1. Agenda

   1.I. 6:30 PM Committee Of Ways & Means

       Documents:

       19 MARCH 19 W-M AGENDA.PDF

2. Documents

   2.I. 6:30 PM Committee Of Ways & Means

       Documents:

       19 MARCH 19 WM MEETING.PDF
AGENDA

Tuesday, March 19, 2019

Starting Time – 6:30p.m.

Johnson Chambers, Town Hall

1. Pledge of Allegiance/Moment of Silence

2. Roll Call

3. Approval of Minutes
   • February 13, 2019

4. Old Business
   • None

5. New Business
   • 19 007 Mayor: Rescind prior Borrowing Authorizations or take up any action relative thereto
   • 19 008 Mayor: FY19 Supplemental #2 or take up any action relative thereto

6. Adjournment
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6. Adjournment
A meeting of the Committee of Ways & Means was held in the Johnson Chambers, Braintree Town Hall, on Tuesday, February 13, 2019 at 6:30p.m.

Councilor Bowes was in the Chair.
Clerk of the Council conducted the roll call.

Present: Thomas Bowes, Chairman
Stephen O’Brien, Member
Thomas Whalen, Member
Timothy Carey, Member

Not Present: Shannon Hume, Vice-Chairman

Also Present: Joseph Reynolds, Chief of Staff
Ed Spellman, Finance Director
Dr. Frank Hackett, Superintendent of Schools
James F. O’Brien, Fire Chief
Paul Shastany, Police Chief
Corey Chambers, Police Sargent
James Arsenault, DPW Director
Debra A. Saucier, DPW Financial Analyst
Marybeth McGrath, Municipal Licensing and Inspections Director
Andrew Marron, Mayor’s Office Constituent Services
Dan Sullivan, Town Auditor

The meeting was opened with the pledge of allegiance to the flag followed by a moment of silence for all those serving in our armed services, past and present.

Approval of Minutes

- December 4, 2018
  
  Motion: by Councilor O’Brien to Approve Minutes of December 4, 2018
  Second: by Councilor Whalen
  Vote: For (4– Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1-Hume), Abstain (0)
New Business

- 19 002 Mayor: Appointment - Conservation Commission, Peter Williams or take up any action relative thereto

Motion read by Councilor O’Brien for favorable recommendation to the full Council Order 19 002:

Motion: by Councilor O’Brien for favorable recommendation to the full Council
Second: by Councilor Whalen
Vote: For (4– Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1-Hume), Abstain (0)

Discussion took place for the FY2019 Capital Plan on Orders 19 003, 19 004, 19 005, 19 006.

Marybeth McGrath, Municipal Licensing and Inspections Director explained $75,000 is to assist in ADA projects throughout the town.

James O’Brien, Fire Chief explained $40,000 for SUV will be fully equipped with lights, sirens and everything all admins need in their cars. There is a request for an extractor which is a washing machine to take out pollutants from firefighters gear.

Councilor O’Brien asked about the $13 million report/request for the Fire Headquarters.
Joe Reynolds, Chief of Staff stated with some repairs we have a level of confidence we can get a few more years out of this possibly five. We do need a central district fire station.
James O’Brien, Fire Chief stated the living conditions are terrible. The time is now to partially rehab it. Some of the windows do not even open. I have been trying for 6 years and I am going to try again. The report shows where the $1.3 million will go for repairs in the near future. The $13 million is to hopefully get the Fire Headquarters a new facility.

Councilor Bowes asked about the report from the committee that was formed to give ideas about the Fire Headquarters. We have not received it yet even after many requests. It is frustrating and getting old.
Joe Reynolds, Chief of Staff stated I have a draft; the mayor has asked for it to be revised before I can release it. There are approximately 6 potential scenarios.

Paul Shastany, Police Chief and Sargent Corey Chambers were in attendance asking for marked cruisers, Tasers, AED’s, Evidence Contaminate Area and Records Storage and radios.
Paul Shastany, Police Chief stated what you have before you are the needs not wants. I am bringing up to date our equipment. Paul Shastany, Police Chief stated without Tasers we are putting our officers in risk of injury and increasing lawsuits. The 50,000 volts are disbursed along the long muscles. It does not go through the entire body. Prior to having to Taser is the hand held baton. Without a Taser the next step is to use the gun. We can eliminate that. There is zero justification to not have these weapons.

Dr. Frank Hackett, Superintendent of Schools is requesting $1 million which includes Munis (new payroll system), Technology (Chromebooks for about 20% of students and state mandated on-line testing), ESCO Project, roofing and flooring, plumbing and HVAC repair and upgrades district wide.
James Arsenault, DPW Director is requesting FY19 Capital for the 100 Roads Program, Traffic Management Software, Traffic Calming Activities, Utility truck and equipment, Allen Street repairs, 74 Pond Street repairs, Eldridge School, Library and Quincy Ave Security Enhancements, Grounds Trash Truck, Highway Foreman Trucks with plows, Stainless Sander Spreader, Speed Bump and Traffic Control Items, and a Sidewalk Plow (which is to replace an old one).

Councilor O’Brien asked if speed humps could be used more than the speed bumps. It is a milder approach. James Arsenault stated we are looking at all different approaches to minimize speeds.

Recreation is requesting the replacement of Park Equipment/Court Repairs for $100,000 and ABI force infield groomer for $32,275 and a Trash Compactor expansion for $5,000 (this allows capacity to be expanded).

Library requested $25,000 for a flat rubber roof replacement and computer replacement of $5,000.

Enterprise Funds of Water & Sewer are requesting the following: Water is requesting $128,729 for Munis Town Wide ERP and $3,000,000 for Water Distribution System. Sewer is requesting $878,200 Inflow and Infiltration Rehabilitation Program. Sewer request for MWRA Financial Assistance Phase #11, 12, 13 Grant Loan Authorization each for $2,020,000. Sewer requests $80,000 for two SUV vehicles, $120,000 for 2 Utility Truck, tools and plows and $120,000 for the Howard Street Pump Station.

Elder Affairs requests $10,000 for roof repair and $12,000 for a boiler repair (a new boiler would cost about $150,000).

Munis Town Wide ERP request is for $945,000. This is to replace its current financial software, SoftRight. Ed Spellman, Director of Finance stated 7 years ago we went with SoftRight. They were a local firm and had about 50 municipalities in Massachusetts. They were known for their outstanding service. Two years ago they were purchased from a company out in Oregon. They will need to build a new accounting system for Massachusetts. We decided about 1 ½ years ago to look at other systems. We looked at 5 different systems. We spoke with our external and internal auditors and asked if there were other companies out there that we should look into. The ones we looked at are the key players out there. Munis has over 200 clients in Massachusetts. They have the ability and size to handle a town like Braintree. We had 3 full day interviews with 3 of the companies. Munis is the largest in the state and will be here for years to come. Other companies were not large enough to meet our needs.

Councilor Bowes asked about a report he has that states Munis will take 36 months to deploy this. Ed Spellman stated that is correct. We are looking at a July 1 fiscal 2021 to start with accounting. For payroll ideally we would like to do that on a January 1, 2020 or January 1, 2021.

Ed Spellman stated to Chairman Bowes the town is asking to have Clifton, Larson, Allen who is our current Town Auditor assist with this new Munis system and specifically the new Chart of Accounts. Councilor O’Brien asked this be forwarded to our Town Solicitor to be sure there is no conflict of interest here.

Planning & Development request is for $100,000 for design of parking area and access at Middle Street Open Space parcel recently acquired in summer of 2018.

Councilor Bowes, Chairman of the Committee of Ways & Means stated we are not going to vote on these this evening. We want all members the opportunity to speak with the Mayor’s office and receive answers to any questions they may still have.
Councilor O’Brien is requesting from our Town Auditor a report of the top ten questions to have answered if you were considering a new application for financial software.

Councilor Carey made the following Motions to TABLE Orders 19 003, 19 004, 19 005, 19 006:

- **19 003 Mayor**: Request to Approve the Fiscal Year 2019 Capital Plan or take up any action relative thereto
  
  **Motion:** by Councilor Carey to TABLE to February 19, 2019
  
  **Second:** by Councilor O’Brien
  
  **Vote:** For (4– Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1-Hume), Abstain (0)

- **19 004 Mayor**: Request for Appropriation - Fiscal Year 2019 General Fund Capital Budget or take up any action relative thereto
  
  **Motion:** by Councilor Carey to TABLE to February 19, 2019
  
  **Second:** by Councilor O’Brien
  
  **Vote:** For (4– Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1-Hume), Abstain (0)

- **19 005 Mayor**: Request for Appropriation – Fiscal Year 2019 Enterprise Funds Capital Budget or take up any action relative thereto
  
  **Motion:** by Councilor Carey to TABLE to February 19, 2019
  
  **Second:** by Councilor O’Brien
  
  **Vote:** For (4– Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1-Hume), Abstain (0)

- **19 006 Mayor**: Request for Appropriation – Fiscal Year 2019 Capital Budget - Other Available Funds or take up any action relative thereto
  
  **Motion:** by Councilor Carey to TABLE to February 19, 2019
  
  **Second:** by Councilor O’Brien
  
  **Vote:** For (4– Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1-Hume), Abstain (0)

**Old Business**

- **None**

It was unanimously voted to adjourn the meeting at 9:01p.m.

Respectfully submitted,

Susan M. Cimino,
Clerk of the Council
Documents provided for Meeting

- Minutes for December 4, 2018
- 19 002 Mayor: Appointment - Conservation Commission, Peter Williams or take up any action relative thereto
- 19 003 Mayor: Request to Approve the Fiscal Year 2019 Capital Plan or take up any action relative thereto
- 19 004 Mayor: Request for Appropriation - Fiscal Year 2019 General Fund Capital Budget or take up any action relative thereto
- 19 005 Mayor: Request for Appropriation – Fiscal Year 2019 Enterprise Funds Capital Budget or take up any action relative thereto
- 19 006 Mayor: Request for Appropriation – Fiscal Year 2019 Capital Budget - Other Available Funds or take up any action relative thereto
Office of the Mayor
One JFK Memorial Drive
Braintree, Massachusetts 02184

Joseph C. Sullivan
Mayor

To: Charles B. Ryan, President of the Council
    Susan Cimino, Clerk of the Council
    James Casey, Town Clerk

From: Joseph C. Sullivan, Mayor

Cc: Joseph Reynolds, Chief of Staff and Director of Operations
    Edward Spellman, Director of Municipal Finance
    Marybeth McGrath, Director of Department of Municipal Licenses & Inspections
    James Arsenault, Public Works Director
    Daryn Brown, Director of Golf Operations
    Barbara Walls, Treasurer | Collector
    Nicole I Taub, Town Solicitor

Date: March 7, 2019

Re: FY 19 Supplemental Appropriations (#2)

As we are in the third quarter of Fiscal Year 2019, we have identified several golf items that require supplemental funds to support its operation to the end of the fiscal year (June 30, 2019).

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 below for a general fund request and four items for the Golf Enterprise Fund. Behind these five requests you will also find an update (A) for the golf course on its operations from Daryn Brown the Director of Golf Operations and the changes that have occurred since January 1, 2019 and the additional plans for moving the golf course operations forward as well as a request for additional funds for the balance of this fiscal year as we move forward into FY 2020 and beyond.
The first item is a request to transfer back to the handicap parking fines account the sum of $43,472. This amount represents funds that were transferred to the annual operating budget for two fiscal years and voted on for FY 2018 and also FY 2019 budgets for the salary of the Town’s ADA Coordinator. In FY 2016 and FY 2017 the Commission on Disabilities provided a formal recommendation approving the expenditure, but the same is not contained in the record for FY 2018 and FY 2019. This transfer of funds back to the handicap parking fines account would properly restore the account to its proper balance. Discussions are ongoing with the Commission and the Department of Municipal Licenses and Inspections to address this issue for future fiscal years; including if there will be a subsidy for part or all of the ADA Coordinator’s salary.

**Golf Enterprise Fund**

The second item is a request to rescind the borrowing authorization of the unexpended balance of the prior December 2016 bond authorization (CO 16-065-2) in the amount of $75,000 for golf course reconstruction. The plan is to use these funds for the purchase of golf equipment. The funds requested in the next motion will purchase two pieces of equipment, detailed below.

The third item is for $44,000 for the purchase of two pieces of equipment: (1) the GPS upgrade to the golf course sprayer for $33,500 and (2) an integrated weather station with water conservation system for $10,500 for additional detail see B1-B4. The sum of $44,000 is to be transferred from FY 2018 Certified Free Cash to the golf enterprise fund. These funds will be in the form of a loan to the golf fund and will be paid back to the general fund over a period of time.

The fourth item is for $95,000 for the additional costs projected for the purpose concerning the new operations beginning January 1, 2019 of the golf concession stand operations within the enterprise fund. The prior food operation was conducted by a private vendor that had previously been bid out for a three year contract. In bringing this food operation in house, along with the expanded space of the clubhouse room, we believe we will see an increase in revenue and improved customer service. The sum of $95,000 is being requested to be transferred from FY 2018 Certified Free Cash to the golf enterprise fund and a new concession program will be created in order to track these expenses going forward. These funds will be in the form of a loan to the golf fund and will be paid back to the general fund over a period of time.

The fifth item is for $20,000, an increased amount from the previously authorized golf revolving fund account dollar amount at the annual town meeting for the pro shop operations. This year with the new Golf Pro we have seen an increase in the pro shop revenue and expense activity. The original revolving account amount authorized was $90,000. Based on the golf department projections they are seeking an increase for this year to $110,000 for the balance of this fiscal year.

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

**General Fund Motions**

1. Municipal Licenses and Inspections
   **MOTION:** That the sum of $43,472 be transferred from FY 2018 Certified Free Cash to the Handicap Parking Fines Account.
**Enterprise Fund Motions**

**E-2. Golf Enterprise Fund**

TOWN OF BRAINTREE, MASSACHUSETTS

IN TOWN COUNCIL

ORDERED:

That the Town of Braintree rescinds the following amounts that have been authorized to be borrowed, but which are no longer needed for the purposes for which they were initially approved:

<table>
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<tr>
<th>Unissued Amount</th>
<th>Loan Order Number</th>
<th>Date of Loan Order Approval</th>
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<tr>
<td>$75,000</td>
<td>16-065(2)</td>
<td>December 6, 2016 (Town Council) December 7, 2016 (Mayor)</td>
<td>golf course reconstruction</td>
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</tbody>
</table>

**E-3. Golf Enterprise Fund**

**MOTION:** That the sum of $44,000 be transferred from FY 2018 Certified Free Cash to the golf enterprise fund for the purpose covering the capital equipment purchases outlined above.

**E-4. Golf Enterprise Fund**

**MOTION:** That the sum of $95,000 be transferred from FY 2018 Certified Free Cash to the golf enterprise fund for the purpose covering the new operations of the golf concession stand operations program within the enterprise fund.

**E-5. Golf Enterprise Fund**

**MOTION:**

Where the Mayor was previously authorized by this Council to use a revolving fund in accordance with the provisions of Massachusetts general laws chapter 44, section 53e ½ during the fiscal year commencing July 1, 2018, that the sum of the amount authorized be increased from $90,000.00 to $110,000 for fiscal year 2019.
Below the original Golf revolving fund authorized by CO18-028(8) vote on May 29, 2018 for FY 2019.

That the Mayor be authorized to use a revolving fund in accordance with the provisions of Massachusetts general laws chapter 44, section 53e1/2 that may be spent by the Mayor, in conjunction with the golf greens superintendent without further appropriation during the fiscal year commencing July 1, 2018, for the collection of fees and payments from the collection of revenue generated from clinics and payments for group and individual lessons and the sales of pro shop materials fees collected during fiscal year 2019. The Mayor may spend up to $90,000 in revolving fund monies during fiscal year 2019.

Since these requests involve the appropriation of funds within the fiscal year 2019 budget, advertising and a public hearing is required under the sections 2-9 and 6-7 of the Town Charter.
March 6th, 2019

**Golf Simulators:** To date we have made $57,000 in revenue for simulator rentals. Depending on late winter/early spring weather we should be close to hitting the $65,000 mark which would cover all labor expenses and return a small profit to the golf revenue account. The plan for the spring is to take down one of the simulators the end of March then remove the 2nd simulator the end of April, weather depending.

**Food & Beverage:** The Golf Course officially took over the operation of the food and beverage service on January 4th and we’ve had approximately $10,200 in total sales to date. As expected it has been a very slow progression from start up as this has been a completely new endeavor for us. We just finished some significant renovations to the kitchen and main restaurant area that should attract more business as we move forward. Due to the change in management, we have been receiving a lot more interest from our golfers wanting to host their tournament & outing dinners, neighborhood functions, and general requests for small functions for 2019. We are very optimistic about our Food & Beverage revenues for the 2019 golf season. The change in management from the prior 15 years will have a wide reaching positive effect for our overall business.

**2019 Golf Course Rates & Revenue:** For this coming season, we will not be increasing any of our resident greens fee rates; however we will be raising the non-resident rates. Additionally, there will be a small increase on all of our discount seasonal passes. The long range forecast is for a dry and warmer spring and that would be a welcome blessing after the record setting rainy cold weather of last fall, which greatly affected our revenues. The minimum wage increase to $12/hr. that went into effect January 1st will affect 80% of our total staff, so some rate increases are necessary this year.

**Overview:** This is the first winter that the clubhouse has remained opened in January & February and we have taken in $51,000 in new revenue from the sales of lessons, gift cards, merchandise, Food & beverage, and simulator rentals. Unfortunately the 2018 golf season was below average for golf in New England, mostly due to the weather as echoed by the National Golf Foundation. Last March we were snowed in until the beginning of April combined with a very slow spring start along with recording setting rain throughout the fall. We feel confident that if we can have some normal weather (whatever that is) we should be back on track with revenue. This past Christmas we sold a record $62,000 in Holiday gift cards to bring our season total to $101,900 in total gift card sales, which tells us that our golfers still want to invest in our facility and the product we provide. We just need Mother Nature to provide some nice weather along the way.

As always, your support for our facility and all we have to offer is greatly appreciated!

101 Jefferson St, Braintree, MA 02184  Telephone: 781-843-9780 ext. 3  Fax: 781-356-5608
February 28th, 2019

Upgrades to Golf Course Environmental Monitoring Systems

GPS Upgrade to Golf Course Sprayer.................................$33,500
The golf course currently owns a 300 gallon motorized sprayer for applications of liquid fertilizers and various types of plant protectants to our 33 acres of greens, tees, and fairways. This upgrade will allow us to surgically apply products to our target areas without any overlap and overspray to non-target areas. We are estimating a savings of 10%-20% per application and we can utilize those savings to help offset future cost increases and put more money towards our organic management programs. More importantly it will demonstrate good environmental stewardship in the management of the golf course. We will be one of the first courses in the area to utilize this cutting edge GPS technology for applications of fertilizers and plant protectants to our sensitive golf course environment.

Integrated Weather Station w/ Water Conservation System...... $10,500
The golf industry has been on the forefront of water conservation thru the utilization of onsite weather stations and handheld moisture meters to determine the exact watering needs for specific areas of the golf course. With this new system in place we’ll be able to get real-time, clear and accurate irrigation, nutritional and uniformity assessments to provide a complete understanding of our turf and soil conditions, water and fertilizer management, and the causes of stress ultimately affect the playing conditions at the golf course. Proper and precise water management is the number one priority of any golf course.

**Re-appointment of Funds for the Reconstruction of the 6th green**
In 2016 we pursued funding for the reconstruction of the 8th green at the golf course. After we started the initial design phase and hired a wetland consultant, we determined that substantial additional funding would be needed to properly complete the process and we ultimately decided not to proceed with the project. We have since made some in-house changes to the green to enhance playability.
**Golf Revolving Fund:**
The golf revolving fund for FY19 is currently $90,000 and we have presently spent to that limit. The new Golf Pro would like to request an additional $20,000 for 2019 Merchandise and to cover some additional costs for payroll and supplies for our lessons and clinics. Merchandise sales and our Lessons & Clinics do generate significant revenue and profit for our operation. Since July 1st we have spent $77,000 on merchandise and still have $47,000 in merchandise (wholesale) still in the Pro shop. The golf course made a profit of $17,000 on the $30,000 we’ve sold since July 1st.

**Food & Beverage Department:**
We are requesting $95,000 for the setup and operation of the Food & Beverage business until June 30th. F & B Manager Salary $33,000, Part-Time Help $18,000, Kitchen Renovations $8,500, F & B products (food & drinks) $35,500. This is a completely new venture that we are very optimistic about so the budget is an estimate based on what information we have.
#19-008

**QUOTE**

**Prepared For:** Daryn Brown  
**Braintree Municipal Golf Course**  
101 Jefferson St Braintree, Massachusetts  
02184-7407 United States

**Ship To:** Braintree Municipal GC 1.24.19  
**GeoLink**  
**Q07583**  
**01/24/2019**  
Nathaniel Binns  
nbinns@turfproductscorp.com  
339-235-5189

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**Toro Total:** $33,065.45  
**Non – Toro Total:** $0.00  
**Set Up:** $0.00  
**Freight:** $0.00  
**Trade Ins:** ($0.00)  
**State Sales Tax:** $0.00  
**Total Price:** $33,065.45

ALL PRICING IS VALID FOR 30 DAYS
GPS Sprayer demonstrating Precision Application Technology
POGO Weather

Wireless, autonomous, set-it-and-forget-it insight into the impact of environmental influences on your turf.

Adding the POGO Weather station strengthens POGO’s Turf Performance Indicator score for your property, giving you even greater insight into your overall turf conditions. Using analysis of logged weather conditions, and improving your ability to predict future turf conditions.

Compact, affordable and NOAA-certified.

- Measure from anywhere on the property
- Single or multiple station setups
- Maintenance-free, no moving parts
- Customized degree days
- Smartphone accessible
- POGO degree days (in-zone POGO measurements + ambient conditions)
- Ambient Stress Index for easy gauge of overall stress
- Stress indicators

Lightning detection up to 10km away