6,800	\$0	\$0	\$0
Depot Garage - Sprinkler Heads (replacement)		\$20,000	\$0	\$0	\$0
Depot Garage - Replace Bus Doors (2)		\$17,940	\$0	\$0	\$0
Building Repairs and Improvements		\$15,000	\$15,000	\$15,000	\$15,000
TOTAL SCHOOL TOWN-WIDE	\$0	\$59,740	\$15,000	\$15,000	\$15,000
TOTAL SCHOOL DEPARTMENT	\$1,018,532	\$3,059,108	\$3,695,804	\$4,454,738	\$1,420,933
TOTAL CAPITAL PROJECTS	\$13,732,038	\$10,764,177	\$9,788,314	\$10,665,923	\$7,071,017

Funding Sources	FY2022	FY2023	FY2024	FY2025	FY2026
Tax Levy	\$2,275,168	\$7,654,177	\$6,364,314	\$7,017,423	\$4,048,517
Accelerated to FY2021	\$404,120	\$0	\$0	\$0	\$0
Excess Overlay	\$225,000	\$0	\$0	\$0	\$0
Municipal Waterways Improvement and Maintenance Fund (Harbormaster)	\$40,750	\$75,000	\$55,000	\$25,000	\$0
User Rates/Charges	\$3,337,000	\$3,035,000	\$3,369,000	\$3,623,500	\$3,022,500
Available Reserves (Footnotes #10, 11)	\$550,000	\$0	\$0	\$0	\$0
Borrowing (Footnote #9, 12)	\$5,650,000	\$0	\$0	\$0	\$0
Other (Footnotes #10)	\$1,250,000	\$0	\$0	\$0	\$0
TOTAL FUNDING	\$13,732,038	\$10,764,177	\$9,788,314	\$10,665,923	\$7,071,017

TOTAL CAPITAL PROJECTS	\$13,732,038	\$10,764,177	\$9,788,314	\$10,665,923	\$7,071,017
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DEFINITIONS:

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

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 Local Receipts.

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.

TBD - indicates amounts and/or fiscal year timeframe are "To Be Determined".

FOOTNOTES:

1. Harbormaster

The Marine II vessel replacement was previously budgeted in FY2024 for \$325,000. During FY2021, a Federal Port Security Grant was awarded to the Town for \$243,000 to fund 75% of the cost to replace the Marine II vessel. The balance will be funded with the \$60,000 FY2021 capital allocation and the \$22,750 FY2022 capital allocation. The FY2021 capital budget was not utilized as a \$60,000 matching grant funded the budgeted engine and radio purchases.

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 #10 for details on the proposed Public Safety Facility that would replace Station 2 (North/Torrent).

3. Transfer Station

The \$18,000 Mitsubishi Fork Truck funding budgeted in FY2021 was subsequently repurposed to the John Deere Front End Loader to cover the difference between the actual cost and FY2021 funding allocation.

4. 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.

5. 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 \$35,000 feasibility study / engineering review for the parking lot expansion and walkway replacement funded in FY2021 is a pre-cursor to the actual construction budgeted in FY2023 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.

6. Recreation Commission: (Athletic Fields & Courts Study)

An Athletic Fields and Outdoor Courts Study was completed in October 2020 and recommended various field and court improvements projects ranging from \$45,000 to \$4,500,000. The Recreation Department is evaluating the recommendations and future project plans. Any future project for field and court improvements is subject to approval at Town Meeting and would be funded from sources other than the Tax Levy.

7. South Shore Country Club ("SSCC") - New Pool Design

The SSCC is in the process of procuring the design and construction documents for a new pool facility with the \$500,000 Community Preservation Act funding approved at the 2020 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 and is subject to change.

8. Foster Elementary School (New Building)

In December 2020, the Massachusetts School Building Authority (MSBA) invited the Town of Hingham into its feasibility phase of the Core Building Program which is the next step in the funding grant review process for the renovation or replacement of Foster Elementary School. The Town plans to select a designer and owner's project manager by early July 2021 and then proceed with the feasibility study. Total funding for the feasibility study phase of \$1,100,000 has been previously appropriated (\$750,000 under Article 20 of the 2017 Town Meeting and an additional \$350,000 under Article 17 of the 2020 Town Meeting) for the feasibility study costs of which 33.95% will be reimbursed by the MSBA. Any future project for the renovation or 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.

9. Plymouth River Elementary School

In December 2020, MSBA invited the Town of Hingham into its Accelerated Repair Program for the replacement of the school's windows and doors. If approved by the MSBA, it is anticipated the Town will be reimbursed at least 31.5% of MSBA-eligible project costs. The preliminary cost estimate for the project is TBD. Refer to the Plymouth River School Window Warrant Article for additional information. Broadstone Bare Cove Alliance, LLC agreed to pay \$1,000,000 to the Town towards the window replacement project costs. This project is subject to approval at Annual Town Meeting and would be funded from sources other than the Tax Levy.

10. Board of Selectmen: Public Safety Facility - Design Documents

The Board of Selectmen is requesting \$1,600,000 to fund the design, architectural, engineering, Owner's Project Manager, and other professional services to complete the schematic design and design development documents for a new Public Safety Facility to be located at 335 Lincoln Street. The new Public Safety Facility will 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 both unrestricted (\$350,000) and restricted fund balance (\$1,250,000 from the proceeds of the sale of the Hersey House). The \$1,600,000 design development process (if approved at Town Meeting) will provide the basis for the estimated construction cost of the public safety facility. Any future project for the Public Safety Facility full construction costs is subject to approval at Town Meeting and would be funded from sources other than the Tax Levy.

11. Board of Selectmen: Route 3A / Rotary / Summer St Corridor Roadway Improvements Engineering/Design

The Board of Selectmen is requesting \$200,000 for civil engineering services to finalize development of plans and specifications for the Route 3A / Rotary / Summer Street corridor roadway improvements and all incidental costs. Refer to the Route 3A / Rotary / Summer St Corridor Roadway Improvements 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 Route 3A / Rotary / Summer St Corridor roadway improvements construction costs estimated to be \$15.3M would be entirely funded by the State of Massachusetts.

12. Board of Selectmen: Town Pier Wharf - Repair/Reconstruction

The Board of Selectmen is requesting \$5,650,000 for the repair/reconstruction of the Town Pier Wharf, to address safety issues and sea level rise. The project is estimated to cost a maximum of \$5,650,000 less any grant awards. Refer to the Repair/Reconstruction of Town Pier Wharf Warrant Article for additional information. This project is subject to approval at Annual Town Meeting and would be funded from Borrowing.

REPORT OF THE PERSONNEL BOARD

In anticipation of the 2021 Annual Town Meeting, the Personnel Board is pleased to submit this report of its activities since the 2020 Annual Town Meeting. Before so doing, however, we acknowledge and extend the Board's gratitude to Smayra Million who stepped down from the Personnel Board after four years of service. Smayra made numerous valuable contributions to the Personnel Board and the Town. We are grateful for her commitment and will miss her.

COLLECTIVE BARGAINING

Following the 2020 Annual Town Meeting, the Personnel Board concluded negotiations and the Board of Selectmen signed a one-year successor agreement with the Department of Public Works Teamsters, Local 25. The Hingham Patrolman's Association, Police Superior Officers Union and Hingham Library Staff Association. The Board remains in negotiation with the Hingham Permanent Firefighters Association, IAFF, Local 2398 whose agreement expired on June 30, 2020. The Board shortly will begin collective bargaining agreement negotiations with the Police Superior Officers, Police Patrolmen, DPW Rank and File and Library Unions, all of whose agreements expire on June 30, 2021.

Public Works Department Unit

On recommendation of the Board, the Town entered into a one-year successor agreement with the Department of Public Works Teamsters, Local 25. This agreement provides that, for its term, July 1, 2020 to June 30, 2021, there will be a general wage increase of 2%.

Police Superior Officers Union

On recommendation of the Board, the Town entered into a one-year successor agreement with the Police Superior Officers Union. This agreement provides that, for its term, July 1, 2020 to June 30, 2021, there will be a general wage increase of 2%.

Hingham Patrolman's Association

On recommendation of the Board, the Town entered into a one-year successor agreement with the Hingham Patrolman's Association. This agreement provides that, for its term, July 1, 2020 to June 30, 2021, there will be a general wage increase of 2%.

Hingham Library Staff Association

On recommendation of the Board, the Town entered into a one-year successor agreement with the Hingham Library Staff Association. This agreement provides that, for its term, July 1, 2020 to June 30, 2021, there will be a general wage increase of 2%.

OTHER TOWN EMPLOYEES AND TOWN OFFICERS

The Board recommended a general wage increase of 2%, effective July 1, 2021, for employees not covered by collective bargaining agreements. The Board approved the reclassification of the Building Maintenance Supervisor position from Grade 11 to Grade 13 in the Salary Schedule. The Board approved an adjustment to the FY2020 salary scale for part-time and seasonal positions to meet Massachusetts Minimum Wage Standards. This meant an increase in the hourly rate to \$13.00 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 \$13.00 and the hourly rate for the first year compensation for Grounds Keeper – Level 2 to \$13.64 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 Administrative Assistant, with placement on the salary scale at Grade 9.

The Board further approved the following hiring requests: A Firefighter/Paramedic at the second step of FS-2 on the salary scale; the Deputy Building Inspector at Step 6, Grade 11 of the Salary Scale; the Land Use and Development Coordinator at Step 3, Grade 9 of the salary; the Procurement and Contracts Manager at Step 6, Grade 14 of the salary scale with two extra weeks of vacation time; and the Veteran's Benefits Administrator at Step 2, Grade 8 of the Salary Scale.

The Board approved the promotion of the Assistant Assessor to the Director of Assessing position at Step 1, Grade 16 of the salary scale; and the transfer of the Food Services Technician to the Maintenance Worker position at Step 6, Grade 7 of the salary scale.

The Personnel Board also approved revisions to the job description for the Veteran's Benefits Administrator.

Additionally, the Board granted an extra week of vacation for a Police Patrol officer based on experience.

RECOMMENDATIONS FOR CHANGES TO THE PERSONNEL BY-LAW

The Personnel Board recommends that the Town, at the 2021 Annual Town Meeting, amend the Personnel By-Law, including the Classification and Salary Plan, effective June 1, 2021, so that, as amended and restated, it will be in the form on file in the Town Clerk's office immediately preceding Town Meeting. Under the proposed amendments, the By-Law and Plan would be changed in the following substantive aspects.

Reclassifications: The Personnel Board since its report at the 2020 Annual Town Meeting has voted to accept the "GovHR Final Report for the Town of Hingham, Massachusetts, Classification and Compensation Study", effective June 1, 2021. A summary of the most significant results and recommendations follows: Eighty-eight job descriptions were evaluated for internal and external equity. Position titles were standardized and modernized. A 13-grade, 6-step classification and compensation schedule for all non-union, non-contract exempt and non-exempt employees was implemented, bringing Hingham salary levels in line with our comparable towns.

THE PERSONNEL BOARD
David Pace, Chairman
Russell Conn
Joe Kelly
Jack Manning
Courtney Orwig

REPORT OF THE PLANNING BOARD

The Warrant for the 2021 Hingham Annual Town Meeting contains two proposed amendments to the Hingham Zoning By-Law. Article 27 (Update to Floodplain Protection Overlay District) was submitted by the Planning Board and Article 28 (Accessory Dwelling Units) was submitted by citizen petition.

The report of the Planning Board in accordance with MGL Chapter 40A, Section 5, is set forth below. The full text of each Article and the Comments and Recommended Motions of the Advisory Committee can be found in the body of the Warrant.

ARTICLE 27: Amend Zoning By-law: Update to Floodplain Protection Overlay District

The intent of this Article is to ensure that the Town meets the minimum requirements for its membership in the National Flood Insurance Program (NFIP). This year, the Federal Emergency Management Agency (FEMA) updated the extent of the floodplain in the Cape Cod Watershed, which generally overlaps with the southernmost part of Town and Wompatuck State Park. These updates, which do not adversely impact any property in Hingham, were to become effective in 2020, but were delayed until 2021 by FEMA due to the pandemic. These updates are reflected in Section III-C (1) of the Zoning By-Law, specifically through the updated map panel numbers and effective dates, and the "Zoning Part B: Floodplain Protection Overlay District" map. Additionally, the Massachusetts Flood Hazard Management Program, which coordinates the NFIP for the entire state, published a new model floodplain by-law with required language for compliance with the NFIP. This language must be adopted concurrently with the floodplain updates previously noted. The remaining updates to the text of Section III-C of the Zoning By-Law reflect the required language. 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 its residents.

The Planning Board voted unanimously to recommend adoption of Article 27. With some corrective changes incorporated into the Recommended Motion for Article 27, the Advisory Committee has also unanimously recommended adoption of Article 27.

ARTICLE 28: Citizen Petition: Amend Zoning By-law: Accessory Dwelling Units

A petition warrant article was submitted on behalf of the requisite number of residents to amend the Hingham Zoning Bylaw, Section V-K (Accessory Dwelling units) to allow for accessory dwelling units (ADUs) in detached structures. In summary, the petition article requests the following changes:

- Allow detached ADUs in existing detached structures.
- Increases the minimum s.f. of the ADU from 30% to 35% of the single-family dwelling.
- Would allow entrances to the detached ADU to be on the front of the structure (as opposed to side or rear as required for attached ADUs).
- Would allow separate metering for detached ADUs (separate metering is currently prohibited).

While on the surface these changes do not appear to be extensive, based on five public hearings to discuss the proposed changes, the Planning Board identified a number of potential consequences (whether intended or unintended) which could have significant impacts on residential neighborhoods throughout the Town of Hingham.

In addition, while the petition is signed by the requisite number of residents, the primary proponent of the warrant article is the owner of a home with a detached structure who has been transparent throughout

the process that the proposed changes summarized above are tailored to fit the exact conditions of an existing detached structure on the proponent's own lot. The Board raised a serious concern that a zoning change that will have Town-wide impact should not be crafted based solely on facts that are intended to benefit a particular parcel without mitigation of possible impacts.

The consensus of the Planning Board is that allowing detached ADUs in Hingham has merits worth considering, but more discussion and input is required. It is noted that, prior to the adoption of the existing ADU bylaw, Section V-K, a study committee formed by the Board of Selectmen and Planning Board that met from 2015-2016 looked at both attached and detached ADUs. No by-law change came directly out of that committee, but subsequently the Planning Board undertook to review the work of the committee and elected for multiple reasons to propose only attached ADUs. Those reasons included a desire to approach this change in the By-law in small, incremental steps. The consensus of the prior committee and the Planning Board is that the impacts of detached ADUs are significantly greater on residential neighborhoods than attached ADUs and need to be approached more cautiously.

Less than three years have passed since Section V-K came into effect (with the covid-19 pandemic affecting over a year of that period). During that period, thirteen attached ADUs have been permitted. Therefore, a significant amount of time and experience with the existing ADU by-law has yet to occur.

Issues for further review that were raised by the Planning Board members throughout their discussions at the public hearings on the petition article, and which raise questions not posed by ADUs currently allowed within single-family dwellings, include the following:

- Should detached ADUs be permitted in structures which do not comply with existing zoning setbacks? Buildings within zoning setbacks are located very close to abutting neighbors. Given that activities, lights, and sounds within a dwelling are generally more intensive than those in structures used for accessory purposes (e.g., a garage, home office), there may be greater impacts on abutters from a detached ADU than an attached ADU.
- Should detached ADUs be permitted within an entire detached structure or in only a portion of the detached structure? For example, the most common detached ADU found in most communities is an ADU above an existing garage. Other examples might be conversion of a pool house (or a portion thereof) to an ADU. In addition, many older properties in Hingham have barns that may be converted. Allowing a detached ADU to occupy an entire detached structure (subject to the square footage limitation) would create an entirely separate second home on the property. The pros and cons of such a change requires further review.
- Should detached ADUs be permitted in newly constructed detached structures and/or if a homeowner elects to turn its existing detached structure (e.g., garage) into an ADU, should that homeowner be permitted to then build another detached structure for a garage? The potential for the construction of multiple detached accessory structures on the property may cause, particularly on smaller lots, overbuilding. The potential impact across residential zoning districts should be explored.
- Are the existing requirements of Section V-K, and enforcement mechanisms with the Zoning Bylaw generally, sufficient to ensure substantial compliance by property owners of the "family member" restriction on the occupancy of detached ADUs? The Board members expressed concern that enforcement will fall to abutters who, if adversely affected, will have to report on a neighbor, thereby creating an unfair burden on abutters.
- The Board further notes that there has not been significant public interest in this warrant article. At each of its hearings, there were present, on average, only three to five residents with only three providing public comment. As one of the primary purposes of the adoption of the original ADU

bylaw is to allow for families to provide housing for family members, particularly those with special housing needs, the Planning Board feels strongly that a broader discussion that provides for direct representation by seniors, the special needs community, affordable housing proponents and residents at large is needed.

Based on the foregoing, the Planning Board recommended against favorable action on the petition article, and in lieu thereof, recommends to Town Meeting the formation of a study committee as outlined below. The Advisory Committee has also unanimously recommended adoption of a motion forming a study committee.

The full text of the Recommended Motion is found in the Warrant. The structure and role of the proposed committee is outlined as follows:

Name: ADU Study Committee

Purpose: Review the merits of amending the provisions of the Zoning By-law to allow detached accessory dwelling units and/or to amend any other provisions of the Zoning Bylaw reasonably related to the creation of accessory dwelling units (either attached or detached)

Goal: To submit a written report to the Planning Board setting forth whether the committee recommends in favor of any such amendment(s) and the reasons for such recommendations. If any amendments are recommended, the committee shall include in its report its proposed changes.

Members: Seven (7) members as follows:

- one member of the Planning Board (or its designee) who shall be the chair of the committee;
- one member of the Council on Aging (or its designee);
- one member of the Commission on Disabilities (or its designee);
- one member of the Zoning Board of Appeals (or its designee);
- one member of the Historic Districts Commission (or its designee);
- one resident of the Town appointed by the Board of Selectmen (who shall not be members of the foregoing boards); and
- one resident of the Town appointed by the Moderator (who shall not be members of the foregoing boards).

Timing: The committee shall endeavor to issue its report to the Planning Board within one year of its formation, but in no event later than October 1, 2022. Upon receipt of such report, the Planning Board shall hold at least one public meeting in advance of the December 1 deadline for submission of zoning amendments as set forth in Article 2, Section 7 of the Hingham General By-laws, to determine if the Planning Board will elect to submit, or to support the submission of, one or more zoning amendments based on the report of the committee.

HINGHAM PLANNING BOARD

Kevin Ellis, Chair

Gary Tondorf-Dick, Clerk

Gordon Carr

Rita DaSilva

Judith Sneath

REPORT OF THE SCHOOL COMMITTEE

Looking back upon the current school year, the School Department was faced with the unknown impact of COVID-19 and the most challenging circumstances imaginable. With exceptional educators, support staff, and administrators, along with substantial community support, we have persevered.

COVID-19 challenged the district in multiple ways. It has been, and continues to be, very costly to provide the academic rigor and social emotional support for students along with the health and safety precautions needed to protect staff, students, and the community. Everything changed, including instruction delivery, counseling, evaluation, transportation, lunch, between class cleaning and disinfecting protocols, extracurricular activities, renting buildings, renting tents, hiring and training additional staff to do all these jobs, etc. As we write this, we are in the final quarter of the school year with 90% of our students in school five partial days per week and have definitive plans to bring all students back in school, full time on April 26th. COVID-19 presented incredible challenges which taxed all of our human and financial resources. Thankfully, many of the unexpected expenses were covered by CARES act federal relief funds. At the time of this writing the School Department has submitted over \$2.5 million in CARES act reimbursement requests for unbudgeted expenses resulting from COVID-19, and that number will increase by the time we end the year. The District is committed to maximizing all external resources to minimize the strain on Hingham tax payers.

At the start of Fiscal Year 2021 (FY '21), given the uncertain financial forecast, the District and Town officials agreed on austerity measures allowing essential spending only. Some capital projects and discretionary spending were put on hold as the District required hundreds of thousands of dollars on Personal Protective Equipment (PPE), facilities readiness, and anticipating expenses of over \$1 million on technology. Many Capital projects remained essential to ensure our school buildings remain safe, conducive to education, and are maintained in a state of good repair. On a positive note, in December 2020, the Massachusetts School Building Authority (MSBA) invited Hingham into a Feasibility Study Agreement (FSA) whereby the MSBA will contribute 33.95% of the cost of the study. In addition, the District was also invited into MSBA's Accelerated Repair Program for replacement of the Plymouth River windows. The reimbursement rate for the PRS project has not been determined yet, but will likely be in the same range as the Foster FSA. The 2017 School Building Committee has been working diligently on both projects, which are advancing to the design stage rapidly now. In this Town Meeting there is an article that asks the Town to formally assign responsibility for the PRS Windows Project to the 2017 School Building Committee.

In the Fall of 2020, when students were able to return to some in-person learning in a hybrid model, the School Department was able to assess student progress after the severe disruption in their education due to this once-in-a-century global pandemic. The resulting data was concerning. Assessment of elementary reading skills show that they are significantly lower than their HPS cohorts over the past 10 years. Moreover, analysis of secondary social/emotional data shows an unquestionable need for additional support to ensure that our students recover from the learning loss caused by the pandemic. Additionally, even prior to the pandemic, there was an academic achievement gap between all Hingham students and the students in the High Needs category (economically disadvantaged students, students with disabilities, and current and former English Language Learners). The pandemic has exacerbated that achievement gap. Following a lengthy budget process which included consideration of well-documented student learning loss, close scrutiny of current and anticipated student needs, department expenditures, revenues and potential opportunities for savings, as well as many public meetings and collaborative work with the Board of Selectmen, Advisory Committee, and Town Administration, the School Committee voted a budget of \$61,792,079 which was an increase of \$5,061,094 or 8.92%. As of March 25, 2021, the proposed funding would include the use of \$1,376,192 in known and anticipated federal grants to reopen schools and address learning loss in FY '22. The remaining amount of

\$60,415,887 would be funded by the tax levy and other Town revenue sources. Fund balance will be used to address one-time revenue and expense losses, and could potentially make up for the federal grants, if the grant amount does not develop as anticipated. In a non-COVID-19 environment, the status quo budget would provide the same services the School Department had during the previous year with no growth in programs; it would cover contractual obligations with five bargaining units and current programs and services. However, our students require additional services to begin to recover from this pandemic.

In light of the very difficult COVID-19 crisis that we have endured over the past 13 months, it is difficult to say with absolute certainty what school will look like in the Fall 2021. However, with vaccinations becoming widely available, the end of this crisis may be near. With that comes a much anticipated return to “normal” for our schools. At the start of the 2022 Fiscal year on July 1, 2021, the School Department will implement the Recovery budget necessary to assist our students in recovering from the staggering academic and social-emotional losses caused by the pandemic. The Town, School Committee and Advisory Committee have worked collaboratively to create and implement the proposed financial plan to fund the budget from local receipts, as well as the state, and federal revenues that are expected due to COVID-19.

The Selectman and Advisory Committee will speak in more detail about the budget funding plan for FY '22 and the work required to produce balanced budgets in future years as the FY '22 budget includes the use of state and federal stimulus funds which may not be available in future years.

As we move forward, the School Committee and administration are filled with hope about the future and our ability to provide students with the support and services they will need to recover from the Pandemic. We are confident that we have the leadership in place and the support of our community to manage our district through the recovery period. There is a lot of work to do to hire new staff and to train all school staff to implement recovery programs and services. It will be another very busy summer.

The School Committee and School Department acknowledge and appreciate the frank discussions and leadership of the Board of Selectmen, the Advisory Committee and its Education Liaisons, and the Town Administrator during this very challenging budget process. While there is unanimous agreement on the need for the School Department's Recovery budget, the Committee and Department recognize and share the concern about the impact of the FY '22 budget on future budget growth. To address those concerns and find potential ways to minimize this impact, the School Department, in collaboration with the community, will develop a five-year strategic plan. This plan will establish processes to maintain and grow educational excellence in Hingham Public Schools while also examining the budget to ensure the best use of resources and areas of potential cost savings.

Town Meeting is asked to approve the Advisory Committee's recommended school budget appropriation of \$61,792,079 to implement the Hingham Schools Recovery budget for FY '22. This is an increase of 8.92% over the FY '21 appropriation. It is important to note that the proposed Hingham Public Schools operating budget for FY '22 includes the use of \$1,376,192 of anticipated federal funds intended to reopen schools and recover students' learning loss.

In addition to the operating budget, the Advisory Committee and Capital Outlay Committee have recommended a Capital appropriation for the Hingham Public Schools of \$1,018,532 of 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 '22 is available on the HPS website (hinghamschools.org); click on Administration and then select Business Operations from the pull-down menu.

HINGHAM SCHOOL COMMITTEE

Kerry Ni - Chair

Carlos Da Silva -Vice Chair

Libby Lewiecki - Secretary

Liza O'Reilly

Michelle Ayer

Nes Correnti

Jen Benham

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

**2021 Annual Town Meeting
Supplemental Report of the Advisory Committee**

ARTICLE 11:

RECOMMENDED: That the Town transfer the sum of \$588,884 from available funds to the Town's Reserve Fund for use during Fiscal Year 2021.

ARTICLE 23:

RECOMMENDED: That the Town appropriate an amount not to exceed \$3,993,600.00 for the purpose of paying costs of a windows replacement project at Plymouth River Elementary School located at 200 High Street, Hingham, MA 02043. The project would replace necessary doors and windows and make other repairs or replacements as necessary to meet Massachusetts School Building Authority ("MSBA") requirements, including the payment of all costs incidental or related thereto. This proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the Town has applied for a grant from the MSBA, said amount to be expended under the direction of the 2017 School Building Committee. To meet this appropriation the Town Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA's Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town; provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2½); and that, if invited to collaborate with the MSBA on the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA.

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.