

Thomas M. Bowes
President
District 3

Shannon L. Hume
At Large

CHARLES B. Ryan
At Large

CHARLES C. Kokoros
District 1

JOHN C. MULLANEY
District 2



Sean E. Powers
Vice President
At Large

Stephen C. O'Brien
District 4

Michael J. Owens
District 5

PAUL "DAN" CLIFFORD
District 6

OFFICE OF THE TOWN COUNCIL

- AGENDA -

December 15, 2015 • Horace T. Cahill Auditorium, Town Hall • Starting Time: 7:30PM

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

ANNOUNCEMENTS

- 068 15 Councilor Kokoros: Marge Crispin Center –Collections thru next week for Holiday delivery
- 072 15 Councilor Kokoros: Update - Braintree Christmas Party

APPROVAL OF MINUTES

- December 1, 2015

COMMUNICATIONS AND REPORTS FROM THE MAYOR AND TOWN BOARDS

- 077 15 Town Clerk: Travel Policy – Town Clerk/Assistant Town Clerk - MMA Conference
- 078 15 Council President: Travel Policy – Councilors/Clerk of the Council – MMA Conference

OLD BUSINESS

- 033 15 Council President: Town Auditor Job Posting or take up any action relative thereto
- 073 15 Councilor Mullaney: Travel Reimbursement Policy for Braintree Town Councilors or take up any action relative thereto

NEW BUSINESS

None

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS:

Next Council Meeting - **TUESDAY, JANUARY 5, 2015 @ 7:30pm**

ADJOURNMENT

Thomas M. Bowes
President
District 3

Shannon L. Hume
At Large

CHARLES B. Ryan
At Large

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OFFICE OF THE TOWN COUNCIL

December 1, 2015

MINUTES

A meeting of the Town Council was held in the Cahill Auditorium, Braintree Town Hall, on Tuesday, December 1, 2015 beginning at 7:30p.m.

Council President Bowes was in the chair.

The Clerk of the Council conducted the roll call.

Present: Thomas Bowes, President
Sean Powers, Vice President
Paul Dan Clifford
Shannon Hume
Charles Kokoros
John Mullaney
Michael Owens
Charles Ryan

Not Present: Stephen C. O'Brien

Also Present: Joseph C. Sullivan, Mayor
Edward Spellman, Director of Finance
Robert Brinkmann, Town Assessor
Board of Assessors
Karen Shanely, Director of HR
Russell Jenkins, Police Chief
James O'Brien, Fire Chief
Paul McSoley, Police Dept. Finance Director
Jeffrey Kunz, Director of Trash/Recycling
Marybeth McGrath, Director of Municipal Licensing
Barbara Mello, Grant Writer
Frank Hackett, School Superintendent
Ed Cronin, School Department
Terri Stano, Library Director
Shamila Biswas, Director of Elder Affairs

APPROVAL OF MINUTES

- November 10, 2015

Motion: by Councilor Powers to Approve Minutes of November 10, 2015

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1-O'Brien), Abstain (0)

- November 17, 2015

Motion: by Councilor Powers to Approve Minutes of November 17, 2015

Second: by Councilor Kokoros

Vote: For (6), Against (0), Absent (1-O'Brien), Abstain (2-Clifford, Hume)

COMMUNICATIONS AND REPORTS FROM THE MAYOR AND TOWN BOARDS

- BELD Commissioner Anthony Agnitti came to the Council meeting to give an update on the Telephone Poles that fell into Washington Street near the Tiki Palace last week.

The Councilors had a lot of questions which will be addressed by BELD and then addressed at another Town Council meeting in the future. The questions were:

Councilor Mullaney: What is the cost to BELD to purchase the poles? In enquiring the poles did we enquire extra liability with it? If a lot of "Verizon" poles are rotted will there be a renegotiating?

Councilor Powers: What is the benefit for BELD to purchase these poles? Can BELD charge rent from Verizon? If Bill or someone can send us over an executive summary of how the previous system worked with the dual ownership of BELD and Verizon and on the maintenance of poles.

Councilor Clifford: Several years ago there was a court finding that required Utilities to pay taxes to the Towns the poles would reside in. With BELD buying the telephone poles now – How much is Braintree losing in terms of that additional revenue. There should be a discussion with the Board of Assessors and BELD. The Utilities did not want to pay for those poles in the Municipalities. I would like the Board of Assessors to work with BELD to understand the scope of what that revenue loss might be.

Councilor Ryan: When BELD is done having the poles accessed can you come back and give us an update so everyone in town can get the update. (Tony stated we will have the Engineers here also for proper technical answers)

Councilor Charles Kokoros: BELD owned the pole that fell down. We didn't make sure that pole was adequate. I would just like to see the report on that pole that we purchased, the assessment of it and the timetable of which it should have been repaired.

CORRESPONDENCE

- 076 15 Councilor Owens: The Gavin Foundation – Youth Support

Mr. John Magan and Mr. Tom Fowkes were in attendance and spoke on what the foundation offers. The Gavin Foundation is a non-profit addiction services program. gavinfoundation.org

OLD BUSINESS

- 022 15 DPW Snow & Ice Report de-briefing or take up any action relative thereto
Charles Ryan, Chairman of the Committee on the Department of Public Works met with Mayor Sullivan and Tom Whalen, Director of DPW, Stephen J. O'Brien, Highway Superintendent, Walter Sullivan and Nancy Kennedy, DPW clerk to review the Snow & Ice Report. In addition, they discussed lessons learned, understanding the game plan for the upcoming winter season and especially address the need around the Braintree Schools for those having to walk to school and medical emergencies always being the priority.
Councilor Owens asked Mayor Sullivan about having at the main intersections having a flashing light when there is a parking ban in effect. Mayor Sullivan said he did not want to confuse residents but there can be further discussion on this issue.

- 15 040 Mayor: Tax Rate Classification Approval or take up any action relative thereto (PUBLIC HEARING)

Motion: by Councilor Powers to open public hearing

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

Councilor Mullaney, Chairman of the Committee on Ways & Means, stated the committee has met and supported this motion. It is recommended for favorable action.

Council President asked if any member of the Council or anyone from the public would like to speak on 15 040.

Motion: by Councilor Powers to close public hearing

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

1. Regarding the tax rate classification shift.

MOTION: Be it ordained that the Town of Braintree, through the Braintree Council, adopt the recommendation of the Mayor and the Board of Assessors to approve the Classification Tax Rate Shift of 175% to be applied to commercial, industrial and personal property.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

2. Regarding the small business exemption.

MOTION: To approve the "Small Business Exemption" as recommended by the Mayor and the Board of Assessors in a memorandum to the Town Council dated November 10, 2015, and as filed with the Office of the Town Clerk.

Motion: by Councilor Powers

Second: by Councilor Ryan

Vote: For (7), Against (0), Absent (1- O'Brien), Abstain (1-Kokoros)

3. Regarding the open space discount.

MOTION: To continue to adopt the recommendation of the Mayor and the Board of Assessors, as outlined in a memorandum to the Town Council dated November 10, 2015, and as filed with the Office of the Town Clerk, to decline the "Open Space" discount.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

4. Regarding the residential exemption.

MOTION: To continue to adopt the recommendation of the Mayor and the Board of Assessors, as outlined in a memorandum dated November 10, 2015, and as filed with the Office of the Town Clerk, to decline the adoption of the "Residential Exemption."

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

- 15 041 Mayor: Request to Approve the FY 16 Capital Plan or take up any action relative thereto (PUBLIC HEARING)

Motion: by Councilor Powers to open public hearing

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

Councilor Mullaney, Chairman of the Committee on Ways & Means, stated the committee has met and supported this motion. It is recommended for favorable action.

Council President asked if any member of the Council or anyone from the public would like to speak on 15 041.

Motion: by Councilor Powers to close public hearing

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

TOWN OF BRAINTREE, MASSACHUSETTS IN TOWN COUNCIL ORDERED:

To approve the Fiscal Year 2016 Capital Plan as submitted.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

- 15 042 Mayor: Request for Appropriation - Fiscal Year 2016 General Fund Capital Budget or take up any action relative thereto (PUBLIC HEARING)

Motion: by Councilor Powers to open public hearing

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

Councilor Mullaney, Chairman of the Committee on Ways & Means, stated the committee has met and supported this motion. It is recommended for favorable action.

Council President asked if any member of the Council or anyone from the public would like to speak on 15 042.

Motion: by Councilor Powers to close public hearing

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

TOWN OF BRAINTREE, MASSACHUSETTS IN TOWN COUNCIL ORDERED:

That the Town of Braintree appropriates the sum of Three Million Five Hundred –Forty Thousand Dollars (\$3,540,000) to pay costs of the following capital projects:

<u>PROJECT</u>	<u>AMOUNT</u>	<u>AUTHORIZATION</u>
Roadway Resurfacing	\$1,500,000	Ch. 44, s. 7(6)
School Data Processing Improvements	\$400,000	Ch. 44, s 7(28)/7(29)
School Building Renovations	\$240,000	Ch. 44, s 7(3A)
School Paving Resurfacing	\$340,000	Ch. 44, s. 7(6)
DPW GPS Replacement	\$ 30,000	Ch. 44, s 7(9)
DPW Facilities (Town) Building repairs	\$ 275,000	Ch. 44, s 7(3A)
DPW Cemetery Sweeper and Mower	\$ 75,000	Ch. 44, s 7(9)
DPW Highway Equip. Tractor & Sweeper	\$380,000	Ch. 44, s 7(9)
DPW Recreation Field and Fence repair	\$ 50,000	Ch. 44, s 7(25)
Library Building Renovations	\$250,000	Ch. 44, s 7(3A)

and for the payment of all other costs incidental and related thereto; that the amounts indicated above for each project are estimates and that the Mayor may allocate more funds to any one or more of such projects, and less to others, so long as, in the judgment of the Mayor, each of the projects described above can be completed within the total appropriation made by this Order; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to the authorizing statutes described above, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

- 15 043 Mayor: Request for Appropriation – Fiscal Year 2016 Enterprise Funds Capital Budget or take up any action relative thereto (PUBLIC HEARING)

Motion: by Councilor Powers to open public hearing

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

Councilor Mullaney, Chairman of the Committee on Ways & Means, stated the committee has met and supported this motion. It is recommended for favorable action.

Council President asked if any member of the Council or anyone from the public would like to speak on 15 043.

Motion: by Councilor Powers to close public hearing

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

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 Town-wide water distribution system improvements, 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 Chapter 44, Section 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

TOWN OF BRAINTREE, MASSACHUSETTS IN TOWN COUNCIL ORDERED:

That the Town of Braintree appropriates the sum of One Million Five Hundred Twenty Thousand Dollars (\$1,520,000) to pay costs of wastewater system rehabilitation projects, 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 Chapter 44, Section 7(1) of the General Laws, or pursuant to any other enabling authority and to issue bonds or notes of the Town therefor.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

TOWN OF BRAINTREE, MASSACHUSETTS IN TOWN COUNCIL ORDERED:

That the Town of Braintree appropriates the sum of One Million Dollars (\$1,000,000) to pay costs of the following capital projects:

<u>Project</u>	<u>Amount</u>	<u>Authorizing Statute</u>
Commerce Drive Pump Station	\$800,000	Ch 44, s 7(34)
Treatment Plant Wash Water Tank	\$200,000	Ch 44 s 8 (4)

and for the payment of all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to the authorizing statutes described above, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

- Motion:** by Councilor Powers
- Second:** by Councilor Kokoros
- Vote:** For (8), Against (0), Absent (1- O'Brien)

TOWN OF BRAINTREE, MASSACHUSETTS IN TOWN COUNCIL ORDERED:

That the Town of Braintree appropriates the sum of Seventy Seven Thousand Dollars (\$ 77,000) to pay costs of the following capital projects:

<u>Project</u>	<u>Amount</u>	<u>Authorizing Statute</u>
Triplex Mower	\$ 30,000	Ch 44, s 7(9)
Sand Trap Rake	\$ 22,000	Ch 44, s 7(9)
Utility Vehicle	\$ 25,000	Ch 44, s 7(9)

and for the payment of all other costs incidental and related thereto; that the amounts indicated above for each project are estimates and that the Mayor may allocate more funds to any one or more of such projects, and less to others, so long as, in the judgment of the Mayor, each of the projects described above can be completed within the total appropriation made by this Order; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to the authorizing statutes described above, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

- Motion:** by Councilor Powers
- Second:** by Councilor Kokoros
- Vote:** For (8), Against (0), Absent (1- O'Brien)

- 15 044 Mayor: Request for Appropriation – FY 2016 Capital Budget - Other Available Funds or take up any action relative thereto (PUBLIC HEARING)
Motion: by Councilor Powers to open public hearing
Second: by Councilor Kokoros
Vote: For (8), Against (0), Absent (1- O'Brien)

Councilor Mullaney, Chairman of the Committee on Ways & Means, stated the committee has met and supported this motion. It is recommended for favorable action.
Council President asked if any member of the Council or anyone from the public would like to speak on 15 044.

Motion: by Councilor Powers to close public hearing

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

1) Finance Department

MOTION: That the sum of \$50,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purpose of updating ADA compliance issues.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

2) Finance Department

MOTION: That the sum of \$50,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purpose of updating Town Telephone system.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

3) Finance Department

MOTION: That the sum of \$100,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purpose of electronic archiving and digital imaging of Town Department's files and records.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

4) Planning and Development Department

MOTION: That the sum of \$10,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purpose of Town Green Universal Access.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

5) Police Department

MOTION: That the sum of \$35,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purposes of various building upgrades.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

6) Police Department

MOTION: That the sum of \$10,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purpose of purchasing equipment handguns.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

7) Police Department

MOTION: That the sum of \$209,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purposes of purchasing three replacement marked police cruiser, two unmarked police cruisers and a motorcycle.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

8) Police Department

MOTION: That the sum of \$50,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purpose of purchasing various data processing equipment.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

9) Police Department

MOTION: That the sum of \$21,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purpose of purchasing various radio equipment.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

10) Fire Department

MOTION: That the sum of \$75,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purpose of various building repairs and renovations.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

11) Municipal License and Inspections Department

MOTION: That the sum of \$30,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purpose of purchasing a permit software program to connect the weights and measures to the automated permitting program.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

12) School Department

MOTION: That the sum of \$20,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purpose of replacing the boiler at the Highlands School.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

13) Department of Elder Affairs

MOTION: That the sum of \$40,000 be transferred from Fiscal Year 2015 Certified Free Cash for the purposes of parking lot expansion and renovating a bathroom.

Motion: by Councilor Powers

Second: by Councilor Kokoros

Vote: For (8), Against (0), Absent (1- O'Brien)

- 073 15 Councilor Mullaney: Travel Reimbursement Policy for Braintree Town Councilors or take up any action relative thereto.

Councilor Mullaney stated this has been TABLED at the Committee on Ways & Means meeting for further discussion.

NEW BUSINESS

None

Refer to Committee on Ways & Means

- 15 045 Mayor: Prior Fiscal Year Unpaid Bill or take up any action relative thereto
- 15 046 Mayor: General Fund Free Cash and Retained Earnings Approval or take up any action relative thereto

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS:

Next Council Meeting - **TUESDAY, DECEMBER 15, 2015@ 7:30pm**

ADJOURNMENT

It was unanimously voted to adjourn the meeting at 9:47p.m.

Respectfully submitted,
Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- November 10, 2015 Council Meeting Minutes
- November 17, 2015 Council Meeting Minutes
- 15 040 Mayor: Tax Rate Classification Approval or take up any action relative thereto (PUBLIC HEARING)
- 15 041 Mayor: Request to Approve the FY 16 Capital Plan or take up any action relative thereto (PUBLIC HEARING)
- 15 042 Mayor: Request for Appropriation - Fiscal Year 2016 General Fund Capital Budget or take up any action relative thereto (PUBLIC HEARING)
- 15 042 Mayor: Request for Appropriation - Fiscal Year 2016 General Fund Capital Budget **REVISED** 11/23/15 or take up any action relative thereto (PUBLIC HEARING)
- 15 043 Mayor: Request for Appropriation – Fiscal Year 2016 Enterprise Funds Capital Budget or take up any action relative thereto (PUBLIC HEARING)
- 15 044 Mayor: Request for Appropriation – FY 2016 Capital Budget - Other Available Funds or take up any action relative thereto (PUBLIC HEARING)
- 073 15 Councilor Mullaney: Travel Reimbursement Policy for Braintree Town Councilors or take up any action relative thereto

2016 Annual Meeting & Trade Show

January 22 & 23, 2016 | Hynes Convention Center and Sheraton Boston Hotel, Boston

PROGRAM REGISTRATION FORM

077-15

078-15

Please fill out form completely

Name (please print or type)

First name or nickname for badge

Title

Municipality, organization or other affiliation

Street address

City or town State ZIP

Daytime phone number Fax number

E-mail address

Guest's first name Guest's last name

Please note: "Personal guest" registration category is not for use by co-workers or associates within your community, organization or business.

Are you a first-time attendee? yes no

Your registration fee includes admission to the keynote address, all workshops, your member group business meeting, the trade show, and the opening and president's receptions.

Two weeks prior to the meeting, you will receive a confirmation of your registration, directions and parking information, and other pertinent details.

Cancellations: Refunds will be made in full for registration or meal tickets ONLY if you notify the MMA by a letter on municipal letterhead postmarked no later than Jan. 8, 2016.

Hotel reservations must be made directly with the Sheraton Boston Hotel at (800) 325-3535 or online through the MMA website.

For more information about the hotel, visit www.sheratonbostonhotel.com or www.mma.org.

Please complete this form and mail it to:
Annual Meeting, Massachusetts Municipal Association
One Winthrop Square, 2nd floor, Boston, Massachusetts 02110
or fax to (617) 695-1314

A. Conference Pre-registration Deadline:

January 15, 2016

- Member \$160
- Business Program Member \$160
- Other Government Entities \$265

There will be an additional \$50 charge for on-site registration

Subtotal A \$ _____

B. Events

NUMBER OF TICKETS

_____ Friday Dinner @ \$39 per person \$ _____

_____ Saturday Dinner @ \$45 per person \$ _____

_____ Women Elected Municipal Officials
lunch (Friday) @ \$29 per person \$ _____

Subtotal B \$ _____

Total Due A+ B \$ _____

Make check payable to Massachusetts Municipal Association.

Credit Card Information (All Fields Required)

Card Holder's Name

Card Holder's Email Address (receipt will be emailed)

Card Holder's Billing Address

City or town State ZIP

Card Number Exp. Date

Card Holder's Signature

For up-to-date info visit www.mma.org
(617) 426-7272 | (800) 882-1498

For Office Use Only Amount \$ _____ Check # _____ Date: _____

POLICY #1 – DEPARTMENTAL TRAVEL

077-15

REQUESTOR: James Casey

DEPARTMENT: Town Clerk

DATE OF MEETING OR CONFERENCE: January 22-23, 2016

Name and Description of Conference: **Massachusetts Municipal Association 2016 Annual Meeting & Trade Show**

- 1) Agenda or course description: **Various workshops covering the latest developments affecting local government**
- 2) Number of days for conference: **1**
- 3) Relativity to job function: **Opportunity to exchange ideas and problem solving with peers**
- 4) Expected value to Council member or employee including continuing education credits:
Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively:
Exchanging ideas and problem solving with peers. Insight of working through board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: **1**
 - a) Meeting Cost: **\$199 (Conference Registration/Friday Dinner Event)**
 - b) Travel Cost: **30 (Parking)**
 - c) Lodging Cost: **0**
 - d) Total Cost: **\$219**
 - e) Comparable costs showing the most economical choice is presented for pre-approval:
Not Applicable – Annual Local Function


Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date _____

REQUESTOR: Debra Starr

DEPARTMENT: Town Clerk

DATE OF MEETING OR CONFERENCE: January 22-23, 2016

Name and Description of Conference: Massachusetts Municipal Association 2015 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 1
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working through board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$199 (Conference Registration/Friday Dinner Event)
 - b) Travel Cost: 30 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$219
 - e) Comparable costs showing the most economical choice is presented for pre-approval: Not Applicable – Annual Local Function



 Authorized Signature (Requestor)

 Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date _____

REQUESTOR: Susan Cimino

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 22-23, 2016

Name and Description of Conference: **Massachusetts Municipal Association 2016 Annual Meeting & Trade Show**

- 1) Agenda or course description: **Various workshops covering the latest developments affecting local government**
- 2) Number of days for conference: **1**
- 3) Relativity to job function: **Opportunity to exchange ideas and problem solving with peers**
- 4) Expected value to Council member or employee including continuing education credits: **Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.**
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: **Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.**
- 6) Number of days out of the office due to conference and meeting travel: **1**
 - a) Meeting Cost: **\$199 (Conference Registration/Friday Dinner Event)**
 - b) Travel Cost: **\$ 30 (Parking)**
 - c) Lodging Cost: **0**
 - d) Total Cost: **\$219**
 - e) Comparable costs showing the most economical choice is presented for pre-approval: **Not Applicable – Annual Local Function**

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date_____

REQUESTOR: **Thomas Bowes**

DEPARTMENT: **Town Council**

DATE OF MEETING OR CONFERENCE: **January 22-23, 2016**

Name and Description of Conference: **Massachusetts Municipal Association 2016 Annual Meeting & Trade Show**

- 1) Agenda or course description: **Various workshops covering the latest developments affecting local government**
- 2) Number of days for conference: **2**
- 3) Relativity to job function: **Opportunity to exchange ideas and problem solving with peers**
- 4) Expected value to Council member or employee including continuing education credits: **Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.**
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: **Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.**
- 6) Number of days out of the office due to conference and meeting travel: **1**
 - a) Meeting Cost: **\$199 (Conference Registration/Dinner Events)**
 - b) Travel Cost: **\$ 30 (Parking)**
 - c) Lodging Cost: **0**
 - d) Total Cost: **\$219**
 - e) Comparable costs showing the most economical choice is presented for pre-approval: **Not Applicable – Annual Local Function**

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date _____

REQUESTOR: Charles Kokoros

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 22-23, 2016

Name and Description of Conference: Massachusetts Municipal Association 2016 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 1
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$199 (Conference Registration/Dinner Events)
 - b) Travel Cost: \$ 30 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$219
 - e) Comparable costs showing the most economical choice is presented for pre-approval: Not Applicable – Annual Local Function

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date _____

POLICY #1 – DEPARTMENTAL TRAVEL

REQUESTOR: Dan Clifford

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 22-23, 2016

Name and Description of Conference: Massachusetts Municipal Association 2016 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 1
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$199 (Conference Registration/Dinner Events)
 - b) Travel Cost: \$ 30 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$219
 - e) Comparable costs showing the most economical choice is presented for pre-approval:
Not Applicable – Annual Local Function

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date _____

POLICY #1 – DEPARTMENTAL TRAVEL

REQUESTOR: Shannon Hume

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 22-23, 2016

Name and Description of Conference: **Massachusetts Municipal Association 2016 Annual Meeting & Trade Show**

- 1) Agenda or course description: **Various workshops covering the latest developments affecting local government**
- 2) Number of days for conference: **1**
- 3) Relativity to job function: **Opportunity to exchange ideas and problem solving with peers**
- 4) Expected value to Council member or employee including continuing education credits: **Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.**
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: **Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.**
- 6) Number of days out of the office due to conference and meeting travel: **1**
 - a) Meeting Cost: **\$160 (Conference Registration/Dinner Events)**
 - b) Travel Cost: **\$ 30 (Parking)**
 - c) Lodging Cost: **0**
 - d) Total Cost: **\$190**
 - e) Comparable costs showing the most economical choice is presented for pre-approval: **Not Applicable – Annual Local Function**

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date _____

REQUESTOR: John Mullaney

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 22-23, 2016

Name and Description of Conference: **Massachusetts Municipal Association 2016 Annual Meeting & Trade Show**

- 1) Agenda or course description: **Various workshops covering the latest developments affecting local government**
- 2) Number of days for conference: **1**
- 3) Relativity to job function: **Opportunity to exchange ideas and problem solving with peers**
- 4) Expected value to Council member or employee including continuing education credits: **Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.**
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: **Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.**
- 6) Number of days out of the office due to conference and meeting travel: **1**
 - a) Meeting Cost: **\$199 (Conference Registration/Dinner Events)**
 - b) Travel Cost: **\$ 30 (Parking)**
 - c) Lodging Cost: **0**
 - d) Total Cost: **\$219**
 - e) Comparable costs showing the most economical choice is presented for pre-approval:
Not Applicable – Annual Local Function

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date _____

POLICY #1 – DEPARTMENTAL TRAVEL

REQUESTOR: **Stephen C. O'Brien**

DEPARTMENT: **Town Council**

DATE OF MEETING OR CONFERENCE: **January 22-23, 2016**

Name and Description of Conference: **Massachusetts Municipal Association 2016 Annual Meeting & Trade Show**

- 1) Agenda or course description: **Various workshops covering the latest developments affecting local government**
- 2) Number of days for conference: **2**
- 3) Relativity to job function: **Opportunity to exchange ideas and problem solving with peers**
- 4) Expected value to Council member or employee including continuing education credits: **Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.**
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: **Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.**
- 6) Number of days out of the office due to conference and meeting travel: **1**
 - a) Meeting Cost: **\$244 (Conference Registration/Dinner Events)**
 - b) Travel Cost: **\$ 30 (Parking)**
 - c) Lodging Cost: **0**
 - d) Total Cost: **\$274**
 - e) Comparable costs showing the most economical choice is presented for pre-approval: **Not Applicable – Annual Local Function**

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date _____

REQUESTOR: Michael Owens

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 22-23, 2016

Name and Description of Conference: Massachusetts Municipal Association 2016 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 2
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$249 (Conference Registration/Dinner Events)
 - b) Travel Cost: \$ 30 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$274
 - e) Comparable costs showing the most economical choice is presented for pre-approval: Not Applicable – Annual Local Function

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date_____

POLICY #1 – DEPARTMENTAL TRAVEL

REQUESTOR: Charles Ryan

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 22-23, 2016

Name and Description of Conference: **Massachusetts Municipal Association 2016 Annual Meeting & Trade Show**

- 1) Agenda or course description: **Various workshops covering the latest developments affecting local government**
- 2) Number of days for conference: **1**
- 3) Relativity to job function: **Opportunity to exchange ideas and problem solving with peers**
- 4) Expected value to Council member or employee including continuing education credits: **Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.**
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: **Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.**
- 6) Number of days out of the office due to conference and meeting travel: **1**
 - a) Meeting Cost: **\$199 (Conference Registration/Dinner Events)**
 - b) Travel Cost: **\$ 30 (Parking)**
 - c) Lodging Cost: **0**
 - d) Total Cost: **\$219**
 - e) Comparable costs showing the most economical choice is presented for pre-approval: **Not Applicable – Annual Local Function**

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date _____

POLICY #1 – DEPARTMENTAL TRAVEL

REQUESTOR: Sean Powers

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 22-23, 2016

Name and Description of Conference: **Massachusetts Municipal Association 2016 Annual Meeting & Trade Show**

- 1) Agenda or course description: **Various workshops covering the latest developments affecting local government**
- 2) Number of days for conference: **1**
- 3) Relativity to job function: **Opportunity to exchange ideas and problem solving with peers**
- 4) Expected value to Council member or employee including continuing education credits: **Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.**
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 - b) Travel Cost: **\$ 30 (Parking)**
 - c) Lodging Cost: **0**
 - d) Total Cost: **\$219**
 - e) Comparable costs showing the most economical choice is presented for pre-approval: **Not Applicable – Annual Local Function**

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2016 Budget

Approval date _____

TRAVEL REIMBURSEMENT POLICY FOR BRAINTREE TOWN COUNCILORS

TOWN BYLAWS

Section 2-4 (b) Expenses – Subject to appropriation and to prior authorization by the town council, the town council shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.

This Bylaw requires “prior authorization” by the Braintree Town Council for any expenses incurred by a Braintree Town Councilor.

Being aware of the fact that the Councilors regularly tour around the area they represent and being aware that few if any Councilors ever ask for reimbursement, I am proposing the following policy to be approved by the Braintree Town Council. This policy is not a change in the Charter but instead provides a preapproval of travel and other Council expenditures without the requirement of regular votes for each and every expenditure by a Councilor.

MOTION TO IMPLEMENT TRAVEL POLICY

Braintree Town Councilors are encouraged to tour the area they represent as Councilors. In accordance with the Bylaws, they are entitled to be reimbursed for any expenses incurred as a Councilor. This policy will be considered “a prior authorization” by the Braintree Town Council that allows the reimbursement of all mileage traveled by a Councilor doing business as a Councilor. Reimbursement will be at a rate of \$.55 per mile which is in accordance with the present federal tax regulations. The Policy also includes any other expenditures including mailings to constituents regarding issues affecting the Braintree community. Such reimbursement should be submitted in writing to the Clerk of the Council on a monthly basis and will be reviewed and approved by the President of the Braintree Town Council. This “prior authorization” will be limited to \$2,500 for each Braintree Town Councilor and will not need an additional vote by the Braintree Town Council. Should a Councilor exceed this amount, they will still be able to submit a request to the full Braintree Town Council for approval.

expenses including

**this could then cover seminars, conferences, etc.*

Cimino, Susan M.

From: Holmquest, Kathleen
Sent: Thursday, December 03, 2015 9:42 AM
To: Cimino, Susan M.
Subject: RE: Mileage rates

Sue,

BPMA is 67.5 cents and everybody else is 45 cents. (BPMA – Braintree Professional Management Association)

Kathy

Kathleen G. Holmquest
Benefits Coordinator
Town of Braintree
781-794-8263

CONFIDENTIALITY NOTICE: The information contained in this e-mail message, including attachments, is for the sole use of the intended recipient(s) and may contain confidential or privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, and received this communication in error, please contact the sender by reply e-mail and destroy all copies of the original message.

From: Cimino, Susan M.
Sent: Thursday, December 03, 2015 9:36 AM
To: Holmquest, Kathleen
Subject: Mileage rates

Kathy,
Can you please provide me with the Reimbursement Rate for Mileage for union and non-union employees.
Thank you,
Sue

Susan M. Cimino
Clerk of the Council
One JFK Memorial Drive
Braintree, MA 02184
781-794-8152

TRAVEL REIMBURSEMENT POLICY FOR BRAINTREE TOWN COUNCILORS

TOWN BYLAWS

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Chapter 2.300

TOWN COUNCIL

2.300.010. Composition of Council and term.

2.300.020. Compensation.

2.300.030. Powers, in general.

2.300.040. Meetings of Town Council.

2.300.050. Ejection of persons behaving in disorderly manner.

[HISTORY: Adopted by the Town Council of the Town of Braintree 5-18-2010 by Ord. No. 09-053. Amendments noted where applicable.]

GENERAL REFERENCES

Charter provisions — See Charter Art. 2.

2.300.010. Composition of Council and term.

(See Charter Section 2-1.) The Town Council is comprised of nine members, three of whom are members, known as Councilors-at-Large, who are nominated and elected by and from the voters at large. The six remaining members, known as District Councilors, are nominated and elected from each of the six districts into which the Town is divided, in accordance with Section 7-5 of the Charter. The term of office for all Town Councilors shall be two years, beginning on the first business day of January.

2.300.020. Compensation.

The Town Council shall receive an annual salary, which shall be paid in monthly installments. The annual salaries are as follows:

- A. Councilors: \$5,000.
- B. President of the Council: \$7,500.
- C. Expenses as described in Section 2-4 of the Town Charter.

2.300.030. Powers, in general.

- A. The legislative powers of the Town are vested in the Town Council. The Town Council shall exercise its legislative powers in the manner determined by the Town Council, unless some other provision is made by a General Law, Town ordinance, or by the Charter.
- B. The Town Council may adopt ordinances which originate with the Mayor on any subject relating to the affairs of the Town. The Town Council may adopt ordinances which originate with it or are filed on petition of voters as provided in Section 7-7 of the

absence or disability of the council president during the current term of office. The powers of an acting council president shall be limited to only those powers of the office indispensably essential to the performance of the duties of the office during the period of temporary absence or disability.

SECTION 2-3: PROHIBITIONS

(a) Holding Other Town Office or Position - No member of the town council shall hold any other town office or town employment for which a salary or other emolument is payable from the town treasury. No former member of the town council shall hold any compensated appointed town office or appointed town employment until 1 year after the date on which the former member's service on the town council has terminated.

(b) Interference with Administration - Except for the purpose of inquiries and investigations under section 2-7, the town council and its members shall deal with the officers and employees serving under the mayor, solely through the mayor, and neither the town council nor any member of the town council shall give orders or directions to any such officer or employee, either publicly or privately.

SECTION 2-4: COMPENSATION, EXPENSES

(a) Salary - The members of the town council shall receive such salary for their services as may from time to time be set by ordinance. No ordinance increasing the salary of town councilors shall be effective unless it shall have been adopted during the first 18 months of the term for which town councilors are elected and unless it provides that the salary increase is to take effect upon the organization of the town government following the next municipal election.

(b) Expenses - Subject to appropriation and to prior authorization by the town council, the town council members shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.

SECTION 2-5: GENERAL POWERS

Except as otherwise provided by general law or by this charter, all powers of the town shall be vested in the town council which shall provide for their exercise and for the performance of all duties and obligations imposed upon the town by law.

SECTION 2-6: EXERCISE OF POWERS; QUORUM; RULES

(a) Exercise of Powers - Except as otherwise provided by general law or by this charter, the legislative powers of the town council may be exercised in a manner determined by it.

(b) Quorum - The presence of a majority of members shall constitute a quorum for the transaction of business, but a smaller number may meet and adjourn from time to time. Except as