

Sean E. Powers
President
At Large

Shannon L. Hume
At Large

CHARLES C. Kokoros
District 1

John C. Mullaney
District 2

Thomas M. Bowes
District 3



Charles B. Ryan
Vice President
At Large

Stephen C. O'Brien
District 4

Michael J. Owens
District 5

PAUL "DAN" CLIFFORD
District 6

OFFICE OF THE TOWN COUNCIL

- AGENDA -

February 2, 2016 • Horace T. Cahill Auditorium, Town Hall • Starting Time: 7:30_{PM}

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

ANNOUNCEMENTS

- 011 16 Council President: 6TH Annual Run for Charlotte, Sunday, April 24th
- 013 16 Councilor Kokoros: District 1 Councilor/Neighborhood Meeting Peterson Pool,
- 014 15 Councilor Clifford: Donnie Higgins Memorial Fund
- 015 15 Councilor Kokoros: Super Saturdays Road Race, Sunday, April 3rd

APPROVAL OF MINUTES

- January 19, 2015

CORRESPONDENCE

CITIZEN CONCERNS/COUNCIL RESPONSE

COMMUNICATIONS AND REPORTS FROM THE MAYOR AND TOWN BOARDS

- 012 16 BELD: UPDATE on Various Projects (Tom Reynolds & Bill Bottiggi)

OLD BUSINESS

- 033 15 Council President: Town Auditor Job Posting or take up any action relative thereto

NEW BUSINESS

- 16 002 Town Clerk – Call of the Election, March 1, 2016 (SAME NIGHT ACTION)

Refer to the Committee on Ways & Means

- 16 003 Mayor: FY2016 Supplemental Appropriations #1 Debt Service
- 16 004 Mayor: FY2016 Supplemental Appropriations #2 Operating
- 16 007 Mayor: FY2016 Supplemental Appropriation #3 For the Expanded Scope of the East Middle School Feasibility Study

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS:

Next Council Meeting - **TUESDAY, FEBRUARY 23, 2016@ 7:30pm**

Committee on Ways & Means Meeting - **TUESDAY, FEBRUARY 23, 2016@ 6:30pm**

ADJOURNMENT

Sean E. Powers
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OFFICE OF THE TOWN COUNCIL

January 19, 2016

MINUTES

A meeting of the Town Council was held in the Cahill Auditorium, Braintree Town Hall, on Tuesday, January 19, 2016 beginning at 7:30p.m.

Council President Powers was in the chair.

The Clerk of the Council conducted the roll call.

Present: Sean Powers, President
Charles Ryan, Vice President
Thomas Bowes
Paul Dan Clifford
Shannon Hume
Charles Kokoros
John Mullaney
Stephen C. O'Brien
Michael Owens

Also Present: Michael Wilcox, former Chairman - Chamber of Commerce
John Hafferty, Chairman - Chamber of Commerce
Troop 138 St. Claire's Parish

APPROVAL OF MINUTES

• January 4, 2016

Motion: by Councilor Ryan to Approve Minutes of January 4, 2016

Second: by Councilor Bowes

Vote: For (9), Against (0), Absent (0), Abstain (0)

• January 5, 2016

Motion: by Councilor Ryan to Approve Minutes of January 5, 2016

Second: by Councilor Bowes

Vote: For (8), Against (0), Absent (0), Abstain (1-Kokoros)

CORRESPONDENCE

- 003 16 Council President: Clerk of the Council – Annual Evaluation due next Tuesday, January 26th
- 010 16 Council President: MMA Annual Meeting Workshop Sessions
Council President Powers stated the Town will get insurance credits if you sign up for certain workshop sessions at the MMA meeting.

COMMUNICATIONS AND REPORTS FROM THE MAYOR AND TOWN BOARDS

- 16 005 Councilor Clifford: Update on Potter II Progress or take up any action relative thereto
Councilor Clifford stated he TABLE this item and defers any comments at this time, awaiting new information.

OLD BUSINESS

- 033 15 Town Auditor Job Posting or take up any action relative thereto

Chairman O'Brien of the Ways & Means Committee stated we are meeting on Wednesday, January 20, 2016 in Executive Session to interview a couple candidates and we will be able to give you a better update after that meeting.

Councilor Kokoros asked if further discussion has taken place about this position being a Consulting position.

Chairman O'Brien stated we have decided to go contractor only. The applicants have received information stating it is contractor only. Some of them have decided to pursue other opportunities elsewhere.

Councilor Kokoros asked did we vote on this being contractor only? Chairman O'Brien stated the previous Ways & Means committee did bring that forward to the Council.

Councilor Kokoros asked did we actually take a vote on this. I would like a copy of the minutes.

Councilor Ryan asked if the job posting is closed. Chairman O'Brien stated yes but we might require another posting but at this time it is closed.

Councilor Clifford asked how many people applied. Chairman O'Brien said approximately 8.

Councilor Kokoros asked when we first took the vote, a consultant position worked well and he guaranteed to work up to \$74,000 and continue to work even if he went over that. I strongly believe we should have a person in that position for all we need. No one will be coming into this position with the institutional knowledge that the previous person had. He was our first Finance Director. I would like to move forward with discussion on someone being hired to represent us on a full-time basis. It would help us make decisions without worrying about spending money. Hopefully we can discuss this at another meeting and talk about a full-time auditor.

Councilor Mullaney stated he is a strong believer in the sub-committee so they can make decisions. If the sub-committee picks 3 people and you feel they will not do a job adequately you can choose to vote

it down. The previous auditor went into various departments including BELD and he found not a single problem. Their job is to create integrity within the system.

Chairman O'Brien stated we did have this discussion between consultant and full-time. If we end up without someone we like we move on and repost. A good Auditor will catch up and learn to give us the information we want. The sum of money was sufficient throughout the years. If we require more money we can reconsider at that time. I struggled full-time vs. contractor.

Councilor Kokoros stated if we want something done there will be a cost associated with a consultant. If we had a full-time auditor they are constantly reviewing this stuff. They are in this meeting and able to give us updates anytime and make more informed decisions. I will respect the comments of the previous speaker.

Councilor Owens asked if we have information on the things we requested to Eric. Would the work fulfill a 40 hour position? They are the financial investigator.

Council President Powers stated at this point the Committee on Ways & Means will report back to us on the interviews they have scheduled for tomorrow night.

NEW BUSINESS

None

Refer to Committee on Ways & Means

- 16 006 Councilor Clifford: Request for Transfer of Funds to hire consultant to conduct a Comprehensive Analysis on Potter II or take up any action relative thereto
Councilor Clifford stated he TABLE this item and defers any comments at this time, awaiting new information.

Motion: by Councilor Clifford to TABLE

Second: by Councilor Ryan

Vote: For (9), Against (0), Absent (0), Abstain (0)

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS:

Next Council Meeting - **TUESDAY, FEBRUARY 2, 2016@ 7:30pm**

ADJOURNMENT

It was unanimously voted to adjourn the meeting at 8:35p.m.

Respectfully submitted,

Susan M. Cimino

Clerk of the Council

Documents provided for Meeting

- January 4, 2016 Council Meeting Minutes
- January 5, 2016 Council Meeting Minutes
- 033 15 Council President: Town Auditor Job Posting



16

011 16

Sixth Annual Run for Charlotte

**Give Help and Hope to
Families Fighting Pediatric Cancer**

10K and 5K Road Race ~ 5K Walk

April 24, 2016 ~ 10:00 am

For more information or to register: prayersforcharlotte.org

Post Race Celebration Led By Jim Plunkett ~ \$20 Donation for Non-Runners
Begins and Ends at Bayshore Athletic Club ~ 24 Plain Street, Braintree
USA Track and Field Certified Course - find us on coolrunning.com or racewire.com

#16-002

James M. Casey
Town Clerk
jmcasey@braintree.ma.gov
(781) 794-8202



Debra J. Starr
Assistant Town Clerk
dhelbig@braintree.ma.gov
(781) 794-8244

OFFICE OF THE TOWN Clerk

Call of the Election, March 1, 2016

IN THE NAME OF THE COMMONWEALTH, THE TOWN OF BRAINTREE IS HEREBY REQUIRED TO NOTIFY AND WARN THE INHABITANTS OF SAID TOWN, WHO ARE QUALIFIED TO VOTE IN THE PRESIDENTIAL PRIMARY ELECTION ON TUESDAY, MARCH 1, 2016 FROM 7:00AM TO 8:00PM FOR THE FOLLOWING PURPOSES:

To cast their votes in the Presidential Primary for candidates of political parties on the official ballot for the following offices: Presidential Preference for this Commonwealth; State Committee Man for the Norfolk Senatorial District; State Committee Woman for the Norfolk Senatorial District; Town Committee for the Town of Braintree.



Office of the Mayor
One JFK Memorial Drive
Braintree, Massachusetts 02184

Joseph C. Sullivan
Mayor

781-794-8100

To: Sean E. Powers, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Joseph C. Sullivan, Mayor

JCS

Cc: Michael Coughlin, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance

Date: January 27, 2016

RE: FY 2016- Supplemental Appropriations (#1) Debt Service

RECEIVED TOWN CLERK
BRAintree, MA
2016 JAN 28 PM 12:54

As we enter the third quarter of Fiscal Year 2016, we have identified certain debt service items that require supplemental funds. I take this opportunity to submit this request for additional funds and to provide related information in support of this request. Your consideration and approval is requested.

These four items relate to debt service payments, two for the general fund and two for the water enterprise funds. The original debt services estimates were made in December of 2014 but the actual bonds were issued in June of 2015. The amount of the actual issue was higher than the original estimate. In order to prevent any unspent bond proceeds we have only been bonding projects for which we have either spent the funds or have a completion and payment date for the project. Please be assured that funds are currently available for these requests.

This past June the actual bonds issued were higher than the original estimate and accordingly the principal and interest in these funds were higher than the original estimates by a total of \$110,310.

- General fund principal on bonds \$68,167
- General fund interest on bonds \$26,140
- Water fund principal on bonds \$5,000
- Water fund interest on bonds \$11,003

Accordingly, your review and approval of the following motions are requested:

GENERAL FUND TRANSFERS

1. Finance Division – Principal on Bonds

MOTION: That the sum of \$68,167 be transferred from the Town’s Stabilization fund to the Finance Department / Program 50 Debt Principal/ Bond Principal account.

2. Finance Division – Interest on Bonds

MOTION: That the sum of \$26, 140 be transferred from the Town’s Stabilization fund to the Finance Department / Program 51 Debt Interest / Bond Interest account.

ENTERPRISE FUND TRANSFERS

3. Water Enterprise Fund

MOTION: That the sum of \$5,000 be transferred from the Water Enterprise Administration program/ Reserve Fund account Water Enterprise / Program 50 Debt Principal/ Bond Principal account.

4. Water Enterprise Fund

MOTION: That the sum of \$11,003 be transferred from the Water Enterprise Administration program/ Reserve Fund account Water Enterprise / Program 51 Debt Interest / Bond Interest account.

Since these requests involve the appropriation of funds within the fiscal year 2016 budget, advertising and a public hearing is required under the sections 2-9 and 6-7 of the Town Charter.



Office of the Mayor
One JFK Memorial Drive
Braintree, Massachusetts 02184

Joseph C. Sullivan
Mayor

781-794-8100

To: Sean E. Powers, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Joseph C. Sullivan, Mayor

JCS

Cc: Michael Coughlin, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance

Date: January 27, 2016

RE: FY 16 - Supplemental Appropriations (#2) Operating

RECEIVED TOWN CLERK
BRAintree, MA
2016 JAN 28 PM 12:54

As I am sure you know the first half of this fiscal year has been extremely busy. We proudly marked the Town's 375th Birthday; we successfully hired Dr. Frank Hackett as our new School Superintendent; we completed an election cycle and we have launched numerous economic development projects including plans for the Peterson Pool athletic complex.

Financially, our first quarter revenue projections and budget expenditures have been on target. We have certified our free cash, established our tax rate classification, approved a strong FY 16 capital budget/plan and received federal reimbursements to cover a portion of our FY 15 snow and ice budget deficit. We have also received initial reports that our FY 17 State Aid projections will not be reduced.

As we enter the third quarter of Fiscal Year 2016, we have identified items that need supplemental funds to support operations to June 30, 2016. I take this opportunity to submit this request for additional funds and to provide related information in support of this request. The total amount of this request is \$553,044 and funds are currently available to support these requests. Specific funding sources are identified accordingly.

Your consideration and approval of the following items is requested:

- Department of Public Works – Recycling Processing - \$64,700. To fund higher costs for processing recyclables from our waste stream. Funds from stabilization account.

- Building Dept. - \$8,580. To fund new (part time) ADA Coordinator position. Funds from Town's Handicap Parking fines account.
- Town Council Administration – \$3,500. To fund additional FY 15 Pension work required by Governmental Accounting Standards Board. Funds from stabilization account.
- Police Department - \$20,839. To fund promotions to Sergeant and Lieutenant not originally requested in FY 2016 budget. Funds from stabilization account.
- Police Department - \$12,711. To fund the cost of new basketball court fencing. And to replenish the police maintenance account from stabilization.
- Legal Department - \$126,000. To fund additional outside legal services from Kopelman and Paige in excess of projected Legal Office budget. And to replenish Legal Services from stabilization.
- DPW Engineering Department - \$40,926. To fund backfilling of Engineering position due to retirement. And to replenish DPW construction administration program from stabilization.
- Fire Department - \$35,000. To repair Highlands Fire station roof. And to replenish funds in DPW facilities, equipment maintenance and building repairs account from stabilization.
- Thayer Library & 74 Pond Street – \$91,900. To fund emergency elevator repairs at each location. And to replenish funds in the DPW facilities, equipment maintenance and building repairs account from stabilization.
- DPW Highway Department - \$15,000. To fund costs of new pavement/grounds Roller. And to re-purpose capital funds originally sought for a DPW Cemetery compressor.
- Planning Department - \$27,000. To fund Phase II environmental analysis of 44 Allen St. in conjunction with its sale. And to replenish \$21,000 to Planning Dept. consultant account and replenish \$6,000 to Bldg. Dept. mitigation account from stabilization.
- Planning Department - \$2,500. To fund commitment to Regional Life Sciences group in support of future life sciences business development initiatives in Braintree. Funds from stabilization account.
- Fire Department - \$37,890. To fund vacation buy-back language in collective bargaining agreement designed to reduce overtime, but not requested in FY 16 budget. Funds from stabilization account.
- Braintree High School - \$10,000. To fund additional bathroom renovations at high school. Funds from stabilization account.
- Town Council - \$25,000. To fund new table and chairs for Town Council meetings in Cahill auditorium. Funds from stabilization account.

- The Mayor's Office - \$10,000. To fund new conference table and chairs in Johnson Chambers and new computer desk and chair in Mayor's office. Funds from stabilization account.
- Town Council – Potter II Audit - \$19,180 – To fund an outside audit of Potter II operations. Transfer funds from Auditors line to Consultants line in Council's budget.
- The Mayor's Office - \$2,318 – To fund the Town's contribution toward a \$1,500 state grant to provide survey results for a Braintree High School student health survey. Funds to be transferred from stabilization account.

Although not submitted with this supplemental budget request, please know that both the Police and Fire Departments will need supplemental funds due to their overtime expenditures. We continue to work with each Department on specific operational changes that will reduce the amount necessary and will take steps to provide an accurate supplemental request prior to our upcoming FY 17 budget deliberations.

Accordingly, your review and approval of the following motions are requested:

1. Department of Public Works

MOTION: That the sum of \$64,700 be transferred from the Town's Stabilization fund to the Department of Public Works / Program 12 – Environmental Affairs and Waste Collections program / recycling processing account.

2. Licenses and Inspections

MOTION: That the sum of \$ 8,580 be transferred from the Town's Handicap parking fine account to the Licenses and Inspections Department / Program-05 Inspections - Code Enforcement program / ADA Coordinator account.

3. Town Council

MOTION: That the sum of \$ 3,500 be transferred from the Town's Stabilization fund to the Town Council Department / Program-01 Administration / Audit Fee account.

4. Police Department

MOTION: That the sum of \$ 20,839 be transferred from the Town's Stabilization fund to Police Department and that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected thereby.

5. Police Department

MOTION: That the sum of \$12,711 be transferred from the Town's Stabilization fund to Police Department / Program-02/ Maintenance program/ building repairs account.

6. Legal Office

MOTION: That the sum of \$ 126,000 be transferred from the Town's Stabilization fund to the Legal Department/ Program-01/ Administration program/ Legal Services account.

7. DPW

MOTION: That the sum of \$ 40,926 be transferred from the Town's Stabilization fund to Department of Public Works Department / Program 05-Construction Administration / Engineering account.

8. DPW

MOTION: That the sum of \$ 35,000 be transferred from the Town's Stabilization fund to Department of Public Works Department / Program 02-Facilities And Equipment Maintenance / Building Repairs account.

9. DPW

MOTION: That the sum of \$ 91,900 be transferred from the Town's Stabilization fund to Department of Public Works Department / Program 02-Facilities And Equipment Maintenance / Building Repairs account.

10. DPW

MOTION: That the sum of \$ 15,000 be transferred from the Department of Public Works Department / Program 69-capital equipment/ Compressor account to the Department of Public Works Department / Program 69-capital equipment / Roller account.

11. Planning and Development

MOTION: That the sum of \$ 21,000 be transferred from the Town's Stabilization fund to Planning and Development Department / Program 07-Economic Development / Consultant account.

12. Licenses and Inspections

MOTION: That the sum of \$ 6,000 be transferred from the Town's Stabilization fund to the Licenses and Inspections Department / Program-05 Inspections - Code Enforcement program / mitigation account.

13. Planning and Development

MOTION: That the sum of \$ 2,500 be transferred from the Town's Stabilization fund to Planning and Development Department / Program 07-Economic Development / Life Science Development Consultant account.

14. Fire Department

MOTION: That the sum of \$ 37,890 be transferred from the Town's Stabilization fund to Fire Department and that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected thereby.

15. School Department

MOTION: That the sum of \$ 10,000 be transferred from the Town's Stabilization fund to School department capital account# 01-400-65-6118 / Braintree High school Restroom repairs account.

16. Town Council

MOTION: That the sum of \$ 25,000 be transferred from the Town's Stabilization fund to the Town Council Department / Program-01 Administration / furniture account.

17. Mayor's Office

MOTION: That the sum of \$ 10,000 be transferred from the Town's Stabilization fund to the Mayors Department / Program-01 Administration / furniture account.

18. Town Council

MOTION: That the sum of \$ 19,180 be transferred from the Town Council Department / Program 04 Internal Audit / Town auditor account to the Town Council Department / program 01 administration / Consultant account.

19. Mayor's Office

MOTION: That the sum of \$ 2,318 be transferred from the Town's Stabilization fund to the Mayors Department / Program-01 Administration / Consultants account.

Since these requests involve the appropriation of funds within the fiscal year 2016 budget, advertising and a public hearing is required under the sections 2-9 and 6-7 of the Town Charter.



Office of the Mayor
One JFK Memorial Drive
Braintree, Massachusetts 02184

Joseph C. Sullivan
Mayor

781-794-8100

To: Sean E. Powers, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Joseph C. Sullivan, Mayor *JCS*

Cc: Michael Coughlin, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance

Date: January 27, 2016

Re: Supplemental Appropriation (#3) For the Expanded Scope of the East Middle School Feasibility Study

RECEIVED TOWN CLERK
BRAintree, MA
2016 JAN 28 PM 12: 54

This request is for an additional \$253,566 to the East Middle school feasibility study. You will recall that back in March of 2014 the Town Council approved my request (CO 14-008) for \$300,000 to pay the costs for the feasibility study for extraordinary repairs to the East Middle School. In June of 2015 a second authorization was approved (CO 15-025) in the amount of \$140,200.

The Massachusetts School Building Authority (MSBA) has notified us that they will allow us to expand the scope of the project to include classroom additions to the East Middle School and that they will be a financial participant. The Town of Braintree's MSBA participation rate is currently 50.58%. This percent could be increased based on certain MSBA criteria.

With the expanded scope of the East Middle School project this motion is required to move forward in the MSBA grant approval process. To accomplish the project with the additional scope we require a total of \$693,766.

Your consideration and approval of the follow item is requested.

Edward J. Spellman, Jr.
Director of Finance



Joseph C. Sullivan
Mayor

TOWN OF BRAINTREE
DEPARTMENT OF MUNICIPAL FINANCE
One JFK Memorial Drive, Braintree, MA 02184
Tel: 781-794-8035 Fax: 781-794-8181

MOTION:

That the Town appropriate the amount of Two Hundred and Fifty –Three Thousand Five Hundred and Sixty Six (\$253,566) Dollars for the purpose of paying costs for a feasibility study for extraordinary repairs, including but not limited to substantial renovations and/or an addition thereto the East Middle School, located at 305 River Street, Braintree Massachusetts 02184, including the payment of all costs incidental or related thereto, and for which the Town may be eligible for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the School Building Committee. To meet this appropriation the sum of Two Hundred and Fifty – Three Thousand Five Hundred and Sixty Six (\$253,566) Dollars be transferred from the Town’s Building Capital Stabilization fund. The Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town.

Since the request involve bond authorizations a public hearing is required under section 2-9 of the Town Charter.