

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

Documents:

[18 APR 30 W-M AGENDA.PDF](#)

1.1. 6:00 PM Committee Of Ways And Means Documents

Documents:

[18 APR 30 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

Monday, April 30, 2018

Starting Time – 6:00p.m.

Johnson Chambers, Town Hall

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Approval of Minutes
 - March 14, 2018
4. New Business
 - 18 023 Mayor: Supplemental Appropriations #4 or take up any action relative thereto
 - 18 024 Mayor: Funding Request for School Roof Replacement or take any action relative thereto
 - 18 030 Mayor: Appointment to Conservation Commission – Christopher Hayward or take up any action relative thereto
5. Old Business
 - None
6. Adjournment



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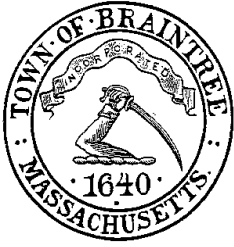
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Braintree Town Council

Committee of Ways & Means

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Braintree, Massachusetts 02184

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Stephen C. O'Brien, Member
Timothy Carey, Member
Thomas Whalen, Member

MINUTES

March 14, 2018

A meeting of the Committee of Ways & Means was held in the Johnson Chambers, Braintree Town Hall, on Wednesday, March 14, 2018 at 6:00p.m.

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

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

Not Present: Shannon Hume, Vice-Chairman
Thomas Whalen, Member

Also Present: Joseph Reynolds, Chief of Staff
Ed Spellman, Finance Director
Paul Shastany, Police Chief
James O'Brien, Fire Chief
James Arsenault, DPW Director
Corey Chambers, Police finance

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

- **18 016 Mayor: Supplemental Appropriations #3 or take up any action relative thereto**

The following information was submitted to explain the Supplemental Appropriations:
The first item is a request to transfer \$4,200 to the various AFSCME clothing allowance line items \$150. for each of the 28 union members. The union agreement was finalized after the FY 2018 budget was passed and this item was not included at that time..

The second item is a request to transfer \$1,580 to the various AFSCME longevity line items \$1580. This is for the increased longevity for several union members. The union agreement was finalized after the FY 2018 budget was passed and this item was not included at the time of passage.

The third item is from the Treasurer Collector's department is a request to transfer \$1,789 to the clerical salary line item. This amount provides an increase for an upgrade in the Treasurer's office for a payroll supervisor. This was the result in an upgrade in a position to payroll supervisor this person assumed additional duties and responsibilities over the town's payroll process.

The fourth item is for \$512,300 to the various police wage and salary lines as a result of the following items fund three vacant positions that were not funded in the original FY 2018 budget. A shortfall in the projected fy 2017 contractual increase above the original estimate. A shortfall in the projected fy 2018 contractual increase above the original estimate, The appointment of two interim Deputy Chiefs not in the original budget and finally a retirement that included a vacation and sick pay buy back not anticipated.

The fifth item is for \$38,399 to fund bleacher repairs at the high school baseball field. During an inspection of the football and baseball bleachers last August it was discovered that a number of the support columns needed to be replaced. The stands were closed temporarily in order to be fixed. The football bleachers were repaired last fall in time for the end of the football season and we are now requesting funds to repair the baseball bleachers for the spring baseball season.

The sixth item will move the \$ 25,000 of funds approved in the FY 2018 operating budget opioid abuse prevention line to the opioid abuse prevention article. This will allow for all appropriated opioid funds to be maintained in a single account which we established earlier this year.

The seventh item is to cover \$30,000 in additional costs for the insurance premium account. This is the result of needing to purchase separate insurance for the former Norfolk County parcel on Washington Street.

The eighth item is for is for the additional cost to cover police overtime in the amount of \$1,041,000. The overtime amount now 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 have been addressing. That issue, in addition some other staffing challenges and reorganization, required the Chief to "force" some work duties that expanded the overtime account. With the recent hiring of five new officers recently and a civil service hiring class of six officers entering the police academy on March 5, 2018 we will be replenishing our staffing over the next six months, Moreover, the Chief has implemented a new management software program that will maintain all work related responsibilities and assist in the management structure for the department.

The ninth item is for the additional cost to cover fire overtime in the amount of \$445,000. This request is less than last year. While we are at full staffing levels many members of the department qualified

for additional vacation and other benefits due to their years of service and thus overtime usage was impacted in order to maintain the contractual mandatory minimum levels of 17 firefighters per shift.

The tenth item the town solicitor is seeking an additional \$120,000 in the following manner: That \$40,000 be transferred into the expert witness line item and \$80,000 be transferred into the outside legal services line item. There are still ongoing litigation matters that are being handled by KP Law that began prior to the appointment of the current Town Solicitor. While many of the items KP Law was handling in 2015 and 2016 have been closed out, there remains a matter currently on appeal at the Massachusetts Appeals Court, a Land Development for the disposition of Town Land that is complex and still ongoing, and an appeal over the denial of a billboard application in 2016 that has been remanded back to the Planning Board. In addition, the Zoning Board of Appeals voted to deny the application on the grounds that the Town had met its 1.5% land area ratio in response to a comprehensive permit application (40B) last spring. That matter has been in front of the Housing Appeals Committee and outside counsel that has been retained by the Town is currently drafting a post-hearing brief. The investigation discovered unanticipated accounting issues that required a separate and comprehensive forensic accounting investigation that had not originally been anticipated. The Attorney General's investigation is anticipated to conclude this spring. The Town anticipates that the investigative reports will also be released this spring. The cost of the second investigation was not originally anticipated and required forensic CPAs to conduct a review of the police department's accounting practices with respect to its seized cash and forfeiture payments for the last five years. Finally, although the Town Solicitor has been handling all litigation with respect to Motel 6's appeal of the revocation of their operating license, the Town Solicitor has utilized outside counsel for assistance in this matter.

The eleventh item is for \$30,000 for the highway department overtime. We experienced several unanticipated items including a few Army Corp permit requirements, the landfill site non-compliance issues and a few other items. These issues required addition hours due to the immediacy and to the current workload not permitting this work to be done during regular hours.

The twelfth item is for \$20,000 for the planning and development department to update the five year Federal Flood Insurance Rate Map Program. Our current plan has expired and it is required by the state and feds to have a new plan develop. Without funding of this plan it will directly impact the floodplain policy holders by increasing their premium and it will also put the Town back to a category 8 in our Community Rating Program (currently 7 effective 5/1/18 - providing FIRM policy holders with a 15% savings).

The thirteenth item is to continue the development and implementation of a comprehensive plan for public parking needs to assist in the economic redevelopment in our town squares. This \$28,000 will fund the professional parking consultant services which will assist with these phases of the said parking and economic development plan. Phase One of the program, which was completed in the Fall of 2017, provided an inventory of all available public and business zoned parking spaces in both North and South Braintree Squares. Phase Two, at a cost of \$20,000, will address "Parking Utilization in North and South Braintree. Phase Three, at a cost of \$8,000, will address a Community Outreach Plan including the planning and facilitation of two public meetings.

Councilor O'Brien stated parking is a grave concern.

The next item, number fourteen, along with items E-1, E-2, and E-3, all relate to debt service payments for all funds, the General Fund, Water Enterprise Fund and the Golf Enterprise Fund. As in the past years the original debt services estimates were made in December of 2016 and the actual bonds were issued in June of 2017. The amount of the actual issue was slightly higher than the original estimates both in principal and interest on debt for several accounts. For the last few years in order to not run a foul with the IRS and to prevent any unspent bond proceeds, we have only been bonding projects for which we have either spent the funds or have a contract with a definite time frame for the completion of the project and the payment of the project. In June the actual bonds issued were higher than the original estimate in December 2016 and accordingly, the principal and interest in the following accounts were higher than the original estimates.

The Fourteenth is general fund principal on debt in the amount of \$5,660 from general fund interest on debt.

Enterprise Funds

The E-1 item is water fund principal on debt in the amount of \$4,301 from water fund interest on debt.

The E-2 item is golf fund principal on debt in the amount of \$878 from golf fund interest on debt.

The E-3 item is golf fund principal on debt in the amount of \$722 from general fund interest on debt.

The E-4 item is water treatment plan overtime in the amount of \$42,800 to come from water fund interest on debt \$ 28,851 and water sewer retained earnings of 13,949. The funds are needed to cover a vacancy due to a retirement of one of the operators.

Chief Shastany and Corey Chambers from the Police Department stated these Supplemental requests cover the 6 new officers and the others for the remainder of the fiscal year 2018 including some retro-pay. Chief Shastany stated some unforeseen requirements drive up the costs in overtime. Costs for the evidence room are coming to an end.

Councilor O'Brien stated we continue to come back for seven figure supplementals. Why continue to low-ball the budget. I understand there is a need.

Chief Shastany stated that is an executive decision.

Councilor O'Brien stated free cash and construction projects gives me concern with East Middle and Blue Hills Regional.

Ed Spellman, Finance Director stated our revenue estimates are getting tighter.

Councilor O'Brien read the following Motion(s) for favorable recommendation to the full Council:

1. Human Resources

MOTION: That the sum of \$4,200 be transferred from the Finance department interest on debt program/ interest of debt account to the various clothing allowance account and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected thereby.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

2. Human Resources

MOTION: That the sum of \$ 1,580 be transferred from the Finance department interest on debt program/ interest of debt account to the various longevity account and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected thereby.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

3. Finance Division

MOTION: That the sum of \$1,789 be transferred from the Town's Stabilization fund to the to the Finance Department / Treasurer's Program 10/ Administrative Clerical salary account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

4. Police Department

MOTION: That the sum of \$512,300 be transferred from the Town's Stabilization fund to the Police Department various salary accounts and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected thereby.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

5. Department of Public Works

MOTION: That the sum of \$38,399 be transferred from the Town's Stabilization Fund to the School Department bleacher repair capital account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

6. Mayor's Office

MOTION: That the sum of \$25,000 be transferred from the Mayors Department/ Program-01 Administration / Opioid education and prevention account to the Mayors Department/ Program 60/ Opioid education and prevention article.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

7. Finance Division

MOTION: That the sum of \$30,000 be transferred from the Town's Finance department interest on debt program/ interest of debt account to the Finance Department / General Insurance Program 09 / Insurance Premium account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

8. Police Department

MOTION: That the sum of \$1,041,000 be transferred from the Town's Stabilization Fund 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.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

9. Fire Department

MOTION: That the sum of \$445,000 be transferred from the Town's Stabilization Fund 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.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

10. Law Department

MOTION: That the sum of \$120,000 be transferred from the Town's Stabilization fund with \$40,000 to the Law Department/ Administration Program 01 / Expert Witness Services account and \$ 80,000 to the Law Department/ Administration Program 01 / Outside Legal Services account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

11. Department of Public Works

MOTION: That the sum of \$30,000 be transferred from the Town's Stabilization fund to DPW department/ Highway Program 06 /overtime account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

12. Planning and Development

MOTION: That the sum of \$20,000 be transferred from the Town's Stabilization fund to the Planning and Development Department /Program 02 Planning / Hazard Mitigation Plan account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

13. Planning and Development

MOTION: That the sum of \$28,000 be transferred from the Town's Stabilization fund to the Planning and Development Department /Program 07 Economic Development / Parking Plan account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

14. Finance

MOTION: That the sum of \$5,660 be transferred from the Finance Department / interest on debt program 51/ interest on debt account to the Finance Department / principal on debt program 50/ principal on debt account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

Enterprise Fund Motions

E-1. Water Sewer Enterprise Fund

MOTION: That the sum of \$4,301 be transferred from the Water Enterprise Fund program 51 interest on debt/ interest on debt account to Water Enterprise Fund program 50 principal on debt / principal on debt account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

E-2. Golf Enterprise Fund

MOTION: That the sum of \$878 be transferred from the Golf Enterprise Fund program 51 interest on debt / interest on debt account to Golf Enterprise Fund program 50 principal on debt / principal on debt account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

E-3. Golf Enterprise Fund

MOTION: That the sum of \$722 be transferred from the General Fund program 51 interest on debt / interest on debt account to Golf Enterprise Fund program 50 principal on debt / principal on debt account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

E-4. Water Sewer Enterprise Fund

MOTION: That the sum of \$28,851 be transferred from the Water Enterprise Fund 51 interest on debt/ interest on debt account and the sum of \$13,949 from Fiscal Year 2017 Water Sewer certified Retained Earnings for a total of \$42,800 to Water Enterprise Fund program 05 treatment plant / overtime account.

Motion: by Councilor O'Brien for favorable recommendation to the full Council

Second: by Councilor Carey

Vote: For (3-Bowes, O'Brien, Carey), Against (0), Absent (2 - Hume, Whalen), Abstain (0)

Old Business

- None

It was unanimously voted to adjourn the meeting at 7:33p.m.

Respectfully submitted,

Susan M. Cimino,
Clerk of the Council

Documents provided for Meeting

- 18 016 Mayor: Supplemental Appropriations #3 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
Frank Hackett, Superintendent of Schools
James Arsenault, Public Works Director
Marybeth McGrath, Director of Municipal Licenses & Inspections
Lisa S. Maki, Town Solicitor
Christine Stickney, Director of Planning and Development

RECEIVED TOWN CLERK
BRAintree, MA
2018 APR 17 AM 11:59

Date: April 12, 2018

Re: FY 18 Supplemental Appropriations (#4)

As we enter into the final quarter of Fiscal Year 2018, we have identified two areas that require supplemental funds to support operations to the end of the fiscal year (June 30, 2018).

I take this opportunity to submit this request for additional funds and to provide related information in support of this request. Your consideration and approval is requested.

First, the severe rain, snow, and wind storm that impacted us on March 2, 2018 caused storm damage at both the South Middle and the Ross Elementary Schools that required emergency repair work to the roofs to prevent further damage and also some interior repairs to allow the schools to reopen.

This emergency work was completed at a cost on \$303,000 and although the work completed has a temporary life span to it – we want to secure the services of an architectural firm to assist us in designing permanent roof(s) that we are looking to construct this summer. The request for the architectural/design services is \$60,181. Thus, the total supplemental request for the schools is \$363,181. Please note, that we will be seeking an additional bond authorization not to exceed \$3 million dollars to complete the permanent roof repairs in a separate request.

Moreover, all of this work will be eligible for some form of reimbursement that we will be securing from our insurance carrier. Though the valid claims have been filed the timing of the replenishment of funds is not known at this time. Due to the urgency of getting this work done prior to the September school calendar we are required to move forward now.

Our second request, is for the additional costs of \$517,769 for snow removal services above our original budget of \$500,000. Though this winter was not a heavy snow season we did experience several serious storms particularly in March, which resulted in a lot of work being required on significant icy and freezing roads and sidewalks. As you are aware municipalities can deficit spend any amount required for snow removal. This is allowed because of the unpredictability of snow/inclement weather accumulations from year to year. Fortunately, we have had the fiscal discipline and the financial resources to not carry forward any snow debt into a fiscal year - including the historic and memorable winter of 2015 - when we had over 100 inches of snow and our snow removal cost amounted to \$2.8 million dollars! It is important to note that as part of this request we have purchased salt and magnesium at this year's prices as a "stand ready" step for the inevitable snow fall during the winter of 2018-19.

These two items, our school roofs, and our annual snow removal cost, were unforeseen occurrences. We have the funds in reserve to pay these bills.

Your review and approval is appreciated.

1) Department of Public Works – Facilities School repair article

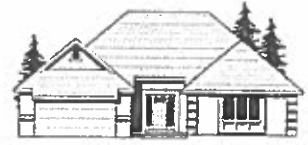
MOTION: That the sum of \$363,181 be transferred from the Fiscal Year 2017 certified Free Cash to the Department of Public Works / Program 2 – Facilities school repair article

2) Department of Public Works - Snow and Ice

MOTION: That the sum of \$517,769 be transferred from the Fiscal Year 2017 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.

Since these requests involve the appropriation of funds within the fiscal year 2018 budget, advertising and a public hearing is required under the sections 2-9 and 6-7 of the Town Charter.

REI



Roofing & Siding Contractors

RESIDENTIAL

COMMERCIAL

Town of Braintree
South Middle School 232 Peach Street
1 JFK Memorial Drive
Braintree, MA 02184

Phone: (781) 794-8247
Email: mmcgrath@braintreema.gov

INVOICE

18158

March 31, 2018

RE: South Junior Highschool 232 Peach Street
EMERGENCY REPAIRS: March 3, 2018 – March 31, 2018.

LABOR	\$110,679.00
MATERIALS	\$50,690.22
DEBRIS REMOVAL	\$1,804.76
PLANS & SPECIFICATIONS	\$10,717.20
DISCOUNT	(\$2,057.61)

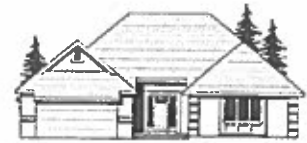
TOTAL DUE **(A)** \$171,833.57

Thank You,

P. Nicholas Kazolias
Owner – President of REI Roofing
a division of Residential Exteriors Inc.

INVOICE	AMOUNT
18158	(A) 171,833.57
18154	(B) 131,166.43
TOTAL	<u>\$ 303,000.00</u>

REI



Roofing & Siding Contractors
RESIDENTIAL COMMERCIAL

Town of Braintree
Ross Elementary School 20 Hayward Street
1 JFK Memorial Drive
Braintree, MA 02184

Phone: (781) 794-8247
Email: mmcgrath@braintreema.gov

INVOICE

18154

March 31, 2018

RE: Ross Elementary School 20 Hayward Street
EMERGENCY REPAIRS: March 3, 2018 – March 31, 2018.

LABOR	\$77,685.45
MATERIALS	\$40,548.42
DEBRIS REMOVAL	\$2,676.96
PLANS & SPECIFICATIONS	\$8,383.60
EQUIPMENT RENTAL	\$1,872.00

TOTAL DUE **(B)** \$131,166.43

*****Please Note: ROOF DRAINS ON GYM ROOF ARE NOT ADEQUATE FOR PROPER DRAINAGE OF THIS ROOF AREA. CURRENT DRAINS ARE UNDERSIZED AND NEED TO BE REPLACE ASAP FOR LARGER SIZE DRAINS AND/OR ADDITIONAL DRAINS*****

Thank You,

P. Nicholas Kazolias
Owner – President of REI Roofing
a division of Residential Exteriors Inc.

dba REI Roofing a division of RESIDENTIAL EXTERIORS INC.
61 Adams St, Braintree, MA 02184 Phone (781) 848-1999 Fax (781) 848-3499
Fully Licensed (MA CS 079406 / MA HIC 133808) & Fully Insured www.reiroofing.com



Stephen J. Wessling Architects, Inc.

• AIA • BOMA • CSI • ICC • IFMA • RCI •

Presidents Place, 1250 Hancock Street, Suite 815N Quincy, Massachusetts 02169

Tel 617.773.8150 • Fax 617.773.4902 • www.wesslingarchitects.com

PROPOSAL # P18086R.2

ARCHITECTURAL PROPOSAL FOR
Roof Replacement at the Ross Elementary School
Roof Replacement at the South Middle School
Town of Braintree - Braintree Public Schools
Braintree, MA

4/10/2018

Mayor Joseph C. Sullivan
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

ARCHITECTURAL FEE SCOPE OF SERVICES
DETAILED TASK BREAKDOWN AND ANALYSIS

50: ROOF REPLACEMENT

- * REVIEW EXISTING DRAWINGS AND PREVIOUS REPORTS
* REDRAW OWNER PROVIDED EXISTING ROOF PLAN DRAWINGS INTO ELECTRONIC CAD FORMAT
* FIELD REVIEW OF EXISTING ROOF CONDITIONS, INCLUDING CONTRACTOR-PERFORMED TEST CUTS WHERE NEEDED, TO DETERMINE AS-BUILT ROOF SIZES, DETAILS AND ROOFTOP CONFIGURATIONS.
* RESEARCH APPROPRIATE MATERIALS AND SYSTEMS. THE SAME ROOF SYSTEMS ARE TO BE USED ON BOTH SCHOOLS.
* DEVELOP ROOF REPLACEMENT DRAWINGS WITH NOTES
* DEVELOP CUSTOM DETAILS FOR REPLACEMENT OF ROOFING SYSTEMS.
* CREATE PROJECT SPECIFIC WORK REQUIREMENTS AND ROOF MATERIALS SPECIFICATIONS TO BE USED FOR BOTH SCHOOLS.
* DEVELOP COST ESTIMATES FOR THE ROOF REPLACEMENT WORK.
* ISSUE SIX SETS OF THE 30%, 60% AND 90% COMPLETED CONSTRUCTION DOCUMENTS AND SPECIFICATIONS TO THE CLIENT FOR REVIEW, COMMENT AND APPROVAL.
* INCORPORATE THE CLIENTS COMMENTS TO THE CONSTRUCTION DOCUMENTS AFTER THEIR 30%, 60% AND 90% REVIEW.
* ISSUE CONSTRUCTION DOCUMENTS AND SPECIFICATIONS VIA FTP SITE.
* IN HOUSE ARCHITECTURAL PROJECT MANAGEMENT.

Table with 2 columns: Description and Amount. Rows include SUBTOTAL - COSTS (\$ 25,372.00), EXPENSES - MILEAGE AND OFFICE MATERIALS (\$ 250.00), and TOTAL COST FOR ROOF REPLACEMENT (\$ 25,622.00).

70: CONSTRUCTION ADMINISTRATION

- * WRITE MASSACHUSETTS REQUIRED CHAPTER 34 PERMITTING REPORT FOR WORK ON AN EXISTING BUILDING.
* PROVIDE THE REQUIRED AFFIDAVIT AND THREE SETS OF DRAWINGS WITH SIGNATURE WITH OUR ARCHITECTURAL REGISTRATION STAMP TO OBTAIN THE BUILDING PERMIT.
* ATTEND CONSTRUCTION JOB MEETINGS - ASSUME SIX (6) MEETINGS. JOB MEETINGS TO BE THE SAME DAY FOR BOTH SCHOOLS.
* PERFORM PROGRESS REVIEW OF ROOF REPLACEMENT WORK AT BOTH SCHOOLS (AT SAME TIME AS JOB MEETINGS).
* PERFORM RANDOM PROGRESS REVIEWS (UP TO EIGHT (8) VISITS) OF ROOF REPLACEMENT WORK AT CONTRACTOR REQUEST OR AT CRITICAL POINTS DURING REPLACEMENT
* PREPARE FIELD REPORTS DOCUMENTING CONSTRUCTION OBSERVATIONS - ASSUME EIGHT (8) REPORTS.
* RESPOND TO CONTRACTOR REQUESTS FOR INFORMATION AND PREPARE CLARIFICATION SKETCHES AS NEEDED.
* PROCESS SHOP DRAWINGS, SUBMITTALS, AND CONTRACTOR APPLICATIONS FOR PAYMENT.
* PERFORM REVIEW AND AMENDMENT OF CONTRACTOR SUPPLIED PUNCH LISTS - ASSUME ONE (1) ADDITIONAL SITE VISIT EACH SCHOOL.
* PERFORM FINAL REVIEW OF COMPLETED WORK - ASSUME ONE (1) ADDITIONAL SITE VISIT EACH SCHOOL.
* PERFORM ADDITIONAL ONSITE REVIEWS AS REQUIRED - ASSUME FOUR (4) ADDITIONAL SITE VISITS EACH SCHOOL (SEE ADDITIONAL SERVICE FEES LISTED BELOW).
* PREPARE REQUIRED FINAL CONSTRUCTION CONTROL AFFIDAVITS AND PROJECT CLOSE-OUT DOCUMENTATION.
* IN HOUSE ARCHITECTURAL PROJECT MANAGEMENT.

Table with 2 columns: Description and Amount. Rows include SUBTOTAL - COSTS (\$ 28,914.00), EXPENSES - MILEAGE AND OFFICE MATERIALS (\$ 200.00), and TOTAL COST FOR CONSTRUCTION ADMINISTRATION (\$ 29,114.00).



Stephen J. Wessling Architects, Inc.

• AIA • BOMA • CSI • ICC • IFMA • RCI •

Presidents Place, 1250 Hancock Street, Suite 815N Quincy, Massachusetts 02169

Tel 617.773.8150 • Fax 617.773.4902 • www.wesslingarchitects.com

PROPOSAL # P18086R.2

ARCHITECTURAL PROPOSAL FOR:

Roof Replacement at the Ross Elementary School

Roof Replacement at the South Middle School

Town of Braintree - Braintree Public Schools

Braintree, MA

4/10/2018

Mayor Joseph C. Sullivan

Town of Braintree

1 JFK Memorial Drive

Braintree, MA 02184

SUMMARY:

	FEE	PERCENT
50: ROOF REPLACEMENT	\$ 25,622.00	47%
70: CONSTRUCTION ADMINISTRATION	\$ 29,114.00	53%
ARCHITECTURAL SUBTOTAL:	\$ 54,736.00	100%
BUDGET FOR REIMBURSABLE EXPENSES FOR CONTRACTOR AND CLIENT		
PRINTING (six sets of progress prints, at 30%, 60% and 90%):	\$ 1,500.00	

TOTAL DUE UPON COMPLETION \$ 56,236.00

(C)

ADDITIONAL SERVICE FEES IF REQUIRED

ADDITIONAL SITE VISIT FEE (INCLUDES FIELD REPORT) \$ 1,100.00
(COST PER SITE VISIT - BASED ON 2018 RATES)

60: BIDDING PHASE SERVICES

(ADDITIONAL SERVICES IF REQUIRED)

- * ASSIST THE TOWN OF BRAINTREE WITH POSTING BID DOCUMENTS ON THEIR WEBSITE
- * SCHEDULE AND CONDUCT PRE-BID WALKTHROUGH WITH ALL BIDDERS AT THE PROJECT SITE
- * RESPOND TO BIDDER GENERATED QUESTIONS AND ISSUE CLARIFICATION ADDENDA
- * RECEIVE AND COMPILE BIDS, CONTACT EACH BIDDER TO DE-SCOPE THEIR BID, REVIEW BID RESULTS WITH CLIENT
- * IN HOUSE ARCHITECTURAL PROJECT MANAGEMENT.

SUBTOTAL - COSTS	\$ 3,895.00
EXPENSES - MILEAGE AND OFFICE MATERIALS	\$ 50.00
TOTAL COST FOR BID/PERMIT:	\$ 3,945.00

(D)

WA FEE IS BASED ON A BUDGET ESTIMATE OF \$2,000,000: 2.81% ARCHITECTURAL FEE PERCENT OF THE COST OF CONSTRUCTION

2018 BILLING RATES:

President/ CEO	Associate	Senior Project Manager/Building Envelope Specialist	Project Manager	Assistant Project Manager	Job Captain	Designer	Drafting and Administration	Draftsperson Level 1
\$275.00	\$250.00	\$232.00	\$208.00	\$180.00	\$165.00	\$140.00	\$118.00	\$75.00

(C) 56,236
(D) 3,945
TOTAL \$60,181



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DESCRIPTION OF SERVICES:

- * DOCUMENTATION AND ROOF REPLACEMENT DESIGN OF ALL ROOF AREAS AT THE ROSS ELEMENTARY SCHOOL.
- * DOCUMENTATION AND ROOF REPLACEMENT DESIGN OF ALL ROOF AREAS AT THE SOUTH MIDDLE SCHOOL.
- * ALL OTHER SERVICES NOT LISTED IN THIS PROPOSAL SHALL BE CONSIDERED ADDITIONAL SERVICES AND BILLED AT THE LISTED BILLING RATES.

QUALIFICATIONS AND ASSUMPTIONS:

- * WESSLING ARCHITECTS REQUIRES A FULL SET OF AVAILABLE DRAWINGS AND REPORTS PRIOR TO STARTING WORK
- * THIS PROPOSAL ASSUMES THAT EXISTING CONSTRUCTION DRAWINGS OF THE BUILDING ARE AVAILABLE IN PRINTED PDF FORMAT ONLY AND THAT NECESSARY CAD DRAWINGS WILL NEED TO BE CREATED IF CAD DRAWINGS ARE AVAILABLE, PLEASE NOTIFY WESSLING ARCHITECTS, AND THIS PROPOSAL CAN BE MODIFIED ACCORDINGLY.
- * OUR PROPOSAL IS BASED ON PERFORMING ALL BUILDING EVALUATION WORK OVER ONE (1) DAY, OWNER IS TO COORDINATE AND PROVIDE ACCESS TO ALL AREAS REQUESTED DURING BUILDING ASSESSMENT. ADDITIONAL SITE VISITS REQUIRED DUE TO CIRCUMSTANCES OUTSIDE OF WESSLING ARCHITECTS CONTROL MAY REQUIRE ADDITIONAL COMPENSATION.
- * ACCESS TO ROOF LEVELS OR LEVELS OF BUILDING REQUIRING A LADDER OR ALTERNATIVE METHODS OF ACCESS SHALL BE PROVIDED FOR BY THE CLIENT/ OWNER AT NO COST TO WESSLING ARCHITECTS.
- * ROOF TEST CUTS SHALL BE PERFORMED BY A ROOFING CONTRACTOR AND DOCUMENTED BY WESSLING ARCHITECTS. COSTS FOR ROOF TEST CUT SERVICES HAVE NOT BEEN INCLUDED IN THIS PROPOSAL.
- * ONCE PREPARATION OF CONSTRUCTION DOCUMENTS HAS STARTED OWNER INITIATED DESIGN REVISIONS MAY REQUIRE ADDITIONAL COMPENSATION.

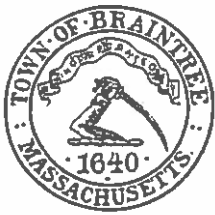
NOTES:

- * THIS PROPOSAL IS BASED ON CURRENT WESSLING ARCHITECTS WORK LOAD AND IS SUBJECT TO CHANGE AFTER THIRTY (30) DAYS.
- * OUR PROPOSAL IS BASED ON PRESENT SALARIES AND MAY REQUIRE AN ADJUSTMENT IF THE WORK IS NOT COMPLETED ON OR BEFORE DECEMBER 31, 2018.
- * MEETINGS WITH BUILDING INSPECTOR, FIRE DEPARTMENT, PLANNING BOARD, CONSERVATION COMMISSION, HISTORICAL COMMISSION, AND ALL OTHER PERMITTING AGENCIES ARE NOT INCLUDED AND WILL BE PROVIDED AS AN ADDITIONAL SERVICE.
- * HAZARDOUS MATERIALS SURVEY, SAMPLING AND EVALUATION SERVICES ARE NOT INCLUDED. WE CAN ASSIST THE OWNER IN HIRING INDEPENDENT ENVIRONMENTAL CONSULTANTS TO PERFORM THIS WORK.
- * ALL PRINTING FOR CONTRACTORS, CLIENT AND CONSULTANTS SHALL BE A REIMBURSABLE EXPENSE.
- * ALL OVERNIGHT DELIVERIES, COURIER AND ALL OTHER CONSULTANT SERVICES SHALL BE A REIMBURSABLE EXPENSE AND INVOICED AT COST PLUS 10%.
- * PAYMENT SHALL BE RECEIVED BY WESSLING ARCHITECTS WITHIN 30 DAYS OF THE DATE ON THE INVOICE OR A 2% PER MONTH INTEREST RATE SHALL BE INCURRED.
- * DRAWING CAD FILES CREATED DURING THE PERFORMANCE OF THE WORK ARE ORIGINAL COPY WRITTEN DOCUMENTS AND SHALL REMAIN THE PROPERTY OF STEPHEN J. WESSLING - ARCHITECTS, INC.
- * PAYMENT FOR SERVICES PERFORMED, ALONG WITH A FULLY EXECUTED CAD RELEASE DOCUMENT, SHALL BE REQUIRED IF OUR CAD FILES ARE TO BE GIVEN TO ANY OTHER CONSULTANT.
- * N.I.C = NOT IN CONTRACT. THIS SERVICE HAS NOT BEEN INCLUDED IN THIS PROPOSAL.

APPROVED (SIGNATURE)

NAME (PRINTED) DATE

CLIENT SIGNATURE REQUIRED BEFORE ANY WORK CAN BE SCHEDULED OR PROCEED



Braintree Department of Public Works

Director of Public Works, James Arsenault, PE

Highway Division

Stephen J. O'Brien, Superintendent, David H. McKenna, Asst. Superintendent, Walter Sullivan, Asst. Superintendent

TO: Mayor Joseph Sullivan
 FROM: Stephen J. O'Brien, Superintendent
 DATE: April 13, 2018
 SUBJECT: FY 2018 SNOW REMOVAL EXPENDITURE REPORT AS OF: 04/13/2018.

Listed below are *estimated* FY 18 Snow Removal Expenditures, YTD, including the last salt delivery.

	<u>ACCOUNT</u>	<u>APPROP.</u>	<u>INCURRED</u>	<u>ENCUMBERED</u>	<u>PENDING INVOICES</u>	<u>BALANCE</u>
Overtime	01-40011-5130	80,000.00	179,691.79			(\$99,691.79)
Overtime Meals	01-40011-5157	4,800.00	5,867.61			(\$1,067.61)
Snow Equip, Repairs	01-40011-5241	42,824.00	98,651.82			(\$55,827.82)
Roof Snow Removal & Repairs	01-40011-5251	10,000.00				\$10,000.00
Emergency Tree Removal	01-40011-5258	1,600.00	2,980.00			(\$1,380.00)
Outside Contractors (Misc. Weather Subs., etc.)	01-40011-5394	190,000.00	399,446.78			(\$209,446.78)
Salt/Magnesium Chloride	01-40011-5536	169,776.00	308,549.78		22,580.55	(\$161,354.33)
Sand (Misc. for Sand Barrels, etc.)	01-40011-5537	1,000.00	\$0.00			\$1,000.00
	<u>TOTALS:</u>	<u>\$500,000.00</u>	<u>\$995,187.78</u>	<u>\$0.00</u>	<u>\$22,580.55</u>	<u>(\$517,768.33)</u>

Expended	\$995,187.78
Pending invoices	\$22,580.55
Total	1,017,768.33

SJO/nk

Original Budget	\$500,000.00
Surplus (Deficit)	(517,768.33)

Copies:

- Joseph Reynolds, Chief of Staff
- Lisa S. Maki, Town Solicitor
- James Arsenault, DPW Director
- Edward Spellman, Finance Director
- Mark Lin, Town Accountant
- Elizabeth Schaffer, DPW W/S Office Mgr.
- David McKenna, Asst. Supt.
- Walter Sullivan, Asst. Supt.



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
Frank Hackett, Superintendent of Schools
James Arsenault, Public Works Director
Marybeth McGrath, Director of Municipal Licenses & Inspections
Lisa S. Maki, Town Solicitor

Date: April 17, 2018

Re: Funding Request for School Roof Replacements

As you are aware, the severe rain, snow, and wind storm that impacted us on March 2, 2018 caused storm damage at both the South Middle and the Ross Elementary Schools requiring emergency repair work to the roofs to prevent further damage, as well as some interior repairs necessary in order to allow the schools to reopen. This emergency work was completed at a cost of \$303,000 – which was submitted for council review, as a supplemental appropriation on April 12, 2018

The repair work has been completed which has a temporary life span making it necessary to secure the services of an architectural firm to assist us in designing permanent roof(s) to be constructed this summer. This architectural work is estimated to cost \$53,000, which has submitted for council review as a supplemental appropriation on April 12, 2018.

With this request we are seeking a bond authorization appropriation for the permanent replacement for school roofs at Ross Elementary and South Middle School. We have

RECEIVED TOWN CLERK
BRAintree, MA
2018 APR 23 AM 10:47

received preliminary estimates of \$2.5-3 million dollars for this work. We will be putting these roof projects out to bid. We are planning to have the work done over the summer when there will not be students in the schools.

We qualify for insurance coverage on these roof projects and the insurance proceeds will reduce the total project cost. Please note that we will only be bonding for the amount of the roof cost minus the insurance reimbursement. For example and for illustrative purposes only, if the roof replacement project cost is \$2.5 million dollars and insurance proceeds pays the town \$1.6 million - Then the total cost of \$2,500,000 less \$1,600,000 insurance reimbursement = \$900,000. The town will then issue a bond in the amount of \$900,000 which is the net cost to the town for the project. This work is very important to the operations of our schools and your support is appreciated.

TOWN OF BRAINTREE, MASSACHUSETTS

IN TOWN COUNCIL

ORDERED:

That the Town of Braintree appropriates the sum of Three Million Dollars (\$3,000,000) to pay costs of replacing the Ross Elementary School roof and the South Middle School roof, each of which was severely damaged during the March, 2018 winter storms, making miscellaneous repairs to damage in each of such buildings resulting from the roof damage caused by the March, 2018 storms, and for the payment of all other costs incidental and related thereto and that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The amount authorized to be borrowed pursuant to this Order shall be reduced to the extent of any grants, gifts or other funds, including insurance proceeds, received by the Town on account of these repair projects. Any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.



#18-030

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

Joseph C. Sullivan
Mayor

781-794-8100

April 24, 2018

To: Charles Ryan, Council President

From: Joseph C. Sullivan, Mayor

JCS

Re: Appointment to the Conservation Commission

Cc: Town Clerk
Clerk of the Council
Town Councilors

RECEIVED TOWN CLERK
BRAINTREE, MA
2018 APR 24 PM 4:16

In accordance with authority vested in me by Section 3-3 of the Charter of the Town of Braintree, I hereby appoint Christopher J. Hayward of 300 Pond Street to the Conservation Commission and has served our community as youth sports coach and scout leader. Mr. Hayward currently serves as Director of Conservation for the Town of Needham and has nearly twenty years of experience in Conservation and Environmental Sciences.

Attachment: Hayward resume

Christopher James Hayward
300 Pond Street
Braintree, Massachusetts 02184
Home (781) 356-5329 Cell (781) 413-7967
pats30821@yahoo.com

1 8 - 0 3 0

EXPERIENCE

Director of Conservation – November 2017 to present Town of Needham, Massachusetts

- Oversees the review and evaluation of all wetlands-related permit applications for conformity to state, and local regulations, and advise the Commission on items such as resource designation, storm water management, pollution prevention, erosion control, wildlife and wildlife habitat preservation, open-space and agriculture preservation, groundwater protection, and nature feature and resource protection. Evaluates and validates key scientific, engineering, design, and legal data for all wetlands filings submitted to the Commission, and advises the Commission on issues, problems and findings. For complex or unusual projects submitted under the Act and the Bylaw, acts as the primary project reviewer within the department.

Conservation/Preservation Agent, Tree Warden - August 2005 to November 2017 Town of Watertown, Massachusetts

As Tree Warden

- Enforces provisions of Massachusetts General Law Chapter 87 – Public Shade Trees, concerned with protection of public trees; conducts required tree hearings; develops plans for the care and management of the town's urban forest; works with various Town departments to ensure survival of street and park trees.
- Manages the Town's tree planting budget for the annual planting of approximately 160 street and parkland trees; works with nursery contractors to properly choose appropriate species of trees for specific locations; prepares bid documents and selects vendors.
- Conducts regular tree risk assessment inspections, many based on resident requests in order to coordinate appropriate tree pruning and removals with Public Works Forestry department and public utility companies.
- Works with the Department of Public Works to protect trees and minimize the impact of work in the streets, parks and cemeteries of the town; conducts follow-up on accidents to recover costs associated with tree damage.
- Serves as a member of the Town's design review team and provides comments and recommendations for tree planting to the Planning and Zoning Boards regarding project petitions.
- Following the guidelines set by the Arbor Day Foundation, holds events, educates the public and prepares the proper documentation to qualify the Town as a Tree City USA.
- Review private development landscape plans as requested by Zoning and Planning Boards.

As Conservation Agent

- Attends meetings of the Conservation Commission and serves as technical adviser to the Commission; drafts permits and orders of condition, as required by the Commission; provides information to the general public.
- Meets with proponents of projects to discuss impacts on wetland resources; monitors construction for violation of the Wetlands Protection Act and the town's Wetland Ordinance; assists the Department of Public Works to ensure that the town's capital improvements are in compliance with wetland requirements.

- Assists and coordinates with the Department of Public Works to ensure that the town's capital improvement projects are in compliance with resource area protection requirements, participates in site plan review.
- Coordinated with state and federal agencies on two major parkland development projects (Charles River Park, MA Department of Conservation and Recreation) and (General Services Administration site, Army Corps of Engineers and DCR) to monitor the success of wetland replication, compliance with resource area protection standards and regulations.
- Works with state and federal agencies to monitor compliance with standards and regulations:
- Works with commission members to update Town wetlands ordinance and regulations as necessary.
- Manages the daily workload of an administrative assistant.

As Preservation Agent

- Attends meetings of both the Historical Commission and Historic District Commission and acts as technical adviser to both Commissions; assists the Commissions to increase public awareness of the importance of historic preservation; provides information to the general public.
- Works with the Historical Commission to coordinate hearings for the demolition delay ordinance; works with the Historic District Commission to coordinate hearings for the historic district ordinance; works with the Community Development and Planning Department staff to seek funding for historic preservation projects and historical surveys.

As Storm Water Advisory Committee member

- Assisted with the drafting of new storm water ordinances and related regulations as required by Town Council; identify and advocate for storm water funding through grants and other sources; develop educational programs to increase public awareness of storm water management.

Environmental Scientist, October 2000 to August 2005

CDM, Inc. Cambridge, Massachusetts

- Responsible for delineating wetland boundaries using soils, vegetation and hydrology in accordance with local, state and federal regulations throughout New England.
- Responsible for securing environmental regulatory permits from federal, state and local regulatory agencies for various projects. Inventoried the tree species located on a 60-acre site to be used by the New York DEP for the construction of a large UV Water Treatment Plant. Trees were identified, counted and located using GPS.
- Conducted ecological monitoring at vernal pools and construction sites to document conditions for ecological impact analysis and construction impacts, respectively.
- Developed wetland replication plans for wetlands removed during landfill capping activities.
- Assisted with researching Massachusetts Historical Commission documents for preparation of FEMA flood relief grant applications.
- Attended public hearings relating to permit applications for a variety of projects including landfill closures, construction of recreational fields and construction of sewer, water and drainage utilities.

Design Drafter, March 1997 to October 2000
CDM, Inc. Providence, Rhode Island

- Responsible for the preparation of CAD produced, utilities construction, drawings for various municipalities.

EDUCATION

New England Regional Soil Science Certificate, January 2004

University of Massachusetts - Amherst, Massachusetts

Relevant Courses: Soil Microbiology, Soil Chemistry, Soil Science Seminar, Identification of Hydric Soils

Bachelor of Science in Geography, with a Concentration in Environmental, May 1996

Bridgewater State University - Bridgewater, Massachusetts

Relevant Courses: Wetlands Biology, Soil Morphology and Mapping, Environmental Problems

ADDITIONAL SKILLS/CERTIFICATIONS

- Massachusetts Certified Arborist #2269
- Commonwealth of Massachusetts Certified Pesticide Applicator License #36294
- 2017 Seth H. Swift Tree Warden of the Year
- President – Massachusetts Tree Wardens and Foresters Association, 2011-2012
- Certified in CPR/First Aid