

1. 6:00 P.M. Committee Of Ways & Means

Documents:

[21 JULY 28 ZOOM WM AGENDA.PDF](#)

2. 6:00 P.M. Committee Of Ways & Means

Documents:

[2021 JULY 28 WM MTG.PDF](#)



Braintree Town Council

Committee of Ways & Means

One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

Meredith Boericke, Chairwoman
Charles Ryan, Vice-Chairman
Donna Connors, Member
Julia Flaherty, Member
Steven Sciascia, Member

AGENDA

Wednesday, July 28, 2021

Starting Time – 6:00p.m.

Remote via Zoom webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82314876961>

Telephone: +1 312 626 6799

Webinar ID: **823 1487 6961**

International numbers available: <https://us02web.zoom.us/j/82314876961>

1. Roll Call
2. Approval of Minutes
 - May 6, 2021
 - May 10, 2021
3. Old Business
 - None
4. New Business
 - 21 036 Mayor: Transportation Infrastructure Enhancement Trust Fund or take up any action relative thereto
5. Adjournment



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MINUTES

Thursday, May 6, 2021

A meeting of the Committee of Ways & Means was held Remote via Zoom Webinar, on Thursday, May 6, 2021 at 6:00p.m.

Councilor Boericke was in the Chair.

Clerk of the Council, Susan M. Cimino conducted the roll call.

All votes were taken by Roll Call Vote.

Present: Meredith Boericke, Chairwoman
Charles Ryan, Vice-Chairman
Donna Connors, Member
Julia Flaherty, Member
Steven Sciascia, Member

Also Present: Nicole Taub, Chief of Staff/Town Solicitor
Ed Spellman, Director Municipal Finance
Daryn Brown, Director of Golf
Rob DeVito, Director of DPW finance
James Arsenault, DPW Director
Ben Hulke, DPW Asst Director
Shawn McGoldrick, Town Auditor
Katherine Pomeroy, Town Auditor

FY2022 documentation and questions and answers can be found on the Town's website:

<https://braintreema.gov/449/Fiscal-Year-Budgets>

Town of Braintree YouTube channel will also have recordings of meetings.

Approval of Minutes

- None

Old Business

- None

New Business

- **21 020 Mayor: FY2022 Operating Budget or take up any action relative thereto**

MOTION: by Councilor Ryan to take off the TABLE Order 21 020

Motion: by Councilor Ryan take off the TABLE Order 21 020

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

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Nicole Taub, Chief of Staff/Town Solicitor noted all FY2022 documentation and questions and answers can be found on the Town’s website: <https://braintreema.gov/449/Fiscal-Year-Budgets>

GOLF

The Golf Division operates within the Department of Public Works and oversees the Town’s 18 hole golf course and its grounds. This includes mowing for the grass, greens, repairing divots, keeping up the general grounds, outhouse, driving range, golf carts, water around the course, concessions, simulators, dining area, many golf events, training, competition, and many other duties. Currently the focus has been on using our expanded facility as best we can, getting a new liquor license year round, getting the simulators placed for the winter, getting more functions and cafeteria use, a future upgrade of the sprinkler system when possible and routine updates as needed.

The funding of this division has improved greatly with a new concessions facility, simulators and events.

The following is a history of greens fees and golf cart revenues:

- FY17--\$1,181,429.23
- FY18--\$1,209,017.42
- FY19--\$1,138,417.50
- FY20--\$1,070,257.81

To date, for Fiscal Year 2021, greens fee and golf cart revenue totals \$1,415,783.83. With two months remaining in the fiscal year, revenues have already surpassed Fiscal Year 2018, where the golf course had the highest revenues in the last 5 years, by \$206,766.42. When compared to Fiscal Year 2020, the revenues are already \$345,526.02 higher.

Simulator revenue has seen a similar increase in FY21.

- Between December 2019 and March 2020, total simulator revenue was \$71,497.25, with food and beverage revenue for the same period coming in at \$29,068.81.
 - Between December 2020 and March 2021, total simulator revenue was \$95,506.50, with food and beverage revenue for the same period coming in at \$42,373.09.
- In total, the simulator and food and beverage revenue for this time period was up by \$37,713.53.

Golf Questions and Answers

- Why is the budget transfer from Golf \$93,499 in the summary, but \$102,629 in the Golf Department Budget?
- 596101: transfer to general fund is \$102,629, but in the summary \$93,499. Why is there a \$9,100 delta?

The revised budget transfer from Golf to the General Fund is \$93,499. The value of the transfer is calculated each year based on an allocation of current year budgeted expenses and a charge off for a portion of Town costs (i.e., payroll processing, accounting costs and administration to the various enterprise funds). The value of the indirect costs supported by the transfer is based on the overall DPW budget and this year's decrease in corresponds to the decrease in the DPW budget.

Mower repairs--\$130,000 was included in the Capital Budget for a triplex mower. Are we anticipating \$30,000 will be needed to repair a brand new mower?

- Why the \$8,000 increase in mower repairs (7163003-524004)? I know a new tri-plex mower was requested and approved from the capital plan this year.

The Golf Course has 30+ different types of mowers, golf utility vehicles, a full size front-end loader and tractors. Most of the mowers are used on a daily basis and are becoming aged, requiring more repairs and upkeep. The funds are necessary to cover an increase in cost for spare parts and shipping likely resulting from the pandemic.

- What kind of animals does the golf course maintain for \$4,000?
- What is animal maintenance (7163004-538011) and why the budget this year?

The Golf Course has 7 goats, 1 border collie and a bee hive that require maintenance. Historically, other accounts have been used to cover the costs and this line has been created to more appropriately account for the spending. Additionally, we are in the process of pursuing Audubon Cooperative Sanctuary Certification and will require additional funding for wildlife maintenance as part of that program.

- What are the planned "improvements" that are costing \$50,000?
- Why are improvements (7163004-580000) being increased to \$50K this year? Are there particular plans in the work?

Yes. The funding will be used to address landscaping concerns around the clubhouse, to reconstruct bunkers and tees and to address elements of the drainage system. Additionally, this fund is used in the event of unforeseen damage that requires repair.

- Please explain the professional staff expense. What professional staff does it support?
The Professional Staff account is used to pay the golf course Starters, Rangers, Golf Cart Cleaning Staff, and Pro Shop Clerks behind the counter. These are all part-time seasonal employees that work directly under the Golf Pro.
- Since food & drink is becoming a revolving fund, once we fund it this year in the budget, should we expect this item to drop from the enterprise budget next year?
- Now that F&B is being moved to a revolving fund, will this department be zeroed out for the FY22 budget request?

Revised documentation will be provided to reflect the removal of the Food and Beverage Program from the Enterprise Fund for FY22. The operation will be fully funded from the newly established revolving fund.

- Will there be any increase in golf rates?
Rates were adjusted prior to the start of the 2021 season and are not likely to change during the year.
- Where is the amortized payment to the general fund for the COVID-19 FY21 deficit?
- \$345,958 that the TC adopted (motion 20-077): my understanding was Golf would reimburse the General Fund \$115,319 in the FY22 budget. If this is correct, where is this amount captured?

The deficit is recorded separately in the golf enterprise fund and does not require any further appropriation prior to payment of the debt. Rather than reflect the payment in the budget, it will be transferred at year end from net activity or retained earnings.

- It seems odd that group life & medical insurance (7163001-517005) and pension fund (7163001-517006) would go down from the prior year. Does this have anything to do with F&B being moved to a revolving fund?
The life and medical insurance costs have been reduced in large part due to the creation of the Food and Beverage Revolving Fund and the removal of those costs from the Enterprise Fund. The pension fund amount decreased as a result of the elimination of 2 full time positions in the FY21 budget and the delay in the reflection of the savings in the payments.
- What specifically does the simulator operations (7163005-550002) budget consist of (\$8K request this year)?
If costs were incurred in prior years, where were these costs charged to?

After 3 years of use, the simulators require new screens and hitting mats. This is to be expected based on normal wear and tear after a record revenue year. Additionally, the funding would be used to complete minor upgrades and improvements to other aspects of the simulator room for use during the winter months.

Additional Golf question was what would happen if Golf accumulated over the year's significant funds. Can it be used in the General fund?

Director Spellman stated with excess funds the Golf course could do repairs with those funds that would otherwise have to be paid by out of the Towns General fund. Building up a surplus would help mitigate fees going up in the future.

Shawn McGoldrick, Town Auditor stated we would want a surplus in our Golf fund incase another COVID hits or another rainy season hits or flooding that shuts the Golf course down for weeks. Having a surplus is a great thing in all Enterprise funds.

Councilor Flaherty asked if Golf would ever pay back money borrowed from the General fund. Director Spellman stated we are tracking that and the thought is if Golf could build up a sufficient balance they could pay that back over a number of years from those appropriations for their past deficit.

TOWN SOLICITOR
(Law-Administration)
(Page 19)

Under the direction of the Town Solicitor, the law department provides legal counsel to the Mayor, all Town departments, boards and commissions and the Town Council. Practice areas include labor and employment, discrimination/harassment, contracts, zoning, land use, construction, environmental issues, civil rights, tort liability, Charter/Ordinance interpretation, municipal finance, and ethics/conflict of interest. The Town Solicitor serves as a member of the Town's negotiating team during collective bargaining, monitors all claims submitted by employees and members of the public, prosecutes and defends lawsuits for and on behalf of the Town, negotiates contracts on behalf of the Town, and various other legal responsibilities.

More than half of the Law program is salary related. The FY22 budgeted amount includes the cost of living increase and total salary expense for 52.2 weeks. Additionally, the program includes certain obligated costs like the legal research program (Westlaw-year 3 of a 3 year contract) and cell phone (purchased through BELD). All lines, with the exception of the personnel costs, have been reduced for FY22.

The following is a summary of reductions to the existing accounts:

- 01-15101-530002 (Legal Services)
 - Reduced by 13.33%
 - The addition of a full time assistant town solicitor will allow the office to keep more litigation in house and reduce the need for outside counsel.
 - To date, the majority of the outside counsel expenses have been incurred relative to the litigation relating to the proposed 40B project at 383 Washington Street.
- 01-15101-534002 (Postage)
 - Reduced by 50% (Reduced by 50% in FY21)
 - Based on prior years' spending
- 01-15101-534004 (Cell Phone)
 - Reduced by 13.6% (Reduced by 3.84% in FY21)
- 01-15101-542002 (Office Supplies)
 - Reduced by 25% (Reduced by 33.33% in FY21)
 - Based on prior years' spending and priority in expenses

- 01-15101-573001 (Dues/Memberships)
 - Reduced by 18% (Reduced by 20% in FY21)
 - This will cover bar dues for the Town Solicitor and Assistant Town Solicitor; membership in the Massachusetts Municipal Lawyers Association for the Town Solicitor and the Assistant Town Solicitor; 1 registration for the MMA; 1 registration for the Massachusetts Continuing Legal Education Annual Real Estate Conference; and 1 membership to the Real Estate Bar Association for Massachusetts.
- 01-15101-576002 (Court Judgments)
 - Reduced by 100%
 - Based on prior years' spending. Additionally, the previously funded amount (\$500) would not likely be sufficient to cover a judgment.
- 01-15101-576003 (Claim Settlements)
 - Reduced by 80% (Reduced by 50% in FY21)
 - Based on prior years' spending
- 01-15101-578011 (Law Books/Research)
 - Reduced by 16.67% (Reduced by 14.28% in FY21)
 - Based on monthly legal research software (Westlaw) costs. YTD spending as of 4/30/21 in this line is \$2,270.55.

MAYOR'S OFFICE
(121-Administration)
(Page 4)

The Mayor's Office works under the direction of the Mayor, who is the Chief Executive Officer pursuant to the Town Charter. In this capacity, the Mayor is responsible for the daily management of our government, including oversight of financial matters and the Town's planning and development. The Mayor's Office is currently staffed by the Services Coordinator, Personal Assistant to the Mayor and Chief of Staff/Town Solicitor.

The Mayor's Office was previously staffed with a Project Manager, IT; however, when the position became vacant in December 2019, the decision was made to not fill the role. Instead, and in order to ensure the continuation of important technology related projects, including MUNIS implementation, the funds were used to cover the cost of technical support to the Town. Those services will conclude at the end of the fiscal year and the funding for the full time position in the office has been removed due to current financial constraints. If further IT support is required for MUNIS implementation, the funding will be provided through the Finance Department's Technology Program.

The Fiscal Year 2022 budget proposal includes the cost of living adjustment for staff and reductions in several accounts based on need and prior years' spending.

The following is a summary of reductions to the existing accounts:

- 01-12101-51104 (Administrative/Clerical)
 - Reduction of 8.43%
 - Elimination of Project Manager, IT position funding
- 01-12101-521005 (Awards & Ceremonies)
 - Reduction of 25% (Reduced by 31.97% in FY21)
 - Based on prior years' use and priority in spending
- 01-12101-530004 (Consultants)
 - Reduced by 100%
 - No foreseeable need for a consultant contract
- 01-12101-530005 (Advertising)
 - Reduced by 37.5% (Reduced by 18.36% in FY21)
 - Based on anticipated reduced need for legal ads in FY22
- 01-12101-534002 (Postage)
 - Reduced by 50% (Reduced by 59.18% in FY21)
 - Based on prior years' spending
- 01-12101-542001 (Printing/Forms)
 - Reduced by 44.4% (Reduced by 26.53% in FY21)
 - FY21 included various one time expenditures that will not be repeated in FY22
- 01-12101-542002 (Office Supplies)
 - Reduced by 18.18% (Reduced by 10.2% in FY21)
 - Based on prior years' spending and priority in spending
- 01-12101-571001 (Meetings/Seminars)
 - Reduced by 66.67% (Reduced by 31.97% in FY21)
 - Based on prior years' spending and priority in spending
- 01-12101-5711 (Mileage)
 - Reduced by 20% (Reduced by 48.97% in FY21)
 - Based on prior years' spending and use of individual vehicles

The Cell Phone line in the program (0112101-534001) is new for FY22 and is used to pay for 3 cell phones, issued by BELD, and used by the Mayor, Services Coordinator and Personal Assistant to the Mayor. The Dues/Memberships line was the only budgeted increase in the FY22 budget and covers the Town wide MMA membership, our MAPC membership and newspaper subscriptions.

Town of Braintree Finance Division

(Pages 8-18 in budget book)

Director Spellman stated my first accounting professor defined three basic financial operations that all business are run on. They are:

- 1) Cash receipts
- 2) Cash disbursements
- 3) Payroll

The Finance Division of the Town of Braintree is responsible for those operations and our three major customers are 1) the public 2) the employees and 3) the other departments.

Below is a list of the eleven programs that make up the Finance Division. A summary of the departments can be found after a review of the FY22 budget.

	Department/Programs	FY 2021 Current	FY 2022 Proposal	Difference 2022- 2021
133	Finance Programs			
1	Administration	263,234	453,611	190,377
4	Accounting	289,490	278,773	(10,717)
7	Assessing	296,877	305,152	8,275
8	Information Technology	652,782	687,344	34,562
9	General Insurances	899,248	875,881	(23,367)
10	Treasurer/Collector	597,738	989,807	392,069
50	Principal on debt	3,831,733	4,777,533	945,800
51	Interest on debt	1,290,338	2,865,123	1,574,785
339-				
52	Lease payments	56,640	56,640	-
53	Capital BSBA	2,768,868	-	(2,768,868)
54	Excluded Debt	-	<u>2,659,954</u>	<u>2,659,954</u>
133	Department total	10,946,948	13,949,818	3,002,870

Major Changes in Finance FY 2022 budget

There were no changes to the number of staff in the Finance division. Salary increases include the year three cost of living adjustments (COLA) and contractual changes, including any step increases per the various union contracts.

Finance

The salary lines reflect a two percent COLA increase and a step increase in the grant writer line. We are required to conduct an Other Post Employment Benefit (OPEB) valuation every two years to update the information for the Town’s annual audit report. As a result, the “Revaluation” line (01-13301-576001) has been increased from \$0 in FY21 to \$10,000 in FY22. The line will be reduced to \$0 again in FY23 and subsequently increased in FY24.

The program also includes the reactivation of “9C Cut Reserve,” (01-13301-578050). Understanding that other programs may incur a deficit later in the fiscal year, and in order to reduce the amount of free cash required for supplemental appropriations, this line has been created to provide a source of reserve funding.

Other reductions in the program include:

- Consultant—Reduced 8.57%
- Advertising—Reduced 50%
- Postage—Reduced 50%
- Printing—Reduced 50%
- Office Supplies—Reduced 50%
- Mileage—Reduced 50%
- Dues/Memberships/Subscriptions—Reduced 50%

Accounting

The salary lines reflect a two percent COLA increase and step increases for the administrative clerical line.

Other reductions in the program include:

- Inservice Training—Reduced by 100%
- Photocopy Rental—Reduced by 42.86%
- Data Processing Costs—Reduced by 100%
- Office Supplies—Reduced by 22.22%
- Copy/Photo Supplies—Reduced by 11.11%

Assessing

The salary lines reflect a two percent COLA increase and step increases for the administrative clerical line.

The Clothing Allowance was increased as required by the collective bargaining agreement.

Mileage was eliminated.

Information Technology

This program funds the Town’s financial softright, including implementation, maintenance and training, as well as existing technology town wide, including Microsoft 365 and Microsoft Office.

Equipment Maintenance is increased to support continued support of Softright as we continue the transition to MUNIS.

Consultant covers the Town’s annual support contract with BELD for IT support and service. This payment is part of a 3 year contract and reflects a \$10,000 increase over FY21.

Website Expenses has been reduced by 48.84%.

Office 365 Upgrade supports a town wide upgrade to Office 365 E-Mail and Applications to ensure current licensing and protect against technology vulnerabilities.

MUNIS Annual Maintenance has been reduced by 10.91% as a result of BELD taking over some system updates and an annual maintenance fee increase.

Other Equipment funding was added to support the replacement of equipment town wide.

General Insurance

Treasurer

The salary lines reflect a two percent COLA increase and step increases for the administrative clerical line.

OPEB Liability – The Town did not fund this line in FY21 and has increased the line to \$377,500. This amount will continue to increase as operations stabilize.

Reductions in the program include:

- Data Processing Costs—Reduced by 50%
- Consultants—Reduced by 33.33%
- Office Supplies—Reduced by 55.56%
- Prescription Glasses—Eliminated
- Meetings/Seminars—Reduced by 50%
- Recordings/Takings—Reduced by 20%

Debt Principal

Bond Principal- this increase of \$945,800 is the projection of the FY 2022 general fund principal debt service for the new debt to be issued in June. This also includes moving the East Middle School debt principal from program 53 to this line.

Debt interest

Bond interest - this increase of \$1,574,785 is the projection of the FY 2022 general fund interest on debt service for the new debt to be issued in June. This also includes moving the East Middle School debt interest from program 53 to this line.

Reserve for Capital Projects

Reserve – this program was accounting for the debt service for the middle school projects. As noted above, East Middle School debt service has moved to the debt principal and debt interest lines.

Debt Exclusion

This program has been added to pay the new debt service costs for the \$50,000,000 debt issued for the new South Middle School that was issued last November for a net interest cost of 1.99%

Finance Department overviews

Contract Administrator/Grant Writer

Under the guidance of the Finance Director and Town Solicitor, the Contract Administrator/Grant Writer manages the procurement process for all Town departments. The Administrator provides technical support to departments for issues relating to compliance with Massachusetts procurement laws and best practices for drafting contracts.

The Administrator ensures the smooth management of both the large and small procurement projects performed by the departments by setting reasonable and attainable procurement schedules, producing the procurement documents in a timely manner, publishing all required legal notices, conducting the bids and evaluations, preparing contract documents for signature, and maintaining complete procurement records.

Additionally the Administrator researches grant programs and writes funding applications. Serving as a liaison between Town departments and funding agencies, the Administrator assists project managers in writing grant applications, editing drafts for accuracy, completeness, clarity, and compliance with grant requirements. Upon award, the Administrator manages the grant procurement process and reviews expenditures and project status to ensure proper expenditures are made.

A list of recent grants awarded to the Town of Braintree is below:

Grant or Program	Award Amount	Department	Awarding Authority
Emergency Management Performance Grant Program COVID-19 Supplemental (EMPG-S)	\$9,500	BEMA	Massachusetts Emergency Management Agency (MEMA)
Assistance to Firefighters Grant - PPE and Decontamination Equipment	\$33,840	Fire	Federal Emergency Management Agency (FEMA)
Firefighter Safety Equipment Grant	\$19,772.00	Fire	Department of Fire Services (DFS)
Municipal Preparedness Vulnerability Program	\$750,000	Planning	Executive Office of Energy and Environmental Affairs (EOEEA)
Historic Building Survey	\$15,000	Planning	Massachusetts Historical Commission (MHC)
Rapid Recovery Plan Program - Small Business Technical Assistance	\$60,000	Planning	Mass Downtown Initiative (MDI)
Traffic Safety Equipment and Enforcement	\$25,000	Police	National Highway Traffic Safety Administration
Edward J. Byrne Memorial Justice Assistance Grant - Covert Operations Equipment	\$40,000	Police	Executive Office of Public Safety and Security (EOPSS)
Flu Vaccine Clinics	\$3,631.28	Public Health	Department of Public Health (DPH)
Watson Park Shoreline Erosion Mitigation and Coastal Resiliency Improvement	\$102,329	Public Works	Massachusetts Office of Coastal Zone Management (CZM)

Shared Streets and Spaces Program - School Crosswalk Improvements	\$291,237.50	Public Works	Massachusetts Department of Transportation (MassDOT)
Sustainable Materials Recovery Program (SMRP)	\$19,800	Recycling	Massachusetts Department of Environmental Protection (DEP)
Food Security Infrastructure Grant (FSIG) - Meal Distribution System	\$42,614.82	Schools	Executive Office of Energy and Environmental Affairs (EEA)
IT Security Risk Assessment	\$10,000	Schools	Massachusetts Interlocal Insurance Association (MIIA)
Accelerating Climate Resiliency Winter Program	\$12,000	Stormwater	Metropolitan Area Planning Council (MAPC)
Election Administration Equipment	\$13,465	Town Clerk	Center for Tech and Civic Life
Cybersecurity Training Licenses	N/A	Town Wide	Executive Office of Technology Services and Security (EOTSS)
Green Communities Designation	\$202,590	Town Wide	Department of Energy Resources Commissioner (DOER)
Reimbursement for Direct COVID Costs – Emergency Protective Measures	\$88,501.84	Town Wide	Federal Emergency Management Agency (FEMA)
Reimbursement for Direct COVID Costs – Emergency Protective Measures	\$64,087.16	Town Wide	Federal Emergency Management Agency (FEMA)
Reimbursement for Direct COVID Costs – Emergency Protective Measures	\$86,406.30	Town Wide	Federal Emergency Management Agency (FEMA)

Assessors

The Board of Assessors and the Assessors Department’s primary responsibility is to annually determine the valuations for all real and personal property in the Town of Braintree according to Chapter 59 of Massachusetts General Laws under the oversight of the Massachusetts Department of Revenue (DOR). This is accomplished each year after full review of all property sales, analysis of income and expense data from commercial property owners as well as cyclical property inspections. Deeds are reviewed and entered into the database to update ownership as well as qualify sales for the analysis.

After valuations have been certified by the DOR, New Growth is then submitted for approval. New Growth is new construction and other improvements/additions, subdivisions and condo conversions subject to

taxation for the first time that are added to the Tax Levy outside of Proposition 2 ½. This New Growth is collected based on property inspections from building permits and subdivision plans.

Under Proposition 2 1/2, the Tax Levy or amount to be raised through local taxation cannot exceed 2½% from the prior Fiscal Year plus New Growth (plus any override or debt exclusion) passed by the Town. This calculation is known as the Levy Limit. Once the values and New Growth have been approved by DOR, it is merged on their Gateway system with other reports completed by the Director of Municipal Finance and Town Accountant to determine a proposed tax rate to be voted on by the Town Council at the Annual Classification hearing. Once the Town Council votes at Classification all reports are then submitted to DOR for final tax rate approval.

Property inspections are completed of all businesses in Town for Personal Property tax purposes. Forms of Lists are sent out and reviewed for these valuations.

The Assessor's Office also handles any abatements, exemptions and deferrals related to property tax bills. Exemptions are available to qualifying Senior/ Widow, Veteran, and Blind persons under locally adopted DOR guidelines. Appeals are reviewed and decided by the Board of Assessors. Further appeals are defended at the Appellate Tax Board in Boston.

The Assessor's Office is also responsible for submitting all motor vehicle and boat excise tax bills to the Treasurer Collector's office and handling any abatements or exemption applications associated with those bills.

The Assessors also maintain the historical Assessor Maps for all parcels in Town and help coordinate those maps and related data with the Engineering Department to provide the Town's GIS Mapping System.

Certified Abutters Lists are completed by the Assessor's office to assist other departments, residents and property owners with permits, licenses, and hearings.

Accounting

The mission of the Accounting office of the Department of Municipal Finance is to protect the fiduciary interests of the Town by providing independent, timely oversight of the Town's finances and to ensure that financial transactions are executed legally, efficiently, and effectively in accordance with Massachusetts General Laws.

The Accounting Office is headed by the Town Accountant. The Accounting Office is responsible for the following general duties:

1. Examination of all books and accounts of those Town agencies charged with the responsibility of the custody or authority to expend Town funds
2. Preparation and processing vendor and payroll warrants to the general ledger
3. Reviews and posts cash receipts in general ledger as received. Monitors expenditures of all town funds; examines all department bills schedules and payrolls for appropriateness of expenditure and for accuracy and availability of funds before payment by Treasurer

4. Maintains a complete set of financial records for all town accounts, appropriations, debts, and contracts; maintains a general ledger and journal for the recording of all transactions. Reconciles Treasurer's cash balance and receivables with General Ledger.

At the close of the fiscal year the Town Accountant is responsible for the submittal of the combined balance sheet to the Department of Revenue (DOR). The balance sheet is the report that shows the town's financial position at the end of the fiscal year. It summarizes account balances of assets, liabilities, and fund equity and is used by DOR in calculating free cash.

Subsequent to free cash certification, the Schedule A is completed. The Schedule A is a statement of revenues, expenditures, fund balances and other financing sources and uses. This report, prepared at the end of the year for the recently past fiscal year, is sent to DOR.

The Town Accountant also provides financial data for the School Department's End of Year Financial Report.

The Town Accountant also provides the financial data needed for the competition of the Annual Town Audit and the preparation of the annual Comprehensive Annual Financial Report (CAFR) and reporting to Federal, State, Local governments, bonding and banking markets.

Treasurer/Collector

The Treasurer's Office employs 3 employees, 2 clerks are responsible for processing/maintaining the Town's Payroll for approximately 1,600 employees (2,000 + in summer) on a Bi-Weekly schedule. The office verifies all departmental revenue turnovers submitted, manages the "Direct Pay" health insurance for employees & retirees and collects and issues "One Load Permits" for the Recycling Center.

The 3rd employee is the Treasury Accountant who balances all bank accounts each month based on the turnovers submitted by each department. After balancing all accounts, submits the monthly revenue to the Town Accountant to post to the General Ledger.

We process tax titles for those that have a lien on property for non- payment of taxes, have tax lien sales, handle unclaimed checks, NSF checks, and pay Federal and State taxes on payroll. The office also files 941 & 945 paperwork for the Town and Braintree Retirement.

We also monitor bank stability and rating and move money to maximize safety, liquidity, and yield at all times.

The Collector's Office has an office of 3 clerks and the Assistant Treasurer/Collector. We mail out Real Estate (12,000 plus 2 x a year), Personal Property (1,200 2 x a year), Excise (40,000 plus throughout the year) and Trash bills (12,000 once a year) for the Town and collect those payments. When received, the payments are turned over to the Treasurer on a weekly basis. We help residents with questions on bills and forms that are required to get an excise abated and with Tax Services, Attorneys, and Mortgage companies so they have correct information for payments. We also process MLC's for sales/refinances and help Police department with parking tickets (moved to them in 2021)

We work closely with the Recycling department regarding Trash Cart delivery/pick up and with the Building department on various permits requested by tax payers.

The Collector starts the process of a Tax Taking on those properties that have not paid their taxes and when filed give to Treasurer for either foreclosure or lien sale.

Questions from Ways & Means

Administration (13301):

- Does the \$10K for revaluation (0113301-576001) represent Assessing reval work? If so, should this be placed under the 13307 Assessing department (does it matter)?

No, this is a valuation of the Town' OPEB liability, which must be completed every two years and is separate from the Assessing Department.

- What specifically does the 9C cut reserve represent (0113301-578050)? Is this for a particular bargaining unit or units? Is this expected to cover all increases or is this just a piece of the pie if you will?
- Addition of 9C Cut Reserve

Understanding that other programs may incur a deficit later in the fiscal year, and in order to reduce the amount of free cash required for supplemental appropriations, this line has been reactivated to provide a source of reserve funding.

Accounting (13304):

- Why the cut in photocopy rental (0113304-527002)? Was this simply to remove some of the budgetary surplus?

The Town has entered into a new state copier contract with savings and the requested amount is sufficient to cover the cost of the new contract.

Information Technology (13308):

- Why the almost 50% cut in website expenses (0113308-530021)?

Several adjustments have been made to the website contract that have resulted in reduced expenses. Additionally, the Town previously paid several up front costs for the build out of the website that are no longer required, leaving only support/maintenance costs for the website. Finally, the Town previously supported the School Department website, but they have switched to a new host and the costs incurred by the Town have been removed from the budget.

For information purpose, there were 490,000 website visits from 2020 to 2021, a 56% increase over the prior year. The average visit is 2 minutes and 55 seconds, which is a good indicator, with 47% of the traffic coming from a desktop and 53% from a mobile device. In total, there have been 50,934 downloads from the website this past year.

General Insurance (13309):

- Insurance premiums (0113309-574005) actuals have increased greatly year over year from 2019 to 2021, but there appears to be a projected slow down on this for FY22. What assumptions or information changed?

The Town has incurred several major losses that remain part of the look back period for our policy renewal including, for example, the two school roof losses. These claims have affected our rate and caused increases over the last few years. The increase in the premium line is the result of increases in certain deductibles and a MIIA rewards credit of \$29,000.

Treasurer/Collector (13310):

- How was the \$377,500 OPEB liability insurance amount arrived at (0113310-578010)? A percentage of the projected OPEB actuarial valuation contribution?
- Is there a plan to increase OPEB Liability to prior year levels?

This amount is half of the funding from FY2020 (\$755,000). As businesses continue to reopen and revenues improve, the Plan is to bring the balance up over time.

Councilors asked about the 9C Reserve fund and why is the \$175,000 the right amount.

The OPEB fund was questioned and what would happen if we do not fund it this year. Director Spellman stated there is no legislation stating we need to add to the OPEB fund this year. I felt it important to start the funding again to get the money invested. It is a question the rating companies ask. The plan would be to have this funded by 2033.

Councilors questioned PILOT payments. Director Spellman stated PILOT payments are voluntary agreements with non-profit organizations and are not required by statute.

MOTION: by Councilor Ryan to TABLE Order 21 020

Motion: by Councilor Ryan TABLE Order 21 020

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

- **21 021 Mayor: FY2022 Budget – Community Preservation Committee or take up any action relative thereto**

Chairwoman Boericke stated no action is required on Order 21 021 this evening.

Chairwoman Boericke stated this Order 21 021 will be discussed when the Melissa SantucciRozzi, Director of Planning & Community Development is presenting her proposed FY22 Budget on May 12, 2021.

- **21 022 Mayor: FY2022 Budget - Continuation of Revolving Funds or take up any action relative thereto**

MOTION: by Councilor Ryan to take off the TABLE Order 21 022

Motion: by Councilor Ryan take off the TABLE Order 21 022

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

Chairwoman Boericke asked are there any discussion/questions on the Revolving Funds for Golf? Appendix O shows the history of the Revolving funds. Behind the Table of Contents shows the specific R1 and it was noted this Motion will be read in full at the final W&M budget meeting on May 13. (Revolving Accounts discussion/questions on the date Department Head presents Budget)

5/4 Library®

5/6 Golf®

5/10 Department of Public Works® - Recycling

5/12 Dept. of Elder Affairs®

5/12 Municipal Licenses & Inspections®

5/13 Education®

MOTION FOR CONTINUATION OF REVOLVING FUNDS

R1. That, in accordance with the provisions of Chapter 44, Section 53E1/2 of the General Laws, the Town of Braintree hereby sets the maximum amount that may be spent during fiscal year 2022 beginning on July 1, 2021 for the revolving funds established by ordinance for certain departments, boards, committees, agencies or officers, as follows:

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2022 Spending Limit
Elder Affairs Services and Activities	Department of Elder Affairs	\$30,000
Immunization	Board of Health	\$50,000
Library Materials	Library Trustees	\$45,000
Library Room Rental	Library Trustees	\$5,000
Recycling Materials	Mayor, in conjunction with Recycling Coordinator	\$2,000
Household Hazardous Waste	Mayor, in conjunction with Recycling Coordinator	\$50,000
Full Day Kindergarten	School Committee	\$925,000
Pro Shop	Mayor, in conjunction with Director of Golf Operations	\$200,000
Food and Beverage	Mayor, in conjunction with Director of Golf Operations	\$450,000

MOTION: by Councilor Ryan to TABLE Order 21 022

Motion: by Councilor Ryan TABLE Order 21 022

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

It was unanimously voted to adjourn the meeting at 7:30p.m. by Roll Call Vote.

Respectfully submitted,

Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 21 020 Mayor: FY2022 Operating Budget or take up any action relative thereto
- 21 021 Mayor: FY2022 Budget – Community Preservation Committee or take up any action relative thereto (Presented by Planning Department/Melissa SantucciRozzi on May 12) TABLE TO MAY 12
- 21 022 Mayor: FY2022 Budget - Continuation of Revolving Funds or take up any action relative thereto



Braintree Town Council

Committee of Ways & Means

One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

Meredith Boericke, Chairwoman
Charles Ryan, Vice-Chair
Donna Connors, Member
Julia Flaherty, Member
Steven Sciascia, Member

MINUTES

Monday, May 10, 2021

A meeting of the Committee of Ways & Means was held Remote via Zoom Webinar, on Monday, May 10, 2021 at 6:00p.m.

Councilor Boericke was in the Chair.

Clerk of the Council, Susan M. Cimino conducted the roll call.

All votes were taken by Roll Call Vote.

Present: Meredith Boericke, Chairwoman
Charles Ryan, Vice-Chairman
Donna Connors, Member
Julia Flaherty, Member
Steven Sciascia, Member

Also Present: Nicole Taub, Chief of Staff/Town Solicitor
Ed Spellman, Director Municipal Finance
James Arsenault, DPW Director
Lou Dutton, Superintendent Water & Sewer
Mike McGourty, Facilities Director
Jeff Kunz, Director Trash & Recycling
Christopher Griffin, Asst Director Parks & Recreation
Robert DeVito, DPW Finance
Ben Hulke, Asst DPW Director
John Thompson, Town Engineer/Asst Director DPW
Shawn McGoldrick, Town Auditor
Katherine Pomeroy, Town Auditor

FY2022 documentation and questions and answers can be found on the Town's website:

<https://braintreema.gov/449/Fiscal-Year-Budgets>

Town of Braintree YouTube channel will also have recordings of meetings.

Approval of Minutes

- March 31, 2021

MOTION: by Councilor Ryan to approve Minutes of March 31, 2021

Motion: by Councilor Ryan to approve Minutes of March 31, 2021

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

- April 27, 2021

MOTION: by Councilor Ryan to approve Minutes of April 27, 2021

Motion: by Councilor Ryan to approve Minutes of April 27, 2021

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

Old Business

- None

New Business

- **21 020 Mayor: FY2022 Operating Budget or take up any action relative thereto**

MOTION: by Councilor Ryan to take off the TABLE Order 21 020

Motion: by Councilor Ryan take off the TABLE Order 21 020

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

<u>APPENDIX F</u>	<u>PAGES</u>
400 Department of Public Works	61-78
<u>APPENDIX G</u>	<u>PAGES</u>
436 Sewer Enterprise Fund	1-7
438 Water Enterprise Fund	8-17
<u>APPENDIX I</u>	<u>PAGES</u>
640 Storm Water Enterprise Fund	1-6

Nicole Taub, Chief of Staff/Town Solicitor noted all FY2022 documentation and questions and answers can be found on the Town’s website: <https://braintreema.gov/449/Fiscal-Year-Budgets>

Nicole Taub, Chief of Staff stated the DPW Department budget is one of our largest. The Department includes 3 of our Enterprise funds which are self-sustaining. DPW makes up about 6% of our overall budget.

DEPARTMENT OF PUBLIC WORKS

DESCRIPTION FUNDING AND STATUS

The Public Works Department implemented a department wide re-organization about three years ago to help us better serve the public, provide for upcoming challenges and allow for us to seamlessly move forward in the years to come. This implementation included a new stormwater utility to help us be ready and staffed to meet the EPA's new federally mandated and unfunded stormwater regulations, more streamlined management of staff, provide for succession planning with a number of senior people that have since retired and will be retiring and having staff and equipment in place to allow us to continue to improve. The implementation is still ongoing even with the current budget concerns and we hope to have it fully implemented within the next few years.

As requested we have reduced the FY22 funding by about 10% while still maintaining our financial stability. We were able to do this by shifting two highway positions to the Stormwater Utility since they were doing stormwater activities already and we had available funding within the Utility. The facilities division also eliminated one vacant Facilities Laborer position and one a Motor Equipment Repairman position as well. These are both needed positions but we felt they were possible reductions to meet the reduction required. The Recreation division reduced the funding for the Recreation and community event coordinator position to only being funded part of the coming fiscal year to help reduce costs as well.

Also as you look at the overall budget costs year over year you don't see the full savings the reduction of the positions give in benefit costs as well since they are shown in the personnel budget. Also there was some additional cost savings to the general fund from the water and sewer division with personnel transfer cost sharing as well. We hope that in the coming years if the finances are better we will be able to replace some of these positions as they are all needed positions in the DPW. We also will be looking to find opportunities to find resources in the DPW in the coming years as well to repurpose existing funds to increase personnel as well they are essential to us being able to do our job.

There are a number of divisions within the public works department for the Town of Braintree. Below is a summary of the main divisions and some of the key activities we are currently working on, as well as the future funding concerns and some of our future needs.

The Admin Division (85 Quincy Ave) helps administer the workings of all other divisions. This includes the Assistant Director of Operations, Assistant Director of Engineering, Financial Analyst and other support staff. Our continuing focus is on aligning all of the departments to function better, grant opportunities, streamlining the budget/ personnel and helping to implement MUNIS, the new financial software program, and other relevant programs.

The Facilities and Equipment Division (245 Union St) is a relatively new division and we have made some great progress in the past three years. The division work includes maintaining the existing Town buildings including cleaning, upkeep of the utilities, heating/cooling, security, pest control, etc. The division also includes oversight of capital building projects such as the American Legion painting, Daugherty Gym renovations, 74 Pond Street renovation, Police Station renovations, Fire Station renovations, Town Hall renovations, Golf Course expansion, Elder Affairs addition, Town hall HVAC upgrades and the like. Through the reorganization, we have been able to save quite a bit of money by

doing the work internally with our own dedicated staff instead of contracting it out. This year as is noted above due to budget concerns we will have to eliminate both a laborer position and Motor Equipment Repairman position. The future funding needs of this division are to try to get back the positions lost and also a future possible merger with the school department facilities division as well.

The Traffic Division (85 Quincy Ave) is a part of the engineering division. Currently the focus for the traffic division is on a Town wide signal inventory program, Traffic Calming and resident concern reviews, pearl & Ivory I/C, new South Street and Washington I/C signal and Grove and Liberty I/C.

The Engineering Division (85 Quincy Ave) assists all the other divisions and the Town as it relates to Civil Engineering. This includes implementation of various federal and state regulations, basic surveying, civil design plans, drainage design, property line determination, GIS system, mapping, water replacement projects, I/I sewer survey, study, design and implementation and 100 roads paving projects from beginning to end and many other tasks.

Currently the focus is on completing the current Infrastructure program, creating a new roadways ranking system, projecting out future year's needs, continuing to implement and get funding through the complete streets program, assisting with ADA compliance concerns, generating a new transportation plan including sidewalk prioritization and continuing to implement our new GIS software program, People GIS.

The Highway Division (245 Union) has had a repositioning of two existing laborer staff to the storm water division as they were performing stormwater related duties and in order to not have to reduce staff further as well. The division has have a variety of dump trucks, backhoes, loaders, graders, excavators, street sweepers and vacuum trucks including many other pieces of equipment to do the job. The future goal is to getting some staff relocated back again and having a new Public Works building with more space and better available to better cover the existing equipment and vehicles we have.

The Highway division oversees the general maintenance of the roads and right of way of the Town. This work includes snow removal, patching potholes, upkeep of two dams and the landfill area, sidewalk repairs and placement, involvement in field monitoring of the 100 roads program, cutting grass, fixing drainage concerns, street sweeping, basin cleaning, stripping, signage, speed reduction devices, signal maintenance when warranted and many other tasks. Currently the focus is on town wide Park renovations, various drainage renovations, Speed Humps placement (both temporary and permanent), placement of flashing crosswalk signs, Traffic calming and resident concerns implementation, street cleaning and leaf removal, basin cleaning and getting ready for the winter.

The Solid Waste Division (85 Quincy Ave/ 74 Pond) is comprised of all contract employees called casual employees. This division oversees the entire trash and other solid waste removal programs for the town, including trash, recycling, yard waste, bulk waste and twice a year solid waste removal. This also includes the general oversight of the transfer station by the Town landfill site, assistance with the compost yard, oversight of the removal company, their schedule, containers and routing. Lastly compliance with federal and state regulations for the removal and transfer station as well. Currently the focus is on doing our best to keep the costs down regarding the recycling processing with costs currently projected lower this funding was decreased significantly. We also always continue to look for ways to improve our service and to reduce the costs to the community and recycle and reuse as much as possible.

The Recreation Division (85 Quincy Ave/ 74 Pond) relocated about two years ago to 74 Pond Street from 85 Quincy Ave in order to gain more space, better access to the large conference room and more centrally located in Town. This division oversees the playgrounds, cemeteries, oversight of the Art facility, all school fields and many activities throughout the Town. This includes a summer program with activities for children (which had to be reduced this year), adults and the elderly. These programs include summer

camps, beach oversight, travel programs, movie nights, volunteer events, fun runs, and many other activities. Currently the focus is on the possibly of improvements to some of our existing recreational facilities, numerous events, creating new facilities, assisting with the new proposed Peterson Pool program and many other projects as well. Due to the current financial concerns the Recreation and community event coordinator position to only be funded part of the coming fiscal year.

The funding needs for this section include replacing funding for the Recreation and community event coordinator position or reorganization of the positions to better accommodate the needs of the division. Also needed are the replacement of the light poles at the high school and various fields in Town, fence repair Town wide, field resurfacing, implementation of new fields at the land we own at the I/C of Granite and West Streets, updated irrigation in a number of the fields, significant upgrades at both Watson and Hollis parks as well as the High School to signature park level. This is projected to be implemented in phases and the design is in process now.

The Grounds Section (245 Union) oversees the grounds for all the Town properties including most of the school grounds. This includes pavement upkeep (except schools), cutting the grass, upkeep of playgrounds, school fields, lighting, fencing, management of the compost yard and many other tasks. Currently the focus is on getting newer and better equipment with better equipment repair response time and an updated building. Also setting the fertilizer program in a more regular routine and getting staff more training.

The Cemetery Section (Plain Street Cemetery) oversees the various cemeteries throughout the Town. This includes cutting grass, repairing fences, upkeep of structures, performing burials, laying out future cemetery grounds expansion and generating revenue for the division so it can be as self-reliant as possible. Currently the focus is on the cemetery grounds expansion and creating new policies. Also getting newer and better equipment with better repair response time and an updated building.

The Water and Sewer Division within the past few years a new superintendent, staffing and water/ sewer engineer were a part of the DPW reorganization. The increased staffing helped with us managing some water and sewer projects in house and the Engineer position was created to help better oversee Town projects and track information.

The Sewer and Water Transmission Section oversees all the water and sewer piping systems throughout the Town. This maintenance includes routing inspection, repair, looping minor sections of lines when possible, field oversight of the yearly water replacement projects, I/I repair projects and pavement replacement projects from the 100 roads program as well. Currently the focus is on this year's water replacement projects, sewer renovation projects, replacement of the Howard St. Pump Station project, design of the Brookside Street pump station renovation project, Commerce Park pumping station elimination, creating flow monitoring systems, expanding the SCADA info system, wireless real time meter reading and a new monitoring software program. The future need of this division is for a new Public Works building.

The Water Treatment Section (300 King Hill Road) oversees the treatment plant, the grounds around the plant, the reservoirs, various dams, piping system, the water towers around Town, Sewer Pumping stations and various wells. This maintenance includes the upkeep of the water flow, hydrant flushing, pumping systems, treatment systems, testing, reporting, security, future plant design and many other

duties as well. Currently the focus has been on moving forward with the proposed new treatment plant and until then keep the existing plant going as effectively as possible.

The Stormwater Division was created to be able to comply with the new federally mandated Stormwater program. The new staff include a Stormwater Manager, Billing Analyst and Outreach Representative, as well as the transfer of three positions from the Highway division to create the Division. The funding for these positions was created by the recently implemented Stormwater fee. This division helps us provide the outreach, mapping, testing, permitting, inspection and other activities that a stormwater program requires. This also allows the department to focus on Town wide outreach and connection to the program for all departments as is required. Currently the focus has been on complying and meeting the several stormwater permit deadlines, working on a 604B grant we secured through DEP for possible future drainage treatment projects, another grant for the Stetson Street culvert replacement project, another grant for tree box filters around the town to help remediate sediment contaminants and getting new software to better track the drainage system and our impervious areas throughout Town. We have repositioned two existing Highway laborer staff to the division as they were performing stormwater related duties and in order to not have to reduce staff further as well.

The storm water fee will not be raised this coming FY but will be raised for the last time in FY23 as part of the previously approved ordinance. This will help us with the funding of the staff, help us get a new Public Works building and to help us with keeping the fund solvent for years to meet the regulations we are required to meet.

Fiscal Year 2022

General Fund Expenditures:

Division 400 (DPW, pg. 61 – 78)

- DPW Facilities/Equip Maintenance Labor/Custodian/mechanics decreased from \$808K to \$737K, was a position cut or vacated? This line item was also cut \$82K, or 9%, for Highway. Unfortunately in order to meet the 10% reduction requirement we had to eliminate two positions in the DPW facilities division including one Laborer & one Mechanic position. The DPW Highway division also had two positions that were moved to the Stormwater division to better align the actual work being done with the proper division and reallocate the funding appropriated to the positions.
- Building repairs increased 14%, \$11K, are there unusual one-time repairs that need to be done? There are a number of significant building repair projects ongoing throughout the Town at this time. This includes the Doughty Gym, 90 Pond Street and the Foster School. The Facilities division is also responsible for numerous other buildings throughout Town, each with a number of concerns that need attention. The increase to the building repairs account allows us to use these funds and leverage our in house staff to try to mitigate some of the below noted repairs in an expedited fashion. At the same time materials costs in general have increased exponentially this past year due to COVID and this increase accounts for that as well.

- Engineering services increased from \$50K to \$70K, though FY21 actuals so far are only \$21K. What additional services are needed?

The current budget to actual reflects higher expenses and funds are needed to make the account balanced for next fiscal year. Some of the costs incurred throughout the year are as noted below:

- Town GIS Consultant representative – The portion of the cost paid for these services out of the Engineering division is approximately \$25,000.
Town consulting company provides reports required by the Department of Environmental Protection for the Town Landfill which costs approximately \$35,000 per year.
Lastly there are yearly software program and consultant needs as well.
- Street Lighting was budgeted at \$300K, compared to \$315K in FY21 and actuals of \$415K in FY20 and FY19. What accounts for this decrease from previous years?
The funding for the lighting is a contractual agreement with BELD. A number of years ago BELD funded a project to pay for the upgrading of the street lighting throughout Town to LED. As a way of recovering the costs of those improvements BELD increased the lighting costs to the Town over a set time period which was to end this fiscal year with a reduction in yearly cost from \$415,000 to \$200,000 per year thereafter. However, give the pandemic was upon us last year BELD allowed us to have this reduction be over a two year period with fiscal year 2022 being set at \$300,000 and fiscal year 2023 being set at the final cost of \$200,000 per year as noted above.
- Environment affairs/waste collections, Recycling Processing 0140012 538010 decreased from \$450K to \$250K, why?
The past projections for recycling processing were showing a significant increase over this fiscal year. This was due to international trade costs and restrictions beyond our control. Therefore our costs for these services were increased significantly last year. However, since that time the rates have actually come down significantly. Therefore we have estimated the costs much lower for this coming fiscal year. The recycling market is a very volatile one and we do our best to predict the best we can as things change.
- Recreation/community events, Department Head 0140015 511002 decreased from \$99K to \$50K. I understand Nelson is no longer with us, unfortunately, but is the Town not 100% funding that position anymore or combing the duties?
The current expectation is that this position will not be filled until later in the new fiscal year.
- Grounds maintenance overtime 0140018 513001 overtime cut from \$80K to \$40K, anticipating fewer overtime shifts?
Over the past few years this account has not expended all of these funds. Given the current directive of needing to cut by 10% we decided to reduce these funds as much as is possible. However, if the financial environment improves we may request an increase to moderate this reduction.
- 40010-553001 Roadway Markings - \$30K budgeted in 2021, but only \$6100 in actuals? Why is there such a big gap and what will change that we expect to use the full amount in 2022?

Roadway markings are normally spent by the end of May or beginning of June with the centerline painting program. Please be aware that at this time all of the funds for this account have either been encumbered or spent.

- 40011-538000 What accounts for the nearly doubling of contractor services in FY21? Is that to cover the actual snow plow drivers?

The snow and Ice budget is just a place holder for the cost of items in order to manage the winter snow removal effort. Since we are dealing with mother nature we have no way of determining any exact costs. As far as contract services it is any services we use a contract for; however, the vast majority of this cost is for snow plow contract drivers, their vehicles and equipment to help us plow the snow.

- Are the salary increases that exceed 2% due to step changes?

In general you are correct. However, the stormwater division labors salary account did increase due to them now funding two additional laborer positions. Those positions were transferred from the highway division due to them having stormwater related activities they normally work on.

- Can the \$10K in “Drains” be covered under the storm water enterprise fund?

The funds in highway drain account are additional funds that the highway division needs from time to time to help manage the roadways. This can include replacing manhole covers, spot repairs and various pre storm activities.

- How does the Bra-Wey Rec Assessment work?

The Bra-Wey Assessment is just our portion of an estimate of the overall costs for the coming year in order to manage Pond Meadow Park. This includes both capital and operating expenditures determined by the organization that oversees the park. We are then given the final number for our portion of the costs and we insert that number into our budget.

Enterprise Funds Expenditures:

Water

- 7043801 512001 part-time employees decreased from \$60K to \$40K, elimination of a position or vacancy?

Over the past few years this account has not expended all of these funds. Therefore we have decided to reduce the funding levels to offset some of the increases of the division.

- 7043801 530004 consultants decreased from \$80K to \$60K, was a particular service discontinued?

There were some one time services needed due to several senior staff who left this fiscal year that will not be needed next fiscal year.

- 7043801 530006 engineering services increased from \$70K to \$100K; FY21 was the first year this line item had any budget at all. What are these services, and what was the reason for the increase?

The Town GIS consultant services representative has always had those water/sewer services paid out of a number of water/ sewer accounts in the past. We wanted to set these costs in the water/sewer portion of the budget out of the same account for the future.

- 7043801 530019 software nearly doubled from \$37K to \$71K; FY21 actuals costs are \$73k so far. What is this software? Was it implemented early?

There have been a number of software purchases over the past few years. This includes video monitoring of the Richardi pumps station, software for tracking the capital costs for our projects, various other CAD, GIS, billing, tracking and work order software as well. All of these purchases have greatly increased our ability to do our job in a much more efficient manner. Recently we purchased Sedaru software which did increase the costs as noted but will help us greatly in overseeing our overall water and sewer system and allow us to be much more proactive instead of reactive. We will continue to innovate and work to make the water and sewer division as efficient and cost effective as possible.

- 7043803 524003 outside motor vehicle increased from \$25K to \$30K; FY21 actuals were \$41K, why were actuals so much more than budgeted? Is \$30K a reasonable budget?

The aging of our vehicle inventory resulted in increased repair/maintenance costs. We hope that with our more recent new vehicle purchases we will be able to minimize the maintenance costs in the future. However, there is no way to determine equipment and vehicle breakdowns. We do our best to maintain our equipment but once items get to a certain age more mechanical issues occur. We feel that at this time given all the possibilities the \$30,000 budget set should be sufficient.

- 7043804 515010 System rehab standby/weekend duty was eliminated (\$55K to \$0, FY21 actuals are \$41K), is this a reasonable cut?

The Standby/weekend duty program was on a trial basis to try to bring more staff in for emergencies. After further review and given the cost of \$55,000 per year for this program we have decided to go back to utilizing management for emergencies. That along with some increased overall staffing we feel should address the staffing needs for emergencies we had in the past and will save us some money as well.

- 7043805 530011 treatment division water testings increased from \$25K to \$45K; previous years actuals did not exceed \$20K. Does the Town do routine testings every few years?

We recently replaced our filter media with GAC for the treatment of PFAS, a compound that has been recently classified as a contaminant. Because of this new media system we are required to provide monthly testing for PFAS on the individual filters to ensure that they are performing effectively. This will cause a significant increase in the testing costs and therefore the need for the increase in funding.

- 7043806 585000 water meters increased from \$150K to \$210K; FY21 actuals are only at \$125k. Is this a one-time project?

We are moving forward with AMI (Automatic Meter Integration). This will allow us read all Town meters much faster which once up and running will save us time, money and get us more and better data. These costs are associated getting this program up and running and maintaining the system.

- 7043807 591000 future tri-town debt service had \$480K budgeted in FY21 but \$0 actuals, is this all paid at once at year-end?

These funds are meant to help us gradually bring the community up to the projected new costs of the new treatment plant. We want to make the transition over a number of years so that when the plant is fully constructed we did not have to have a large increase all at once to the residents. Given it is a very large project it could have had a substantial impact. Given the existing plant is well past its life expectancy and the new plant will have top of the line equipment, water quality and cost efficiencies this is a much needed project.

Stormwater

- 7245003 530019 software increased from \$9K to \$23K, what new software was purchased?

The Stormwater division has recently purchased PeopleGIS Stormwater Management, various other CAD, GIS, billing, tracking and work order software as well. These software programs will help us greatly in overseeing our overall stormwater program and allow us to be much more proactive instead of reactive.

- 7245004 511005 labor/custodian/mechanic increased from \$354K to \$447K, is there an anticipated increase in need/demand?

The DPW Highway division had two positions that were moved to the Stormwater division to better align the actual work being done with the proper division. This was implemented before it was scheduled given the current budgetary constraints.

Councilor Flaherty stated the town owns unused buildings that require a certain amount of maintenance but are not being used. What types of DPW resources go towards these buildings.

Nicole Taub, Chief of Staff stated we only put in the necessary resources into these buildings. The Mayor's office is looking into what might be good for sale or good to lease. There may be the need for more upkeep to make them more inviting to potential tenants or buyers. We will determine the smartest financial decision with these properties for the future. This is something that is on-going.

Director Arsenault stated they do not use a lot of resources on these buildings. They just make sure these buildings are safe.

Mike McGourty, Facilities Director stated it runs about \$50,000 per building to hold onto the structures themselves and add any necessary upgrades like window repairs, painting, heating, waterlines, etc.

Councilor Connors asked about the increase of \$100,000 in Parks & Rec for summer part-time employees. Christopher Griffin, Asst Director stated this is about 2/3rd back from the previous year. We traditionally have funding for summer activities of about \$180,000. The original budget of \$60,000 was reduced last year due to COVID.

Councilor Ryan stated it is great to see this number going up because kids are going to be looking to get out of the house and go to the parks. We need to have the resources there.

Councilor Ryan asked about the reduction in Ground Maintenance overtime reducing from \$80,000 to \$40,000.

Director Arsenault stated looking at the historical spending I thought this line item could be reduced. If it is too low of a cut we will just have to watch ourselves and be tight.

Councilor Ryan asked about the Trash & Recycling decrease of \$200,000.

Jeff Kunz, Director stated the recycling costs have gone down.

Councilor Flaherty asked if the residents can expect the same services with this reduction.

Jeff Kunz, Director stated the services will remain the same. The Town is beefing up the recycling center to be able to handle more cardboard with all the home shipping. There is no way to predict monthly fees/markets for materials.

Chairwoman Boericke asked about unoccupied building and would like a list of these buildings and cost per building to maintain.

Chairwoman Boericke asked Parks & Rec about \$40,000 for July 4th activities.

Christopher Griffin stated that has been the Town's standard contribution for the past decade or so. The fundraising from the July 4th committee is a little bit behind. That money goes towards the parade and the event at the BHS in the evening. This line item goes towards the last Saturday in June 2022.

Chairwoman Boericke asked how is it prioritized on which parks get new equipment and updates.

Christopher Griffin, Asst Director of Parks & Rec stated the schedule of maintenance varies depending on the time of year and the activities in the parks.

Councilor Ryan stated DPW workers provide public service to everyone in Braintree. They are the unsung heroes when we need them the most.

Councilor Connors asked about requesting a reduction with the MWRA.

Director Arsenault stated last year the cost was excessive so we sent a letter and the actual cost doesn't come out until after the budget process to see if we need to take any further action.

Councilor Sciascia asked if we should expect increases from the MWRA each year.

Director Arsenault stated there are a lot of factors in this but I hope it goes down next year.

Councilor Connors asked about the Stand-by Weekend Duty. I see no budget set for this for FY22.

Superintendent Dutton stated the management will take a week at a time and handle the stand-by duties.

Councilor Ryan asked about reduction in overtime and part-time employees.

Director Arsenault stated looking at historical data we did not require all the overtime funding and last year some part-time employees left and next year we will not have that funding need as well as looking at historical funding.

Councilor Ryan would like to have the Water/Sewer Department come to a Town Council meeting and give an updating including PFAS.

Councilor Sciascia asked for a write up on the new Tri Town Plant. When we expect it to be up and running, how the rates are expected to go.

Chairwoman Boericke asked about lead testing.

Lou Dutton explained the town is currently testing for lead/copper and sent kits to 30 households. The testing will happen again in September 2021. If levels are good the testing only has to happen every 3 years.

Councilor Flaherty asked about cutting 2 positions in DPW. Will this create more costs to contract out for additional help.

Director Arsenault stated the only way to cut the budget was by these two positions. We will figure it out and manage without these two positions.

MOTION: by Councilor Ryan to TABLE Order 21 020

Motion: by Councilor Ryan TABLE Order 21 020

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

- **21 021 Mayor: FY2022 Budget – Community Preservation Committee or take up any action relative thereto**

Chairwoman Boericke stated no action is required on Order 21 021 this evening.

Chairwoman Boericke stated this Order 21 021 will be discussed when the Melissa SantucciRozzi, Director of Planning & Community Development is presenting her proposed FY22 Budget on May 12, 2021.

- **21 022 Mayor: FY2022 Budget - Continuation of Revolving Funds or take up any action relative thereto**

MOTION: by Councilor Ryan to take off the TABLE Order 21 022

Motion: by Councilor Ryan take off the TABLE Order 21 022

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

(Revolving Accounts discussion/questions on the date Department Head presents Budget)

5/4 Library®

5/6 Golf®

5/10 Department of Public Works® - Recycling

5/12 Dept. of Elder Affairs®

5/12 Municipal Licenses & Inspections®

5/13 Education®

MOTION FOR CONTINUATION OF REVOLVING FUNDS

- R1.** That, in accordance with the provisions of Chapter 44, Section 53E1/2 of the General Laws, the Town of Braintree hereby sets the maximum amount that may be spent during fiscal year 2022 beginning on July 1, 2021 for the revolving funds established by ordinance for certain departments, boards, committees, agencies or officers, as follows:

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2022 Spending Limit
Elder Affairs Services and Activities	Department of Elder Affairs	\$30,000
Immunization	Board of Health	\$50,000
Library Materials	Library Trustees	\$45,000
Library Room Rental	Library Trustees	\$5,000
Recycling Materials	Mayor, in conjunction with Recycling Coordinator	\$2,000
Household Hazardous Waste	Mayor, in conjunction with Recycling Coordinator	\$50,000
Full Day Kindergarten	School Committee	\$925,000
Pro Shop	Mayor, in conjunction with Director of Golf Operations	\$200,000
Food and Beverage	Mayor, in conjunction with Director of Golf Operations	\$450,000

MOTION: by Councilor Ryan to TABLE Order 21 022

Motion: by Councilor Ryan TABLE Order 21 022

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

It was unanimously voted to adjourn the meeting at 7:45p.m. by Roll Call Vote.

Respectfully submitted,
Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 21 020 Mayor: FY2022 Operating Budget or take up any action relative thereto
- 21 021 Mayor: FY2022 Budget – Community Preservation Committee or take up any action relative thereto (**Presented by Planning Department/Melissa SantucciRozzi on May 12) TABLE TO MAY 12**)
- 21 022 Mayor: FY2022 Budget - Continuation of Revolving Funds or take up any action relative thereto



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

Charles C. Kokoros
Mayor

781-794-8100

MEMORANDUM

To: Shannon L. Hume, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Mayor Charles C. Kokoros *ack*

cc: Nicole I. Taub, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance
James Arsenault, Public Works Director

Date: July 7, 2021

Re: Transportation Infrastructure Enhancement Trust Fund

President Hume, Clerk Cimino and Clerk Casey,

For the fourth year in a row, the Town has received money from the Commonwealth's Transportation Infrastructure Enhancement Trust Fund (Fund) "to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program...and other programs that support alternative modes of transportation." For additional details relating to the treatment of funds distributed from the Fund, please see the attached Department of Revenue Local Finance Opinion LFO-2018-1.

The Fund was established in 2016 and is funded through a statutory per ride assessment on trips conducted by Transportation Network Companies (TNCs) in Massachusetts. For calendar year 2020, the Commonwealth collected approximately \$7 million from a \$0.20 per-ride assessment on each rideshare trip that started in Massachusetts. The Transportation Network Company Division (Division) of the Department of Public Utilities (DPU), as the oversight authority for TNCs, has recently collected assessments and ½ of the funds are being proportionately

distributed based on the number of rides that originated in each municipality within the Commonwealth. In addition, ¼ of the funds will be distributed to the Massachusetts Development Finance Agency in order to provide financial assistance to small businesses operating in the taxi cab, livery or hackney industries and to encourage the adoption of new technologies and advanced service, safety and operational capabilities and to support workforce development; and ¼ will go to the Commonwealth Transportation Fund. Information on 2020 TNC ride data is available at mass.gov/rideshare.

In 2020, rideshare companies provided about 35 million rides that started in Massachusetts, which is 62% less than in 2019. The total number of rides that initiated in Braintree in 2020 was 223,745, a decrease of 55% from 2019. Of those rides, 56,504, or 25.25%, were local rides—or rides that started and ended in Braintree. Based on this data, the total revenue from the Fund that has been allocated to Braintree is \$22,374.50.

The Town is required to submit a report to the Division no later than December 31, 2021, detailing the projects and the amount used or planned to be used for transportation-related projects, as described above. The intended use of the funds in FY22 is to support the renovation of roadways and education, enforcement and engineering of traffic calming measures.

Accordingly, your review and approval of the following motion is requested:

Motion

Motion: That the sum of \$22,374.50 received from the Commonwealth of Massachusetts Transportation Infrastructure Enhancement Trust Fund be appropriated to Department of Public Works to be spent in accordance with St. 2016, c. 187, s. 8(c)(i).

Since these requests involve the appropriation of funds within the fiscal year 2022 budget, advertising and a public hearing is required under the sections 2-9 and 6-7 of the Town Charter.