

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 -

November 10, 2015 • Johnson Chambers, Town Hall • Starting Time: 7:30PM

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

ANNOUNCEMENTS

- 067 15 Councilor Clifford: Veteran Day Service – East Middle School, November 11, 10:30am
- 070 15 Councilor Hume: Braintree Athletic Association – Thanksgiving Day 5K
- 072 15 Councilor Kokoros: Braintree Christmas Party, December 10th

APPROVAL OF MINUTES

- October 20, 2015

CORRESPONDENCE

- 068 15 Councilor Kokoros: Marge Crispin Center – Holiday Season Fundraising/Food Collections
- 069 15 Clerk of the Council: 2016 Proposed Meeting Calendar
- 071 15 Town Clerk: Annual Evaluation due November 21, 2015

OLD BUSINESS

None

NEW BUSINESS

None

Refer to Committee on Ways & Means

- 15 040 Mayor: Tax Rate Classification Approval or take up any action relative thereto
- 15 041 Mayor: Request to Approve the FY 16 Capital Plan or take up any action relative thereto

Refer to Committee on Ordinance & Rules

- 14 022 Council President: Update of Chapter 5-565: Peddling & Solicitation (Former By-Law chapter 5.32) or take up any action relative thereto
(revise "lanyard wording" per Public Safety Committee)

Refer to Committee on Ordinance & Rules

- 14 022 Council President: Update of Chapter 5-565: Peddling & Solicitation (Former By-Law chapter 5.32) or take up any action relative thereto
(revise "lanyard wording" per Public Safety Committee)

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS:

Next Council Meeting - **TUESDAY, NOVEMBER 17, 2015 @ 7:30pm**

ADJOURNMENT



067 15

Joseph C. Sullivan, Mayor
Department of Veterans Services
71 Cleveland Ave, Braintree, MA 02184
Richard J. Walsh, Director

rwalsh@braintreema.gov Tel: 781-794-8217 Fax: 781-535-6138

Oct 1, 2015

Dear Councilors,

On behalf of Mayor Sullivan and the Braintree Veterans Council your presence is requested at the Town of Braintree's Annual Observance of Veterans Day on Wednesday, Nov 11, 2015, 10:30 am at East Middle School, 305 River St, Braintree.

Guests in attendance will be Mayor Joseph C. Sullivan, Braintree Veterans Council members and the Commanders of V.F.W. Post 1702, American Legion Post 86 and D.A.V Chapter 29. Other invited guests will be Congressman Stephen Lynch, State Senators Brian Joyce and John Keenan, and Representative Mark Cusack.

Music will be provided the Braintree High School Concert Choir and Show Choir under the direction of Rachel Hallenbeck.

Keynote Speaker will be MAJ Michael W. Schuler, USAR, Recently returned from 4th deployment in War Zone, since 2004.

Coffee and Donuts will be served in the Cafeteria at 9:30 am.

A collation will be served after ceremonies at American Legion Post 86, Headquarters, 435 Washington St. Braintree.

I am looking forward to seeing you all to Celebrate Veterans Day.

Sincerely,

Richard J. Walsh
Veterans Service Officer

Marge Crispin Center

068 15

781-848-2124

2015 Holiday Applications

We will begin taking Holiday Assistance applications on October 1, 2015

In order to complete the application you must have the following documentation (no exceptions).

- * 1. Proof of residency: All of the following are Acceptable *:
- Recent utility bill ie. Phone, electric, gas, cable
 - Recent Rental receipt or lease agreement or Mortgage statement.

*If you live with a family member please provide a letter from them plus their utility bill, rent or mortgage agreement.

2. Copy of all children's Birth Certificates (ONLY IF YOU ARE REQUESTING GIFTS FOR CHILDREN)

Unacceptable forms of proof of residency include:

License or registration is not acceptable.

Car insurance bill

Cell phone bill

Medical Bill

"Junk mail"

Applications for Thanksgiving must be received fully completed by Tuesday, November 10, 2015. There will be no Exceptions.

NO APPLICATIONS MAY BE TAKEN FROM THIS BUILDING, AND YOU MUST HAVE ACCEPTABLE DOCUMENTS TO COMPLETE APPLICATION.

Braintree Holidays/Friends, Inc.
The Marge Crispin Center
 74 Pond St * Braintree MA * 02184
 781-848-2124 * Fax 781-380-4164

068 15

We are here to help our friends and neighbors in our community when they are facing challenges.

In 2014, we provided the following food pantry resources to the Braintree Community:

- We distributed 87,836 pounds of food donated from the Massachusetts Emergency Food Program, USDA and salvaged from retail stores including Target in Braintree via the Greater Boston Food Bank valued at \$89,160. This included 6,839 pounds of fresh produce.
- We distributed 13,516 bags of groceries in our Food Pantry. We provide on average 178 food orders monthly to our food pantry clients.
- Each family receives all of the basics: including milk, eggs, cheese, other dairy products, whole chickens, ground turkey, ground chicken, fish, sausage, pork, tofu, yogurt, fresh produce, as well as canned chicken, tuna, vegetables, pasta, sauce, fruit, cold cereal, oatmeal, soups, canned legumes, coffee, tea, juice, rice, snack foods, personal care items, and much more.
- We offer these families client choice in the food pantry. We serve our clients with kindness and respect and they make the decisions as to which foods best meet their nutritional needs. This allows us to have the most impact in alleviating hunger in the Braintree Community.
- When available we offer: gluten free, vegetarian, low sodium, and low sugar products.
- The families we serve are made up of:
 - 45% families with children
 - 26% families without children
 - 29% single adults
- Among the Adults in the families:
 - 24% are retired
 - 22% Working and unable to make ends meet
 - 54% are disabled or unemployed
- This past Holiday season, We provided:
 - 317 children received toys and gifts.
 - 36 grandchildren (day after distribution)
 - 196 Families a Thanksgiving dinner basket and a frozen turkey.
 - 236 families a choice of turkey or ham dinner basket for Christmas.
- Our Food and oil donations in 2014 came from the following sources:

The Greater Boston Food Bank	Kentucky Fried Chicken
Local Businesses	Panera
Local Places of Worship	Individual donors
Target (more than 10,000 pounds)	Local Schools
Local Clubs and Organizations	Bj's Wholesale Club

2016 COUNCIL MEETING CALENDAR

(Unless noted, meetings are held on a Tuesday)

January 4 (Mon), 5 and 19	[Jan. 4 Required by Charter: Section 8-10 Oath of Office]
February 2 and 23	[School Vacation Week beginning Feb. 15 th]
March 2 (Wed) and 15	[March 1, Election – Presidential Primary]
April 5 and 26	[School Vacation Week beginning April 18 th]
April 29 (Fri)	[by or before May 1 (Sunday) Required by Charter: Section 6-3 Submission of Budget]
May 10 and 31	[May 31 Annual Town Meeting]
June 7 and 21	[June 7 placeholder for additional action on the budget]
July 12	[Summer Schedule]
August 16	[Summer Schedule]
September 6 and 21 (Wed)	[Sept. 20, Election – State Primary]
October 4 and 18	
November 1 and 15	[Nov. 8, Election – Presidential]
December 6 and 20	

*Election dates are subject to change

Proposed Council Meeting Calendar 2016

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
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28	29					

March						
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*Election
Presidential
Primary*

April						
Su	Mo	Tu	We	Th	Fr	Sa
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May						
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29	30	31				

June						
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*Mayor must
submit
Budget by
May 1*

ATM

July						
Su	Mo	Tu	We	Th	Fr	Sa
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31						

August						
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September						
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*Election
State
Primary*

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- School Vacation Weeks
- Ways+Means Budget Meetings
- ATM* - Annual Town Meeting

[calendarlabs.com](http://www.calendarlabs.com)

*Election
Presidential*

16th Annual
 Braintree Athletic Association
 Thanksgiving Day 5K Road Race & Walk



Thursday, November 26, 2015 - 8:00 AM Start (7:45 AM Walkers)
 A Great Community Event

EARLY RACE NUMBER PICKUP & REGISTRATION – WED. 11/25/15 – 6:00-8:00 PM – BHS CAFETERIA!

Start and End at BHS
 Registration 7:00am BHS Cafeteria

\$22.00 until November 21st (online or mailed registration), \$30 day of race

TEE SHIRTS TO THE FIRST 500 REGISTERED RUNNERS ONLY
 Prize for top finishers in each age category

Checks Made Payable to: BHS Athletic Association
 Mail to: Braintree High School, c/o Mike Denise, 128 Town Street, Braintree, MA 02185

Save \$\$\$ - Register online at <https://runsignup.com/Race/MA/Braintree/BHSAATurkeyDay5k>
www.gpvillage.com/bhs

Please use the form below for mail in applications

 Official Registration Form:

Name _____

Address _____ City _____ State _____ Zip _____

Age _____ Sex _____ Phone _____ Email _____

Please Check One: _____ Runner _____ Walker

Signature _____

Parent Signature (if under 18) _____

In consideration of acceptance of this entry, I hereby for myself and my heirs and assigns, waive any and all claims I may have against The Town of Braintree, The Braintree High School Athletic Association, all race organizers and their representatives, sponsors, and volunteers for any and all injuries suffered by me in connection with this 5K Road Race. I attest that I am physically fit and have sufficiently trained for my event and competition.

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THOMAS M. BOWES
President
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At Large

CHARLES B. RYAN
At Large

CHARLES C. KOKOROS
District 1

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District 2



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MICHAEL J. OWENS
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District 6

OFFICE OF THE TOWN COUNCIL

MEMO

Date: October 30, 2015

To: Braintree Town Council

From: Thomas M. Bowes, Council President

Subject: James M. Casey, Town Clerk – Annual Evaluation

Attached are the Employee Evaluation Forms for Town Clerk, James Casey's annual performance review.

Per Council Rule, forms are due within 21-days of the above date or no later than Friday, November 20 to be included in the summary evaluation score. Please submit forms directly to the Director of Human Resource, Karen Shanley or give to Clerk of the Council, Susan Cimino to forward.

TOWN OF BRAINTREE
EVALUATION OF EMPLOYEES

- A. Each employee's performance shall be formally evaluated at least once each year by the appropriate Department Supervisor and/or Department Head. Such evaluation shall be recorded in writing on the attached Employee Performance Evaluation form utilizing the following criteria:
- 1) Effectiveness in performing assigned duties and responsibilities.
 - 2) Work attitudes.
 - 3) Work habits.
 - 4) Ability to cooperate and work effectively with co-workers.
 - 5) Supervisory ability (if employee supervises others).
 - 6) Compliance with recommendations of previous evaluations.
- B. In evaluating your total complement of personnel, it is expected that at maximum only 20% of your personnel would be rated Superior, 40% rated Excellent and 40% rated Good. A Superior rating could possibly warrant a two (2) step merit increase. Additional written justification for "Superior" and "Unsatisfactory" evaluations is required.
- C. Evaluations shall, to the extent they are available, be taken into consideration when granting a promotion or demotion and when deciding on the retention in employment of any employee. Each employee shall receive a written copy of each of his/her evaluations and shall upon written request submitted to the Department Head within seven (7) days of such receipt, be entitled to meet with the Department Head and appropriate Appointing Authority to discuss the evaluation.
- D. The Personnel Director shall receive a copy of all evaluations from the Department Heads and retain such evaluations with any recommendations or other information in the employee's personnel file. The employee may request to review his/her own evaluation filed in the Personnel Department at any reasonable time upon prior written notice. Each employee shall have the right to file in his/her personnel file, a written statement in response to any such evaluation.

TOWN OF BRAINTREE
EMPLOYEE PERFORMANCE EVALUATION

DEPARTMENT: Braintree Town Council

DATE: October 30, 2015

NAME OF EMPLOYEE: James M. Casey

HIRE DATE: 5/2/2014

POSITION TITLE: Town Clerk

EVALUATION STATUS: PROBATION REVIEW

6 MONTHS MERIT REVIEW

X12 MONTHS MERIT REVIEW

PREVIOUS EVALUATION DATE: November, 2014

PREVIOUS OVERALL EVALUATION:

Definition of rating to be applied:

SUPERIOR: Employee excels in all aspects of the position in a highly exemplary manner. Accomplishes all goals and tasks.

EXCELLENT: Employee should be meeting all of the job requirements in a manner indicating a full understanding of all required functions. The employee should be performing to the complete satisfaction of his/her supervisor, providing better than average solutions to problems associated with the position. Results achieved must be considerably better than one would normally expect of most employees with similar duties.

GOOD: Level of performance reflects that the employee is meeting most of the job requirements in a manner that is acceptable for the length of time in the position. The results achieved are those one would expect a typical employee to achieve in this position.

FAIR: Level of performance reflects that the employee "has not achieved the standard of performance normally expected for the length of time in the position. Below standard and improvement expected by next review period. Does not warrant merit increase.

UNSATISFACTORY: An unsatisfactory level of performance denotes that an employee's performance has reached an unacceptable level for the length of time in the position. Considerable improvement needed consider for re-assignment, probation, or termination.

NO BASIS FOR EVALUATION: Insufficient information to properly evaluate the employee at this time.

TOWN OF BRAINTREE
EMPLOYEE PERFORMANCE EVALUATION

	SUPERIOR	EXCELLENT (above average)	GOOD (standard)	FAIR (below standard)	UNSATISFACTORY	NO BASIS FOR EVALUATION
QUALITY OF WORK:						
a) demonstrates knowledge of job						
b) performs work with accuracy						
c) work is neat and presentable						
d) work is thorough						
QUANTITY OF WORK:						
a) completes work on time						
b) does extra work when asked						
WORK HABITS:						
a) is regular in attendance at work						
b) observes established working hours						
c) carries out tasks in an orderly and diligent manner						
d) demonstrates the ability to work without immediate supervision						
e) complies with instructions, rules and regulations including health and safety precautions						
WORK ATTITUDES:						
a) endeavors to improve work techniques						
b) accepts new ideas and procedures						
c) accepts constructive criticism and suggestions						
d) accepts responsibility willingly						
e) demonstrates interest in work						
f) acts with good judgment						
g) demonstrates initiative and drive						
h) is adaptable to emergencies and new situations						
RELATIONSHIPS WITH OTHERS:						
a) works well with co-workers						
b) cooperates with supervisors and fellow workers						
c) observes established channels of communication						
SUPERVISOR ABILITY:						
a) demonstrates leadership ability						
b) is fair and impartial in relationships with subordinates						
c) makes timely decisions						
d) trains and instructs subordinates						
e) evaluates performance of subordinates effectively						
f) maintains a high degree of discipline among employees						
OVERALL EMPLOYEE EVALUATION						

TOWN OF BRAINTREE
EMPLOYEE PERFORMANCE EVALUATION

Additional space for Evaluator's comments relative to employee's performance, i.e., recommendations, commendations, etc.

All employees are entitled to meet with their Department Head and appropriate Appointing Authority to discuss the evaluation and recommendation. A written request for such meeting must be submitted to the Department Head within seven (7) days from receipt of copy of this Performance Evaluation Form.

HAVE RECEIVED A COPY OF THIS EVALUATION REPORT:

Employee Signature _____
Date

Recommendation _____

For Retention	For Termination	Signature	Date	Supportive Documents	
				YES	NO
_____	_____	_____ Initial Evaluator	_____	_____	_____
_____	_____	_____ Department Head	_____	_____	_____
_____	_____	_____ Appointing Authority	_____	_____	_____
_____	_____	_____ Personnel Director	_____	_____	_____

**Flyer to be revised*

072 15

072 15



5th Annual
**Braintree
Christmas Party**

Please Join:

Mayor Joseph C. Sullivan

State Representative Mark J. Cusack

The Braintree Town Council

The School Committee

The Braintree Electric Light Commissioners

The Marge Crispin Center

for the

Annual Braintree Toy Drive

to benefit the Children of Braintree

In Memory of: Reverend Robert Ripley

Thursday, December 10 2015 – 6:00 pm

GRANITE GRILL

703 Granite Street | Braintree | 781-848-4500

ADMISSION: Unwrapped Toy

Appetizers and Cash Bar

Sean Powers 781-727-9408

Town Clerk's Office 781-794-8240

Chuck Kokoros 781-706-0683

Town Council Office 781-794-8152

braintreechristmasparty@gmail.com