

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 -

**January 5, 2016** • Horace T. Cahill Auditorium, Town Hall • Starting Time: 7:30<sup>PM</sup>

#### PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

#### ANNOUNCEMENTS

- 001 16 Councilor Hume: Recognition Certificates – BHS Boys Swim/Dive Team
- 002 16 Council President: Marge Crispin Center Update - Ann Toland
- 006 16 Council President: Nick Centerrino – Eagle Scout Project at Eaton's Pond

#### APPROVAL OF MINUTES

- December 15, 2015

#### CORRESPONDENCE

- 003 16 Council President: Clerk of the Council – Annual Evaluation Due Thursday, January 21<sup>st</sup>

#### CITIZEN CONCERNS/COUNCIL RESPONSE

None

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

- 004 16 Councilor Clifford: Resolution Pertaining to Braintree Town Council Re-organization Process, Rev.5
- 005 16 Town Clerk: Travel Policy – Town Clerk MTCA Conference

#### OLD BUSINESS

- 15 045 Mayor: Prior Fiscal Year Unpaid Bill or take up any action relative thereto (Public Hearing)
- 15 046 Mayor: General Fund Free Cash Transfers and Retained Earnings Approval or take up any action relative thereto (Public Hearing)
- 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 19, 2015 @ 7:30pm**

**ADJOURNMENT**

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  
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Michael J. Owens  
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PAUL "DAN" CLIFFORD  
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## OFFICE OF THE TOWN COUNCIL

### December 15, 2015

## MINUTES

A meeting of the Town Council was held in the Cahill Auditorium, Braintree Town Hall, on Tuesday, December 15, 2015 beginning at 7:32p.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  
Michael Owens  
Charles Ryan

Not Present: John Mullaney  
Stephen C. O'Brien

### APPROVAL OF MINUTES

- December 1, 2015

**Motion:** by Councilor Powers to Approve Minutes of December 1, 2015

**Second:** by Councilor Kokoros

**Vote:** For (7), Against (0), Absent (2-Mullaney, O'Brien), Abstain (0)

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

- 077 15 Town Clerk: Travel Policy – Town Clerk/Assistant Town Clerk - MMA Conference

**MOTION:** To approve Travel to attend the 2016 MMA Conference for the Town Clerk and the Assistant Town Clerk

**Motion:** by Councilor Powers to Approve 077 15

**Second:** by Councilor Kokoros

**Vote:** For (7), Against (0), Absent (2-Mullaney, O'Brien), Abstain (0)

- 078 15 Council President: Travel Policy – Councilors/Clerk of the Council – MMA Conference  
 MOTION: To approve Travel to attend the 2016 MMA Conference for the Councilors and the Clerk of the Council  
**Motion:** by Councilor Powers to Approve 078 15  
**Second:** by Councilor Kokoros  
**Vote:** For (7), Against (0), Absent (2-Mullaney, O’Brien), Abstain (0)

• **Councilor Clifford proposed a Resolution Pertaining to Braintree Town Council Re-organization Process**

Councilor Clifford stated he feels there is a fundamental issue with the existing process and that he would like to discuss this without prejudice.

Be it **Resolved** this day \_\_\_\_\_ that the process of the Town Council re-organization will not be encumbered by the standing tradition of automatically elevating its Vice President to President.

**Resolve** that the de-facto standard of electing a, President in waiting, 2 years in advance be modified and revised, **And...**

**Resolve** that because the informal tradition of Town Council re-organization was never formally considered, through Council Rules, or Charter that it be addressed formally now this day \_\_\_\_\_, **And...**

**Resolve** that the re-organization process shall be open to all Council members to nominate their candidate of choice, **And...**

**Resolve** this open process become effective immediately this day \_\_\_\_\_ and recorded in the Town Council Rules and Charter, as appropriate.

Council President stated for this to go on Same Night Action is Required – All those present need to be in favor of same night action. Council President stated if there were no objections the Resolution Pertaining to Braintree Town Council Re-organization Process will be taken up this evening. Councilor Hume stated there are two Council members absent this evening. They should be here to hear this resolution and be able to weigh in on the proposal.

**OLD BUSINESS**

- 033 15 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

Council President stated these two items will not be discussed due to the fact the Committee on Ways & Means meeting was cancelled for earlier this evening.

**NEW BUSINESS**

None

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

UPCOMING MEETINGS:

Next meeting will be the Swearing In Ceremony – **MONDAY, JANUARY 4, 2016 @6:00pm**

Next Council Meeting - **TUESDAY, JANUARY 5, 2016@ 7:30pm**

**ADJOURNMENT**

It was unanimously voted to adjourn the meeting at 7:58p.m.

Respectfully submitted,

Susan M. Cimino  
Clerk of the Council

## **Documents provided for Meeting**

- December 1, 2015 Council Meeting Minutes
- 033 15 Council President: Town Auditor Job Posting
- 073 15 Councilor Mullaney: Travel Reimbursement Policy for Braintree Town Councilors or take up any action relative thereto

# MEMO

Date: January 5, 2016  
To: Braintree Town Council  
From: Council President  
Subject: Susan M. Cimino, Clerk of the Council – Annual Evaluation

Attached are the Employee Evaluation Forms for Clerk of the Council, Susan Cimino's annual performance review.

Per Council Rule, forms are due within 21-days of the above date or no later than Tuesday, January 26, 2016 to be included in the summary evaluation score. Please submit forms directly to the Director of Human Resource, Karen Shanley or bring to the Town Council Office for the forms to be forwarded to the Human Resources Department.

**TOWN OF BRAintree**  
**EMPLOYEE PERFORMANCE EVALUATION**

DEPARTMENT: Braintree Town Council

DATE: January 5, 2016

NAME OF EMPLOYEE: Susan M. Cimino

HIRE DATE: July 21, 2014

POSITION TITLE: Clerk of the Council

EVALUATION STATUS: PROBATION REVIEW

6 MONTHS MERIT REVIEW

X 12 MONTHS MERIT REVIEW

PREVIOUS EVALUATION DATE: January 2015

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
<b>QUALITY OF WORK:</b>						
a) demonstrates knowledge of job						
b) performs work with accuracy						
c) work is neat and presentable						
d) work is thorough						
<b>QUANTITY OF WORK:</b>						
a) completes work on time						
b) does extra work when asked						
<b>WORK HABITS:</b>						
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						
<b>WORK ATTITUDES:</b>						
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						
<b>RELATIONSHIPS WITH OTHERS:</b>						
a) works well with co-workers						
b) cooperates with supervisors and fellow workers						
c) observes established channels of communication						
<b>SUPERVISOR ABILITY:</b>						
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						
<b>OVERALL EMPLOYEE EVALUATION</b>						

TOWN OF BRAINTREE  
EMPLOYEE PERFORMANCE EVALUATION

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

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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 \_\_\_\_\_

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

**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.

## RESOLUTION Revision #5

004 16

### Resolution Pertaining to Braintree Town Council Re-organization Process

Be it **Resolved** this day, January 5, 2016, that the process of the Town Council re-organization will not be encumbered by the standing “tradition” of automatically elevating its Vice President to President.

**Resolve** that the de-facto standard of electing a, President in waiting, 2 years in advance be modified and revised, **And...**

**Resolve** that because the informal tradition of Town Council re-organization was never formally considered, through Council Rules, or Charter that it be addressed formally now this day, January 5, 2016, **And...**

**Resolve** that the re-organization process shall be “open” to all Council members to nominate their candidate of choice, **And...**

**Resolve** this so called “open process”, supersedes the former, so called “tradition”, and becomes effective immediately this day January 5, 2016 and recorded in the Town Council Rules and Charter, as appropriate.

**ADDENDUM A  
REQUEST FOR TRAVEL EXPENSE APPROVAL**

REQUESTOR: James M. Casey

DEPARTMENT: Town Clerk

DATE OF MEETING OR CONFERENCE: February 3 – 4, 2016

- 1) Name and Description of Conference Massachusetts Town Clerks' Association Conference  
Devens Common Center, Devens, MA
- 2) Agenda or course description See attached Program Overview
- 3) Number of days for conference 2
- 4) Relativity to job function Preparation for 2016 Elections
- 5) Expected value to Council member or employee including continuing education credits Build stronger organizational and implementation skills relating to running elections. (education credits). Network with other Town Clerks and foster relationships to provide guidance in various areas of the position. Speak with vendors and evaluate new products which may.
- 6) Expected value to the Individual and Town expressed both quantitatively and qualitatively Obtain guidance and insight election law changes and implementation.
- 7) Number of days out of the office due to conference and meeting travel 2
  - a) Meeting Cost \$200.00 (Conference Registration/Lodging)
  - b) Travel Cost \$100.00 (estimated)
  - c) Meal Plan \$ 50.00
  - d) Total Cost \$350.00 (+/-)
  - e) Comparable costs showing the most economical choice is presented for pre-approval n/a

\_\_\_\_\_  
Authorized Signature (Requestor)

\_\_\_\_\_  
Town Council President certifying favorable vote

Approval date \_\_\_\_\_

**Policy # 1- Department Travel:**

Travel for Town related business must be pre-approved during the budget process. The form entitled "Addendum A" shall be completed. For each conference or meeting attended, the form requesting approval should be submitted accompanied with the budget. The form will ask for the following information: Conference Date, Description of Conference, Agenda or course description, number of days attended, relativity to job function, expected value to Council member or employee including continuing education credits, expected value to both the individual and the Town expressed both quantitatively and qualitatively, number of days out of the office, estimated costs broken out by lodging, travel, and conference/meeting expenses along with a comparison showing the most economical choice is presented for pre-approval. The form will be signed by the Council President if the budget is approved by the Town Council.

The Council President shall sign all requests for payment submitted to the Town Accountant.

At the conclusion of the conference or meeting, the attendee shall give a detailed summary explaining if the objectives of the meeting or conference were met and what was accomplished at the meeting or conference to the Clerk of the Council to be distributed to all Council members at their next meeting.

Unanticipated requests not approved during the budget process shall be pre-approved by the Town Council at one of its meetings.

**CONFERENCE REGISTRATION & MEAL ORDERS**

FEBRUARY 3-5, 2016 WINTER CONFERENCE

MASSACHUSETTS TOWN CLERK'S ASSOCIATION & MASSACHUSETTS CITY CLERKS ASSOCIATION  
DEVENS COMMON CENTER

PLEASE PRINT/ TYPE AND COMPLETE A FORM FOR EACH PERSON ATTENDING

NAME: James M. Casey CMMC CMC MMC (Please circle )TITLE: Town Clerk 2014  
(Year elected/appointed Town Clerk)TOWN: BraintreePHONE: 781 794-8202 FAX: 781 794-8259EMAIL: jmcasey@braintreema.govARRIVAL DATE: 2/3/2016 DEPARTURE DATE: 2/4/2016

Completed form, and checks payable to the 'MA Town Clerk's Association' for conference registration and commuter meals ordered, shall be sent to:

Barbara LaBombard  
50 Payson Avenue, Ste. 100, Easthampton, MA 01027  
Tel: 413-529-1460 FAX: 413-529-1417**CONFERENCE REGISTRATION**

(MTCA/MCCA DUES must be paid in full prior to registration)

ADVANCE REGISTRATION (per person by January 15<sup>th</sup>): \$50.00

LATE REGISTRATION/CONFERENCE DAY REGISTRATION: \$100.00

Amount enclosed for Conference Registration:

\$ 50.00**MEAL PLAN – ALL ATTENDING MUST MAKE MEAL SELECTIONS**

For completion by EACH attendee attending the conference. Meals are not included in the hotel registration.

Thursday Breakfast:	\$25.00	<u>25 00</u>
Thursday Lunch:	\$25.00	<u>25 00</u>
Thursday Banquet:	\$40.00	<u>          </u>
Friday Breakfast:	\$25.00	<u>          </u>

Amount enclosed for meals:

\$ 50.00TOTAL ENCLOSED \$ 100.00

**Casey, Jim M.**

**From:** Casey, James (Braintree) <james.casey@sec.state.ma.us>  
**Sent:** Monday, December 21, 2015 12:03 PM  
**To:** Casey, Jim M.  
**Subject:** FW: Winter Conference Registration Form Feb. 3rd - 5th  
**Attachments:** 2016-Winter Conference-Devens-registration form.pdf

**From:** Dowd, Andy (Northborough)  
**Sent:** Thursday, December 17, 2015 4:25 PM  
**To:** All Clerks  
**Subject:** Winter Conference Registration Form Feb. 3rd - 5th

Good afternoon,

For those of you, unlike me, who have all their Holiday shopping done, and like to get things finished early, the registration form for our February conference is attached.

The complete conference brochure will be out shortly.

To give you a taste of the classes being offered, here are the class titles. Course registration and full descriptions coming soon! The online course registration system will not be available until full course descriptions are released.

**Educational Offerings** (full course description and registration info will be out shortly)

**WEDNESDAY PM**

**1:30 PM – 4:30 PM**

**General Session: “C.L.E.R.K: Safety in the Municipal Workplace”** \_\_\_\_\_

**THURSDAY**

**9:00 AM – 12:00 NOON**

**AM**

**Session A: Elections** \_\_\_\_\_

**Session B: Bylaw Submission** \_\_\_\_\_

**Session C: Potpourri -** \_\_\_\_\_

**Session D: Athenian Dialogue – Creating Magic (full day class)** \_\_\_\_\_

**THURSDAY**

**1:45 PM – 4:45 PM**

**PM**

**Session E: Vitals** \_\_\_\_\_

**Session F: Elections (repeat of am class)** \_\_\_\_\_

**Session G: Potpourri -** \_\_\_\_\_

**Session H: Running Elections – organization & implementation** \_\_\_\_\_

**Session I: Athenian Dialogue – Creating Magic (full day class)** \_\_\_\_\_

**FRIDAY AM**

**9:00 AM – 12:00 NOON**

**Session A Online Records Disposition Schedule** \_\_\_\_\_

**Session B DE Stress in the Clerk-Place** \_\_\_\_\_

**Hotel info:**

**Ma Town Clerks Association**



**TOWN OF BRAintree**  
DEPARTMENT OF MUNICIPAL FINANCE  
One JFK Memorial Drive  
Braintree, Massachusetts 02184  
Tel: 781-794-8035 Fax: 781-794-8181

Edward J. Spellman, Jr.  
Director of Finance

Joseph C. Sullivan  
Mayor

To: Thomas M. Bowes, President of the Council  
Susan Cimino, Clerk of the Council  
James Casey, Town Clerk

From: Edward Spellman, Director of Municipal Finance

Cc: Joseph C. Sullivan, Mayor  
Michael Coughlin, Chief of Staff and Operations

Date: November 23, 2015

RE: Prior Fiscal Year Unpaid Bill

We have been notified that the Town of Wellesley has submitted a reimbursement request for a non-contributory pension survivor benefit for one of their retirees who worked a portion of his carrier for the Town of Braintree. This pension benefit is allocated to the communities according to amount of time worked in each community. The Town of Braintree is responsible for 25.3% of this retiree's pension benefit or \$2,823.58 annually.

The Town's current contributory retirement system was created on 1/4/1937, while the non-contributory system is effective for employees hired before that date. The town currently has two remaining non-contributory pensioners. The non-contributory retirement line item appears in the Human Resources Department Employee Benefits program.

The retirement systems fiscal year is the calendar year, January 1st to December 31st. Generally these invoices are sent in to communities late December or January but this was not done last January and the funds were closed out at the end of the fiscal year. There were funds available to pay this bill if submitted to us in a timely manner. Accordingly we are requesting your approval of the attached motion to pay this unpaid bill.

RECEIVED TOWN CLERK  
BRAintree, MA  
2015 NOV 23 AM 10:28

Pursuant to G.L. c. 44, §64, this vote requires a **two-thirds** vote of the Town Council. If approved, the appropriate motion for the Council is as follows:

**MOTION:** That the sum of \$2,823.58 be re-appropriated from the fiscal year 2016 Finance Department Administration Program 01, 9c Cut Reserve line item account 01-133-01-5207, for the purpose of paying an unpaid bill to Town of Wellesley, incurred prior to July 1, 2015 but not in excess of the fiscal year 2015 appropriation.

Please be advised that this re-appropriation order is subject to the advertising provisions of Section 2-9 of the Charter.

TOWN OF WELLESLEY MASSACHUSETTS



**CONTRIBUTORY**

TOWN HALL • 525 WASHINGTON STREET •

**RETIREMENT SYSTEM**

WELLESLEY, MA 02482-5992

RETIREMENT BOARD

DAVID N. KORNWITZ, CHAIRMAN  
TIMOTHY BARROS, VICE CHAIRMAN  
SHERYL STROTHER  
CHARLIE CAHILL  
MICHAEL LEACH

FACSIMILE: (781) 239-1043  
TELEPHONE: (781) 431-1019 EXT. 2216

LYNN WHYNOT  
RETIREMENT ADMINISTRATOR

September 30, 2014

Town of Braintree  
Retirement Board  
1 J.F.K. Memorial Drive  
Braintree, MA 02184

Dear Sir/Madam:

In accordance with the provisions of Section 59(A) of Chapter 32 of the General Laws, reimbursement is requested for payments made during 2014 to the beneficiary of Carl Olson Jr who was a veteran who had service with your municipality.

Non-Contributory Retirement System

Name	%	Reimbursable Amount
-----	-----	-----
Eleanor Olson, survivor	25.30	\$2,823.58

Please make a check for \$2,823.58 payable to the Town Treasurer, Town of Wellesley, and mail it to the Town Hall, 525 Washington St., Wellesley, MA 02482.

Sincerely,

Lynn Whynot  
Retirement Administrator



#15-046

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

Joseph C. Sullivan  
Mayor

781-794-8100

To: Thomas M. Bowes, President of the Council  
Susan Cimino, Clerk of the Council  
James Casey, Town Clerk

From: Joseph C. Sullivan, Mayor (JCS)

Cc: Edward Spellman, Director of Municipal Finance  
Michael Coughlin, Chief of Staff and Director of Operations

Date: November 23, 2015

Re: General Fund Free Cash and Retained Earnings Approval

The Massachusetts Department of Revenue has certified our General Fund Free Cash and our Enterprise Fund Retained Earnings for FY 2015 as follows:

- General Fund Free Cash \$12,928,109
- Water Sewer Retained Earnings \$ 2,292,780
- Golf Retained Earnings \$ 66,592

As you may recall, last year we submitted to the Town Council the Financial Policies and Reserves document which formalized the financial policies we have been working on since the change in Town Government. Primary in that document was the establishment of annual reserves and the presentation of a structurally balanced budget. In Fiscal Year 2014 we achieved our 10% target for free cash and programmed additional monies for the capital budget and for other reserves.

Last winter's record setting amount of snow fall resulted in significant cost for snow clearing and removal. With our reserves we were able to allocate over 2 million dollars of our free cash reserve to fully pay all of the snow and ice costs in excess of the original budget of \$400,000. Many communities do not have the strong reserves we have and were required to carry their FY 2015 snow and ices deficit over the next three fiscal years. We were fortunately in a position to not have to take that action.

RECEIVED TOWN CLERK  
BRAINTREE, MA  
2015 NOV 24 PM 12:15

We ended FY 2015 on a positive note increasing free cash from 8.9 million to 12.8 million. This four million dollar increase is largely due to our conservative approach in projecting revenues and our management of operations and budget expenditures.

You will recall as we paid off our snow and ice deficit that we stated our intent to rebuild reserve levels over time back up to our 10% target. With the following motions we propose to increase our free cash reserve from 8.9 million to 10.2 million which achieves an 8.49% reserve level of General fund revenue.

In addition we propose to use 2.7 million in free cash to rebuild our stabilization and building capital reserves. The FY 2016 Capital Plan proposes to use \$700,000 of one time funds for one time capital projects and \$500,000 into our building capital stabilization fund. We propose to increase our Stabilization Fund by \$1,250,000 and place \$250,000 into our 9C reserve account in the event of midyear 9C cuts from the Commonwealth. If the state cuts do not materialize we could use these funds if needed or to cover any current year snow and ice account shortfalls.

Below you will find three articles to be funded from our FY 2015 Free Cash balance in the amount of \$2,700,000, leaving a Free Cash balance of \$10,228,109, for this fiscal year.

Accordingly, your review and approval of the following motions are requested:

1. Stabilization Fund

**MOTION:** That the sum of \$1,250,000 be transferred from the Fiscal Year 2015 certified Free Cash to the Town's Stabilization fund.

2. Building Capital Stabilization Fund

**MOTION:** That the sum of \$500,000 be transferred from the Fiscal Year 2015 certified Free Cash to the Town's Building Capital Stabilization fund.

3. 9C Reserve Account

**MOTION:** That the sum of \$ 250,000 be transferred from the Fiscal Year 2015 certified Free Cash to the Town's 9C reserve account to possible offset mid-year local aid cuts or to supplement our snow and ice account.

Since these requests involve the appropriation of funds within the Fiscal Year 2016 budget, advertising and a public hearing is required under the sections 2-9 and 6-7 of the Town Charter. Thank you for your consideration of these motions as submitted.

TOWN OF BRAINTREE  
 ANALYSIS OF RESERVE BALANCES PROJECTED AS OF  
 10/31/2015

<u>CO #</u>	<u>description council order #</u>	<u>date</u>	<u>free cash</u>	<u>Stabilization</u>	<u>9c reserve</u>	<u>build capital stabilization fund</u>
	fy 2015 close	6/30/2015	8,954,739	690,047		1,500,000
<b>FY 2016</b>	<b>DOR free cash cert 10-13-15</b>	<b>7/1/2015</b>	<b>12,928,109</b>	<b>690,047</b>	<b>5,359</b>	<b>1,500,000</b>
<b>15-024-5</b>	<b>EMS supp. Appr. for architect</b>	<b>7/15/2015</b>				<b>(140,200)</b>
<b>15-028</b>	<b>East Braintree fire Station supp appr.</b>	<b>8/12/2015</b>				<b>(174,350)</b>
<b>15-034</b>	<b>Replace salt shed supp. to ins proc</b>	<b>9/15/2015</b>	-			<b>(170,328)</b>
<b>15-044</b>	<b>Capital for FY 2016 plan ( proposed )</b>	<b>12/1/2015</b>	<b>(700,000)</b>			
proposed	Building Cap. Stab. Reserve fund		(500,000)			500,000
proposed	Stabilization Fund		(1,250,000)	1,250,000		
proposed	9 C reserve		(250,000)		250,000	
proposed	Supp. Appr. #1 Estimate			(350,000)		
	Balance		<u>10,228,109</u>	<u>1,590,047</u>	<u>255,359</u>	<u>1,515,122</u>
	increase in free cash balance	1.06%	1,273,370			

2015 NOV 24 PM 12:15  
 RECEIVED TOWN CLERK  
 BRAINTREE, MA

## 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.

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*expenses including*

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

**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.**

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**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

**Cimino, Susan M.**

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**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*

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**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