

1. 7:00 P.M. Committee Of Ways & Means

Documents:

[19 MAY 28 WM AGENDA.PDF](#)

2. 7:00 P.M. Committee Of Ways & Means

Documents:

[19 MAY 28 WM MEETING.PDF](#)



Braintree Town Council

Committee of Ways & Means

One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

Thomas Bowes, Chairman
Shannon Hume, Vice-Chairman
Stephen C. O'Brien, Member
Timothy P. Carey, Member
Thomas W. Whalen, Member

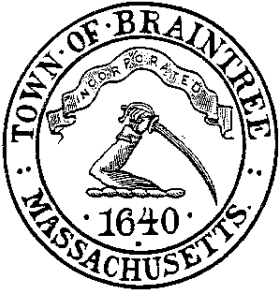
AGENDA

Tuesday, May 28, 2019

Starting Time – 5:45p.m.

Johnson Chambers, Town Hall

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Approval of Minutes
 - May 7, 2019
4. New Business
 - 19 014 Mayor: FY19 Supplemental Appropriations #3 or take up any action relative thereto (Public Hearing at full Council)
5. Old Business
 - None
6. Adjournment



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MINUTES

May 7, 2019

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Tuesday, May 7, 2019 at 6:00p.m.

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

Present: Thomas Bowes, Chairman
Shannon Hume, Vice-Chair
Stephen C. O'Brien, Member
Timothy Carey, Member
Thomas Whalen, Member

Also Present: Joseph Reynolds, Chief of Staff
Edward Spellman, Finance Director
James Arsenault, DPW Director
Robert Campbell, Town Engineer
Nelson Chin, Recreation Director
Christopher Griffin, Assistant Recreation Director
Lou Dutton, Water Works Assistant Superintendent
Cynthia O'Connell, Stormwater Manager
Debra Saucier, DPW Finance
Michael McGourty, Facilities Director
Daryn Brown, Golf Director
Shawn McGoldrick, 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

- None

New Business

- **19 015 Mayor: FY2020 Operating Budget or take up any action relative thereto**

Motion made by Councilor Hume to TAKE OFF the TABLE Order 19 015

Motion: by Councilor Hume

Second: by Councilor Whalen

Vote: For (5– Bowes, Carey, Hume, O’Brien, Whalen), Against (0), Absent (0), Abstain (0)

The following Departments were in attendance to present their proposed FY2020 Budget:

<u>APPENDIX F</u>	<u>Pages</u>
Public Works Department	59-77
Golf	107-115
Sewer	89-95
Water	96-106
Storm Water	116-121

Councilor O’Brien asked for a call back from Human Resources. Councilor O’Brien stated on page 21 line item #01-15204-5175 (HR Employee Benefits). I failed to focus on the negative \$857,228 under the Group Life and Medical.

Joseph Reynolds, Chief of Staff stated the Benefits Reserve line is non-school, union salaries. It was indicated last evening that this is a contract year. We have our contracts with all our unions expiring on June 30, 2019. We do not know yet what those salary numbers are going to be. Mr. Spellman can give information on the Group Life and Medical.

Ed Spellman stated the HR Director mentioned last night the Health Plans trust fund has a healthy balance and we would be drawing down on part of that to make up the full budget for FY20.

Joseph Reynolds, Chief of Staff stated we have built a healthy amount in that reserve fund that is available for emergency situations. We felt this is a prudent exercise to help offset some of the other costs as we move into this year.

Councilor O’Brien stated once it’s gone it’s gone. It’s difficult to get it back. If we could just have information forwarded to our Town Auditor.

Councilor Bowes, Chairman of the Committee of Ways & Means asked the department heads to give an overview and to speak on significant increases/decreases.

Public Works Department

James Arsenault, DPW Director reported that the Public Works Department FY2020 Budget request is \$8,758,332. James Arsenault, DPW Director stated this is year two of our re-organization. We are doing a lot of Water/Sewer projects this year. We are working on a new vehicle maintenance program. We have a vehicle maintenance manager in place. We are working on building maintenance including Town Hall, Eldridge and 74 Pond Street. We have done some “belt tightening” for some cost reductions in the budget. We implemented the Storm Water program to make sure we are compliant with all the regulations and laws. A large decrease was on page 60 Building Maintenance which was a decrease of \$344,000. This money was requested in a Supplemental Appropriation earlier in the year

for maintenance that needed immediate attention. An additional increase is for work clothes which are contractual items. Councilor O'Brien stated on page 73 Building Repairs could possibly be all placed under one umbrella especially with the new Munis system coming on-line. Recreation and Community Events has a new Assistant Department head. Additionally, under Recreation an extra week of Summer Programs has been added this year. Increases are also due to the minimum wage increase this year. Councilor Hume stated the organizational chart is great to have and would like to see it from every department. Councilor Hume stated she has been advocating for a grounds crew at the high school stating it is the first impression of the town from people coming here. It has always been understaffed. Joe Reynolds, Chief of Staff stated he would hope within the next year to have some dedicated resources for specifically the high school. With the proper equipment we are enhancing that team.

Golf

Daryn Brown, Golf Director stated the FY2020 Budget request is \$1,907,151. We tried to be as close to level funding as possible. What increased is the creation of the Food & Beverage Department. A new Assistant Department head was created. It became a cost savings to create this position. An increase in the Part-time Employee line item is due to the increase in minimum wage this year. The Golf Concession line item was zeroed out and put towards the Food & Beverage Department. Councilor Bowes asked about the Advertising line that is currently over budget. Daryn Brown stated the new Point of Sales and Tee Time System it comes with a website and an ad executive to help you. A lot of those costs will be in the new system. If we had more funding I would like to go more organic for fertilizers and pesticides. Councilor O'Brien asked why the Food & Beverage wouldn't be funded through a revolving account. Councilor O'Brien stated Transfer to General is an increase of \$8,593. He asked what percentage the greens fees increased. Daryn Brown stated the projection is a \$10,000 increase or maybe \$20,000. As a Municipal Golf course we are maxed at our rates this year.

Sewer

Lou Dutton, Water Works Assistant Superintendent stated there are four vacant positions. We have Pump Station projects we are going forward with and the Water Project from 2019. Equipment purchases are so the guys can do their jobs more efficiently. About 85% of the Town has new radio water meters in them so we can get the information we need a lot quicker.

Water

Lou Dutton, Water Works Assistant Superintendent was present to answer increase/decrease amounts. An increase in this year's budget is to cover contractual changes and employee benefits. Councilor Hume asked about the increase in the Software line item. Lou Dutton stated it is new and incorporates the GIS system, we can track and tag and operations are a lot more efficient. Licensing Incentive is no longer an incentive it is now contractual. Overtime was a large number due to two retirees. We now have apprentices ready to fill these positions. This should cut down the overtime amount. We are looking into reading meters from one location but it is a significant cost.

Storm Water

James Arsenault, DPW Director stated the Storm Water is a new division. You will see lower numbers in personnel funding due to staff coming on about mid-year. Councilor O’Brien stated be sure you budgeted enough so there is not an increase to the current proposed utility fee is \$6.25 per quarter or \$25 per single family per year. James Arsenault stated I am comfortable we are sound financially. Environmental regulations are changing. The Town will be fined for not complying with the EPA Storm water program.

Motion made by Councilor Hume to TABLE Order 19 015 to the Committee of Ways & Means meeting on May 8, 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (5– Bowes, Carey, Hume, O’Brien, Whalen), Against (0), Absent (0), Abstain (0)

- 19 016 Mayor: FY2020 Budget – Community Preservation Committee or take up any action relative thereto (**Presented by Christine Stickney on May 13**)

This item will be discussed at the Budget meeting on May 13, 2018.

Motion made by Councilor Hume on May 6, 2019 to TABLE Order 19 016 to the Committee of Ways & Means meeting on May 13, 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (5– Bowes, Carey, Hume, O’Brien, Whalen), Against (0), Absent (0), Abstain (0)

- 19 017 Mayor: FY2020 Revolving Accounts or take up any action relative thereto

Motion made by Councilor Hume to TAKE OFF the TABLE Order 19 017

Motion: by Councilor Hume

Second: by Councilor O’Brien

Vote: For (5– Bowes, Carey, Hume, O’Brien, Whalen), Against (0), Absent (0), Abstain (0)

(Revolving Accounts to be presented on the date Department Head presents Budget)

5/6	Library®	(R3, R4)
5/7	Department of Public Works (Recycling)	(R5, R6)
5/7	Golf	(R8)
5/13	Dept. of Elder Affairs	(R1)
5/13	Municipal Licenses & Inspections	(R2)
5/13	Education	(R7)

Revolving Accounts R5, R6 and R8 for DPW (Recycling) and Golf were voted on this evening (May 7, 2019) and referred to the full Council for favorable recommendation. Motions read by Councilor Hume:

R5. DPW (Recycling)

MOTION: 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 recycling coordinator, without further appropriation during the fiscal year commencing July 1, 2019, for the purchase of home composting bins, curbside recycling bins, recycling bags and for the collection of fees and payments for recycling materials, including hazardous waste. The recycling revolving fund is to be credited with all fees collected during fiscal year 2020. The Mayor may spend up to \$2,000 in revolving fund monies during fiscal year 2020.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (5– Bowes, Carey, Hume, O’Brien, Whalen), Against (0), Absent (0), Abstain (0)

R6. DPW (Recycling)

MOTION: 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 recycling coordinator without further appropriation during the fiscal year commencing July 1, 2019, for the collection of fees and payments from the collection of revenue-generating materials and to use the income to promote town recycling initiatives and events, including household hazardous waste events. The recycling revolving fund is to be credited with all fees collected during fiscal year 2020. The Mayor may spend up to \$50,000 in revolving fund monies during fiscal year 2020.

Motion: by Councilor Hume

Second: by Councilor O’Brien

Vote: For (5– Bowes, Carey, Hume, O’Brien, Whalen), Against (0), Absent (0), Abstain (0)

R8. Golf

MOTION: 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, 2019, 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 2020. The Mayor may spend up to \$110,000 in revolving fund monies during fiscal year 2020.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (5– Bowes, Carey, Hume, O’Brien, Whalen), Against (0), Absent (0), Abstain (0)

Motion made by Councilor Hume to TABLE Order 19 017 to the Committee of Ways & Means meeting on May 8, 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (5– Bowes, Carey, Hume, O’Brien, Whalen), Against (0), Absent (0), Abstain (0)

Old Business

- None

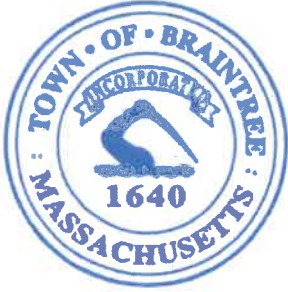
It was unanimously voted to adjourn the meeting at 7:50p.m.

Respectfully submitted,

Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 19 015 Mayor: FY2020 Operating Budget or take up any action relative thereto
- 19 016 Mayor: FY2020 Budget – Community Preservation Committee or take up any action relative thereto
- 19 017 Mayor: FY2020 Revolving Accounts or take up any action relative thereto



Office of the Mayor

One JFK Memorial Drive
Braintree, Massachusetts 02184

Joseph C. Sullivan
Mayor

781-794-8100

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

From: Joseph C. Sullivan, Mayor *JCS*

Cc: Joseph Reynolds, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance
James Arsenault, Public Works Director
James O'Brien, Fire Chief
Paul Shastany, Police Chief
James Casey, Town Clerk
Karen Shanley, Human Resources Director
Christine Stickney, Planning and Development Director

Date: May 14, 2019

Re: FY 19 Public Safety Supplemental Appropriations (#3)

As we enter into the final quarter of Fiscal Year 2019, we have identified additional areas that require supplemental funds to support operations to the end of the fiscal year (June 30, 2019). The majority of the items are public safety and a snow/ice expenditure. Your consideration and approval is requested.

Fire Department:

First, this item is for fire overtime that was incorrectly recorded as fire details. This is an accounting correction. There is no new funding with this request. During the prior fiscal year the chief ordered fire overtime shifts and incorrectly charged them off to the fire detail account. Had we been aware of this prior to the end of FY 2018 we would have reclassified these expenses to

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BRAintree, MA
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the fire overtime account and this would have been funded through an increased supplemental appropriation during FY 2018.

Second, there were two Fire department retirements anticipated early in the fiscal year and two new firefighters started during the fiscal year in order to attend the fire academy. The retirements have occurred but later in the year than anticipated. There was an overlap in the firefighters in the academy and the ultimate retirements and accordingly we are asking for \$55,121 to cover the salary amount for the overlap period of the new hires and the retirements.

Third, this request is for the additional cost to cover fire overtime in the amount of \$557,356. There have been three retirements and there are two new firefighters at the academy. The majority of the cost has been to cover for vacation and other benefits due to the years of service and resulting in overtime in order to maintain the contractual mandatory minimum level of 17 firefighters per shift.

Fourth, is for an additional \$1,000 to cover the shortfall in the Fire Department stipend line item; \$10,968 was requested and \$11,967.16 is needed.

Fifth, is for an additional \$5,374 for the Fire Departments vehicle repairs needed to get through the end of the fiscal year with an older fleet.

Police Department:

Sixth, there were two police department retirements anticipated prior to June 30 and these positions were not funded in the FY 2019 budget. These retirements did occur but not until the end of August 2018 two months into FY 2019. The salary amount for these two police personal was \$39,208 and is needed be able to fund the salary lines through the end of the fiscal year.

Seventh, is for the seasonal parking enforcement in the police department not originally budgeted. The amount of \$5,595 is requested to cover that cost.

Eighth, this is for the cost of installing cameras at the corner of Granite Street and Forbes Road. This intersection was previously identified by the State and in a presentation to the Town Council as one of highest accident areas in the Town. The \$29,950 provides the department the ability to monitor the intersection real time 24/7.

Ninth, this request is to pay a \$1,500 balance to a holster manufacturer of a prior year disputed bill with a vendor going back to March of 2017 FY 17. Police Sergeant Chambers worked with a vendor and two subsequent owners for over a year to correct their billing and accounting credit errors. The original amounts being disputed with the former vendor ranged from \$10,000 - \$20,000. There were sufficient funds within the police department program budget to pay this bill had it not been in dispute and paid prior to June 30.

Tenth, this is for is for the additional cost to cover police overtime in the amount of \$875,000. The overtime amount being requested is forecasted through the end of this fiscal year. As you are aware the police department has had a significant organizational impact subsequent to the

evidence issue that we has been addressed. That issue, as well as some staffing challenges and reorganization, required the Chief to “force” some work duties that expanded the overtime account.

Department of Public Works:

Eleventh is for the additional cost of snow removal over and above our original budget of \$500,000. This amount is relatively large in relation to this season’s snowfall total but is attributable in part to icy roads and the need to purchase and put down snow chemicals and salt to make the streets and sidewalks safe. This amount is relatively small in relation to the additional 2.4 million dollars that was requested back in FY 2015. The new total snow and ice amount expended this year is \$824,576.75 which is over the original appropriation of \$500,000 and this requested supplemental appropriation of \$324,577 will balance the account and no deficit will be carried over to next fiscal year.

Human Resources:

Twelfth is in the Human Resources Department for retirements of police, fire, library and public works personnel \$27,432 for contractual sick pay buy back.

Thirteenth item is in the Human Resources Department for retirements/resignations of police, fire, planning, library and public works personnel of \$70,281 for vacation buy back.

Miscellaneous:

Fourteenth is for \$3,000 for a part time ranger in the Planning and Development department Conservation program and \$3,000 for tree fertilizing in the FY 2020 budget. These lines were not included in the FY 2020 budget do to a coding program with the software.

Fifteenth is for \$18,366 for a negotiated increase for the Town Clerk staff for additional licensing duties taken on by the staff due to the retirement of the former licensing clerk. These funds are being transferred from the Law Department Licensing program.

Sixteenth item the town received from the Commonwealth of Massachusetts Transportation Enhancement Trust fund grant. The requirement of this grant is that the town needs to appropriate these funds for road and traffic related expenditures. The town will use these funds for traffic calming projects throughout town in the amount of \$ 30,229.30.

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

General Fund Motions

Fire Department:

- 1) Motion: That the sum of \$306,318 be transferred from FY 2018 Certified Free Cash to the Fire Department Detail account.
- 2) Motion: That the sum of \$55,121 be transferred from FY 2018 Certified Free Cash to the Fire Department program 04 Fire Suppression, Uniform branch account.
- 3) Motion: That the sum of \$557,356 be transferred from FY 2018 Certified Free Cash to the Fire Department overtime accounts, and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected.
- 4) Motion: That the sum of \$1,000 be transferred from the Law department Licensing Board program 02/ administrative / clerical account to the Fire Department program 03 Equipment Maintenance, Uniform branch account.
- 5) Motion: That the sum of \$5,374 be transferred from the Law department Licensing Board program 02/ administrative / clerical account to the Fire Department program 03 Equipment Maintenance, Outside Motor Vehicle Repairs account.

Police Department:

- 6) Motion: That the sum of \$39,208 be transferred from FY 2018 Certified Free Cash to the following accounts \$34,560 Police Department program 01 Administration, Administration Clerical account, \$ 504 Police Department program 01 Administration, Holiday account, \$4,144 Police Department program 01 Administration, Education account.
- 7) Motion: That the sum of \$5,595 be transferred from FY 2018 Certified Free Cash to Police Department program 08 Special Services, Crossing guards account.
- 8) Motion: That the sum of \$29,950 be transferred from FY 2018 Certified Free Cash to the Police Department program 01 Administration, Data Processing account.

- 9) Motion: That the sum of \$1,500 be re-appropriated from the fiscal Year 2019 Police Department program 04 Patrol Bureau, Uniform Allowances line item 01-21004-5491 for the purpose of paying an unpaid bill to Atlantic Tactical for the balance of a March 2017 invoice which was incurred prior to July 1, 2017, which was not in excess of the Fiscal year 2017 appropriation.
- 10) Motion: That the sum of \$875,000 be transferred from FY 2018 Certified Free Cash to the Police Department overtime accounts and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected thereby.

Department of Public Works:

- 11) Motion: That the sum of \$324,577 be transferred from the Fiscal Year 2018 certified Free Cash to the Department of Public Works / Program 11 – Snow and Ice, and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected thereby.

Human Resources:

- 12) Motion: That the sum of \$27,432 be transferred from FY 2018 Certified Free Cash to the Human Resources Department/ Administration Program 01 / Retirement Sick Leave account
- 13) Motion: That the sum of \$70,281 be transferred from FY 2018 Certified Free Cash to the Human Resources Department/ Administration Program 01 / Vacation buy back account.

Miscellaneous:

- 14) Motion: That the sum of \$6,000 be transferred from the Law department Licensing Board program 02/ administrative / clerical account \$3,000 to the FY 2020 Planning and Development Department program 05 Part Time Ranger account and \$3,000 to the FY 2020 Planning and Development Department program 05 Tree Fertilizing account
- 15) Motion: That the sum of \$18,366 be transferred from the Law department Licensing Board program 02/ administrative / clerical account to the following accounts, \$3,168 Town Clerk/ Administration Program 01 / Department Head account, \$5,123 Town Clerk/ Registration Program 05 / Assistant Department Head account, \$7,145 Town Clerk/ Registration Program

05 / Administrative /Clerical account, and \$2,930 Town Council/ Administration Program 01
/ Administrative /Clerical account.

16) Motion: That the sum of \$30,229.30 received from the Commonwealth of Massachusetts
Transportation Enhancement Trust Fund be appropriated to Department of Public Works
Department Traffic Calming Measures grant.

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.