

1. 6:30 P.M. Committee Of Ways And Means Agenda

Documents:

[18 MAY 14 W-M AGENDA.PDF](#)

- 1.1. 6:30 PM Committee Of Ways And Means Documents

Documents:

[18 MAY 14 WM BUDGET MTG.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, May 14, 2018

Starting Time – 6:30p.m.

Horace T. Cahill Auditorium, Town Hall

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Approval of Minutes
 - May 7, 2018
4. New Business (Refer to attached FY2019 Budget Review Schedule for departmental reviews)
 - 18 026 Mayor: FY2019 Operating Budget or take up any action relative thereto

<u>APPENDIX F</u>	<u>Pages</u>
Police	32-41
Fire	42-50
Blue Hills Regional High School	58
 - 18 027 Mayor: FY2019 Budget – Community Preservation Committee or take up any action relative thereto (Presented by Christine Stickney on May 8)
 - 18 028 Mayor: FY2019 Revolving Accounts or take up any action relative thereto (Revolving Accounts to be presented on the date Department Head presents Budget)

5/7 Library®	(R3, R4)
5/8 Dept. of Elder Affairs®	(R1)
5/8 Municipal Licenses & Inspections®	(R2)
5/8 Education®	(R7)
5/21 Department of Public Works® (Recycling)	(R5, R6)
5/21 Golf®	(R8)
5. Old Business
 - None
6. Adjournment



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5/7	Library®	(R3, R4)
5/8	Dept. of Elder Affairs®	(R1)
5/8	Municipal Licenses & Inspections®	(R2)
5/8	Education®	(R7)
5/21	Department of Public Works® (Recycling)	(R5, R6)
5/21	Golf®	(R8)
5. Old Business
 - None
6. Adjournment

FY2019 BUDGET REVIEW SCHEDULE

<u>Dept. #</u>	<u>Department/Programs</u>	<u>DATE*</u> <u>(May)</u>	<u>TIME*</u> <u>(PM)</u>	<u>PRESENTERS</u>
	FY2019 Revenue Forecast Overview	7	6:00	Joseph Reynolds
161	Town Clerk	7	6:30	James Casey
152	Human Resources	7	7:00	Karen Shanley
610	Library®	7	7:30	Terri Stano
151	Law	7	8:00	Lisa Maki
121	Mayor's Office	7	8:30	Joseph Reynolds
111	Town Council	7	9:00	Susan Cimino
541	Department of Elder Affairs®	8	6:00	Sharmila Biswas
175	Planning and Community Development	8	6:15	Christine Stickney
241	Municipal Licenses and Inspections®	8	6:45	Marybeth McGrath
300	Education®	8	7:00	Frank Hackett
133	Finance Programs	8	7:30	Edward Spellman
210	Police	14	6:30	Paul Shastany
220	Fire	14	7:15	James O'Brien
350	Blue Hill Regional High School	14	7:45	James P. Quaglia
400	Public Works Department®	21	6:00	James Arsenault
610	Golf®	21	6:30	Daryn Brown
436	Sewer	21	7:00	James Arsenault
438	Water	21	7:30	James Arsenault
640	Storm Water	21	8:00	James Arsenault
	Departmental Call Backs	22	6:00	
TOWN COUNCIL/ANNUAL TOWN MEETING		May 29	7:00	

*Dates and Times are tentative and are subject to change. All participants are requested to appear at least 30 minutes prior to their scheduled time.

®Includes Revolving Fund Accounts



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Thomas Whalen, Member

MINUTES

May 7, 2018

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Monday, May 7, 2018 at 6:00p.m.

Councilor Bowes was in the Chair.

The Clerk of the Council conducted the roll call.

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

Also Present: Joseph Reynolds, Chief of Staff
Edward Spellman, Finance Director
John Goldrosen, Town Solicitor
Karen Shanley, Human Resources Director
James M. Casey, Town Clerk
Debra Starr, Assistant Town Clerk
Terri Stano, Library Director
Connie Collier, Assistant Library Director
Dan Sullivan, Town Auditor

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

Approval of Minutes

- April 24, 2018
 - Motion:** by Councilor Hume to Approve Minutes of April 24, 2018
 - Second:** by Councilor O'Brien
 - Vote:** For (5), Against (0), Absent (0)
- April 30, 2018
 - Motion:** by Councilor Hume to Approve Minutes of April 30, 2018
 - Second:** by Councilor O'Brien
 - Vote:** For (5), Against (0), Absent (0)

New Business

- **18 026 Mayor: FY2019 Operating Budget or take up any action relative thereto**

The following Departments were in attendance to present their proposed FY2019 Budget:

<u>APPENDIX F</u>	<u>Pages</u>
Town Clerk	22-24
Human Resources	18-21
Library®	80-86
Law	16-17
Mayor's Office	4-5
Town Council	1-3

Joe Reynolds, Chief of Staff, provided members with the Budget Overview for the Fiscal Year 2019 report that graphically reviews FY2019 budget recommendations (\$133,883,370) by department as well as an overview of FY2019 projected revenues. Joe Reynolds, Chief of Staff stated the instructions to departments were to level fund services. The changes being administrative personnel step increases and contractual requirements. All unions were at 2 ½% this year.

Committee members asked each department many questions about increase/decrease line items.

Department 161 Town Clerk

Jim Casey, Town Clerk, reported that the Town Clerk's FY2019 Budget request is \$381,219. The additional funding request accounts for collective bargaining agreement costs and COLA. Additional funding is also for the mailings to registered voters and signage to notify residents of relocation of polling location in district 3 and to purchase additional dog tags. Over the past 4 years dog registration has increased over 52%. The Town Clerk is the chief election officer. There are two elections this year on September 4 and November 6, 2018. Early voting will be held prior to the November 6th election. Early voting might be held prior to the September 4th primary election. This has not been decided on yet.

Department 152 Personnel

Karen Shanley, Director of Human Resources, noted the FY2019 department budget request is \$20,896,366. Human Resources handle all of the collective bargaining agreements, benefits, and hiring. Sizable increases were requested for Cost of Living adjustments for the three employees in the HR administration. It was noted no expenditures have been spent on labor relations because nothing has gone to arbitration this fiscal year. Group Life and Medical only increased 3%. Veterans Services administrator position increased from 12 hours to 19 hours per week.

Department 610 Library

Terri Stano, Library Director, noted her FY2019 department budget request is \$1,552,346. This year we are focusing on the renovation of the Children's room and programs and services in that department. The library is open 64 hours per week, 6 days per week, 4 evenings per week. There are 109,000 physical items in the library. An increase in additional funding request accounts for collective bargaining agreement costs and COLA for Librarian/administrative salaries.

Department 151 Law

John Goldrosen, Town Solicitor, reported that the Law Department FY2019 Budget request is \$349,750. This is a reduction of \$49,985 from the FY2018 Budget which was \$399,735. Councilor O’Brien stated he does not support outside legal services with a reduction of \$105,000 especially when we just did a \$120,000 supplemental. Joe Reynolds, Chief of Staff stated the Mayor and Legal made this reduction because there are legal cases wrapping up. Some significant legal cases with the Town are coming to an end. John Goldrosen stated some significant matters will either be ended or less significant over the coming year. I would anticipate a decline in outside legal services needed and should be reduced next year.

Department 121 Mayor

Joe Reynolds, Chief of Staff, noted the Mayor’s Office FY2019 department budget request has increased to \$649,694. Substance Use is a new line item. It is best to put coordinator on the Mayor’s salary since the grant process can fluctuate.

Department 111 Town Council

Susan Cimino, Clerk of the Council noted the Town Council Budget FY2019 has been level funded at \$318,461. The only change being administrative personnel step increase or (Cost of Living at 2.5%). The Technology line item has not been expended but the Council iPad devices are over 10 years old and will be replaced soon.

- 18 027 Mayor: FY2019 Budget – Community Preservation Committee or take up any action relative thereto **(Presented by Christine Stickney on May 8)**

This item will be discussed at the Budget meeting on May 8, 2018.

Motion made by Councilor Hume to TABLE to the Committee of Ways & Means meeting on May 8, 2018.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (5), Against (0), Absent (0), Abstain (0)

- 18 028 Mayor: FY2019 Revolving Accounts or take up any action relative thereto **(Revolving Accounts to be presented on the date Department Head presents Budget)**

5/7	Library®	(R3, R4)
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5/21	Golf	(R8)

Revolving Accounts R3 and R4 for the Library were voted on this evening (May 7, 2018) and referred to the full Council for favorable recommendation. Motions read by Councilor Hume:

R3. The Library Trustees

The Library Trustees be authorized to use a revolving fund in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 53e1/2 that may be spent by the Library Trustees without further appropriation during the fiscal year commencing July 1, 2018, for the purchase of library books, audiovisual materials and other library materials. The Library Trustees revolving fund is to be credited with all fines and fees collected during fiscal year 2019 for lost or overdue library materials. The library trustees may spend up to \$45,000 in revolving fund monies during fiscal year 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (5), Against (0), Absent (0), Abstain (0)

R4. That the Library Trustees

That the Library Trustees be authorized to use a revolving fund in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 53e1/2 that may be spent by the Library Trustees without further appropriation during the fiscal year commencing July 1, 2018, for the costs associated with the support and promotion of special programs, including salaries related thereto. The Library Trustees revolving fund is to be credited with all revenue from the rental of meeting rooms collected during fiscal year 2019. The Library Trustees may spend up to \$5,000 in revolving fund monies during fiscal year 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (5), Against (0), Absent (0), Abstain (0)

Old Business

- None

It was unanimously voted to adjourn the meeting at 8:25p.m.

Respectfully submitted,

Susan M. Cimino

Clerk of the Council

Documents provided for Meeting

- 18 026 Mayor: FY2019 Operating Budget or take up any action relative thereto
- 18 027 Mayor: FY2019 Budget – Community Preservation Committee or take up any action relative thereto
- 18 028 Mayor: FY2019 Revolving Accounts or take up any action relative thereto