

1. Agenda

1.1. 7:30 PM Town Council Meeting

Documents:

[22 FEB 1 TC AGENDA.PDF](#)

2. Documents

2.1. 7:30 PM Town Council Meeting

Documents:

[22 FEB 1 COUNCIL MTG.PDF](#)

Meredith Boericke
President
District 5

Shannon L. Hume
At Large

David M. Ringius, Jr
At Large

Julia C. Flaherty
District 1



Charles B. Ryan
Vice President
At Large

Joseph Reynolds
District 2

Elizabeth Maglio
District 3

Stephen C. O'Brien
District 4

Lawrence C. Mackin, Jr.
District 6

OFFICE OF THE TOWN COUNCIL - AGENDA -

Tuesday, FEBRUARY 1, 2022 • Horace T. Cahill Auditorium, Town Hall • **7:30_{PM}**

COUNCIL MEETING COMMUNICATIONS

- Agenda/Documents link to website: <https://braintreema.gov/AgendaCenter>
- Email: towncouncil@braintreema.gov
- Facebook: [Braintree Town Council](#)
- To be added to the Town Council Agenda Distribution list please send an email request: scimino@braintreema.gov
- "How Do I" sign up to receive meeting/town information: <https://braintreema.gov/786/Sign-up-for>



This MEETING is also LIVE on BCAM TV cable channels and YOUTUBE BCAM TV live streaming at:

<https://www.youtube.com/channel/UCHHXhY9Ng2gBfil8uyNiW3g/videos>

QR CODE: You can also scan QR code to access Live Stream.

ANNOUNCEMENTS

- 002 22 Council President: 2022-2023 Committee Assignments (Municipal Oversight members)

APPROVAL OF MINUTES

- December 7, 2021

COMMUNICATIONS

- 005 22 Council President: South Shore Plaza Update - Mayor Kokoros

OLD BUSINESS

- 21 060 Mayor: Authorization to Accept Donations or take up any action related thereto
- 21 062 Mayor: Borrowing Authorization-Tri Town Water Treatment Plant or take up any action related thereto (*Public Hearing*)
- 22 003 Mayor: Appointment - Scott Lamphere to the Commission on Disabilities or take up any action relative thereto

NEW BUSINESS

- None

Refer to the Committee on Ordinance & Rules

- 006 22 Council President: Town Council Rules or take up any action relative thereto

Refer to the Committee of Ways & Means

- 007 22 Councilor Reynolds: Q2 Budget Update or take up any action relative thereto
- 22 005 Mayor: Home Rule Petition—Retirement of Officer Richard Seibert or take up any action relative thereto

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS:

Next Council Meeting scheduled on: [Tuesday, February 15, 2022 @7:30PM](#)

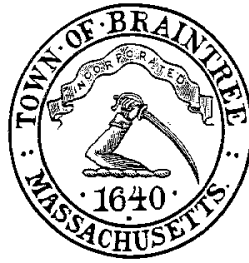
ADJOURNMENT

Meredith Boericke
President
District 5

Shannon L. Hume
At Large

David M. Ringius, Jr
At Large

Julia C. Flaherty
District 1



Charles B. Ryan
Vice President
At Large

Joseph Reynolds
District 2

Elizabeth Maglio
District 3

Stephen C. O'Brien
District 4

Lawrence C. Mackin, Jr.
District 6

OFFICE OF THE TOWN COUNCIL - AGENDA -

Tuesday, FEBRUARY 1, 2022 • Horace T. Cahill Auditorium, Town Hall • **7:30_{PM}**

COUNCIL MEETING COMMUNICATIONS

- Agenda/Documents link to website: <https://braintreema.gov/AgendaCenter>
- Email: towncouncil@braintreema.gov
- Facebook: [Braintree Town Council](#)
- To be added to the Town Council Agenda Distribution list please send an email request: scimino@braintreema.gov
- "How Do I" sign up to receive meeting/town information: <https://braintreema.gov/786/Sign-up-for>



This MEETING is also LIVE on BCAM TV cable channels and YOUTUBE BCAM TV live streaming at:

<https://www.youtube.com/channel/UCHHXhY9Ng2gBfil8uyniW3g/videos>

QR CODE: You can also scan QR code to access Live Stream.

ANNOUNCEMENTS

- 002 22 Council President: 2022-2023 Committee Assignments (Municipal Oversight members)

APPROVAL OF MINUTES

- December 7, 2021

COMMUNICATIONS

- 005 22 Council President: South Shore Plaza Update - Mayor Kokoros

OLD BUSINESS

- 21 060 Mayor: Authorization to Accept Donations or take up any action related thereto
- 21 062 Mayor: Borrowing Authorization-Tri Town Water Treatment Plant or take up any action related thereto (*Public Hearing*)
- 22 003 Mayor: Appointment - Scott Lamphere to the Commission on Disabilities or take up any action relative thereto

NEW BUSINESS

- None

Refer to the Committee on Ordinance & Rules

- 006 22 Council President: Town Council Rules or take up any action relative thereto

Refer to the Committee of Ways & Means

- 007 22 Councilor Reynolds: Q2 Budget Update or take up any action relative thereto
- 22 005 Mayor: Home Rule Petition—Retirement of Officer Richard Seibert or take up any action relative thereto

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS:

Next Council Meeting scheduled on: [Tuesday, February 15, 2022 @7:30PM](#)

ADJOURNMENT



Shannon L. Hume
President
At Large

Charles B. Ryan
At Large

Julia Camille Flaherty
District 1

Steven A. Sciascia
District 2

Donna L. Connors
District 3

David M. Ringius, Jr.
Vice-President
At Large

Stephen C. O'Brien
District 4

Meredith L. Boericke
District 5

Lawrence C. Mackin, Jr.
District 6

OFFICE OF THE TOWN COUNCIL

Tuesday, December 7, 2021

MINUTES

A meeting of the Town Council was held via Zoom Webinar, on Tuesday, December 7, 2021 beginning at 7:30p.m.

Council President Hume was in the chair.

President Hume asked for a moment of silence for our first responders and all those serving our military home and abroad.

Clerk of the Council, Susan M. Cimino conducted the roll call.

Present: Shannon L. Hume, President
David M. Ringius, Jr., Vice-President
Charles B. Ryan
Julia C. Flaherty
Steven A. Sciascia
Stephen C. O'Brien (remote participation)
Meredith L. Boericke
Lawrence C. Mackin, Jr.
Donna L. Connors

Others: Charles C. Kokoros, Mayor
Nicole Taub, Chief of Staff
Ed Spellman, Director of Municipal Finance
Mark Dubois, Chief of Police
Melissa SantucciRozz, Director of Planning & Community Development
James Arsenault, DPW Director
Connor Murphy, Zoning Planner
Steve Karll, ZBA Chairman
Richard McDonough, ZBA
Erin Joyce, Planning Board
Darryl Mikami, Planning Board
Board of Assessor's: Robert Cusack, Susan O'Brien, Robert Connolly
Windjammer Cove representatives

COUNCIL MEETING COMMUNICATIONS

- Agenda/Documents link to website: <https://braintree.ma.gov/AgendaCenter>
- Email: towncouncil@braintree.ma.gov
- Facebook: [Braintree Town Council](#)
- “How Do I” sign up to receive meeting/town information: <https://braintree.ma.gov/786/Sign-up-for>
- To be added to the Town Council Agenda Distribution list please send an email request: scimino@braintree.ma.gov

ANNOUNCEMENTS

- **040 21 Council President: Recognition - Massachusetts Tournament of Champions - Travel Soccer**
The boys won the “Massachusetts Tournament of Champions”, which is a tournament of champions from each travel soccer league in the state. (Coaches are Mark Smith and John Gibbons.)
- **041 21 Council President: Recognition - State Champions – BHS Dance Team**
The team won the MSAA (Massachusetts School Administrators' Association) Dance State Tournament on November 20th in both the Pom and Jazz Divisions. (Coach Jamie Campbell)
- **042 21 Council President: Recognition – Eagle Scout Award, Quinlan Connors, Troop 22**
President Hume gave Councilor Connors the honor of presenting the Citation to her son Quinlan Connors. Quinlan T.A. Connors, Troop 22, Braintree, MA completed several upgrades/erosion projects at Cranberry pond which included:
 1. Fabricating and installing 60 feet of bog bridges.
 2. Install a water bar to divert water from eroding the bridge area.
 3. Repairing bridge planks.
 4. Installing an erosion barrier which included transplanting local plants to an area near the bridge to deter further erosion.
- **043 21 Council President: Recognition – Town Council members retiring D2/D3**
President Hume stated we want to thank: Councilor Connors and Councilor Sciascia for their willingness to serve and their dedication to the Town of Braintree for the past two years. Certificates of Recognition were presented to Councilor Connors and Councilor Sciascia.

APPROVAL OF MINUTES

• **November 2, 2021**

Motion: by Councilor Ryan to approve the Minutes of November 2, 2021

Second: by Councilor Boericke

Roll Call Vote: For (9 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ringius, Ryan, Sciascia),
Against (0), Absent (0), Abstain (0)

COMMUNICATIONS FROM THE MAYOR AND TOWN BOARDS

• 044 21 Council President: Braintree Police Department Update – Chief Dubois

Chief Dubois gave an update and stated his team is outstanding including Tim Cohoon, Deputy Police Chief of Operations and Michael Want, Deputy Police Chief of Administration.

The overtime will be a significant request for a Supplemental budget for us. We meet weekly with the Mayor and go over what can we do to try to mitigate this stuff. The projection is about \$1.2 million. We currently have 83 staff and are in the process of hiring 4 new police officers. The process takes about a year before they actually show up. In 2020 we had a reduction in overtime with a full allocation of staff. Due to injuries that began in June 2021 have somewhat impacted this budget year. We have officers that go out and fixate on what they are good at. We have a great Family Services Unit. We have an established Marine Unit where I, Chief Dubois is the Harbor Master and can assign officers to this unit. We coordinate with Quincy and Weymouth and received a grant for over \$300,000 for a new walk around boat that can escort tankers as well. Parking enforcement is a high need and someone dedicated to just that. There is a lot of training going on. There will be a Police Award Ceremony on January 29th here in Cahill Auditorium. A lot of great work happens every day.

Tim Cohoon, Deputy Police Chief of Operations gave an update on numbers and statistics. Deputy Chief Cohoon stated arrests are down which could be due to the pandemic. Summons and hearings are up a little bit. There were 7 people who died from overdoses and 27 Narcan saves. When crisis happens, you don't rise to the occasion you sink to your level of training. These officers are as well trained as any department in the commonwealth.

• 045 21 Council President: BELD Broadband Sale to Comcast

In attendance was Bill Bottiggi, General manager and Municipal Light Board member: Thomas Reynolds. Bill Bottiggi, General manager stated back in 1999 we entered the high-speed internet business. Comcast then came to town. We began to offer the full triple play business. We had about 6,000 customers. In 2007 Verizon Fios became the 3rd competitor in town. They got aggressive with door to door marketing and free TVs. Beginning in 2007 we had people returning equipment to our lobby every day. The customers loved us but we lost about 4,000 customers. Last January we were down to about 2,500 customers. We exited the cable business because the money went in one door and out the other. The programmers got all the money. We couldn't compete for those programming fees. We tried and put \$100,000 into marketing. We did not get one additional customer from the other 13,000 customers in town. People are not willing to switch to us. We would be worried about reliability without putting millions of dollars to upgrade. We approached Comcast. Comcast was easy to switch our customers to with just a small change out of the ethernet drop. We would have had to raise our rates to stay competitive which would probably push more customers away. It did not make any sense business wise to carry on. We came out with a joint statement with Comcast and they jumped the gun. There is a dedicated 800 # to call with questions. Email is a concern. BELDINTERNET.COM is the website to go on and you will have to change your email by the end of March 2022. Rates will probably be locked in for about a year. Town offices will remain with BELD. Schools will switch over to Comcast.

OLD BUSINESS

- **21 027 Mayor: Ordinance to Establish a Centralized Maintenance Department or take up any action related thereto**

President Hume asked is there a Motion to Open the Public Hearing for Order 21 027.

Councilor Ringius made a Motion to OPEN the Public Hearing

Motion: by Councilor Ryan to OPEN the Public Hearing for Order 21 027

Second: by Councilor Boericke

Roll Call Vote: For (9 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ringius, Ryan, Sciascia),
Against (0), Absent (0), Abstain (0)

President Hume referred to Councilor Ringius, Chairman of the Committee on Ordinance & Rules for a recommendation.

Councilor Ringius stated the Committee on Ordinance & Rules met earlier this evening on Order 21 027. We did receive a presentation from Chief of Staff Taub and Director Arsenault and the committee voted unanimously for a favorable recommendation to the full Council.

President Hume referred to Councilor Boericke, Chairwoman of the Committee of Ways & Means for a recommendation to the full Council.

Chairwoman Boericke stated this item was originally brought forward by Councilor O’Brien close to a year ago. It has been on three different Ways & Means agendas. A lot of scrutiny has gone into this proposal. The Committee met last night and a lot of the discussion was around the cost savings we expect to gain with this and sends this to the full Council with a unanimous favorable recommendation. It would be great to have our Maintenance Team available on site so we do not have to hire contractors.

Mayor Kokoros stated I want to thank Councilor O’Brien who has championed this effort through committee. This is something we have talked about early on with our great Facilities Department. After touring each school individually from the ground up I think a combined Maintenance Department will allow us to use these resources and have additional resources when there are emergencies and start to eliminate these emergencies and start to repair these buildings instead of responding to breakages and things like that. This still needs to go to the School Committee for a vote. Right now, the DPW is responsible for 10 feet off the school buildings. I ask for your support

Nicole Taub, Chief of Staff stated this is the second step we need to take this evening. The first was the adoption of the MGL statute which we did here several months ago. This evening we are asking for the approval to move forward with a centralized department. Ms. Taub gave a presentation on what the Facilities Department has done and some cost savings.

Council President Hume asked if any member of the Council or General Public want to speak on Order 21 027?

Council President Hume asked if there is anyone else wishing to speak? Hearing none.

Council President Hume asked is there a motion to Close the Public Hearing for Order 21 027?

Councilor Ringius made a Motion to CLOSE the Public Hearing on Order 21 027

Motion: by Councilor Ringius to CLOSE the Public Hearing on Order 21 027

Second: by Councilor Ryan

Roll Call Vote: For (9 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ringius, Ryan, Sciascia),
Against (0), Absent (0), Abstain (0)

Motion was read by Councilor Ringius:

MOTION:

Ordinance 2.220.060.

Centralized Maintenance Department.

The Department of Public Works, under the direction of the Director, shall include a Centralized Maintenance Department, combining facilities staff, for the purpose of maintaining all buildings and land owned by the town including school buildings and grounds. The Centralized Maintenance Department is hereby established as authorized by Section 4-5.3 of the Town Charter and the adoption of M.G.L. c. 71, § 37M, by the Town Council. This ordinance shall take effect only after a majority vote in favor thereof, pursuant to M.G.L. c. 71, § 37M, by the School Committee. The consolidation of the maintenance departments may be revoked, pursuant to M.G.L. c. 71, § 37M, by majority of vote of the School Committee or Town Council, or both.

Motion: by Councilor Ringius to Approve Order 21 027

Second: by Councilor Ryan

Roll Call Vote: For (9 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ringius, Ryan, Sciascia),
Against (0), Absent (0), Abstain (0)

- **21 054 Planning Board/ZBA: Zoning Bylaw Text Amendment or take up any action related thereto**
(Public Hearing)

President Hume asked is there a Motion to Open the Public Hearing for Order 21 054.

Councilor Ringius made a Motion to OPEN the Public Hearing

Motion: by Councilor Ryan to OPEN the Public Hearing for Order 21 054

Second: by Councilor Boericke

Roll Call Vote: For (9 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ringius, Ryan, Sciascia),
Against (0), Absent (0), Abstain (0)

President Hume referred to Councilor Ringius, Chairman of the Committee on Ordinance & Rules for a recommendation.

Chairman Ringius stated the Committee on Ordinance & Rules met on November 10, 2021 on Order 21 054. There was a favorable recommendation with a vote of 2 in favor, 1 opposed and 1 absent.

Council President Hume asked if any member of the Council or General Public want to speak on Order 21 054?

Mayor Kokoros mentioned those in attendance and stated Director SantucciRozzi will explain this request.

Melissa SantucciRozzi, Director Planning & Community Development explained this used to involve 3 departments being the Building Department who took in the permit and wrote the Legal Notice and transmitted it to the Planning staff. The Planning staff wrote a staff recommendation and a report that was provided to the Planning Board. At the Planning Board meeting the Petitioners would appear and talk about their proposals. The Planning Board would make a recommendation which was then forwarded on to the Zoning Board of Appeals. The ZBA would then conduct a formal hearing with the applicant/petitioner and abutters were noticed for that portion of the process. The ZBA forwarded their decision to the Planning staff who wrote a report and sent it to legal counsel for the decision to be formulated.

In 2008 with the new form of government the Planning Board decided the petitioner did not need to be present with the new position of the Zoning Planner who could explain the applicants request. In March 2021 Ms. Santucci and Mr. Murphy discussed the streamlining of this procedure. This was brought to the Zoning Board of Appeals and the Planning Board with all in favor but one opposition. This Zoning Amendment was submitted to the Town Council in October 2021. The Planning Board held its hearing on November 9, 2021 with no public present and no public comment received. It was noted a 2-board application is unusual and the removal of this requirement is long overdue. The vote from the Planning Board was 4 in favor and 1 opposed.

Director SantucciRozzi stated in O&R there was a comment about the staff reports and the transparency around those reports. Within about 24-48 hours all reports from the past couple of months have been put on line as well as the upcoming meeting and will now continue to be posted on the Town website.

Councilor Sciascia stated I was the one who voted against this in committee. I see all staff reports have been put on the Town website and I will now vote in favor of this.

Stephen Karll, ZBA stated the Zoning Board is an independent board. We do get recommendations from the Planning Board but we do not have to follow them.

Council President Hume asked if there is anyone else wishing to speak? Hearing none.

Council President Hume asked is there a motion to Close the Public Hearing for Order 21 054?

Councilor Ringius made a Motion to CLOSE the Public Hearing on Order 21 054

Motion: by Councilor Ringius to CLOSE the Public Hearing on Order 21 054

Second: by Councilor Ryan

Roll Call Vote: For (9 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ringius, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

Motion was read by Councilor Ringius:

MOTION: That the Ordinance and Rules Subcommittee votes, at the Request of the Planning Board and Zoning Board of Appeals, to support amending the Braintree Zoning Bylaw Chapter 135-407(E) which states: “The Zoning Board of Appeal (permit granting authority) shall not take final action on a request for a variance or on a request for action on a nonconforming use until the Planning Board has submitted to the Zoning Board of Appeal (permit granting authority) in writing a report with recommendations on the matter or until the expiration of 30 days from the date of notice to the Planning Board” by removing this Section in its entirety. The Zoning Bylaw Text Amend Petition has been recommended favorably by the Planning Board in its report to the Town Council dated November 9, 2021.

Motion: by Councilor Ringius to Approve Order 21 054

Second: by Councilor Ryan

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, Ringius, Ryan, Sciascia),
Against (1 – O’Brien), Absent (0), Abstain (0)

• **21 057 Mayor: Tax Rate Classification or take up any action relative thereto** (*Public Hearing*)

President Hume asked is there a Motion to Open the Public Hearing for Order 21 057.

Councilor Ringius made a Motion to OPEN the Public Hearing

Motion: by Councilor Ringius to OPEN the Public Hearing for Order 21 057

Second: by Councilor Ryan

Roll Call Vote: For (9 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ringius, Ryan, Sciascia),
Against (0), Absent (0), Abstain (0)

Vice-President Ringius left the meeting at 9:42pm.

President Hume referred to Councilor Boericke, Chairwoman of the Committee of Ways & Means for a recommendation.

Chairwoman Boericke stated property taxes are the single most contributor to our Town’s budget, comprising of more than 70% of the operating budget. It is absolutely critical component to keep a strong community and provide the services we count on and deserve. This year residents can expect to see about an 8% increase over last year. It is about \$414 more on an annually basis. That is bringing the average residential tax bill to just over \$5600. There are 3 main drivers for this increase: First we all know property values are rising fast, therefore our assessed home values are going up about 8%. The second thing the Debt Exclusion. Voters overwhelmingly voted in favor of that in 2020 and it is folded into this tax bill as well. Finally, due to our property values rising faster than commercial/industrial we are absorbing more of the taxes than we have in the past. The committee sends all 4 votes to the full Council with a unanimous favorable recommendation.

Council President Hume asked if any member of the Council or General Public want to speak on Order 21 057?

Mayor Kokoros stated people want to live in Braintree because of our great tax rate, community and schools. The same is true with the business community. We are fortunate to be able to shift a large portion of our taxes, I believe it is 36% is paid by our business community. Our tax rate is extremely low, under 10% at 9.85. We thank Bob Brinkmann and our Board of Assessors for all the hard work they have done. They do a great job and Ed Spellman our Chief Financial person who always does a great job.

Council President Hume asked if there is anyone else wishing to speak? Hearing none.

Council President Hume asked is there a motion to Close the Public Hearing for Order 21 057?

Councilor Ryan made a Motion to CLOSE the Public Hearing on Order 21 057

Motion: by Councilor Ryan to CLOSE the Public Hearing on Order 21 057

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia),
Against (0), Absent (1 - Ringius), Abstain (0)

Motions 1 through 4 were read by Councilor Ryan:

1. To apply the tax rate classification shift.

MOTION: Be it ordained that the Town of Braintree, through the Braintree Town 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 Ryan to Approve Order 21 057 (1)

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia),
Against (0), Absent (1 - Ringius), Abstain (0)

2. Re: 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 23, 2021 and as filed with the Office of the Town Clerk.

Motion: by Councilor Ryan to Approve Order 21 057 (2)

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia),
Against (0), Absent (1 - Ringius), Abstain (0)

3. Re: 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 23, 2021 and as filed with the Office of the Town Clerk to decline the "Open Space" discount.

Motion: by Councilor Ryan to Approve Order 21 057 (3)

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia),
Against (0), Absent (1 - Ringius), Abstain (0)

4. Re: 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 23, 2021, and as filed with the Office of the Town Clerk to decline the adoption of the "Residential Exemption."

Motion: by Councilor Ryan to Approve Order 21 057 (4)

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia),
Against (0), Absent (1 - Ringius), Abstain (0)

• **21 058 Mayor: CPA Appropriation—Request for Appropriation-Windjammer Cove Affordable Conversion Project or take up any action relative thereto** (*Public Hearing*)

President Hume asked is there a Motion to Open the Public Hearing for Order 21 058.

Councilor Ryan made a Motion to OPEN the Public Hearing

Motion: by Councilor Ryan to OPEN the Public Hearing for Order 21 058

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia),
Against (0), Absent (1 - Ringius), Abstain (0)

President Hume referred to Councilor Boericke, Chairwoman of the Committee of Ways & Means for a recommendation.

Chairwoman Boericke stated this is seeking funding from our Community Preservation funding. This money does not come from our operating budget. The committee met last week and sends this to the full Council with a unanimous favorable recommendation. This project will add to Braintree’s affordable housing inventory. Braintree residents will be given preference as part of the “lottery”.

Council President Hume asked if any member of the Council or General Public want to speak on Order 21 058?

Mayor Kokoros stated thank you to Councilor Steve Sciascia who mentioned Windjammer and it had been recently purchased and the question was can we buy down the units 25% and be able to count the 73 units towards our inventory and be able to create these 19 affordable units.

Councilor Connors asked if most affordable housing units are concentrated in East Braintree. Melissa SantucciRozzi, Director of Planning & Community Development stated they are scattered throughout the town giving examples on Pond Street, West Street, Washington Street, Roosevelt, Skyline Drive, Turtle Crossing etc. and can send along a complete list if anyone wants it.

Council President Hume asked if there is anyone else wishing to speak? Hearing none.

Council President Hume asked is there a motion to Close the Public Hearing for Order 21 058?

Councilor Ryan made a Motion to CLOSE the Public Hearing on Order 21 058

Motion: by Councilor Ryan to CLOSE the Public Hearing on Order 21 058

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia),
Against (0), Absent (1 - Ringius), Abstain (0)

Motion was read by Councilor Ryan:

MOTION: That in accordance with the provisions of Chapter 44B of the General Laws, and with the recommendation of the Community Preservation Committee, the total appropriation of \$993,856.00, with \$700,000.00 from the Housing Fund and \$293,856.00 from the Unreserved Fund, to fund a portion of the cost associated with the Memorandum of Understanding that details the requirements for the "Windjammer Cove Affordable Conversion Project," (Assessors Map 3007, Plot 2). Said funds shall be expended under the direction of the Community Preservation Committee and the Director of Planning & Community Development.

Motion: by Councilor Ryan to Approve Order 21 058

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia),
Against (0), Absent (1 - Ringius), Abstain (0)

- **21 059 Mayor: Request for Authorization - to Spend \$1,102,960.00 from the Turtle Crossing Settlement Fund for Windjammer Cove Affordable Conversion Project or take up any action relative thereto (Public Hearing)**

President Hume asked is there a Motion to Open the Public Hearing for Order 21 059.

Councilor Ryan made a Motion to OPEN the Public Hearing

Motion: by Councilor Ryan to OPEN the Public Hearing for Order 21 059

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia),
Against (0), Absent (1 - Ringius), Abstain (0)

President Hume referred to Councilor Boericke, Chairwoman of the Committee of Ways & Means for a recommendation.

Chairwoman Boericke stated the Ways & Means Committee fully supports the use of these funds and is sending this to the full Council with a unanimous favorable recommendation.

Council President Hume asked if any member of the Council or General Public want to speak on Order 21 059?

Council President Hume asked if there is anyone else wishing to speak? Hearing none.

Council President Hume asked is there a motion to Close the Public Hearing for Order 21 059?

Councilor Ryan made a Motion to CLOSE the Public Hearing on Order 21 059

Motion: by Councilor Ryan to CLOSE the Public Hearing on Order 21 059

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia),
Against (0), Absent (1 - Ringius), Abstain (0)

Motion was read by Councilor Ryan:

MOTION: That the Town Council authorize the Town, acting through the Mayor, to expend funds in the amount of one million one hundred two thousand nine hundred and sixty dollars (\$1,102,960) from the Turtle Crossing Settlement Fund to partially fund the execution and recording of a deed restriction on the property located at 79 Shaw Street (Assessors Map 3007, Plot 2) that designates at least twenty five percent (25%) of the units as affordable as described in the Memorandum of Understanding for the "Windjammer Cove Affordable Conversion Project."

Motion: by Councilor Ryan to Approve Order 21 059

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia),
Against (0), Absent (1 - Ringius), Abstain (0)

NEW BUSINESS

- None

President Hume asked is there a motion for the following to be referred to Committee(s):

Councilor Ryan read the following item(s) for referral to committee(s):

Refer to the Committee of Ways & Means

- 21 060 Mayor: Authorization to accept donations or take up any action related thereto
- 21 061 Mayor: Authorization to Enter into Grant Agreement with Norfolk County for Funding Under the American Rescue Plan Act or take up any action related thereto
- 21 062 Mayor: Borrowing Authorization-Tri Town Water Treatment Plant or take up any action related thereto

Motion made by Councilor Ryan to refer to the Committee of Ways & Means Order 21 060, Order 21 061 and Order 21 062

Motion: by Councilor Ryan to Refer to the Committee of Ways & Means Order 21 060, Order 21 061 and Order 21 062

Second: by Councilor Boericke

Roll Call Vote: For (8 – Boericke, Connors, Flaherty, Hume, Mackin, O’Brien, Ryan, Sciascia), Against (0), Absent (1 - Ringius), Abstain (0)

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS:

Next Council Meeting scheduled on: [Monday, January 3, 2022 @6:00pm for the Swearing In Ceremony](#)

ADJOURNMENT

It was unanimously voted by roll call vote to adjourn the meeting at 10:13p.m.

Respectfully submitted,
Susan M. Cimino, Clerk of the Council

Meeting Documents

- Minutes of November 2, 2021
- 21 027 Mayor: Ordinance to Establish a Centralized Maintenance Department or take up any action related thereto (*Public Hearing*)
- 21 054 Planning Board/ZBA: Zoning Bylaw Text Amendment or take up any action related thereto (*Public Hearing*)
- 21 057 Mayor: Tax Rate Classification or take up any action relative thereto (*Public Hearing*)
- 21 058 Mayor: CPA Appropriation—Request for Appropriation-Windjammer Cove Affordable Conversion Project or take up any action relative thereto (*Public Hearing*)
- 21 059 Mayor: Request for Authorization - to Spend \$1,102,960.00 from the Turtle Crossing Settlement Fund for Windjammer Cove Affordable Conversion Project or take up any action relative thereto (*Public Hearing*)

#21-060



Office of the Mayor

One JFK Memorial Drive
Braintree, Massachusetts 02184

Charles C. Kokoros
Mayor

781-794-8100

To: Meredith Boericke, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Charles C. Kokoros, Mayor *ock*

CC: Nicole I. Taub, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance
Chief Mark Dubois, Braintree Police Department
Sergeant Corey Chambers, Braintree Police Department
Mary Kenney, Staff Executive, Braintree Police Department

Date: January 6, 2022

Re: Authorization to Accept a Donation
Envision Bank

RECEIVED TOWN CLERK
BRAintree, MA
2022 JAN -6 PM 2:31

Dear President Boericke, Clerk Cimino and Clerk Casey,

I am submitting this request for your consideration and acceptance of the following donation to be used for the stated purposes.

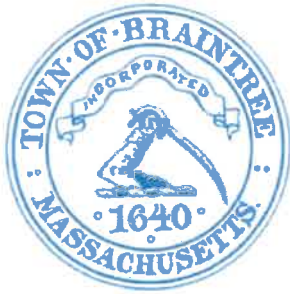
In 2021, Envision Bank had a promotion where they would donate \$10 to a local animal shelter of the customer's choosing if they opened a new checking account. Through donations raised during the promotion, Envision Bank would like to donate \$300.00 to the Animal Control Shelter, located at 282R Union Street.

Based on consultation with the Animal Control Officer, and with your approval, the funds will be used to purchase new dog beds, food and treats for animals that come into our possession.

Accordingly, your review and approval of the following motion is requested:

MOTION: That the Town of Braintree be and hereby is authorized, in accordance with Section 53A of Chapter 44 of the Massachusetts General Laws to accept the following gift upon the conditions attached and herein set forth:

<u>DONOR</u>	<u>GIFT</u>	<u>PURPOSE</u>
Envision Bank	\$300	Animal Control Shelter



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

Charles C. Kokoros
Mayor

781-794-8100

To: Meredith Boericke, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Charles C. Kokoros, Mayor *CCK*

CC: Nicole I. Taub, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance
James Arsenault, Director, Department of Public Works
Louis Dutton, Water Works Superintendent

Date: January 6, 2022

Re: Request for Supplemental Appropriation – Fiscal Year 2022 Tri Town Water Treatment Plant

RECEIVED TOWN CLERK
BRAintree, MA
2022 JAN -6 PM 2:31

Dear President Boericke, Clerk Cimino and Clerk Casey,

The Tri Town Water District (the “District”) on behalf of Braintree, Randolph and Holbrook, recently applied for financial assistance through the Drinking Water State Revolving Fund Program for the Tri Town Regional Water Treatment Plant Project.

In order to receive the necessary Drinking Water Trust and MassDEP Project Approval Certificate and Permission to Advertise in March 2022, certification of the appropriation of the entire project from design through start up is required. As of this memorandum, the Town has appropriated a total of \$33,700,000, for the design, construction and construction phase engineering services for the project (excluding the subaqueous transmission mains construction that will be funded by Randolph and Holbrook) based on the Conceptual Opinion of Probable Construct Cost (the “OPCC”) from 2018 (\$67,136,000) broken down as follows:

- 18-005 \$1,700,000
- 18-033 \$23,300,000
- 20-029 \$8,700,000

As part of the 90% design submission, a current OPCC was prepared by an independent construction estimator based on the now detailed design. The November 2021 OPCC total for the design, construction and construction phase engineering services \$78,761,618 (excluding the subaqueous transmission mains construction that will be funded by Randolph and Holbrook). The following is a summary of the increased costs associated with the project, as provided by Environmental Partners, the Project Manager:

1. Escalation—There is a great deal of uncertainty as inflation continues to ramp up. Specifically, supply chain disruption due to the long-term effects of COVID 19 have resulted in an increase of escalation of the construction rate from 3.5% to 5.0%, valued at an increase of \$0.5M.
2. Water & Wastewater Equipment Costs—Supply chain uncertainty and lead time issues are impacting cost and openness of suppliers to hold pricing firm. Some suppliers will now only quote firm prices at order time, resulting in an increase of \$1.4M total from all divisions.
3. Dissolved Air Flootation unit pricing increased by \$0.2M in May 2021, following submission of the 60% estimate.
4. Average labor costs increased from \$94.50/hour to \$101.64/hour, resulting in an increase of \$1.7M.
5. Concrete material costs increased by \$1.6M.
6. Electrical material costs increased by \$1.6M.
7. General Contractor Overhead and Profit multiplier on costs outlined above increased \$1.1M.
8. Costs due to advancement of design and reduced by contingency total \$1.4M.
9. Owner's Project Manager and design engineering services for construction phase services and resident project representatives increased by \$2M.

As a result of the increases detailed above, and the requirement that Braintree, along with Randolph and Holbrook, certify that financial appropriations have been made for the entire project, the Town must borrow an additional \$5,680,809 to cover its share of the costs for the Tri Town Regional Water Treatment Plant.

Accordingly, your review and approval of the following order is requested.

TOWN OF BRAINTREE, MASSACHUSETTS

IN TOWN COUNCIL

ORDERED:

That the Town of Braintree appropriates Five Million Six Hundred Eighty-One Thousand Dollars (\$5,681,000) to pay the Town's share of the costs of designing, constructing, equipping and furnishing the Tri Town water treatment plant, which is to be undertaken with the Towns of Randolph and Holbrook, and for the payment of all costs incidental and related thereto, which amount shall be expended in addition to all other amounts previously appropriated by the Town for this project. To meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to G. L. c. 44, §7(1), §8(4) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The amount authorized to be borrowed by this order shall be reduced to the extent of any grants received by the Town on account of this project. All or any portion of the amount authorized to be borrowed by this order may be obtained through the Massachusetts Clean Water Trust.

Any premium received by the Town upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with G. L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Note: As this request involves a loan authorization, advertising and a public hearing is required under Sections 2-9 and 6-7 of the Town Charter. The entire text of the order should be published in the advertisement.

21-062: Mayor-Borrowing Authorization-Tri Town Water Treatment Plant

- 1) As of March 2021, it was expected that the bidding for the Tri-Town would be complete by Feb. 2022. Is this no longer the case?

There are several components to the project schedule and bidding specifically. For example, the equipment pre-selection was completed in July 2021 and the contractor pre-qualifications are currently ongoing. This phase should be completed by March 10 and is generally considered the official start of the bid process. The full bid, including general contractor selection, is in process now and bids are scheduled to be opened on June 22, 2022.

- 2) If not, what caused the delay and if a delay has occurred, is that the cause of the price increase?

There have been some minor adjustments to the schedule, but the current project timeline does not reflect any major delays. The increase in price is the result of a more recent cost estimation based on the 90% design documents and include:

- Escalation—There is a great deal of uncertainty as inflation continues to ramp up. Specifically, supply chain disruption due to the long-term effects of COVID 19 have resulted in an increase of escalation of the construction rate from 3.5% to 5.0%, valued at an increase of \$0.5M.
- Water & Wastewater Equipment Costs—Supply chain uncertainty and lead time issues are impacting cost and openness of suppliers to hold pricing firm. Some suppliers will now only quote firm prices at order time, resulting in an increase of \$1.4M total from all divisions.
- Dissolved Air Flootation unit pricing increased by \$0.2M in May 2021, following submission of the 60% estimate.
- Average labor costs increased from \$94.50/hour to \$101.64/hour, resulting in an increase of \$1.7M.
- Concrete material costs increased by \$1.6M.
- Electrical material costs increased by \$1.6M.
- General Contractor Overhead and Profit multiplier on costs outlined above increased \$1.1M.
- Costs due to advancement of design and reduced by contingency total \$1.4M.
- Owner's Project Manager and design engineering services for construction phase services and resident project representatives increased by \$2M.

These are just estimates and, as we have seen in other projects, the costs reflected in the bid documents could ultimately reflect a lower overall project cost.

- 3) What steps are being taken to avoid additional cost increases?

The Town has been working aggressively throughout the pre-design and design process to reduce costs associated with the project and have successfully reduced costs from the original estimates. We have also adjusted the systems to operate more efficiently and added cost saving alternatives to the plans.

4) Why isn't this request part of the Capital Plan?

In order to meet the application deadline for the SRF funding, all three communities have to show proof of authorization to borrow the full amount.

5) What is the expectation for receipt of grants to help cover these costs? Norfolk County includes Water and Sewer Infrastructure in its ARPA grants. Has this been considered?

The Town is currently exploring other possible federal and state funding from the infrastructure programs; however, the Town and County appropriations from ARPA will not be applied to this project.



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

Charles C. Kokoros
 Mayor

781-794-8100

MEMORANDUM

To: Meredith Boericke, President of the Council
 Susan Cimino, Clerk of the Council
 James Casey, Town Clerk

From: Mayor Charles C. Kokoros *CCK*

CC: Nicole I. Taub, Chief of Staff and Director of Operations
 Marybeth McGrath, Director of Municipal Licenses and Inspections
 Kristina Ziniti, ADA Coordinator

Date: January 14, 2022

Re: Appointment to Commission on Disabilities

President Boericke, Clerk Cimino and Clerk Casey,

Pursuant to my authority as Mayor under Section 3-3 of the Braintree Town Charter I hereby appoint Scott Lamphere to the Commission on Disabilities. Mr. Lamphere earned a bachelor's degree in history from the University of Vermont and earned a master's degree in counseling from Northern Arizona University. Mr. Lamphere currently works as the Director of Residential Life at Lasell University and is the Coordinator of Student Conduct. Additionally, from 2012 to 2020 Mr. Lamphere served as the Director of Disability Services at Lasell University.

As you can see from Mr. Lamphere's resume, he has a wealth of experience and knowledge that will benefit the Commission on Disabilities and our community, including providing support to students with disabilities, advocating for disabled students and their families and maintaining a working knowledge of state and federal laws and regulations concerning the rights of persons with disabilities. Additionally, Mr. Lamphere has chaired the College's Disability Services Committee where he helped address the needs of students with documented disabilities and guided the development of comprehensive protocols and procedures to best meet students' needs. Mr. Lamphere is also a member of the Leading for Change Higher Education Diversity Consortium and is a certified 504 coordinator. I am confident in Mr. Lamphere's abilities and I know that he is a most qualified candidate to serve on the Commission on Disabilities.

I appreciate your review of this appointment and request favorable action. Attached is Scott Lamphere's resume.

**Scott
Lamphere**
Braintree, MA

scl1844@gmail.com
(339) 235-0585

Education

Masters of Education in Counseling, Northern Arizona University, Flagstaff, July 2002

Bachelor of Arts in History, University of Vermont, Burlington, May 1995

Experience

Lasell University Office of Student Affairs 2004-2020
Newton, Massachusetts

Director of Residential Life 2004 – 2012 and 2020 - present

Director of Disability Services 2012 - 2020

Coordinator of Student Conduct 2004 - present

Residential Life Responsibilities

- Ensure facility integrity and safety for student residents in 1250 bed residential housing system.
- Set spending priorities and initiatives for \$250,000 annual departmental budget.
- Oversee operations and technology, residence education, assignments, selection and training.
- Train and supervise five professional staff members
- Provide staff training and development, oversee hiring and supervision of 45 Resident Assistants.

Disability Related Responsibilities

- Serve as the College's 504 Coordinator and provide support to students with disabilities.
- Provide individual consultation and advocacy for students and families.
- Keep current with developing information regarding state and federal laws and regulations concerning the rights of persons with disabilities and inform appropriate parties of advancing standards.
- Ensure appropriate processes are in place to provide prompt and equitable resolutions of complaints and inquiries.
- Chair the Disability Services Committee, address needs of students with documented disabilities and guide development of comprehensive protocols and procedures to best meet student needs.
- Deliver ongoing education and programming to the campus community related to disability.
- Maintain all appropriate records related to services/support provided to individuals with disabilities.
- Member of Lasell College's team participating in the Leading for Change – Higher Education Diversity Consortium.

Conduct Related Responsibilities

- Oversee the day-to-day operations of the University's system; serve as senior Administrative Hearing Officer, adjudicating serious violations of University Policy; assign cases to Hearing Officers
- Provide on-going education and supervision.
- Manage and maintain web-based Conduct Coordinator program, to track student conduct records, and all campus incident reports.
- Produce comprehensive biannual statistical reports on activity within the Conduct System.

Vassar College Assistant Director of Residential Life 2002-2004
Poughkeepsie, New York

- ❑ Created and managed Operations Center providing support to the office of Residential Life including: supervision of 6 full-time unionized desk attendants and hiring, supervision of 20 student attendants.
- ❑ Oversaw 118 apartment units housing 450 seniors including: facilities and grounds management, supervised student apartment managers, conducted apartment assessments for repairs and renovation.
- ❑ Provided regular senior on call coverage, supporting the Administrator on Call for crisis management.

Northeastern Family Institute 1997-2000
Shelburne, Vermont

Senior Counselor / Case Manager

- ❑ Developed and implemented therapeutic program in an intensive residential setting for teens diagnosed with disorders on the Autistic Spectrum.
- ❑ Established temporary milieu plans, for short term stay clients needing intensive crisis care.
- ❑ Conducted intake and discharge process with clients and their families.

St. Joseph's Group Home Assistant Director 1995-1997
Burlington, Vermont

Assistant Director

- ❑ Supervised staff of eight counselors in a residential facility for high-risk teenagers managed by Vermont Catholic Charities.
- ❑ Acted as live-in house parent, provided positive daily structure and counseling for residents.
- ❑ Provided all facility maintenance and basic carpentry repairs.

Professional Membership and Certification

- ❑ Association on Higher Education and Disability (AHEAD).
- ❑ Association for Student Conduct administration (ASCA).
- ❑ ACPA College Student Educators International.
- ❑ Member the Leading for Change – Higher Education Diversity Consortium.
- ❑ Community Access Monitor, Massachusetts Office on Disability
- ❑ Certified 504 Coordinator
- ❑ Title IX Hearing Officer Training

Current Areas of Interest

- ❑ BASICS (Brief Alcohol Screening Intervention for College Students) Trainer and Facilitator.
- ❑ Mentors in Violence Prevention (MVP) Program Trainer.
- ❑ Identity Development and Student Development Theory.
- ❑ Disability Studies and Disability Law.
- ❑ Social Development for students who identify as having Autism Spectrum Disorder.
- ❑ Diversity, Equity and Inclusion with particular focus on gender, race, and disability.
- ❑ Title IX Policy and Education in Sexual Assault prevention.

**BRAINTREE
TOWN COUNCIL
RULES
2012**

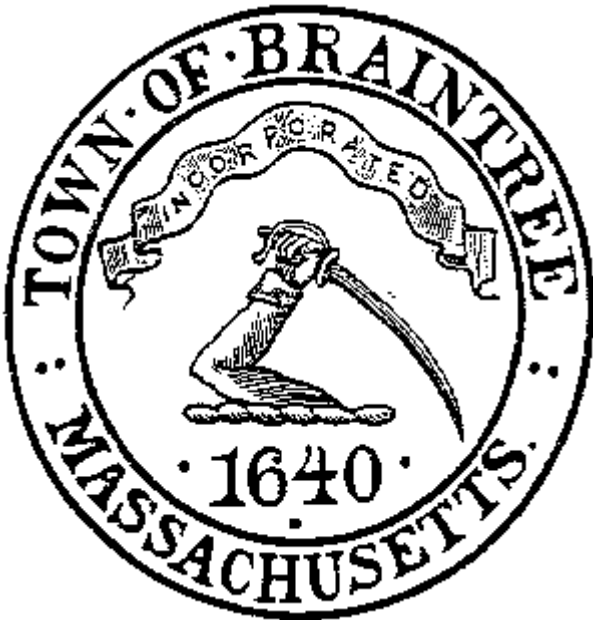


TABLE OF CONTENTS

Rule One: The President – Call of Meeting to Order.....	4
Rule Two: The President – Limitations.....	4
Rule Three: Appeals from Decision of the President.....	4
Rule Four: Substitute Chair.....	4
Rule Five: Viva Voce and Rising Votes.....	4
Rule Six: Seating Arrangements.....	4
Rule Seven: Admission to Council Floor.....	4
Rule Eight: Committee Appointments.....	4
Rule Nine: Clerk and Employees.....	5
Rule Ten: Addressing President or Chair.....	5
Rule Eleven: Debate Limitation.....	5
Rule Twelve: Speaking Decorum-Members.....	5
Rule Thirteen: Speaking Decorum-Public.....	5
Rule Fourteen: Point of Order.....	5
Rule Fifteen: Voting.....	5
Rule Sixteen: Election of Officers.....	5
Rule Seventeen: Tie Vote.....	6
Rule Eighteen: Division of a Question.....	5
Rule Nineteen: Demand for Roll Call.....	5
Rule Twenty: Motions and Procedure During Debate.....	5
Rule Twenty-One: Motion to Reconsider.....	6
Rule Twenty-Two: Motion to Lay on Table.....	6
Rule Twenty-Three: Adjournment and Recessing.....	6
Rule Twenty-Four: Written Proposals and Resolutions.....	7
Rule Twenty-Five: Personal Privilege.....	7
Rule Twenty-Six: Suspension of Rule.....	7
Rule Twenty-Seven: Council Meetings.....	7
Rule Twenty-Eight: Executive Session.....	7
Rule Twenty-Nine: Special Meetings – Notice.....	7
Rule Thirty: Public Hearings.....	8
Rule Thirty-One: Attendance at Public Hearings & Voting.....	8
Rule Thirty-Two: Order of Business.....	8
Rule Thirty-Three: Agenda Requests from Other Town Departments.....	8
Rule Thirty-Four: Agenda Requests from Council Members.....	9
Rule Thirty-Five: Citizen Participation at Council Meetings.....	9
Rule Thirty-Six: Anonymous Communications.....	9
Rule Thirty-Seven: Distribution of Council Correspondence.....	9
Rule Thirty-Eight: Standing Committees.....	9-10
Rule Thirty-Nine: Attendance of Councilors at Public Meetings.....	11
Rule Forty: Special Committees.....	11

Rule Forty-One: Committee Meetings	11
Rule Forty-Two: Chair-Quorum at Committee Meetings.....	11
Rule Forty-Three: Committee Reports	11
Rule Forty-Four: Town Council Action on Committee Reports.....	11
Rule Forty-Five: Failure to Report by a Committee.....	11
Rule Forty-Six: Relieving a Committee from Further Consideration.....	11
Rule Forty-Seven: Secretary to Committees	12
Rule Forty-Eight: Reference to Committees.....	12
Rule Forty-Nine: Town Solicitor	12
Rule Fifty: Town Auditor.....	12
Rule Fifty-One: Department Heads	12
Rule Fifty-Two: State or Federal Cooperation.....	12
Rule Fifty-Three: Permission to Address the Chair	12
Rule Fifty-Four: Councilor/Citizen Side-Bar.....	12
Rule Fifty-Five: The Council Chambers.....	13
Rule Fifty-Six: By-Laws, Etc., of Council	13
Rule Fifty-Seven: Notification of Committee Meetings	13
Rule Fifty-Eight: Publication	13
Rule Fifty-Nine: Amendment and Repeal.....	13
Rule Sixty: Parliamentary Procedure.....	13
Rule Sixty-One: Adoption of Rules	13
Rule Sixty-Two: Authorization to sign Bills.....	14
Rule Sixty-Three: Clerk of the Council signing documents on behalf of Council	14
Rule Sixty-Four: Travel/Conference Reimbursement Policy for Braintree Town Councilors.....	14
Rule Sixty-Five: Council Expenditure Reports	14

Rule One: The President –Call of Meeting to Order

The President shall take the Chair at the hour appointed for the Council to meet and shall immediately call the members to order. In the absence of the President, the Vice-President shall assume the role of the President. If there is not available a Vice-President to preside, the At-Large Member who received the most votes in the last election will preside; if there is no At-Large Councilor Member available, then the member of District 1 will preside; and then if necessary proceed to each district numerically thereafter. The roll call shall then be called by the Clerk, who shall enter in the minutes of the meeting the names of the members present. In the absence of a quorum at the time appointed for a meeting, the members present may, by a majority vote, take a recess or recesses, and direct the Clerk to procure the attendance of absent members.

Rule Two: The President - Limitations

No President shall serve more than two consecutive two-year terms.

The President shall not serve as Chair of a committee, standing or special.

Rule Three: Appeals from Decision of the President

The President shall preserve decorum and decide all questions of order, subject to appeal to Council. Any member of the Council may appeal the decision of the President by motion. No other business shall be in order until the question of appeal is decided. In the case of an appeal from a ruling of the President, the question shall be: "Shall the decision of the President stand as the decision of the Council?" The vote upon the question of appeal from the ruling of the President shall be by roll call to be decided by a simple majority. If a member transgresses the rules of the Council, the President, or any member by addressing the President, shall call him/her to order, in which case he/she shall be seated, unless permitted to explain.

Rule Four: Substitute Chair

The President may call any member to the Chair, but such substitutes shall not continue longer than one meeting. The President may continue to express his/her opinion on any subject under debate in the presence of the substitute Chair.

Rule Five: Viva Voce and Rising Votes

All questions shall be stated and put by the President. In case of a roll call vote, the President shall declare the result, after the Clerk has announced the number voting on each side. The results of viva voce votes shall be declared by the President without reference to the Clerk. Where a rising vote is taken, the President shall count and announce the result. Where the result of a viva voce vote is in doubt, the President may, and on demand of any member, shall call for a roll call vote.

Rule Six: Seating Arrangements

The President shall assign the seats of the Councilors and no members shall change his seat but by the permission of the President.

Rule Seven: Admission to Council Floor

No person will approach the Council during Council meetings, except upon the permission of the President or presiding officer of the Council.

Rule Eight: Committee Appointments

The Council President shall appoint all members of all committees of the Town Council, whether special or standing. (Appointments are subject to Rule Three: Appeals from Decision of the President).

Rule Nine: Clerk and Employees

The Clerk and other officers and employees of the Council shall work for every member of the Council. Every Councilor may have the right to request the Clerk and/or employees of the Council to perform work requested by a Councilor. The President will have the right to prioritize all work received from the Councilors. The President shall manage the Clerk and all employees of the Council.

Rule Ten: Addressing President or Chair

Every member speaking to a question or making a motion before a Town Council Committee shall address the Chair as **“Mr. President” or “Madam President”, and in the absence of the Council President shall address the Chair as “Mr. Chairman” or “Madam Chairwomen”**, who shall thereupon pronounce the name of the member entitled to the floor. Members addressing the Committee shall confine themselves to the question under debate and avoid personalities.

Rule Eleven: Debate Limitation

No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken, and no member shall speak more than twice upon any one subject, nor for a longer time than five minutes, without leave of the Council.

Rule Twelve: Speaking Decorum – Members

No member shall be interrupted while speaking, but by call to order for the correction of a mistake; nor shall there be any conversation among the members while a question is being stated, while a member is speaking, or a paper being read. If a member is speaking or otherwise transgresses the rules of the Council any member may call him to order by addressing the President.

Rule Thirteen: Speaking Decorum - Public

Any person wishing to speak during the Public Comments portion of the meeting or on a Public Hearing item, shall notify the President prior to the calling of that portion of the agenda. No person shall address the Council without first being recognized by the President. Each person addressing the Council shall do so in an orderly manner and shall not make repetitious, slanderous or irrelevant remarks, or engage in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting. Any person who so disrupts the meeting may, at the discretion of the President or a majority of the Council, be subject to ejection from the meeting.

Rule Fourteen: Point of Order

Any member on being called to order shall cease debate until the point of order is decided unless allowed by the President to explain.

Rule Fifteen: Voting

Every member present when a question is put may vote either in the affirmative or in the negative or “abstain” or “present”. No member is required to vote on any matter and any member may leave the Council Chambers without explanation.

Any member may recuse himself or herself prior to debate or vote on any matter before the Council and request to be informed when said debate or vote has occurred. Any Member may return to the Council meeting at any time.

Rule Sixteen: Election of Officers

A majority of all members elected to the Council shall be required to elect a President, Vice-President, Town Auditor, Town Clerk and Clerk of the Council.

Rule Seventeen: Tie Vote

In case of a tie in votes on any proposal, the proposal shall be considered lost.

Rule Eighteen: Division of a Question

On demand of any member, a question under consideration covering two or more points shall be divided where the question permits of such division.

Rule Nineteen: Demand for Roll Call

Upon demand of any member, the roll shall be called prior to President/Chair reading results into the record, upon any question before the Council.

Rule Twenty: Motions and Procedure During Debate

When a question is before the Council, no motion shall be entertained except:

1. To adjourn
2. To lay on the table
3. To end debate/To call for vote
4. To postpone to a time certain
5. To refer
6. To amend
7. To postpone indefinitely
8. To reconsider

Such motions shall take precedence in the foregoing order. A roll call may be ordered at any time to ascertain the number of members.

Rule Twenty-One: Motion to Reconsider

At any meeting at which a vote has been taken, it shall be in order for any Councilors who has voted with the prevailing side to move for immediate reconsideration. Additionally, any Councilor who has voted with the prevailing side may serve notice on the same day as the meeting, that a motion for reconsideration shall take place at the next regular meeting of the Council. A motion to reconsider requires a two-thirds vote.

Rule Twenty-Two: Motion to Lay on Table

A motion to lay on table shall preclude all amendments or debate on the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of a majority of all the members of the Council.

Rule Twenty-Three: Adjournment and Recessing

A motion to adjourn shall be in order at any time, except as follows:

- (A) When repeated without intervening business or discussion;
- (B) When made as an interruption of a member while speaking;
- (C) When the previous question has been ordered; or
- (D) While a vote is being taken.

A motion to adjourn is debatable only as to the time to which the meeting is adjourned.

Recess may be taken at the discretion of the President, or by Majority vote of the Council. In either case, the reason for the recess shall be clearly stated beforehand. If a recess is called by the President, it shall not exceed thirty (30) minutes without a majority vote of the Council. No Town Council business shall be conducted while the Council is in recess.

Rule Twenty-Four: Written Proposals and Resolutions

All proposed ordinances, orders and resolutions shall be in writing and every motion shall be reduced to writing if the President or any member of the Council so directs; and no member shall be allowed to submit a written notice or resolution until he/she has read the same in his/her place or has provided the same in writing to every member of the council present.

Any proposal or proposition seeking Council endorsement of a particular course of action shall be presented in the form of a resolution. Every resolution shall be reduced to writing and shall be signed by the Councilor(s) presenting such resolution. A copy of the original resolution shall be provided to all the Councilors prior to any vote on said resolution.

Rule Twenty-Five: Personal Privilege

The right of a member to address the Council on a question of personal privilege shall be limited to those cases set forth and referred to in Robert's Rules of Order **Newly Revised**.

Rule Twenty-Six: Suspension of Rule

Except as controlled by statute, any rule may be suspended by a **majority vote** of the Council.

Rule Twenty-Seven: Council Meetings

Regular meetings of the Council shall be held in the Council Chamber the first and third Tuesday evening of each month, unless otherwise posted, commencing at 7:30 PM and shall adjourn not later than 11:00 PM. The Clerk of the Council shall notify the Councilors of all meetings of the Council by email notice or notification in the Councilor's office. Notification of meetings will also be posted on the Town of Braintree website. Whenever the first or third Tuesday evening of the month is a holiday, the regular meeting shall be held on the first or third Wednesday evening of the month at 7:30 PM unless otherwise provided for by motion. During July and August regular meetings shall be suspended by a majority vote of the Council. The Council may, by majority vote, dispense with any regular meeting, or change the day and hour of holding or adjournment of any regular meeting. No Town Council meeting shall be scheduled on the eve of a Preliminary or Final Election in the Town of Braintree. These meetings will be held on the first Wednesday following said election. The Town Council Meeting Calendar shall be reviewed and adopted within 30 days after the first Council Meeting in every year.

Rule Twenty-Eight: Executive Session

Executive session may be entered only after the Council has first convened in open session for which notice has been appropriately posted. The President shall cite the reason for going into executive session and indicate whether the Council shall leave executive session for the purpose of adjournment or return to open session. The President shall ask for a roll call vote of the Council. The vote of each member is entered into the minutes, with a majority necessary to initiate executive session.

Rule Twenty-Nine: Special Meetings – Notice

The President of the Council, or any four (4) members thereof, may at any time call a special meeting of the Council by causing written notices stating the time, place and purpose of the meeting and signed by the person or persons calling the same, to be delivered in hand to each member of the Council, or left at his/her usual dwelling place, at least forty-eight (48) hours before the time of such meeting.

Rule Thirty: Public Hearings

The time devoted to public hearings at any meeting of the Council shall not be more than three (3) hours at any one sitting. Any hearing not completed within the specified time may be continued to another meeting. Hearings which are authorized by the order of the Council shall have precedence and shall be followed by public presentations. Five (5) minutes shall be allowed each speaker to express his/her views on the matter being heard by the Council. **Additional time may be granted at the discretion of the Council President or Chairperson or by a majority vote of the Council after a motion by any Councilor.**

In all hearings before the Council, the case of the petitioner shall be first submitted, except where the President of the Council rules otherwise.

Rule Thirty-One: Attendance at Public Hearings & Voting

Any Councilor may vote on enactment of an ordinance or measure if that Councilor is absent from the public hearing on the said ordinance or measure, provided that the Councilor, in his or her opinion, is fully informed of all testimonial and other matters before the Council at the public hearing as provided by available video tapes, audio tapes or the record of minutes, etc. of that public hearing.

Rule Thirty-Two: Order of Business

At every regular meeting of the Council the order of business shall be as follows:

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Announcements
4. Act on Minutes
5. Citizen Concerns/Council Response
6. Old Business
7. Communications and Reports from the Mayor, Town Officers and Town Boards
8. Reports of Committees
9. New Business
10. Motions, Orders and Resolutions
11. Adjournment

The above order shall not be changed except by vote of a majority of all the members of the Council and upon the motion to change the order, no debate shall be allowed. New Business items will be assigned to an appropriate Committee for review and response unless otherwise ordered by the Council.

The agenda will be prepared by the Clerk of the Council or his/her designee and the President. All matters to be brought before the Council shall be numbered by the Clerk of the Council or his/her designee at the time they are filed. Each item shall be numbered sequentially beginning with the first item filed in a calendar year.

Rule Thirty-Three: Agenda Requests from Other Town Departments

All items for the agenda including communications and reports from the Mayor, other Town Officers and Town Boards shall be submitted to the Town Clerk's Office **and to the Clerk of the Council** no later than 10:00 AM on Thursday preceding the regular Council meeting. A copy of said reports and agenda shall be delivered to the Council no later than Friday preceding the regular Council meeting. No measure shall be filed without all supporting documentation. Late items require a two-thirds vote of the members of the Town Council to be allowed at the Council meeting. Any item authorized for the agenda must be specified on the agenda, by whom it is introduced.

Rule Thirty-Four: Agenda Requests from Council Members

All items for the agenda requested by Council Members shall be submitted to the Town Clerk's Office **and to the Clerk of the Council** no later than 10:00 AM on Thursday preceding the regular Council meeting. A copy of said reports and agenda shall be delivered to the Council no later than Friday preceding the regular Council meeting. Late items require a two-thirds vote of the members of the Town Council to be allowed at the Council meeting. Any item authorized for the agenda must be specified on the agenda, by whom it is introduced. If a request cannot be on the next agenda the Council President shall specify when it will be placed on the agenda and must be placed within 3 meetings unless agreement between the Councilor making the request and the Council President.

Rule Thirty-Five: Citizen Participation at Council Meetings

Individuals requesting time to address the Council under "Citizens Concerns/Council Response" shall make their request no later than 10:00 AM on the Thursday preceding the Council meeting. Speakers shall mutually agree in advance with Council President and/or Clerk of the Council as to presentation length. All items including but not limited to letters, written communications, reports or other materials being submitted from individuals addressing the Council must be submitted to the Town Clerk's Office **and to the Clerk of the Council** no later than 10:00 AM on Thursday preceding the regular Council meeting.

Rule Thirty-Six: Anonymous Communications

Unsigned communications shall not be introduced in the Council.

Rule Thirty-Seven: Distribution of Council Correspondence

Correspondence received by any Councilor that is intended for distribution to the Full Council shall be distributed to the Full Council within (5) five business days if received electronically and (10) ten business days if received in any other form. Council member will forward to the Clerk of the Council for distribution.

Rule Thirty-Eight: Standing Committees

There shall be appointed standing committees of the Council as follows:

WAYS AND MEANS to consist of four (4) to five (5) members

ORDINANCE & RULES to consist of four (4) members

PUBLIC PARKS & RECREATION to consist of three (3) members

PUBLIC WORKS to consist of three (3) members

PUBLIC SAFETY to consist of three (3) members

ELDER AFFAIRS/VETERAN'S SERVICES to consist of three (3) members

EDUCATION/LIBRARY to consist of three (3) members

PERSONNEL ISSUES to consist of three (3) members

TRAFFIC & SAFETY to consist of three (3) members

COMMUNITY PLANNING to consist of three (3) members

The following are presented as guidelines for consideration by each committee:

The Ways and Means Committee

Section 2-10 of the Town Charter. Assessor's business

- i. Tax Classification
- ii. Over-Lay Budget
- iii. Payment-in-Lieu of Taxes program
- iv. Property Valuations (all Classes)
- v. Exemptions
- vi. Appellate Tax Board Representation (As needed)
- b. Capital Planning Budget
- c. Stabilization Fund (requires major emphasis after years of spending down our "rainy day fund").
- d. Free Cash Appropriations
- e. Reserve Fund Items
- f. Most Other Municipal Finance Items

The Ordinance & Rules Committee may consider and report on all matters relating to general ordinances of the town, including proposed amendments to the Zoning Ordinances or Zoning Map, land use and planning, special permits, consider Councilor rules and such other matters as may be referred to it by the Council or Council President.

The Public Parks & Recreation Committee may consider and report upon all matters relating to public park and recreation operations and programs and any other matters referred to it by the Council or Council President.

The Public Works Committee may consider and report upon all matters relating to public works operations and programs, including but not limited to streets, including requests for the appropriation of funds from the Chapter 90 State Highway Fund Account, sidewalks, snowplowing, street sweeping, rubbish collections, recycling, water works, drains and sewers, public buildings and grounds, traffic, and any other matters referred to it by the Council or Council President.

The Public Safety Committee may consider and report on all matters relating to the Police Department, Fire Department, the Police and Fire Auxiliary, the Emergency Management Department, and local Emergency Planning Committee, Public Health, and any other matters referred to it by the Council or Council President.

The Elder Affairs and Veteran Services Committee may consider and report on all matters relating to the elder affairs and veteran operations and programs and any other matters referred to it by the Council or Council President.

The Education and Library Committee may consider and report on all matters relating to the educational and library operations and programs and any other matters referred to it by the Council or Council President.

The Personnel Committee may consider and report on all matters relating to personnel issues and any other matters referred to it by the Council or Council President.

The Traffic and Safety Committee to consist of three (3) members or their designees as follows; the Chair of Public Safety, Chair of Ordinance & Rules, and the Chair of Public Works. The Traffic and Safety Committee may consider and report upon those matters relating to traffic and safety and any other matters referred to it by the Council or Council President. (Passed in Council - December 6, 2016)

The Community Planning Committee may consider and report upon all matters relating to short-term planning and community renewal projects as well as long term community planning and visioning. (Passed in Council April 25, 2017)

Rule Thirty-Nine: Attendance of Councilors at Public Meetings

Councilors may attend committee meetings or meetings of another board, committee or commission or like entity of the Town; however, when a quorum of councilors is in attendance they may not deliberate on matters within the Town Council's jurisdiction.

Rule Forty: Special Committees

Special Committees may be authorized at any time by majority vote and shall be appointed by the President to consider such matters as the Council may refer to them.

Rule Forty-One: Committee Meetings

Committees shall meet on the call of the Chair, or a majority of its members, to be communicated by the Clerk of the Council or his/her designee. In case the Chair of any committee shall fail for ten (10) business days from the time the subject has been referred to it, to call a meeting of the committee, a majority of the committee may call a meeting.

Notice of all committee meetings must be given at least forty-eight (48) hours before the time for meeting, but meetings may be held at any time by unanimous consent of all the members of the committee.

Rule Forty-Two: Chair-Quorum at Committee Meetings

The Chair of a Committee shall be the member named first, and the member named next shall be the Vice-Chair. A majority of the members of a Committee shall constitute a quorum.

Rule Forty-Three: Committee Reports

Every committee of the Council to which any subject may be referred, shall report thereon to the Council. Bi-annually all committees shall provide a report to the Full Council summarizing the results of the committee meeting(s).

Rule Forty-Four: Town Council Action on Committee Reports

The President of the Council or the presiding officer, upon receipt of the Committee Report, shall call the vote on the motion, petition or order as introduced so that the vote would be on the order, not on the committee report.

Documents referred to in committee shall be returned with the report. Nothing in this rule shall be construed to prohibit the introduction of minority reports.

Rule Forty-Five: Failure to Report by a Committee

When a committee to which a matter is referred, with instructions to report at a time named in the order of reference, is not ready to report at such time, the matter so referred shall, unless further time is granted **by a majority vote of the Council**, be considered as though reported back without recommendation. In such case, the committee shall forthwith return to the Clerk the documents pertaining to the matter, and the matter shall take its proper place in the order of business.

Rule Forty-Six: Relieving a Committee from Further Consideration

Upon motion, the Council may, by **a majority vote** of the Council, relieve a committee of further consideration of a matter referred to it and order the same placed on the calendar.

Rule Forty-Seven: Secretary to Committees

The Clerk of the Council or his/her designee shall act as secretary to the several committees, and keep a record of the attendance and business transacted at their meetings.

Rule Forty-Eight: Reference to Committees

All petitions, orders, resolutions and ordinances may be referred to appropriate committees for investigation and report.

Rule Forty-Nine: Town Solicitor

At the request of the Council President, the Town Solicitor shall be required, either in person or by deputy, to attend Council meetings. Any member of the Council may at any time call upon the Town Solicitor for an oral or written opinion to decide any question of law. The Town Solicitor may be requested to give an opinion on parliamentary rules. The Town Solicitor shall have a seat but no vote in the meetings of the governing board.

Rule Fifty: Town Auditor

At the request of the Council President, the Town Auditor shall be required, either in person or by deputy, to attend Council meetings. Any member of the Council may at any time call upon the Town Auditor for oral or written opinions of the financial conditions of the town.

Rule Fifty-One: Department Heads

At the request of the Council, any Department Head shall, either in person or deputy, attend meetings of the Council. Any member of the Council may at any time call upon the Department Head by email request through the Clerk of the Council for oral or written opinions relative to his/her department.

Rule Fifty-Two: State or Federal Cooperation

All proposals for projects which contemplate cooperation with, or financial participation by, the state or federal government, may be introduced to the Council by any member thereof or the Mayor. If a Town board or department head desires to propose such a project, the proposal shall be filed with the President of the Council. The Council shall refer all proposals to the Ways and Means Committee and to the Chair of the proper improvement committee. The Committee shall report their recommendations to the Council. If the Council approves the proposal, it shall by resolution, authorize the Mayor to make application to the proper authority.

Rule Fifty-Three: Permission to Address the Chair

Persons other than members of the Council, Town officials and news reporters, shall not be permitted upon the floor of the Council, or to address the Council, except upon introduction by a member of the Council with the consent of a majority of said Council. The Chair shall limit the time for the remarks of such person to five (5) minutes and such remarks shall be confined to the subject matter which is under consideration at that meeting.

Rule Fifty-Four: Councilor/Citizen Side-Bar

If anyone other than a Town official desires to speak to a member of the Council while the Council is in session, the member, if agreeable to the request, shall leave his/her seat and retire to the rear of the Council Chamber or elsewhere until the conversation is finished.

Rule Fifty-Five: The Council Chambers

The Council Chamber shall be under the supervision and control of the Clerk of the Council or his or her designee when the Council is not in session. Except as herein provided, it shall be used solely by the Council and its committees for the transaction of public business of the Town. If not required for such use, the Clerk or his or her designee may permit its use by any agency of the federal, state or local governments for the transaction of public business or by any nonpolitical organization in the Town, provided due notice is given the President of the Council. Seasonable application for such use must be made to the Clerk or his or her designee in such manner as may be prescribed by him or her. Any permission so granted may be canceled or revoked by the President of the Council forthwith where necessary for the protection of Town Property, the preservation of order, or other sufficient reason.

Rule Fifty-Six: By-Laws, Etc., of Council

All by-laws passed by the Council shall be termed ordinances and the enacting style shall be, "Be it ordained by the Town Council of the Town of Braintree." In all votes by which the Council expresses anything by order or command the form of expression shall be "Ordered" and in all votes by which the Council expresses opinions, principles, facts or purposes, the form shall be "Resolved".

Rule Fifty-Seven: Notification of Committee Meetings

The Clerk of the Council or his or her designee shall notify all Councilors of all Committee meetings.

Rule Fifty-Eight: Publication

The **Clerk of the Council** shall determine the newspaper in the Town in which shall be published any loan order or any ordinance and said publication shall be made in a newspaper of general circulation in the Town.

Rule Fifty-Nine: Amendment and Repeal

None of the foregoing rules and orders shall be amended or repealed at any Town Council meeting unless a majority of the members consent thereto and a motion for that purpose shall not be made and acted upon at the same meeting.

Rule Sixty: Parliamentary Procedure

The Council shall be governed by "Robert's Rules of Order Newly Revised" in all questions of Parliamentary practice not provided for by special rules or orders.

Rule Sixty-One: Adoption of Rules

These rules will be reviewed and adopted within 90 days after the first Council Meeting in every even year.

Rule Sixty-Two: Authorization to Sign Bills

The President of the Council is authorized to sign all bills, vouchers, payrolls, and similar documents pertaining to expenditures under the jurisdiction of the Town Council on behalf of the Town Council, and further, in the absence of unavailability of the President of the Council, the Vice President of the Council is hereby authorized to sign such documents, subject to the same restrictions. In a time sensitive matter Clerk of the Council may sign on behalf of the Council President subject to same restrictions.

Rule Sixty-Three: Clerk of the Council signing documents on behalf of Council

The Clerk of the Council shall not be authorized to sign any documents on behalf of a Council Member and shall not deliver documents that normally would have a signature until such time the document is signed by the appropriate Council Member, except for citations that have been voted by the Council and for which the Council Member has provided prior authorization for the Clerk to use a signatory stamp to affix said Council Member's signatures to said citation.

Rule Sixty-Four: Travel/Conference Reimbursement Policy for Braintree Town Councilors

Expenses – Subject to appropriation, the Town Councilors shall be entitled to reimbursement of the actual and necessary expenses incurred in the performance of their duties (including but not limited to conference and meals). This policy will be considered prior authorization by the Town Council that also allows mileage reimbursement in accordance with IRS federal tax regulations. Such reimbursement should be submitted to the President of the Braintree Town Council. This prior authorization will be limited to \$2,500 per year 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.

Rule Sixty-Five: Council Expenditure Reports

A running list of all expenditures of funds for the year by the Council will be published to the town website regularly and the list shall be updated within 30 days of the approval of the expenditure.