CHARLES C. KOKOROS
President
District 1

LELAND A. DINGEE
At Large

SEAN E. POWERS
At Large

CHARLES B. RYAN
At Large

JOHN C. MULLANEY
District 2

THOMAS M. BOWES
Vice President
District 3

HENRY N. JOYCE
District 4

RONALD E. DENAPOLI
District 5

PAUL "DAN" CLIFFORD
District 6

# OFFICE OF THE TOWN COUNCIL

# - AGENDA -

**May 1, 2013 • Horace T. Cahill Auditorium, Town Hall • Starting Time: 7:30PM**

**PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

**ROLL CALL**

**CORRESPONDENCE**

**ANNOUNCEMENTS**

- 011 13 Council Joyce: Recreation Department – Upcoming Events

**APPROVAL OF MINUTES**

- April 23, 2013

**CITIZEN CONCERNS/COUNCIL RESPONSE**

**OLD BUSINESS**

**Committee on Public Works**

- 13 009 NationalGrid: Petition – Wildwood Avenue

**Personnel Issues Committee**

- 13 010 Council President: Job Description Review – Town Clerk / Clerk of Council

**Committee on Ways & Means**

- 13 017 Mayor: Appointment of Fire Chief – James O'Brien

Town of Braintree, One JFK Memorial Drive, Braintree, Massachusetts 02184-6498
Telephone: (781) 794-8152 Fax: (781) 794-8270 Email: towncouncil@braintreema.gov

**COMMUNICATIONS AND REPORTS FROM THE MAYOR AND TOWN BOARDS**

Mayor Sullivan - Presentation of FY2014 Operation Budget

**NEW BUSINESS**

**Refer to Committee on Ways & Means**

- 13 012 Mayor: FY2014 Operation Budget
- 13 013 Mayor: FY2014 Revolving Accounts

**Topics the Chair does not reasonably anticipate will be discussed**

**ADJOURNMENT**

- Next Council Meetings: **Tuesday, May 21, 2013** @ **7:30pm**

# Braintree Recreation Department presents a day trip to ...

# Narragansett Bay Lighthouse Cruise

## May 18, 2013
## Saturday Day Trip
## Complete Cost $89.00 Per Person

**YOUR DAY TRIP INCLUDES:**

- **Deluxe motorcoach transportation.**
- **Beverages & donuts served en route.**
- **Luncheon included today is at the Quonset Club, in North Kingstown, RI. Choice of: New England Baked Scrod OR Chicken Cutlet with Lemon. Served with Garlic Redskin Mashed Potatoes, Green Beans Almondine, Rolls/Butter, Coffee or Tea with Strawberry Shortcake for dessert.**
- **90-minute cruise on beautiful Narragansett Bay aboard *The Millennium*. Cruise by many of the beautiful and distinctive Lighthouses and the islands of the Bay.**
- **Time for shopping and browsing in charming Wickford Village "One of America's 10 Best Main Streets".**
- **All taxes and gratuities for included features except customary gratuities to driver & escort.**
- **Celebration Tours escort throughout.**

Trip operated by: CELEBRATION TOURS
500 Victory Road, Quincy MA 02171
(617) 696-1900 * (800) 792-5208
www.celebrationtours.net

Visit us on Facebook

Cancellation Policy: Cancellations received after full payment until 16 days prior to departure-$25 pp fee. No refunds for cancellations received within 15 days prior to departure.
Cancellation Waiver…Protects in case of cancellation for any reason. Amount must be included with deposit at time of reservation. Waivers are non-refundable, non-transferable and valid for specified applicant/tour only. Not available on reservations made within 30 days of trip. **Waiver Fee—$10 per person**

**RESERVATION FORM**

**RETURN TO: BRAINTREE RECREATION DEPT**
**85 QUINCY AVENUE**
**BRAINTREE MA 02184**

**LIGHTHOUSE CRUISE DAY TRIP**
**DATE: MAY 18, 2013**
**Complete Cost: $89.00 per person**

Enclosed please find $_____per person as payment in full for ____person(s). Full payment is due at time of reservation. Cancellations received after payment until 16 days prior to departure-$25pp fee. Cancellations received within 15 days of departure—no refunds. Please note any health restrictions. Please make check payable to: **TOWN OF BRAINTREE**

Name:_____Home Phone:_____Cell Phone: _____

Street:_____City_____State_____Zip_____

Traveling with: _____Email:_____

In case of emergency, contact: _____Home Phone:_____Cell:_____

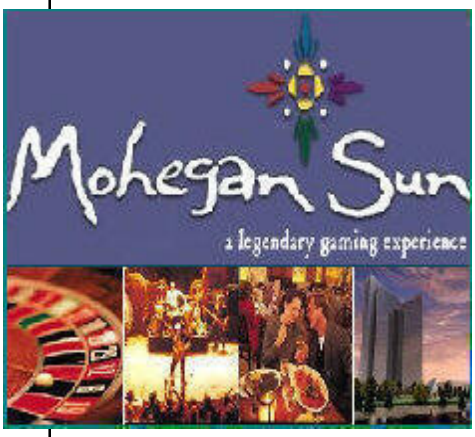
Luncheon Selection: __ New England Baked Scrod ___ Chicken Cutlet with Lemon

# *Join* Braintree Recreation Department

## *on an exciting day trip to ...*

# Mohegan Sun Casino

- **YOUR PACKAGE INCLUDES:**
- **Deluxe motorcoach transportation throughout.**
- **7 hours to enjoy Casino games in both their casinos with 270 exciting table games and over 6,300 state-of-the-art slot machines.**
- **$10 Food and $10 Free Bet.**
- **Bonus is subject to change.**
- **Customary gratuities not included to driver & escort.**
- **Celebration Tours Escort.**



**COMPLETE COST $29.00 per person**
**DATE: Sunday, MAY 19, 2013**
**DEPARTS: 8:00 AM**

***Braintree Town Hall Parking Lot***

*First Come — First Served!*

**CELEBRATION TOURS**
500 Victory Road, Marina Bay, Quincy MA 02171
(617) 696-1900 * (800) 792-5208

*For reservations, contact:*
*Braintree Recreation Department*
*(781) 794-8901*

**RESERVATION FORM**

**RETURN TO: BRAINTREE RECREATION DEPARTMENT**
**85 QUINCY AVENUE**
**BRAINTREE MA 02184**

**MOHEGAN SUN CASINO**
**DATE: MAY 19, 2013**
**COMPLETE COST: $29.00 PP**

Enclosed please find $____per person as payment in full for ____person(s). Full payment is due at time of reservation. Cancellations received within 7 days of departure, no refunds. No refunds for no-shows on day of departure. Please note any health restrictions. Make checks payable to: **TOWN OF BRAINTREE**

Name:_____Phone:_____Email: _____

Address:_____City:_____State:_____Zip:_____

**NO ONE UNDER 21 ALLOWED!**

# *Join*...BRAINTREE RECREATION *at*

# NEWPORT PLAYHOUSE & CABARET RESTAURANT

## May 19, 2013

for

# "SPREADING IT AROUND"

This light-hearted comedy finds Angela Drayton, a wealthy widow in a retirement community. Tired of handing out money to her unappreciative children, she starts the S.I.N. (Spending It Now) Foundation, to give to those truly in need. This terrifies her greedy son and his shopaholic wife driving them to devise a plan to have her committed!

**Of course, Mama will have none of that!**

First enjoy a great buffet in the dining room, then walk to the intimate theatre for the play and after the show, your dinner table awaits you for cabaret!
Cost PER PERSON is $60 and includes transportation from Braintree Town Hall @ 9:45AM
(Tipping on Bar Orders Only)

**Buffet at 11:30AM~Play at 1:00PM~Cabaret ends about 4:30PM**

**Full payment will be due at time of reservation.**
**Call 781-794-8901 or visit our website:**
**www.braintreerec.com**

CHARLES C. KOKOROS
President
District 1

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At Large

SEAN E. POWERS
At Large

CHARLES B. RYAN
At Large

JOHN C. MULLANEY
District 2

THOMAS M. BOWES
Vice President
District 3

HENRY N. JOYCE
District 4

RONALD E. DENAPOLI
District 5

PAUL "DAN" CLIFFORD
District 6

# OFFICE OF THE TOWN COUNCIL

# April 23, 2013

# MINUTES

A meeting of the Town Council was held in the Horace T. Cahill Auditorium, Braintree Town Hall, on Tuesday, April 23, 2013 beginning at 7:30p.m.

Council President Kokoros was in the chair.

The Clerk of the Council conducted the roll call.

Present: Charles Kokoros, President
Thomas Bowes, Vice President
Leland Dingee
Sean Powers
Charles Ryan
John Mullaney
Henry Joyce
Ronald DeNapoli
Paul Dan Clifford

Others: Braintree High School Students

**CORRESPONDENCE**

None

**ANNOUNCEMENTS**

- 015 13 Council President: BHS Recognition Ceremony
- 010 13 Council Ryan: Run for Charlotte
- 011 13 Council Joyce: Recreation Department – Upcoming Events

**APPROVAL OF MINUTES**

- **March 19, 2013**

**Motion:** by Councilor Powers to approve minutes of March 19, 2013
**Second:** by Councilor Ryan
**Vote**: For (6), Against (0), Abstain (3-Bowes, Clifford, Joyce)

**CITIZEN CONCERNS/COUNCIL RESPONSE**

None

**OLD BUSINESS**

None

**COMMUNICATIONS AND REPORTS FROM TOWN BOARDS**

None

**NEW BUSINESS**

**Refer to Committee on Public Works**

- 13 009 NationalGrid: Petition – Wildwood Avenue

**Motion:** by Councilor Bowes to refer Order 13 009 to Committee
**Second:** by Councilor Ryan
**Vote**: For (9), Against (0)

**Refer to Personnel Issues Committee**

- 13 010 Council President: Job Description Review – Town Clerk / Clerk of Council

**Motion:** by Councilor Bowes to refer Order 13 010 to Committee
**Second:** by Councilor Ryan
**Vote**: For (9), Against (0)

**Refer to Committee on Ways & Means**

- 13 011 Mayor: FY2013 Line Item Transfers – Various Departments
- 13 014 Mayor: FY2013 Capital Plan Supplemental Appropriation/Re-Appropriation – General Government
- 13 015 Mayor: FY2013 Capital Plan Supplemental Appropriation/Re-Appropriation – Water/Sewer
- 13 016 Mayor: CPA Supplemental Funding Request – Town Clerk Vital Records: Phase I and II

**Motion:** by Councilor Bowes to refer Orders 13 011, 13 014, 13 015 and 13 016 to Committee
**Second:** by Councilor Ryan
**Vote**: For (9), Against (0)

- **13 017 Mayor: Notice of Appointment – Fire Chief – James O'Brien**

  Council President Kokoros explained to the membership that, just prior to the meeting; he was notified by the Mayor that he had appointed Lt. James O'Brien as the new fire chief. He had asked the Clerk of the Council to assign an Order number to this request by the Mayor. A copy of the notice of appointment has been provided to each of the members. This Notice of Appointment was not anticipated prior to the posting of the agenda however, he is asking the Council to move this Order to Committee so that it can be voted at the next Council meeting.

**Motion:** by Councilor Ryan to refer Order 13 017 to Committee
**Second:** by Councilor Bowes
**Vote**: For (9), Against (0)

**ADJOURNMENT**

It was unanimously voted to adjourn the meeting at 8:49p.m.

Respectfully submitted,
James M. Casey
Clerk of the Council

# Documents provided for Meeting

- March 19, 2013 Minutes
- 13 009 NationalGrid: Petition – Wildwood Avenue
- 13 010 Council President: Job Description Review – Town Clerk / Clerk of Council
- 13 011 Mayor: FY2013 Line Item Transfers – Various Departments
- 13 014 Mayor: FY2013 Capital Plan Supplemental Appropriation/Re-Appropriation – General Government
- 13 015 Mayor: FY2013 Capital Plan Supplemental Appropriation/Re-Appropriation – Water/Sewer
- 13 016 Mayor: CPA Supplemental Funding Request – Town Clerk Vital Records: Phase I and II

# 13 009

## NationalGrid Petition – Wildwood Avenue

## Staff Recommendations

To install and maintain approximately 30 feet, more or less of 2 inch gas main Wildwood Avenue, Braintree. From the existing 3 inch gas main at House #234, easterly to House #236 for a new gas service.

- National Grid Gas Permit #13-009 / 234 Wildwood Ave: BELD has no utility conflicts within the proposed scope of work.

- 13-009 – **Wildwood Avenue.** Wildwood Avenue was scheduled to be shimmed and micro-surfaced last year. In fact, the shim course was installed. This shim course creates the shape of the roadway and any trench must be repaired to these same lines and grades. The micro-surface will not repair a trench that is not repaired flush with the adjacent pavement. The micro-surfacing was delayed last year in anticipation of this petition and to facilitate sidewalk construction further down Wildwood Ave and on Park Avenue. It is our recommendation that this petition **should be approved with a requirement that it be completed as soon as possible, no later than this May, and with more rigorous repair specifications than our standard conditions, to include a final hot mix asphalt pavement at least 4" deep being maintained flush with the surrounding pavement. If the trench repair is not neatly at the correct line and grade at the end of June, then a 1 ½ inch grind and inlay to neat lines one foot beyond the trench limits will be required to facilitate our micro-surfacing.**

## PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

#13-009

**Town of Braintree/ Town Council:–**

The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways, and places of the **Town of Braintree** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

**To install and maintain approximately 30 feet, more or less of 2 inch gas main**
**Wilwood Ave, Braintree.**
**From the existing 3 inch gas main at House # 234, easterly to House # 236 for a new gas service.**

DATE **April 1, 2013**

BY _____
Dennis K. Regan
Permit Representative

---

## ORDER FOR GAS MAIN LOCATION

**Town of Braintree/ Town Council:**

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways, and places of the **Town of Braintree** substantially as described in the petition dated **April 1, 2013** attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **Town of Braintree** applicable to the enjoyment of said locations and rights.

Dated this _____ day of _____, 20 _____.

I hereby certify that the foregoing order was duly adopted by the _____ of the City of _____, MA on the _____ day of _____ 20 _____.

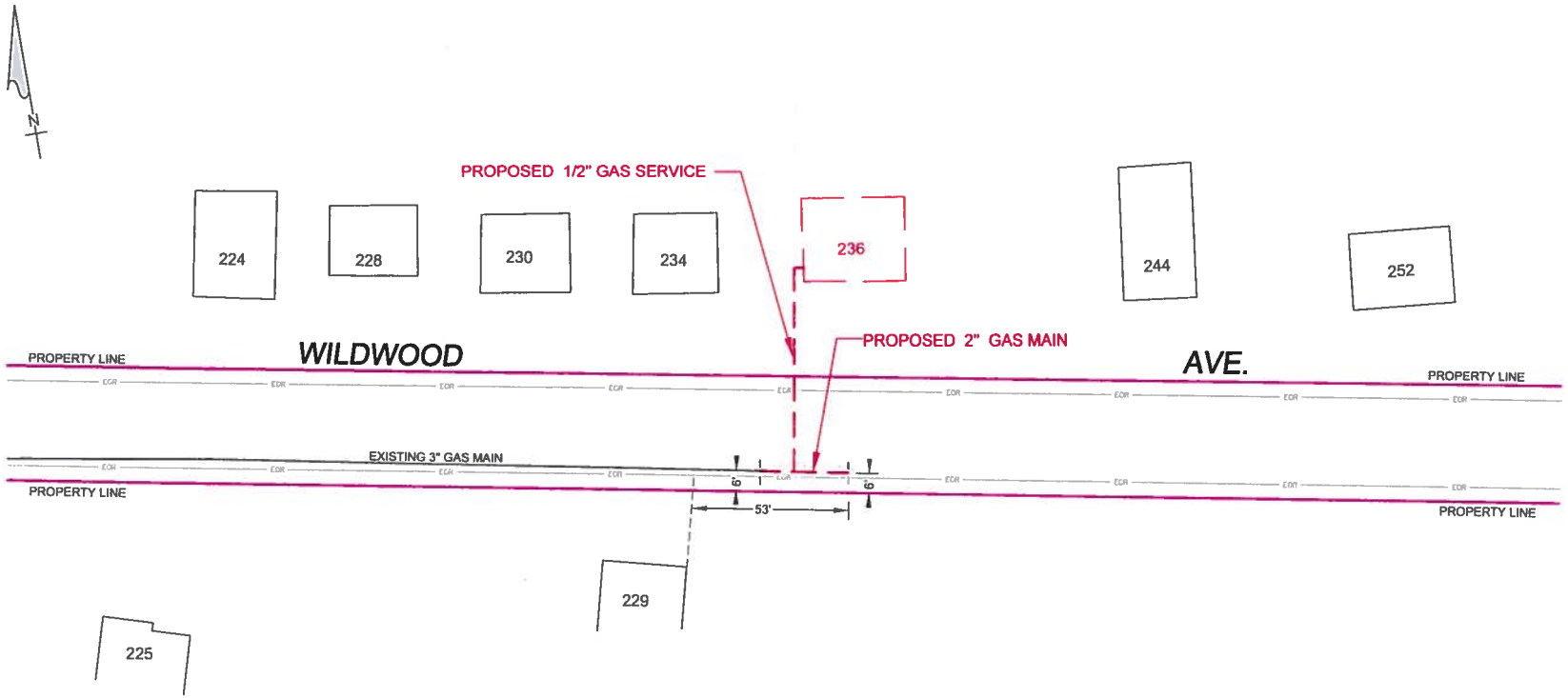
BY _____

_____
Title

**RETURN ORIGINAL TO THE PERMIT SECTION**
**NATIONALGRID**
**40 SYLVAN RD, WALTHAM, MA 02451**
**RETAIN DUPLICATE FOR YOUR RECORDS**

FORM #1444, Rev. 90

RECEIVED
APR 01 2013




#13-009

PIPE TOTALS
30'± – GAS MAIN
32'± – GAS SERVICE

PROPOSED GAS
ELECTRIC
GAS
WATER
STORM DRAIN
SANITARY SEWER
TELEPHONE
EOR — EDGE OF ROADWAY

MANHOLE & WELL
HYDRANT
CATCH BASIN
UTILITY POLE
SHUTOFF VALVE
TMH - TELEPHONE MANHOLE
EMH - ELECTRIC MANHOLE
SDMH - STORM DRAIN MANHOLE
SMH - SEWER MANHOLE

NOTE:
THE LOCATION OF SURFACE AND UNDERGROUND OBJECTS SHOWN ARE NOT WARRANTED TO BE CORRECT.

CALL 811 BEFORE YOU DIG

UTILITIES AND STREET LINES COMPILED FROM AVAILABLE DATA SOURCES NO FIELD VERIFICATION PERFORMED

nationalgrid
40 SYLVAN ROAD
WALTHAM, MA 02451

## GRANT OF LOCATION

PROPOSED LOCATION OF 2" GAS MAIN AND 1/2" GAS SERVICE TO:

236 WILDWOOD AVENUE, BRAINTREE, MA 02184

| ENGR / DRFTMN | DATE | SIZE | PRESSURE | MATERIAL | LENGTH | WORK ORDER NO. |
|---|---|---|---|---|---|---|
| J.A.M. / M.J.B. | 03/26/2013 | 1/2" & 2" | 60 PSIG | PLASTIC | AS NOTED | 830954 |

SCALE: 1" = 40'-0"

SHEET 1 OF 1

DRAWING NO.
GP-BRA
830954-13-53

Office of the Board of Assessors
ONE JOHN FITZGERALD KENNEDY MEMORIAL DRIVE
BRAINTREE, MASSACHUSETTS 02184
TEL: (781) 794-8050 • (781) 794-8056
FAX: (781) 794-8068

#13-009

| | |
|---|---|
| DATE: | April 1st, 2013 |
| APPLICANT: | National Grid |
| PROPERTY LOCATION: | 236 Wildwood Ave. |
| MAP AND PLOT: | 1094 0 16 |

This is to certify that at the time of submission of this form to the Board of Assessors, the names and addresses of the parties assessed as adjoining owners to the parcel of land shown and described are as written and are the parties according to the records of the Assessors.

***Office of the Board of Assessors*** MB

**Robert M. Cusack**
**Chairman**

# Braintree

## Abutters List

| ParcelID | Location | Owner | Co-Owner | Mailing Address | City | State | Zip |
|---|---|---|---|---|---|---|---|
| 1094 0 15 | 244 WILDWOOD AV | GREENE JAMES J | GREENE KATHLEEN M | 244 WILDWOOD AVE | BRAINTREE | MA | 02184 |
| 1094 0 16 | 236 WILDWOOD AV | RITCHIE ROSE E | | 236 WILDWOOD AV | BRAINTREE | MA | 02184 |
| 1094 0 18 | 234 WILDWOOD AV | CATTO MARY M | | 234 WILDWOOD AVE | BRAINTREE | MA | 02184 |
| 1094 0 31 | 229 WILDWOOD AV | KENNEALLY DANIEL J | KENNEALLY KATHLEEN | 229 WILDWOOD AV | BRAINTREE | MA | 02184 |
| 1094 0 34 | 233 WILDWOOD AV | SUGHRUE DENNIS F/JOAN E LE | AARONS KATHLEEN M | 233 WILDWOOD AVENUE | BRAINTREE | MA | 02184 |
| 1094 0 36 | 241 WILDWOOD AV | CEDRONE EILEEN M | HAYDEN DUANE E JTS | 241 WILDWOOD AVENUE | BRAINTREE | MA | 02184 |

***End of Report***

#43-009

# Abutters List

| ParcelID | Location | Owner | Co-Owner | Mailing Address | City | State | Zip |
|---|---|---|---|---|---|---|---|
| 1094 0 15 | 244 WILDWOOD AV | GREENE JAMES J | GREENE KATHLEEN M | 244 WILDWOOD AVE | BRAINTREE | MA | 02184 |
| 1094 0 16 | 236 WILDWOOD AV | RITCHIE ROSE E | | 236 WILDWOOD AV | BRAINTREE | MA | 02184 |
| 1094 0 18 | 234 WILDWOOD AV | CATTO MARY M | | 234 WILDWOOD AVE | BRAINTREE | MA | 02184 |
| 1094 0 31 | 229 WILDWOOD AV | KENNEALLY DANIEL J | KENNEALLY KATHLEEN | 229 WILDWOOD AV | BRAINTREE | MA | 02184 |
| 1094 0 34 | 233 WILDWOOD AV | SUGHRUE DENNIS F/JOAN E LE | AARONS KATHLEEN M | 233 WILDWOOD AVENUE | BRAINTREE | MA | 02184 |
| 1094 0 36 | 241 WILDWOOD AV | CEDRONE EILEEN M | HAYDEN DUANE E JTS | 241 WILDWOOD AVENUE | BRAINTREE | MA | 02184 |

*End of Report*

#13-009

RECEIVED
MAR 29 2013
Board of Assessors
Braintree, MA

# ABUTTERS LIST

LOCUS MAP & LOT: 1094 / 16

LOCUS OWNER: Rose Ritchie / National Grid

LOCUS ADDRESS: 236 Wildwood Ave.
Braintree MA 02184

DATE: 4-1-13

CONTACT PERSON: DENNIS REGAN

CONTACT PHONE #: 617-293-0480

*PLEASE PRINT CLEARLY*

| PARCEL ID / MAP AND LOT #'s | LOCATION OF PROPERTY | PROPERTY OWNER'S NAME *AND* MAILING ADDRESS |
|---|---|---|
| 1094/18 | 234 WILD WOOD AV | |
| 1094/31 | 225 WILD WOOD AV | |
| 1094/34 | 233 WILD WOOD AV | |
| 1094/36 | 241 WILD WOOD AV | |
| 1094/15 | 244 WILD WOOD AV | |
| | | |
| | | |
| | | |

PAGE _____ OF _____

#13-009

Joseph C. Sullivan, Mayor

# BRAINTREE DEPARTMENT OF PUBLIC WORKS

**Engineering Division**
Robert P. Campbell, PE, PTOE, Town Engineer
rcampbell@braintreema.gov
John J. Morse, Assistant Town Engineer
jmorse@braintreema.gov

# Memo

Date: April 1, 2013
To: Jim Casey, Clerk of Council
From: Bob Campbell
CC: Tom Whalen, Rich Grey, John Morse
RE: National Grid Gas Main Petition 13-009- Wildwood Ave. (see also 12-038)

**********

The DPW has reviewed the subject petition and the accompanying sketch for the new gas main location and have the following recommendations:

- 13-009 – **Wildwood Avenue.** Wildwood Avenue was scheduled to be shimmed and micro-surfaced last year. In fact, the shim course was installed. This shim course creates the shape of the roadway and any trench must be repaired to these same lines and grades. The micro-surface will not repair a trench that is not repaired flush with the adjacent pavement. The micro-surfacing was delayed last year in anticipation of this petition and to facilitate sidewalk construction further down Wildwood Ave and on Park Avenue. It is our recommendation that this petition **should be approved with a requirement that it be completed as soon as possible, no later than this May, and with more rigorous repair specifications than our standard conditions, to include a final hot mix asphalt pavement at least 4" deep being maintained flush with the surrounding pavement. If the trench repair is not neatly at the correct line and grade at the end of June, then a 1 ½ inch grind and inlay to neat lines one foot beyond the trench limits will be required to facilitate our micro-surfacing.**

**Bob Campbell**
**Town Engineer**

90 Pond Street, Braintree, MA 02184 Telephone: 781-794-8010 Fax: 781-794-8401

Date Approved:
Grade: M-18
Union: Appointed by Town Council

# TOWN CLERK

## NATURE OF WORK:

Responsible for administrative and supervisory work in connection with recording, filing and custody of Town records and vital statistics; conducts elections; issues licenses and permits; related work as required. **Serves as Parliamentarian at Town Council meetings.** Errors could result in lower standards of service and seriously affect individuals financially, should vital statistics be incorrectly recorded.

## SUPERVISION:

Appointed position responsible to the Town Council. Exercises immediate supervision over clerical employees and supervision of a larger number of election workers.

## JOB ENVIRONMENT:

Duties are generally performed under typical office conditions, but with some attendance at evening meetings.

## ESSENTIAL FUNCTIONS:

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)*

- Heads Licensing Board.
- **Serves as Parliamentarian at Town Council meetings.**
- Conducts elections, instructs and supervises election officers; tabulates and records election results.
- Serves as ex-officio member and Clerk of the Board of Registrars of voters; participates in the registration of voters; supervises revision of Register of Voters

each year; certifies signatures of registered voters on nomination papers of candidates for elective office, referendum and initiative petitions, etc.; transmits lists of registered voters to the Secretary of State; sells registered voter list to approved vendors.

- Supervises street listing, school census and state census taking.

- Issues dog licenses and issues licenses for the storage of hazardous materials such as flammables and explosives.

- Records and files Planning Board applications, maps, and decisions; and decisions of the Zoning Bylaw Board of Appeals.

- Administers oaths of office to all town officers.

- Posts notices of open meetings filed by town boards and committees in compliance with the Open Meeting Law.

- Receives all non-criminal fines.

- Responsible for the administration and operation of election activities; enters voter registration and certification data; issues, receives, and records absentee ballots.

- Performs a variety of responsible functions, in accordance with state statutes, town bylaws, and office procedures, requiring the exercise of judgment and discretion in the interpretation and application of laws, regulations, and procedures.

- **Responsible for the preparation and certification of Town Council Measures (any item that is put before the Town Council for vote).**

- Answers questions from the general public, directly and by telephone, providing information and making referrals to other offices and agencies, as appropriate; researches questions through official town records and General Laws, as necessary; provides

information requested by town officials.

- Records vital statistics, including births, marriages, and deaths; prepares monthly reports of vital statistics; forwards to state offices; issues certified copies of records and statistics in accordance with applicable laws.

- Prepares departmental budget for preparations for presentation to Town Council.

- Maintains personnel records; prepares payroll for department staff; reconciles daily and weekly cash receipts.

- Performs tasks related to the annual census; prepares material for List of Residents, Annual Town Report and Jury List.

- Frequent contact with the general public, and other town departments and officials, including the Town Accountant, Town Solicitor and Mayor's Office. Communication is by telephone, email, and in person.

- Performs other similar or related duties as required, or as situation dictates.

**KNOWLEDGE, SKILLS, AND ABILITY:**

**Knowledge:** Thorough knowledge of record keeping systems, standard office procedures, Massachusetts General Laws governing elections, voter registration, vital statistics, and licenses and permits.

**Skills:** Supervisory skills required. Excellent organizational skills. Knowledge of state voter registration systems. Computer knowledge a necessity.

**Ability:** Ability to process, file and maintain public records. Ability to establish and maintain effective working relationships with Town Officials, Town departments, and the general public. Ability to express oneself clearly and concisely, orally and in writing. Ability to maintain confidentiality of privacy issues. Must be detail-oriented.

**REQUIRED QUALIFICATIONS:**

Associates degree with a major in business administration or related field, plus five (5) years of successful administrative experience in a responsible position. Certifications not required but strongly recommended.

Date Approved:
Grade: M-6
Union: Appointed by Town Council

# TOWN COUNCIL

## CLERK OF THE COUNCIL

**NATURE OF WORK:**

The Clerk of the Council shall give notice of meetings to its members and to the public, maintain a journal of its proceedings, correspond appropriately with the general public, **handle sensitive and confidential information, responsible for financial matters within the Council Office including budgets, payroll, and expenses, develop and execute various requests for proposals, responsible for Information Technology including iPad applications, Council website and calendar, perform complex data analysis, develop public hearing notices, provide Notary Public services for Council Business** and perform any other duties that may be provided by ordinance or by other vote of the Town Council. The Clerk of the Council shall provide administrative and secretarial services to the members of the Town Council.

**SUPERVISION:**

Reports to the President of the Council (*directly*), and ALL Councilors (*indirectly*) **although the majority of work is self-directed.**

**JOB ENVIRONMENT:**

Work is performed under typical office conditions with minimal physical effort.

**ESSENTIAL FUNCTIONS:**

(*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance. The Town Council as required may assign other duties.)*

- Performs all duties of the Clerk of the Council as described in ***Chapter 189 of the Acts of 2005***, also known as the "Braintree Charter" or "The Charter".

- Attends all Town Council meetings and other evening meetings as required. Supervises the recording of meeting minutes and prepares meeting agenda packages and other material as required. Notifies all applicable parties of actions taken at Town Council meetings.

- Maintains records of all Council votes, activities, resolutions, ordinances, changes and proposals. Maintains a record of all ordinances in a book properly indexed and shall number such ordinances consecutively in each year. Shall provide copies of the ordinances enacted during the year for inclusion into the Town's annual report. Shall assist with the periodic review of the charter and ordinances.

- Shall perform the Clerk of the Council duties as specified in *Section 7-7*, "Citizen Initiative Measures" and *Section 7-8*, "Citizen Referendum Procedures" of the Braintree Charter.

- Coordinates the publishing of every proposed ordinance, appropriation order or loan authorization in a local newspaper and any additional manner as described in the Braintree Charter.

- **Update Council website to include posting of multiple Council/Committee Agenda, Meeting Documents, Minutes and administrative update on a regular basis.**

- **Provide IT support to members including iPad issues, software updates, evaluation of software, Council**

**event calendar and preparation and delivery of meeting documents.**

- **In conjunction with Town Solicitor, prepare and execute RFP documentation for Town Auditor Contract and Outside Auditor Contract to include bidding specifications and execution of legal requirements.**

- **Provide analytical support to Council on various issues.**

- Prepare vouchers for payment of bills and maintains accurate records of expenditures.

- **Prepare Council budget. Represents Council at Budget Review meetings.**

- **Provide Notary Public services for Council Business.**

- Acts as liaison to the general public for the Town Council. **Coordinates with the Mayor's Office and Council members for resolution on a wide range of residential/business issues.**

- Answers phones and takes messages for Council members, opens, reviews, sorts and distributes mail and prepares outgoing mail, facsimiles, and parcels.

- Composes, types, copies, prints, files, posts, logs, and/or transmits conventional and electronic correspondence, reports, charts, forms, ordinances/resolutions, legal documents, statements, warrants, affidavits, lists, bids, notices, purchase orders, work orders, and/or related documentation; and maintains and updates related files.

- Creates and/or maintains spreadsheets, databases, filing systems, and resource library. Submits requests to departments as needed by Council members.

- Assists the Town Clerk as directed by the Town Council President.

- **Regular and predictable attendance.**

**KNOWLEDGE, SKILLS AND ABILITY:**

**Knowledge:** **Thoroughly experienced in office practices and procedures. Working knowledge of IT practices and procedures.** Familiarity with municipal government rules and regulations pertaining to the Council as dictated by the "Charter".

**Skills:** Advanced computer application skills including Word, Excel and PowerPoint programs. **Strong analytical skills.** Excellent organizational and communication skills.

**Ability:** Ability to maintain confidentiality. Ability to multi-task and prioritize assignments. Ability to work independently. Ability to communicate effectively, both orally and in writing. Ability to research information on the internet. Ability to work as a team player **and be a self-starter**.

**REQUIRED QUALIFICATIONS:**

- Associate's degree preferred, high school diploma required.

- Five (5) years of experience in general administrative, office management and secretarial work, paralegal and municipal experience strongly preferred.

- A thorough understanding of Microsoft Office products such as Word, Excel and PowerPoint required **as well as an understanding of IT practices and procedures**.

- **Must be a Notary Public within 90 days of appointment.**

Approved by Town Council
Date Approved: 2/6/08
Classification: Mn-6
Union: N/A

#13-017

# Office of the Mayor

One JFK Memorial Drive
Braintree, Massachusetts 02184

Joseph C. Sullivan
Mayor

781-794-8100

**NOTICE OF APPOINTMENT**

Pursuant to the authority vested in the Office of the Mayor in Article 3 Section 3-3 of the Charter of the Town of Braintree, also known as Chapter 189 of the Acts of 2005, I hereby appoint Lt. James O'Brien to the position of Fire Chief.

Signed this 23rd day of April, 2013

Joseph C. Sullivan
Mayor

RECEIVED
APR 23 2013

Documents for the following Orders will be provided by Tuesday, April 30th.

13 012 Mayor: FY2014 Operation Budget

13 013 Mayor: FY2014 Revolving Accounts