

1. Agenda

1.1. 7:30 PM Town Council Meeting

Documents:

[2026 FEB 3 COUNCIL AGENDA.PDF](#)

2. Documents

2.1. 7:30 PM Town Council Meeting

Documents:

[26 FEB 3 COUNCIL MTG.PDF](#)

Peter Morin  
President  
District 6

David M. Ringius, Jr.  
At Large

Julia Flaherty  
At Large

Ryan Sterling  
At Large



Elizabeth Maglio  
Vice President  
District 3

James Daiute  
District 1

Joseph Reynolds  
District 2

Annamary Quilty  
District 4

Meredith Boericke  
District 5

## OFFICE OF THE TOWN COUNCIL

### - AGENDA -

**Tuesday, FEBRUARY 3, 2026 • Cahill Auditorium, Town Hall • 7:30PM**

#### COUNCIL MEETING COMMUNICATIONS

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#### ANNOUNCEMENTS

- **004 26** Council President: Lunar New Year Festival, Sunday, February 15, 2026 (BHS 12pm-4pm)
- **005 26** Council President: Community Forum Sessions – Master Facilities Planning Process

#### APPROVAL OF MINUTES

- January 20, 2026

#### OLD BUSINESS

- **25 070** Mayor: Proposed Zoning Ordinance Text Amendment Section 135-711 Site Plan Review or take up any action relative thereto (**Public Hearing**)
- **26 005** Mayor: FY2026 Supplemental Appropriations #1 or take up any action relative thereto (**Public Hearing**)
- **003 26** Council President: FY2027 Town Council Budget or take up any action relative thereto

#### NEW BUSINESS

##### Refer to the Committee on the Department of Public Works

- **26 006** National Grid Petition: Andersen Road or take up any action relative thereto

##### Refer to the Committee of Ways & Means

- **26 007** Mayor: Authorization to Accept a Donation – Festival of Trees or take up any action relative thereto (*Same Night Action Request*)

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS: [Tuesday, February 24, 2026 at 7:30pm](#)

#### ADJOURNMENT

Peter Morin  
President  
District 6

David M. Ringius, Jr.  
At Large

Julia Flaherty  
At Large

Ryan Sterling  
At Large



Elizabeth Maglio  
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At Large

Julia C. Flaherty  
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Ryan Sterling  
At Large



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Vice President  
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James Daiute  
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Joseph Reynolds  
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Annamary Quilty  
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Meredith Boericke  
District 5

## OFFICE OF THE TOWN COUNCIL

**Tuesday, January 20, 2026**

### MINUTES

A meeting of the Town Council was held in the Cahill Auditorium, Braintree Town Hall, on Tuesday, January 20, 2026 beginning at 7:30p.m.

Council President Morin was in the chair.

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

Present: Peter Morin, President  
Elizabeth Maglio, Vice President  
David M. Ringius, Jr.  
Julia Flaherty  
Ryan Sterling  
James Daiute  
Ann Quilty  
Meredith Boericke

Not Present: Joseph Reynolds

Also Present: Michael Esmond, Finance Director  
Kristina O'Connell, Treasurer/Collector  
Peter Matchak, Director Planning & Community Development

## **APPROVAL OF MINUTES**

- December 16, 2025

**Motion:** by Councilor Maglio to approve Minutes of December 16, 2025

**Second:** by Councilor Ringius

**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)

- January 2, 2026

**Motion:** by Councilor Maglio to approve Minutes of January 2, 2026

**Second:** by Councilor Ringius

**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)

- January 6, 2026

**Motion:** by Councilor Maglio to approve Minutes of January 6, 2026

**Second:** by Councilor Ringius

**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)

## **ANNOUNCEMENTS**

**Braintree's 4th Annual Lunar New Year event hosted by CAAB (Chinese American Association of Braintree)** Sunday, February 15, 2026 12pm-4pm at Braintree High School, 128 Town Street (Free Admission)

### **Martin Luther King Day morning of service**

Councilor Boericke stated I just wanted to say thank you to all of our incredible community volunteers who braved the snow yesterday and Sunday afternoon to assist with our Martin Luther King Day morning of service. We were able to make 250 bag lunches for folks at Father Bill's. Special thanks to Councilors Morin and Flaherty, our facilities team who set up the entire room. Our Rotary Club, Troop 138, and volunteers from Sheriff McDermott's office, as well as all of our community volunteers. Father Bills provides tons of services for those who need it most, especially those struggling with homelessness.

**Skyline Community Meeting** for residents of Skyline via Zoom on Thursday, January 29th. You can reach out to Councilor Maglio. All residents are welcome.

## OLD BUSINESS

- **25 065** Mayor: Request for Appropriation - Braintree Cannon Wheel Replacement – CPA Application or take up any action relative thereto (**Public Hearing**)

Council President Morin asked for a Motion to Open the Public Hearing on Order 25 065

Motion by Councilor Maglio to Open Public Hearing for Order 25 065

**Motion:** by Councilor Maglio to Open the Public Hearing for Order 25 065

**Second:** by Councilor Ringius

**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)

Council President Morin asked for a recommendation from Councilor Boericke, Chairwoman of the Committee of Ways & Means.

Chairwoman Boericke stated the Committee of Ways & Means met and voted for a unanimous favorable recommendation to the full Council on Order 25 065.

Council President Morin asked if anyone from the mayor's staff would like to speak on this.

Peter Matchak, Director of Planning & Community Development stated I'm here representing the Mayor's Office. I'm here to answer any questions. I am with Derek Manning, President of the Historical Society.

Chairwoman Boericke stated just to provide some additional background information on this. So the committee actually met twice on this issue. It is not a large sum of money. It's under \$5,000. It's \$4,875. But we wanted to make sure that there would be a plan in place for the Historical Society, who is the applicant for this funding, to have a maintenance plan. So we did have two meetings on this, and we were very impressed and satisfied, I think I can speak on behalf of the committee, that Derek Manning, who is the current president of the Historical Society, who is of wealth of knowledge, especially with historic preservation, assured us they have an annual maintenance plan to make sure that the funds that are voting on this evening are well spent.

It's also important just to remind anyone watching at home. Community Preservation Act funds are not coming out of our general operating budget. They are set aside one percent of our tax property taxes go to this fund that they can only be used for recreation improvement space, affordable housing and historic preservation and this squarely calls in a historic preservation and obviously is an important monument for our community.

Council President Morin asked if anyone from the general public would like to speak on Order 25 065. Seeing none.

Council President Morin asked for a Motion to CLOSE the Public Hearing for Order 25 065

Motion by Councilor Maglio to CLOSE the Public Hearing for Order 25 065

**Motion:** by Councilor Maglio to CLOSE the Public Hearing for Order 25 065

**Second:** by Councilor Ringius

**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)

Council President Morin asked for the Motion for Order 25 065:

Councilor Maglio read the following Motion:

**MOTION:** In accordance with the provisions of MGL c.44B, and with the recommendation of the Community Preservation Committee, the amount of \$4,875.00 to be expended from the Historic Resources Fund for the Braintree Cannon Wheel Replacement; said funding to be supervised and expended under the direction of the Community Preservation Committee / Director of Planning and Community Development.

**Motion:** by Councilor Maglio to approve Order 25 065

**Second:** by Councilor Ringius

**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)

- **25 069** Mayor: Authorization for Tax Payment Agreements pursuant to MGL Part I, Title IX, Chapter 60, Section 62A or take up any action relative thereto

Council President Morin asked for a recommendation from Councilor Boericke, Chairwoman of the Committee of Ways & Means.

Chairwoman Boericke stated the Committee of Ways & Means met and voted for a unanimous favorable recommendation to the full Council on Order 25 069.

Council President Morin asked if anyone from the mayor's staff would like to speak on this.

Kristina O'Connell, Treasurer/Collector explained so, residents are all well aware that tax, real estate taxes are due in the town for a quarter, and people either pay quarterly or semi-annually. But what we've got here is when individuals or residents, whether they be, whether they're commercial or residential, when they find themselves unable to pay their real estate taxes, they will fall into delinquency for these taxes. Normally, what happens is we just start to go through our demand, we'll call it a demand process. We're going to send you another one. You haven't paid your bills in demand notice, and then after such time, the town has the ability. to put you into what's called tax title, which effectively putting a lien on your property and making encumbrance such that you can't sell it, or you will have difficulty refinancing it if the refinance is for purposes of a resale. So when you find yourself in a tax title position again, which is simply having a tax lien on your property, you find yourself in an interesting predicament because the interest that accrues on these balances, it actually goes down. So once you find yourself in tax title, your interest will start to recruit a 14% rate. That's really high, but when you are in pre-collection, if you have a tax debt and you haven't paid yet, you're gonna have to pay 14% on the amount that's due. Once you go into this, that is a lot of tax interest to be paying. What we want to do is give people the opportunity to waive that, to come into the office, to enter into an agreement with us, and we would say, hey, you've got a tax debt at the time of our entry. We have a lien on your property. Let's try to work something out so that I can take away some of that interest that you owe in exchange for you paying on some of this.

It's a situation that tries to find a balance between what the resident can pay, gives a collection option for the town to allow us to try to bring more revenue in that otherwise might not. And why do I say

that? Because we have 146 properties with tax liens on them. In the private industry, you might say these are bad. Some of these are bad, hey, they're uncomfortable. But here in municipal government, we keep them on the rolls forever. So they feel like that. In some cases, they've been on the rolls since 1972. We're not going to see these people walking through the door letting the audience know that. So we need to incentivize these people to walk through. The incentive that mass general law has provided the municipality is that, hey, you can enter into a payment agreement with these folks. Taking that, reducing the interest that they owe in exchange for them giving you some of the money that they owe you. We can waive some of that pursuant to mass general law if the council allows it. The way we would do this is we would enter into a mutually agreeable payment agreement between the resident and that mutually agreeable, the terms of that are pretty well set by Mass General Law. I will say, of course, you may or may not be aware, but Mass General Law changed the terms of those payment agreements, on November 1st of 2024. But what they are right now, and just so that everybody's aware, these payment agreements could last up to 10 years. They could allow the town to waive up to 100% of the treasurer's interest. That's the interest that starts to accrue at that 14% rate after they own the tax. So you walk through the door, you need to put 10% down. We can come up with an agreement where you pay back the money for a period of up to 10 years. I would say no shorter than six, but up to 10 years. And I could potentially waive on behalf of the town 100% of that treasurer interest. So, again, why would we do this? Why would we waive, potentially, more revenue for the town, right? I mean, I don't know for everybody who's thinking that. And the idea is that we wouldn't collect it otherwise. It's just a simple answer. These people are not manning down our door to pay these tax balances. Again, 146 properties. It's \$2.2 million of interest, taxes, penalties. If we want to try to collect some of this, we have got to incentivize people to walk in the door that wouldn't have walked in otherwise. And this is that incentive. We would, the finance department, we would work together to come up with a desktop policy guide to make sure that this is absolutely, fairly across the town to all the people who want it. The agreements would be in writing. The agreements would be mutually agreeable to both the town and the resident. And we also would have additional specifics of no penalty for prepayment. That's much akin to mortgages for the most part. If you want to pay it off earlier you can. Again, a minimum of 10% down. If you're all of a sudden in a hardship, something changed in your life, you can come to us, let us know, and we can stay the payment agreement until your situation settles back out. However, at the same time, if you fail to apply for the terms of the payment agreement, if you stop paying for any reason and don't communicate with the Director of Collector's Office, that payment agreement, there's simply not a lot of room or bandwidth to go back and forth about trying to figure out what happened to a payment agreement. We have to be consistent and we have to be effective in administering these. If people do not audit the terms of the payment agreement, the payment agreement is canceled and everything, all interest that was originally waived is reinstated. Other smaller housekeeping items, if you're in bankruptcy, you can't enter into one of these agreements. The town agrees not to enter for foreclosure on your property while you're actively in a payment agreement. And we will consider your payment agreement terms based on your ability to pay.

Treasurer/Collector O'Connell stated we're not currently going to ask for any documentation to determine your financial standing. We're not going to try to say, okay, well, you have certain amount of assets that you can enter into this agreement. You have too many assets you can't. We're not going to require that level of detail, but we are going to take each individual's circumstances into consideration. It's fair and decent. And that's really one of the fair and decent to the resident, also looking out for the needs of the town, which is to collect this revenue. So that's what we want to do. The town has never had this option before. We see, although this law has been on the books of Mass General Law for a while, again, it changed and updated it just last year, but the town has never, given the treasurer or

collector the option to waive interest in exchange, or pardon, to waive interest as part of a payment agreement. So we are very enthusiastic about it, but it's another option for the treasurer or collector to collect money on behalf of the town. I think it's a great opportunity for the resident to avail themselves and, I don't want to call it an amnesty program, but it gives them an opportunity to maybe pay a debt that they couldn't have paid otherwise. So, it feels like a win-win.

Councilor Maglio explained that one of the pieces that I missed the first time we were talking about it, and we talked, we had a conversation about it, and you mentioned it tonight again, that I want to just underscore for residents is that there's no amount of tax burden that is going to be waived. It's just a portion of the interest. And you have said that, but I think it's important to highlight that. Because everybody is responsible for their tax burden, and this is an opportunity to actually bring some movement and some forward motion to that, and to get some of that outstanding money paid. And so it's just that slight portion of treasurer's interest that would be waived.

Treasurer/Collector O'Connell stated thank you for the clarification, councilor. There are effectively four components to a tax lien debt. You've got the basic tax debt, which can never be waived under any circumstances. You've got the collector's interest, which is the interest that accrues before the lien is placed. So let's say you're 30 days overdue, you're 60 days overdue. I'm sending you demand notices. I might be using yellow paper, but it doesn't mean that I placed a lien on your house yet. That interest, that's called a collector's interest, that is not wave able because that's on the books as a receivable on the ledger and we don't want to mess with that. There are fees associated with it. It costs us money to post your delinquency in your general ledger. It costs me money to go put this on your property. It costs me \$10.40 to mail your certified registered letter. All those fees are not wave able.

What is wave able is the treasurer's interest. That is the interest that starts to occur after I place you into tax title. So it doesn't impact our bottom line. It doesn't impact our financial reporting in any way because it has not been booked as a receivable. So it is wave able. That is the only portion of this that is wave able.

Councilor Flaherty stated I wanted to add is that I think this is a great way to open the door to resolve some outstanding tax debt, by making the prospect of beginning payment feel less overwhelming. I think this is a very people-oriented idea, because it will make it feel less overwhelming, and also make it more financially manageable to begin making payments and then get the ball rolling towards eliminating not just the debt, but also all the stress and anxiety that having such a burden over someone's head creates. So I think that this can be a huge help, not just to making our accounting whole, but for, the people who are experiencing these circumstances.

President Morin stated having worked with a community that has adopted this, and seen it work, I've seen a treasurer/collector be able to work with residents to retain the property that they've owned had circumstances that have placed them behind. You know, the success rate is very high in getting people back on track. It is important for us to collect every dollar that is owed. It is less important to try to collect interest on people who fall behind. If they are willing to work with us to get back on track. So I commend the mayor's office and the ways and means for their careful deliberation on this matter.

Council President Morin asked for the Motion for Order 25 069:

Councilor Maglio read the following Motion:

**MOTION:** I move that the Town Council enact an amendment to Section 2.630.020 of the Code of the Town of Braintree by adding subsection N as follows:

N. The Treasurer/Collector is hereby authorized, on behalf of the Town of Braintree, to enter into tax payment agreements with qualifying Braintree property owners, to the fullest extent permitted in accordance with Massachusetts General Laws Chapter 60, Section 62A, as may be amended from time to time.

**Motion:** by Councilor Maglio to approve Order 25 069

**Second:** by Councilor Ringius

**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)

- **002 26** Council President: Town Council Rules Review or take up any action relative thereto

#### ***Town Council Rules***

##### ***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.*

Councilor Ringius stated this was tabled in the Committee on Ordinance & Rules meeting earlier this evening for further review. If any councilor has any suggestions or revisions please forward them to Clerk Cimino for the committee to review at a future date.

Motion made by Councilor Maglio:

**Motion:** by Councilor Maglio to Table item 002 26 to a future meeting

**Second:** by Councilor Ringius

**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)

**NEW BUSINESS**

- 003 26 Council President: Town Council FY27 Budget

<b>Account Description</b>	<b>Explanation of Spending</b>	<b>Proposed FY 27 Budget</b>	<b>FY 26 Budget</b>	<b>FY 25 Budget</b>	<b>FY 24 Budget</b>	<b>Notes</b>
<b>Administrative/Clerical</b>	Town Charter	\$89,606 plus COLA	\$89,606	\$83,645	\$80,809	Clerk of the Council salary
<b>Cell Phone</b>	24/7	\$600	\$600	\$600.00	\$600.00	Clerk of the Council cell phone
<b>Elected Officials</b>	Town Charter	\$47,500	\$47,500	\$47,500	\$47,500	Stipend
<b>Auditor Fee</b>	Town Charter	\$57,000	\$57,000	\$57,000	\$57,000	P&S now (CBIZ)
<b>Consultant</b>	Cut in FY25	\$0.00	\$0.00	\$0.00	\$0.00	Legal needs/ feasibility studies
<b>Advertising</b>	Legal Ads	\$10,000	\$10,000	\$10,000	\$10,000	M.G.L. newspaper publications for public hearings
<b>Technology</b>	Cut in FY24	\$0.00	\$0.00	\$0.00	\$0.00	Covered iPad chargers and other accessories
<b>Postage</b>	Cut in FY24	\$100	\$0.00	\$0.00	\$0.00	
<b>Printing</b>	Reduced by \$100 in FY25	\$300	\$350	\$350	\$450.00	Approx. cost of one box business cards for each Councilor (\$50)
<b>Office Supplies</b>	Only covers printer cartridges	\$1,500	\$1,200	\$1,200	\$1,200	Printer Cartridges ~ \$600 per purchase and need 2x per year
<b>Council Meetings</b>	Reduced by \$200 FY25	\$2,000	\$1,800	\$1,800	\$2,000	All other office supplies and meeting needs, commendations, etc.
<b>Mileage</b>	Cut to zero FY24	\$0.00	\$0.00	\$0.00	\$0.00	In TC Rules
<b>Dues/ Memberships/ Subscrip.</b>	Covers cost of one MMA conference per Councilor	\$3,500	\$3,000	\$2,250	\$2,250	In TC Rules (approx. \$300 pp)
<b>Reserve Fund</b>	Cut in FY23	\$350,000	\$0.00	\$0.00	\$0.00	
<b>Town Auditor (CLA)</b>	Previous years we budgeted about \$75,000 3-yr. average spent is ~\$61K; ~\$7K encumbered each year	\$62,500	\$62,500	\$65,000	\$65,000	Town Charter

President Morin stated I wanted the opportunity for the council to discuss today and at our next meeting the budget proposal that we would put together for consideration by the mayor in the mayors FY27 budget.

I've consulted with Clerk Cimino about funding levels for the various items in the in the council budget. It is a modest budget, by any means, and we are not in all but one line looking for any major increases but I did want to call the council's attention to the reserve fund that is included in our budget. It was the, reserve fund as was distributed in the materials for preparation in this meeting statute allows for. creation of a reserve fund for unanticipated and emergency circumstances for spending during a fiscal year.

You can have up to 5% of your operational budget placed in a reserve fund that is placed under, in a municipality it's placed under the council's authority. But any spending from it comes at the initiation, solely at the initiation of the mayor. Again, it can be for up to 5% of an operational budget. In most cases and in most municipalities, it is not good financial practice, usually calls for one-half of 1% of an operational budget to be placed into a reserve fund.

It's spent on things like, Snow and Ice removal. If there's damage to a vehicle that puts it out of service and we need to buy a replacement vehicle. There are various things that come up that are unforeseen during the course of the fiscal year. I would point out in a budget booklet for FY2026 in the narrative, there were \$2 million spent in FY25, more than the adopted budget for FY25.

\$1.1 million was related to fire salary/over time. \$300,000 was worth of unforeseen expenses in utilities. \$125,000 in legal expenses. \$62,000 in insurance. \$118,000 in other operating budget expenses. We filled these needs through free cash transfers largely. When we had a vehicle that needed to be replaced, we had to borrow because we didn't have a reserve fund.

That struck me, and it was my first Ways and Means meeting as a councilor, it struck me that we had defunded this fund in FY23 and never replenished it. I think we're still in a period of recovery. I think we're in a much, much better place than we were two years ago when we attended that meeting and we had to borrow to pay for a cruiser. I am not asking for one-half of one percent of our operating budget which would be \$875,000 to be put in, but I think we should have. And I think \$350,000, because it was a portion, I still think that's still too high, but I think we should see this fund with \$100,000 at least so that it is available for emergent circumstances rather than going into free cash. I think, you know, when rating agencies and bond rating agencies look at our procedures and see that we've established reserve funds for emergent circumstances, they look at that more favorably than when we're availing ourselves of free cash. It looks like we've prepared ourselves. And though we may not be able to do it to the extent that we would like to, we should get back to having this fund available at the mayor's initiative to be used for emergencies. I think it's a prudent step. It's similar to other steps that we've taken, such as the special education stabilization fund and other steps that we've taken to get back on the right track on appropriate fiscal reserve policies.

President Morin stated with that I'll open it up to the Council for any comments on the budget, any areas of interest that they have or would like to see addressed.

Councilor Boericke stated I'm unclear on how a reserve fund in the town council's budget is different than the establishment of any other reserve fund that would be created. So that's the first question. The second thing that I think, when I look at this, where I see a big, giant, gaping hole is zero in the legal section and the consultants, which we also had to cut because of dire financial needs. To have \$350,000 in a reserve fund that's at the behest of the mayor and nothing for a legal counsel, which in my opinion, and I know we've had this discussion, at least for four years we do not have our own legal representation which hampers our ability to work on new ordinances to do investigations to get

opinions because we have to root everything through the mayor's office depending on who's in that corner office that could either stymie or fast track any number of requests. So I'm a little hesitant to put a bucket of money in there before we fund anything. We have zero right now for a legal counsel for the town council. So those two comments to sort of kick off the conversation.

Councilor Maglio stated when I look at this and I see zeros in the lines of technology and \$300 for printing and the fact that there was one other that was just outrageously small um I remember when these were first being cut like this is actually chipping away at democracy if we don't have a system place to provide recordings and minutes and documentation and printouts and you know it's 2026 we can't be working from iPads that are from 2018/2017. We have our own technology and so we're making it through but in terms of a town body to function we need some of those elements restored. Clerk Cimino I would look to you for advice and input on places where you, when it gets to be that time, I would look for where, what would help you the most in doing your job, which is to support all nine of us.

Clerk Cimino stated I do believe technology and new iPads or whatever, everybody decides whether a laptop or iPad - I don't know if it would be in the budget, but that's definitely something that needs to be thought of. The new councilors had a little bit of a trial period trying to get on to the old iPad, and I feel like new technology would be really helpful. Then instead of printing out documents every time for meetings as well.

Councilor Flaherty stated I certainly can see how it is exceptionally prudent to have reserve in our budget. I guess I just want to understand, how such a fund works to a greater extent. How it's distinguished from the realization fund and why would we strategically plant a lot of money, even if we brought it down to \$100,000 what you said was a little more appropriate, that's a little more than 1/3<sup>rd</sup> of a total sum of everything that's in there, and it's, you know, a salary. So, strategically, why would we decentralize our Reserve funds and put them department by department rather than a large one there to service the whole budget, should there be a need.

President Morin explained this is a Reserve fund for the entire budget. This is not for the Council. This is supposed to act as a reserve fund that's put aside for unexpected or emerging circumstances that impact the entire. So, when the, for instance, when the police department, had a cruiser accident, this fund would have been available in most other communities, but we zeroed it out in FY23, so we had to borrow money. And what I'm trying to avoid is getting into situations where if we have an emergency like that in the fiscal year in any department, that there are funds that are available, that aren't taken from free cash. How this is distinguished from a stabilization fund is a stabilization fund requires a two-thirds vote. So to have money taken from it and appropriate, this requires a strict majority vote. It's both are at the initiative of the mayor. This just requires a simple majority vote. And again, it's at the behest of the mayor. It is supposed to be put aside for any emergency that happens in any department. This expedites the process in a way that... Particularly more effective than in towns who would otherwise have to go to town meeting in these issues, but in a council, this is also, it would serve us much better than having it zero funded. It shows that we're doing things the right way than going through free cash to solve it. Where the funds would come from is, in my view, would not be from the levy. I would say, I would take it similarly as in the FY26 budget \$300,000 was taken from overlay. You have it declared surplus by the assessors, and you move it into the, into the, to use it to fund the reserve fund. And so it has no impact on the monies raised for levy for other purposes. So it wouldn't be affecting anybody's

ability or the ability of the town to pay for a salary. And sacrificing that to fund it. You would be just utilizing overlay surplus that you don't need to settle abatements on assessment, things like that. Push that in, and rather than having it declared free cash, and then going into free cash and pulling out to pay, it's in a reserve fund set aside for an emergency circumstance. It demonstrates to rating agencies that we're being responsible, prudent, and forward-thinking in how we put money aside for emergencies that we're not doing now. And so you pay, hopefully our bond rating will recover as a result of doing something like this. So yeah, we're putting money that's in overlay into a reserve fund. We're going to pay less interest, hopefully, on what we borrow because we're doing this. So that's strategically, I think. We take a little from overlay surplus, we don't take anything from the levy, we put it into a fund that the mayor can initiate the use of for any purpose in town government, and we, hold harmless our levy. So, I just think this makes sense. Finding the right number to reestablish this, I think, you know, if we're serious about it, we have to have 6 figures in here. I totally agree that there are other needs that we should address in the budget. I would ask you to forward your ideas for increasing or decreasing any amounts in this proposed budget to the clerk so that they can be fully considered at the next meeting and we can finalize what we put in our proposal to the mayor at the next council meeting.

Councilor Boericke stated I think where I'm just trying to understand I recollect for this evening's meeting my reading I think that the finance director was going to come up with some policies, and guidelines that were going to be written down on reserve funds and stabilization funds and all make a manner of um and I'm fully supportive of getting a reserve fund established I think where I'm just trying to get my head around is why isn't the town council budget and not in its own thing its own budget its own bucket I know we had a we created we created a special ed fund we created a I think a building stabilization fund and I just I'm not clear on why this would go in the town council budget. And, again, maybe we can get an answer at the next meeting. I think it is incredibly important to have a reserve fund. I'm just a little flummoxed as to why it would be part of the town council budget.

President Morin replied it's mainly the guidance provided in the statute that its placed there. (MGL Chapter 40 Section 5A)

This was tabled to a future meeting so members could review the proposed budget and submit any revisions or proposals they may have.

Motion made by Councilor Maglio:

**Motion:** by Councilor Maglio to Table item 003 26 to a future meeting

**Second:** by Councilor Ringius

**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)

## **NEW BUSINESS**

President Morin asked is there a Motion to move all remaining items under new business to their respective committee(s)?

Councilor Maglio made a MOTION: to refer all new business to their respective committee(s):

### **Refer to the Committee on Personnel Issues**

- 26 002 Council President: Appointment – Town Clerk or take up any action relative thereto  
**Motion:** by Councilor Maglio to refer to the Committee on Personnel Issues Order 26 002  
**Second:** by Councilor Ringius  
**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)
- 26 003 Council President: Re-Appointment – Clerk of the Council, Susan Cimino or take up any action relative thereto  
**Motion:** by Councilor Maglio to refer to the Committee on Personnel Issues Order 26 003  
**Second:** by Councilor Ringius  
**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)
- 26 004 Council President: Appointment – Town Auditor or take up any action relative thereto  
**Motion:** by Councilor Maglio to refer to the Committee on Personnel Issues Order 26 004  
**Second:** by Councilor Ringius  
**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)

### **Refer to the Committee of Ways & Means**

- 26 005 Mayor: FY2026 Supplemental Appropriation #1 or take up any action relative thereto  
**Motion:** by Councilor Maglio to refer to the Committee of Ways & Means Order 26 005  
**Second:** by Councilor Ringius  
**Vote:** For (8 – Boericke, Daiute, Flaherty, Maglio, Morin, Quilty, Ringius, Sterling),  
Against (0), Absent (1 - Reynolds), Abstain (0)

Next Council Meeting is scheduled for: Tuesday, February 3, 2026 @ 7:30pm

## **ADJOURNMENT**

It was unanimously voted to adjourn the meeting at 8:17p.m.

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

Account Description	Explanation of Spending	Proposed FY 27 Budget	FY 26 Budget	FY 25 Budget	FY 24 Budget	Notes
<b>Administrative/ Clerical</b>	Town Charter	\$89,606 plus COLA	\$89,606	\$83,645	\$80,809	Clerk of the Council salary
<b>Cell Phone</b>	24/7	\$600	\$600	\$600.00	\$600.00	Clerk of the Council cell phone
<b>Elected Officials</b>	Town Charter	\$47,500	\$47,500	\$47,500	\$47,500	Stipend
<b>Auditor Fee</b>	Town Charter	\$57,000	\$57,000	\$57,000	\$57,000	Formerly P&S now (CBIZ)
<b>Consultant</b>	Cut in FY25	\$30,000	\$0.00	\$0.00	\$0.00	Any consultant needs
<b>Advertising</b>	Legal Ads	\$10,000	\$10,000	\$10,000	\$10,000	M.G.L. newspaper publications for public hearings
<b>Technology</b>	Cut in FY24	\$2,500	\$0.00	\$0.00	\$0.00	2 replacement iPads per year
<b>Postage</b>	Cut in FY24	\$100	\$0.00	\$0.00	\$0.00	
<b>Printing</b>	Reduced by \$100 in FY25	\$300	\$350	\$350	\$450.00	Approx. cost of one box of business cards for each Councilor (\$80)
<b>Office Supplies</b>	Only covers printer cartridges	\$1,500	\$1,200	\$1,200	\$1,200	Printer Cartridges ~\$600 per purchase and need 2x per year
<b>Council Meetings</b>	Reduced by \$200 FY25	\$2,000	\$1,800	\$1,800	\$2,000	All other office supplies and meeting needs, commendations, etc.
<b>Mileage</b>	Cut to zero FY24	\$0.00	\$0.00	\$0.00	\$0.00	In TC Rules
<b>Dues/ Memberships/ Subscrip.</b>	Covers cost of one MMA conference per Councilor	\$3,500	\$3,000	\$2,250	\$2,250	In TC Rules (approx. \$300 pp)
<b>Reserve Fund</b>	Cut in FY23	\$100,000	\$0.00	\$0.00	\$0.00	MGL40 Sec5A
<b>Town Auditor (CLA)</b>	Previous years we budgeted about \$75,000 3-yr. average spent is ~\$61K; ~\$7K encumbered each year	\$62,500	\$62,500	\$65,000	\$65,000	Town Charter

Proposed FY27 Town Council Budget (*Discussion*)

Account Description	Explanation of Spending	Proposed FY 27 Budget	FY 26 Budget	FY 25 Budget	FY 24 Budget	Notes
<b>Administrative/ Clerical</b>	Town Charter	\$89,606 plus COLA	\$89,606	\$83,645	\$80,809	Clerk of the Council salary
<b>Cell Phone</b>	24/7	\$600.00	\$600	\$600.00	\$600.00	Clerk of the Council cell phone
<b>Elected Officials</b>	Town Charter	\$47,500	\$47,500	\$47,500	\$47,500	Stipend
<b>Auditor Fee</b>	Town Charter	\$57,000	\$57,000	\$57,000	\$57,000	P&S now (CBIZ)
<b>Consultant</b>	Cut in FY25	\$0.00	\$0.00	\$0.00	\$0.00	Legal needs/ feasibility studies
<b>Advertising</b>	Legal Ads	\$10,000	\$10,000	\$10,000	\$10,000	M.G.L. newspaper publications for public hearings
<b>Technology</b>	Cut in FY24	\$0.00	\$0.00	\$0.00	\$0.00	Covered iPad chargers and other accessories
<b>Postage</b>	Cut in FY24	\$100	\$0.00	\$0.00	\$0.00	
<b>Printing</b>	Reduced by \$100 in FY25	\$300	\$350	\$350	\$450.00	Approx. cost of one box of business cards for each Councilor (\$80)
<b>Office Supplies</b>	Only covers printer cartridges	\$1,500	\$1,200	\$1,200	\$1,200	Printer Cartridges ~\$600 per purchase and need 2x per year/ recorder for minutes \$225 per yr
<b>Council Meetings</b>	Reduced by \$200 FY25	\$2,000	\$1,800	\$1,800	\$2,000	All other office supplies and meeting needs, commendations, etc.
<b>Mileage</b>	Cut to zero FY24	\$0.00	\$0.00	\$0.00	\$0.00	In TC Rules
<b>Dues/ Memberships/ Subscrip.</b>	Covers cost of one MMA conference per Councilor	\$3,500	\$3,000	\$2,250	\$2,250	In TC Rules (approx. \$300 pp)
<b>Reserve Fund</b>	Cut in FY23	\$350,000	\$0.00	\$0.00	\$0.00	
<b>Town Auditor (CLA)</b>	Previous years we budgeted about \$75,000 3-yr. average spent is ~\$61K; ~\$7K encumbered each year	\$62,500	\$62,500	\$65,000	\$65,000	Town Charter

<b>Part I</b>	ADMINISTRATION OF THE GOVERNMENT
<b>Title VII</b>	CITIES, TOWNS AND DISTRICTS
<b>Chapter 40</b>	POWERS AND DUTIES OF CITIES AND TOWNS
<b>Section 5A</b>	CITIES; RESERVE FUNDS FOR EXTRAORDINARY EXPENDITURES; ESTABLISHMENT

Section 5A. To provide for extraordinary or unforeseen expenditures, a city may, prior to the date when the tax rate for a fiscal year is fixed, include in the appropriations for such fiscal year as a reserve fund a sum not exceeding 5 per cent of the tax levy for the fiscal year next preceding such fiscal year. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the city council upon recommendation of the mayor, and the city auditor or officer having similar duties shall make such transfers as are so voted.



OFFERED BY **Division of Local Services**

# Highly Recommended: Financial Reserves

Importance of building financial reserves using sound formal policies governing their funding, use and replenishment.

## Author: Financial Management Resource Bureau

The DLS [Financial Management Resource Bureau](https://www.mass.gov/financial-management-resource-bureau)

*(<https://www.mass.gov/financial-management-resource-bureau>) (formerly the Technical Assistance Bureau) has offered financial management advice to municipalities across the state for over 30 years. To share this guidance more broadly, we thought it would be helpful to highlight some of our more useful, timely, or interesting recommendations for the benefit of City & Town readers.*

Cities and towns should manage reserves based on sound formal policies governing their funding, use, and replenishment. Over the last two years, communities have followed conservative budgeting practices, delayed capital investment, and seen an influx of federal assistance which has resulted in historically high reserve levels. Therefore, as we enter this next season of municipal budgeting and financial planning, and with anticipation gaining for an economic downturn, it is more important than ever for local officials to review and update their strategy on building and expending reserves.

When well-planned, a community can use its reserves to protect from the usual unevenness in revenue and expenditure patterns that occur with changes in economic conditions, finance emergencies and other unforeseen needs, accrue money for specific future purposes, or in limited instances, serve as revenue sources for the annual budget. It is important that communities maintain financial flexibility to ensure they are in a position to react and respond to financial challenges without incurring significant financial stress. In all cases, reserves should be used to fund unanticipated or one-time costs rather than to regularly fund operating expenses unless provisions are made to replenish the reserves. The following reserve types are available to communities to support financial stability.

- Annual Reserve Funds – Cities, under [M.G.L. c. 40, §5A](#) (<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter40/Section5A>) and towns provided by [M.G.L. c. 40, §6](#) (<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter40/Section6>) establish reserve funds appropriated as part of the annual budget, to provide for extraordinary or unforeseen expenditures. The purpose of this reserve is to meet unexpected increases in departmental operational costs, such as legal fees, major equipment repairs, and unanticipated increases in service costs. The amount of appropriation reflects a financial management decision. During difficult economic periods, a higher reserve can meet the expectation of more frequent transfer requests from departments that struggle with lean budgets. During periods of revenue growth when departments are given more spending latitude, the likelihood of fewer requests justifies a lower reserve balance. Given the diverse range of financial conditions among communities, there is no consensus best practice on an appropriate reserve fund size, either in absolute dollars or as a percentage of the total budget. Historical practice can serve as a guide if reserve fund transfers have been tightly managed under consistent rules.
- General Stabilization Funds – Communities establish general stabilization funds ([M.G.L. c. 40, §5B](#) (<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter40/Section5B>)) as reserve accounts to provide emergency funds for use in a major or significant event, such as natural disaster, an uninsured loss, damage to a capital asset, or prolonged decrease in revenue. Although a general stabilization fund may be appropriated for any lawful purpose, withdrawals should be limited to mitigating emergencies or other unanticipated events that cannot be supported by current general fund appropriations. A community's target balance for a general stabilization fund varies by budget, experience, and other available reserves. A recommended goal is typically in the five to seven percent of the current operating budget range.
- Special Purpose Stabilization Funds – A community can create special purpose stabilization funds and designate specific allowable expenses. The most common special purpose stabilization fund is for funding capital related project, equipment, and maintenance. Other special purpose funds include vehicle replacement, technology upgrades, and road maintenance. Target balances should be defined based on the specific purpose and expenditures; however, these reserves may be supported by dedicating a particular fee, charge, or other receipt to provide a consistent funding source. More information on [stabilization funds](#) (<https://dls-gw.dor.state.ma.us/gateway/DLSPublic/IgrMaintenance/Index/811>) can be found via the link.
- Free Cash – Free cash is the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the prior year, or simply the

available fund balance in the general fund as of June 30. Because free cash is based on the annual financial operations as certified by the Bureau of Accounts, the amount of certified free cash cannot be known with certainty during the fiscal year. Therefore, we recommend that as much as practicable, communities limit their use of free cash to funding one-time expenditures (e.g., capital projects, snow and ice deficits, or emergencies), or use it to fund other reserves. Further, we recommend defining a target balance for free cash certification as a percentage of the general fund budget, such as five to seven percent, and striving to keep a targeted year-end unappropriated free cash balance to fund the next certification.

- Other Continuing Balance Accounts – State statute allows communities to establish accounts that protect against financial consequences of certain risks and liabilities. These include the account for allowance for abatements and exemptions, known as the overlay, and accounts for future expenses for unemployment compensation, workers' compensation, compensated absences, and retirement. These accounts are not closed at the end of the fiscal year and should be funded and routinely monitored to ensure that the reserves are adequate but not overfunded.

We consistently recommend that communities review and update all financial policies at the beginning of the budget season. Specifically to reserve funds, confirm the policies:

- Establish target balances for the stabilization fund, annual free cash, and other reserves, either as a total dollar amount or as a percentage of the annual budget. It will set a schedule of annual appropriations (e.g., to stabilization) or limitations on use (e.g., of free cash) designed to gradually reach and sustain the target balances over time.
- Direct the use of all or portions of free cash as a funding source for stabilization or as an outlay for one-time capital projects. It can also direct the use of revenue from a specific, recurring income source (e.g., rental income) for a special purpose stabilization fund.
- Restrict the use of unexpected, nonrecurring revenue, or surplus revenue, to one-time costs.
- Restrict the use of stabilization funds to nonrecurring expenditures and only in amounts above a certain dollar threshold. Set similar guidelines on the use of free cash.
- Measure performance to policy statements and determine remedies for noncompliance.

More information on reserve funds and financial planning can be found on our website in [Municipal Finance Best Practices Training and Resources](https://www.mass.gov/info-details/municipal-finance-best-practices-training-and-resources) webpage (<https://www.mass.gov/info-details/municipal-finance-best-practices-training-and-resources>).

# Helpful Resources

## **Municipal Finance Training and Resource Center**

(<https://www.mass.gov/municipal-finance-training-and-resource-center>)

## **City & Town Data Visualizations & Reports**

(<https://www.mass.gov/info-details/division-of-local-services-municipal-databank>)

## **Subscribe to DLS Alerts**

(<https://www.mass.gov/how-to/how-to-subscribe-to-dls-alerts>)

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**DATE PUBLISHED:** November 17, 2022

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**Division of Local Services Municipal Databank**

(<https://www.mass.gov/info-details/division-of-local-services-municipal-databank>)

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Erin V. Joyce  
Mayor

## TOWN OF BRAintree MUNICIPAL FINANCE

One JFK Memorial Drive  
Braintree, Massachusetts 02184  
Tel: 781-794-8035

Michael B. Esmond  
Director of Municipal Finance

To: All Braintree Town Departments

From: Mike Esmond, Finance Director

Cc: Erin V. Joyce, Mayor  
Kara Nyman, Chief of Staff  
Chris Shipps, Director of Human Resources  
Kristina O'Connell, Treasurer / Collector  
Mark Lin, Town Accountant  
Tim McDonald, Superintendent, Braintree Public Schools

Re: Fiscal Year 2027 Budget Development

Date: January 5, 2026

### Overview

The memo launches the development of the Mayor's Fiscal Year 2027 (FY27) budget, providing guidance and outlining major calendar items and next steps as we move forward. As we continue to adopt and expand best practices related to oversight of the Town's finances it's essential to have all Town departments adhere to budget guidance and deadlines to ensure that timely steps will be completed and ensure the successful filing of the Mayor's budget. We thank you for all your continued work to ensure that your department's information provided is robust and helpful for our residents to understand the Town's budget and the services it funds.

### Fiscal Year 2026 Update

Through the first six months of the fiscal year, the Town's budgetary revenues and expenses remain in balance. As is typical in any given year, there are a limited number of revenue or expense items that are monitored closely with respect to actual collections or spending compared to the original budget. With rare exceptions, departments are asked to continue to operate with the expectation that no supplemental funding could be relied upon to support FY26 operations. It is anticipated, however, that the Mayor will file a "supplemental" budget request in February that will address known shortfalls or adjustments that cannot be avoided, primarily funded through the identification of surpluses in other parts of the operating budget or non-budgetary resources. I will be working with departments over the next several weeks to finalize this request for the Mayor's review, as well as

confirm other items that will be monitored through the remainder of the year. Additional supplemental filings are anticipated on or around the date of the Mayor's FY27 budget release and before the end of FY26 for any items necessary to ensure a successful close of the year.

### Overview of Fiscal Year 2027 Budget Calendar

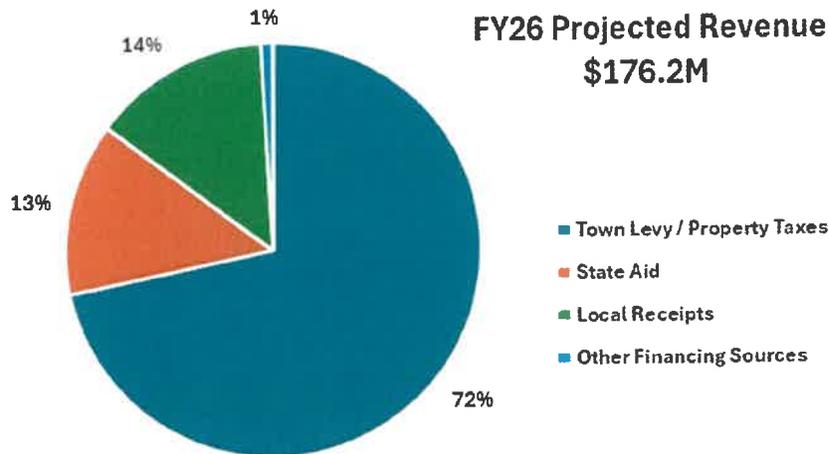
The following table lists key budget calendar items and dates related to the FY27 budget development process. Please use this information to help with your departmental planning. While dates are subject to change over the course of the ensuing months, it is not expected that those changes would be materially different from what's listed in the table.

Fiscal Year 2027 Budget Development Calendar	
Item	Key Date/s
Preliminary Revenue and Expenditure Estimate	10/15/2025
Initial Guidance to Town and School Departments	10/20/2025
Budget Planning Meetings (to begin following Initial Guidance)	Ongoing
FY2027 Budget Instructions Released	1/5/2026
FY2027 Budgets Submissions Completed in MUNIS	2/13/2026
Deadline to File Mayor FY2027 Budget Proposal	4/30/2026
Ways and Means Budget Hearings	05/1/26-5/31/26
Town Council Deadline to Act on Mayor's Budget	6/15/2026
FY2026 Final Budget in MUNIS	6/21/2026
Budget Implementation Instructions Issued by Finance Department	7/1/2026
Beginning of Fiscal Year 2027	7/1/2026

### Updated FY2027 Revenue and Expenditure Forecast

As has been noted in the Mayor's previous budget filings, the Town of Braintree annually faces a revenue picture where its operating revenues are limited in growth to a range between 2.5 and 3 percent. This growth is particularly affected by the Town's annual tax levy (real estate and personal property taxes), which is bound by the terms of Proposition 2 ½, limiting ordinary increases to 2.5 percent plus the tax generated from any new residential or commercial growth in the prior year.

In FY26 the levy makes up 72 percent of the annual operating revenue. Net annual aid from the state (cherry sheet aid) represents 13 percent of FY26 annual revenues, and growth rates in local aid have fallen over the past 2 years to just over 1% growth in FY26. Local receipts, the other meaningful source of annual Town revenues at 14 percent in FY26, can fluctuate in line with broader economic conditions. Finally, other financing sources, representing 1% of FY26 revenues, are largely made up of budgetary transfers from enterprise funds, and typically track with underlying annual collective bargaining increases.



Consistent with FY26 the current projection for FY27 annual revenue growth remains between 2.5 and 3 percent. As the Mayor noted in her budget messages, the management of annual budget expense growth will be necessary to avoid the return of large budget imbalances in the coming years. While the operating budget can increase in line with revenue growth, it must account for increases in fixed and/or unavoidable expenses (pension contributions, health care, debt service and other contracted service increases). Many of these items will see increases in FY27 and out years above the 2.5-3 percent range, putting additional pressure on the remainder of the operating budget to limit growth in spending.

Below you can see the original and updated revenue forecast for FY26 as well as the initial forecast for FY27-FY30 General Fund operating revenues, broken out by major revenue category. While the forecast will continue to be reviewed and updated through the FY27 budget development, it illustrates the growth trends noted above.

	Adopted FY2026	Revised FY2026	Forecast			
			FY2027	FY2028	FY2029	FY2030
Tax Revenue (net)	\$ 126,121,224	\$ 126,449,768	\$ 130,356,630	\$ 134,386,073	\$ 138,529,490	\$ 142,720,702
State Aid (net)	23,530,221	23,764,893	24,110,000	24,460,000	24,810,000	25,160,000
Local Receipts	24,384,100	24,384,100	25,210,206	25,633,604	26,119,129	26,610,382
Transfers / Other	1,650,771	1,650,771	1,618,500	1,652,000	1,686,501	1,721,002
<b>Total Revenues</b>	<b>\$ 175,686,316</b>	<b>\$ 176,249,532</b>	<b>\$ 181,295,336</b>	<b>\$ 186,131,676</b>	<b>\$ 191,145,120</b>	<b>\$ 196,212,087</b>
<b>Annual Growth from Prior Year=&gt;</b>			<b>2.86%</b>	<b>2.67%</b>	<b>2.69%</b>	<b>2.65%</b>

In each of the Mayor’s budgets, out-year targets for expense growth across major spending categories have been published, including 3.5% for Braintree Public Schools and 2% for General Government. The Debt Service and Benefits and Insurance categories, which are affected by multi-year payment schedules, borrowing repayment terms, or similar factors, often require spending increases in excess of the growth in revenue. In order to avoid an imbalance of revenues and expenses, the actual rate of spending growth will likely need to be reduced below amounts projected to fund level services in

FY27. The extent to which this is necessary will depend on the amount of revenues available in FY27 and in subsequent fiscal years.

### **FY26 Level Service Budget Development**

As a next step for Fiscal Year 2027's development, town departments are asked to prepare and submit in MUNIS by no later than **February 13** level service budget projections for FY27. In this case, "level service" is defined as the equivalent costs next fiscal year for staffing and operating programs and services at levels currently funded in FY26.

- Staffing / Personnel Costs – Level service corresponds to the same headcount funded in FY26 adjusted for any longevity/Step changes that would be implemented based on existing contract levels. **Level service shall not include any anticipated increases associated with collective bargaining agreements.** Consistent with previous years, these costs will be funded in separate reserves under the Human Resources Department.
  - Please note that large departments/divisions (e.g., with number of employees > 20) will be asked to provide separate detail on the salary budget lines build by position/employee.
  - Any vacant positions included in the budget should include the month/year the position was last filled.
- Non-Personal Service – This category broadly includes contracted services, supplies/equipment, software licenses, and other operational expenses other than personnel-related expenses. Level service corresponds to the FY27 costs associated with goods and services consumed at levels funded in the FY26 budget. **Any increases from FY26 should be well-documented / justified, for example, referencing contractually-required increases and/or inflation/cost factor considerations.**
- Utilities – Level service corresponds to the cost in FY27 of heating, cooling, lighting of facilities as well as consumption of electricity and fuel for operations including vehicles. Wherever possible, detailed projections should be provided including unit consumption and cost assumptions.
- Statutory / Regulatory Requirements – In cases where cost increases are required as a result solely of a federal or state law or regulation the FY27 level service should include this funding and the cause and calculation of these costs should be clearly identified.

### **Post Level-Service Adjustments**

1. Departments are asked to prepare and submit by no later than February 13 any separate proposals that they may have for increased spending above level service amounts, including those related to:
  - New Positions (above FY26 levels)
  - Promotions / Position Re-Classifications
  - New Purchases, Including Licenses or Equipment – In cases where new purchases cannot be absorbed within FY26 funding levels, departments should identify each purchase and include the estimated cost, benefit/purpose of the purchase, and any related justification.
  - Expanding Programming or Services – In cases where a department is proposing to increase hours or services (whether by Town staff or contracted service providers), expand program beneficiaries or similar change, the department should identify each proposal, its FY27 cost and outyear costs, and provide any necessary justification.

2. Similarly, departments should prepare and submit by no later than February 13 any separate proposals for (a) savings that would be identified as funding for spending above level service amounts or (b) revenue that would be generated as a result of proposed spending above level service amounts.

For items "1" and "2" above, a separate template is attached for departments to use in preparing and submitting proposals. Departments are encouraged to prepare a memo addressing these items (and any other they would identify) and submit it by no later than February 13.

#### **Department Goals and Performance Metrics**

The FY26 budget presentation included for the first time the publishing of departmental summaries, goals key metrics. In FY27 we will build off of this success by continuing to provide this information, while seeking to deepen the relationship between budgetary investments and outcomes as well as implement more uniform standards for goals development. A subsequent instruction memo will follow specifically identifying steps and considerations for departments to prepare FY27 goals and related info.



Town of Braintree, MA

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ORIGINAL APPROP	TRANSFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>11101 CNCL - ADMINISTRATION</b>						
0001-1-111-11101-000-0000-001-0000-511004-		ADMINISTRATIVE/ CLERICAL				
		83,645.72	44,437.01	0.00	39,208.71	53.1%
0001-1-111-11101-000-0000-001-0000-511016-		ELECTED OFFICIALS				
		47,500.00	17,208.47	0.00	30,291.53	36.2%
0001-1-111-11101-000-0000-001-0000-530001-		AUDIT FEE				
		57,000.00	12,500.00	44,500.00	0.00	100.0%
0001-1-111-11101-000-0000-001-0000-530005-		ADVERTISING				
		10,000.00	314.20	9,685.80	0.00	100.0%
0001-1-111-11101-000-0000-001-0000-534004-		CELLPHONE				
		600.00	193.92	406.08	0.00	100.0%
0001-1-111-11101-000-0000-001-0000-542001-		PRINTING				
		350.00	0.00	0.00	350.00	.0%
0001-1-111-11101-000-0000-001-0000-542002-		OFFICE SUPPLIES				
		1,200.00	0.00	0.00	1,200.00	.0%
0001-1-111-11101-000-0000-001-0000-571001-		MEETINGS				
		1,800.00	505.00	0.00	1,295.00	28.1%
0001-1-111-11101-000-0000-001-0000-573001-		DUES/MEMBERSHIPS/SUBSCRIPTIONS				
		3,000.00	0.00	0.00	3,000.00	.0%
<b>TOTAL CNCL - ADMINISTRATION</b>		<b>205,095.72</b>	<b>75,158.60</b>	<b>54,591.88</b>	<b>75,345.24</b>	<b>63.3%</b>
<b>TOTAL EXPENSES</b>		<b>205,095.72</b>	<b>75,158.60</b>	<b>54,591.88</b>	<b>75,345.24</b>	
<b>11104 CNCL - INTERNAL AUDIT</b>						
0001-1-111-11104-000-0000-001-0000-511002-		TOWN AUDITOR				
		62,500.00	19,429.49	40,570.51	2,500.00	96.0%
<b>TOTAL CNCL - INTERNAL AUDIT</b>		<b>62,500.00</b>	<b>19,429.49</b>	<b>40,570.51</b>	<b>2,500.00</b>	<b>96.0%</b>
<b>TOTAL EXPENSES</b>		<b>62,500.00</b>	<b>19,429.49</b>	<b>40,570.51</b>	<b>2,500.00</b>	
<b>GRAND TOTAL</b>		<b>267,595.72</b>	<b>94,588.09</b>	<b>95,162.39</b>	<b>77,845.24</b>	<b>70.9%</b>

\*\* END OF REPORT - Generated by Cimino, Susan M. \*\*

**PRESENTED BY**

CHINESE AMERICAN ASSOCIATION OF BRAINTREE  
BRAINTREE HIGH SCHOOL ASIAN STUDENT ASSOCIATION



2026

YEAR OF THE HORSE

庆贺新年

Chúc Mừng Năm Mới

**LUNAR**

**NEW YEAR**

**FESTIVAL**



**Sunday, February 15, 2026**

**12 PM - 4 PM**

**BRAINTREE HIGH SCHOOL**

**128 Town St, Braintree, MA 02184**

Lion Dance  
舞狮表演

Performance  
表演

Market  
年市

**FREE ADMISSION 免费入场**

Expanded indoor area with ample capacity for attendees | Featuring a vibrant market with vendors | Opportunities to win exciting prizes

\*\*\* PLEASE BE AWARE THAT PHOTOS AND VIDEOS WILL BE TAKEN AT THE EVENT AND MAY BE USED FOR MARKETING PURPOSES. BY ATTENDING, YOU CONSENT TO YOUR IMAGE BEING USED IN PROMOTIONAL MATERIALS. PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS OR CONCERNS. \*\*\*



**JOIN US!**

# Community Forum Sessions

## Master Facilities Planning Process

Join us for an update on the facilities planning work, see what we've heard from community members so far, and ask any questions you have about the future of our school buildings!

**1****Wednesday, February 4**

6:30 PM - 7:30 PM

Old South Middle School

**2****Friday, February 6**

12 PM - 1 PM

Virtual (Zoom link to come)

**3****Wednesday, February 11**

6:30 PM - 7:30 PM

Braintree High School



**ORDER #:# 2 5 - 0 7 0**

**Town of Braintree: Application for Rezoning – Worksheet**

**Petitioner**

Name: Mayor Erin Joyce,  
C/O Peter Matchak, Director of Planning  
and Community Development

Address:  
1 JFK Memorial Drive  
Braintree, MA 02184

Phone: 781-794-8234

Email: [pmatchak@braintreema.gov](mailto:pmatchak@braintreema.gov)

**Contact/Billing Information**

Name:  
Peter Matchak, Director of Planning and  
Community Development

Address:  
1 JFK Memorial Drive  
Braintree, MA 02184

Phone: 781-794-8234

Email: [pmatchak@braintreema.gov](mailto:pmatchak@braintreema.gov)

**\*Petition Submitted By:**

\* M.G.L. Chapter 40A Section 5/Attorney General's Handbook: Petitioner who can initiate submissions for adoption and or changes to the zoning bylaws include City/Town Council, board of Appeals, Planning board, Property Owner (not a tenant or lessee), 10 registered voters, Regional Planning Agency, Municipal Charter/Enabling Legislation.

**Date Received**

2025 DEC 19 AM 10:16

Amend Section 135-711.B Site Plan Review; Applicability  
of the Braintree Zoning Ordinance.

Must return completed form to Town Council office along with all other documents



**Mayor  
Erin V. Joyce**

Peter Matchak, Director  
1 JFK Memorial Drive  
Braintree, Massachusetts 02184  
pmatchak@braintreema.gov  
Phone: 781-794-8234

**PLANNING BOARD**

Kimberly Kroha, Chair  
Thomas M. Kent, Vice Chair  
Darryl K. Mikami, Clerk  
Jennifer Connolly, Member  
Robert M. Kane, Member  
Anthony Kinahan, Alternate Member

**To: Town Council, President Charles Ryan and the Honorable Town Council  
Mayor Erin V. Joyce  
Kara Nyman, Chief of Staff  
Carolyn Murray, KP LAW**

**From: Peter Matchak, Department of Planning and Community Development on behalf of Mayor Erin V. Joyce, Applicant**

**Date: December 18, 2025**

**RE: Proposed Zoning Ordinance text amendment RE: Section 135-711 Site Plan Review**

**Section 135-711: Site Plan Review (SPR) of multifamily, apartment, business and commercial developments.**

**Background:**

The Planning Office working through the Mayor's Office looks to propose the follow section identified in red to Braintree zoning bylaw section 135-711: Site Plan Review. Proposed bylaw text will add one section to the "applicability" of the site plan review helping to guide proposed new land uses in Braintree claiming exemption through Mass General Law, Chapter 40A; section 3.

MGL 40A; section 3 exempt land uses include education and religion organizations and childcare facilities. Recently, section 3 has been expanded to include the development of clean energy facilities, and assessor dwelling units (ADU). Massachusetts courts have granted cities and towns the ability to imposed reasonable regulations. Therefore, the following language is being proposed to help guide, plan and develop proposed MGL chapter 40A; section 3 land uses into Braintree existing community fabric.

2025 DEC 19 AM 10:51

OFFICE OF THE CLERK

**PROPOSED ZONING: (new language highlighted in red)**

135-711 Site plan review (SPR) of multifamily, apartment, business and commercial developments.

A. Purpose. The purpose of a site plan review conducted under this section is to:

- (1) Ensure that the design and construction of developments will not create detrimental impacts to the neighborhood or the environment;
- (2) Ensure a development will be in harmony with surrounding areas;
- (3) Ensure compliance with all the requirements set forth in this chapter.

B. Applicability. A site plan review shall be required prior to the issuance of a building permit for:

- (1) All special permits as required under this chapter;
- (2) All multifamily or apartment developments; and
- (3) All developments where the area of any new structure or extension of an existing structure is 500 square feet or more excluding single- and two-family homes that are not subject to special permit and related accessory structures. [Amended 5-3-1993 ATM by Art. 55]
- (4) Any municipal public park as defined in § 135-102 where the area of said lot is greater than 1,000 square feet. [Added 8-10-2011 by Ord. No. 11-032]
- (5) Any new structure or alteration of an existing structure or change of use in any structure for an entity claiming exemption under MGL c. 40A, § 3: provided, however, that site plan review shall not be applicable to any municipally owned or operated preschool, elementary school, middle school, or high school or accessory dwelling units (ADU).

Site plan review shall be limited in such circumstances to the imposition of reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements.

In reviewing the site plan submittal for a MGL c. 40A, § 3 use, the following issues shall be considered:

- (a) The bulk and height of any proposed structures and accessory structures, adequacy of open spaces, the building coverage on the site, yard sizes (setbacks) and lot areas;
- (b) The physical layout of the structures, driveways, parking areas, utilities and other infrastructure; and
- (c) The adequacy and arrangement of parking and loading areas in relation to the proposed use of the site.

Site plan review of a MGL c. 40A, § 3 use shall be administered by the Planning Board ("Board"). Subject to the limitations of MGL c. 40A, § 3, the Board shall impose any such conditions, limitations, and safeguards as it deems appropriate to protect the interests of, and consistent with, the planning objectives for the underlying zoning district.



**Mayor  
Erin V Joyce**

## **Department of Planning and Community Development**

1 JFK Memorial Drive  
Braintree, Massachusetts 02184  
Phone: 781-794-8230

### **PLANNING BOARD**

Kimberly Kroha, Chair  
Thomas M. Kent, Vice-Chair  
Darryl K. Mikami, Clerk  
Jennifer J. Connolly, Member  
Robert M. Kane, Member  
Anthony Kinahan, Alternate

**To: Town Council, President Peter Morin and the Honorable Town Council  
Mayor Erin V. Joyce  
Kara Nyman, Chief of Staff  
Ken Rosetti, Town Solicitor**

**From: Peter Matchak, Planning Director on behalf of the Planning Board**

**Date: January 15, 2026**

**RE: Planning Board Report  
Recommendation on Town Council Order 25-070  
Zoning Ordinance Text Amendments**

Section 135-135-711: Site Plan Review

1. Amend Section 135-711 (B) "Applicability" – Added Text

### **BACKGROUND AND APPLICATION TIMELINE**

Mayor Erin V. Joyce submitted an application for text amendments to the Town Council on Dec 19, 2025 (TCO 25-070), to amend the Zoning Ordinances as it relates to section 135-711: Applicability. The Application was transmitted to the Planning Board Dec 19, 2025, and was advertised for the Jan 10, 2026 Planning Board Meeting. On Jan 10<sup>th</sup>, 2026, The Planning Board voted to issue a Favorable Recommendation to the Braintree Town Council, with an amendment as noted below.

### **Planning Board Public Hearing Summary**

On Jan 10, 2026, Peter Matchak, Planning Director presented the Amendments to the Planning Board. Background information regarding the proposed language and Mass General Law Chapter 40A Section 3 to how the Town arrived at the submitted text under TCO 25-070 with the help of Attorney Carolyn Murry of KP Law.

### **Planning Board Recommendation**

The Planning Board made a unanimous (4:0:0) favorable recommendation with the following additional text amendment represented in the color red.

**PROPOSED ZONING: (new language highlighted in red)**

135-711 Site plan review (SPR) of multifamily, apartment, business and commercial developments.

A. Purpose. The purpose of a site plan review conducted under this section is to:

- (1) Ensure that the design and construction of developments will not create detrimental impacts to the neighborhood or the environment;
- (2) Ensure a development will be in harmony with surrounding areas;
- (3) Ensure compliance with all the requirements set forth in this chapter.

B. Applicability. A site plan review shall be required prior to the issuance of a building permit for:

- (1) All special permits as required under this chapter;
- (2) All multifamily or apartment developments; and
- (3) All developments where the area of any new structure or extension of an existing structure is 500 square feet or more excluding single- and two-family homes that are not subject to special permit and related accessory structures. [Amended 5-3-1993 ATM by Art. 55]
- (4) Any municipal public park as defined in § 135-102 where the area of said lot is greater than 1,000 square feet. [Added 8-10-2011 by Ord. No. 11-032]

(5) Any new structure or alteration of an existing structure or change of use in any structure for an entity claiming exemption under MGL c. 40A, § 3; provided, however, that site plan review shall not be applicable to any municipally owned or operated preschool, elementary school, middle school, or high school or accessory dwelling units (ADU).

Site plan review shall be limited in such circumstances to the imposition of reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements.

In reviewing the site plan submittal for a MGL c. 40A, § 3 use, the following issues shall be considered:

- (a) The bulk and height of any proposed structures and accessory structures, adequacy of open spaces, the building coverage on the site, yard sizes (setbacks) and lot areas;
- (b) The physical layout of the structures, driveways, parking areas, utilities and other infrastructure; and
- (c) The adequacy and arrangement of parking and loading areas in relation to the proposed use of the site.

Site plan review of a MGL c. 40A, § 3 use shall be administered by the Planning Board ("Board"). Subject to the limitations of MGL c. 40A, § 3, the Board shall impose any such conditions, limitations, and safeguards as it deems appropriate to protect the interests of, and consistent with, the planning objectives for the underlying zoning district.



**Town of Braintree**  
One JFK Memorial Drive  
Braintree, Massachusetts 02184  
781-794-8000

**To:** Peter Morin, President of the Council  
Susan Cimino, Clerk of the Council  
James Casey, Town Clerk

**From:** Erin V. Joyce, Mayor 

**CC:** Kara Nyman, Chief of Staff and Director of Operations  
Kenneth J. Rossetti, Town Solicitor  
Mike Esmond, Director of Municipal Finance  
Chris Shipps, Human Resources Director  
Kristina O'Connell, Treasurer/Collector  
Mark Lin, Town Accountant  
Matt Jacques, Director of Public Works  
Lou Dutton, Water and Sewer Director

**Date:** January 15, 2026

**RE:** FY 2026 Supplemental Appropriation #1  
Transfer Details and Motions

RECEIVED TOWN CLERK  
DRAUGHTS  
2026 JAN 15 PM 3:16

President Morin, Clerk Cimino, Clerk Casey,

This memorandum presents the first supplemental appropriation filing for Fiscal Year 2026 (FY26). In total, these motions, if approved, add \$2,422,423 to FY26 appropriations.

**Tri-Town Water Treatment Plan**

Beginning in Fiscal Year 2026 (FY26), the Town of Braintree will incur expenses related to the start-up costs and operations of the newly-constructed Tri-Town Water Treatment Plant (TTWTP). To this end, the Tri-Town Water District Board reviewed and approved a "stub-year" budget for FY26 equal to \$2,222,423. Under the joint agreement adopted by the three constituent communities within the District (Braintree, Randolph, Holbrook), the Town of Braintree will be responsible for the day to day operations of the plant and will invoice the other two communities for their allocated shares of the costs of the District and Treatment Plant. The five motions

appropriate funding under a new Tri-Town Water Plan Division within the Water and Sewer Fund, allowing for all costs Braintree incurs in support of the district to be recorded discreetly for efficient reporting and invoicing. While the motions appropriate \$2.2 million from the FY25 Water and Sewer Retained Earnings, the Town anticipates that approximately 50% of these appropriations will subsequently return to the Town through payments from Randolph and Holbrook.

**Legal Services**

Funding of \$200,000 is further appropriated for legal services and related trial preparation expenses based on projected outside counsel and related services for pending litigation handled by outside counsel through the remainder of the fiscal year.

Each item is listed with the corresponding motions below. Accordingly, your review and approval of the following motions is requested:

**1. Tri-Town District Administration**

**Motion:** That the sum of \$110,250 be transferred from Fiscal Year 2025 Certified Water Sewer Fund Retained Earnings to the Tri-Town Treatment Plan / District Administration.

**2. Treatment Plant Management**

**Motion:** That the sum of \$1,078,923 be transferred from Fiscal Year 2025 Certified Water Sewer Fund Retained Earnings to the Tri-Town Treatment Plan / Treatment Plant Management.

**3. Treatment Facilities**

**Motion:** That the sum of \$431,500 be transferred from Fiscal Year 2025 Certified Water Sewer Fund Retained Earnings to the Tri-Town Treatment Plan / Treatment Facilities.

**4. Treatment Operations**

**Motion:** That the sum of \$506,250 be transferred from Fiscal Year 2025 Certified Water Sewer Fund Retained Earnings to the Tri-Town Treatment Plan / Treatment Operations.

**5. Reservoir Operations**

**Motion:** That the sum of \$95,500 be transferred from Fiscal Year 2025 Certified Water Sewer Fund Retained Earnings to the Tri-Town Treatment Plan / Reservoir Operations.

**6. Legal Department**

**Motion:** That the sum of \$200,000 be transferred from the Insurance Recoveries Fund (Fund 3504) to the Legal Department / Administration Program.

RECEIVED TOWN OF BRAintree  
2026 JAN 15 PM 3:17

Page 2 

#26-005

FY2026 Supplemental #1  
Appendix  
Motion Transfer Details, Motions 1 through 6

				<u>Transfer to (from).</u>
<u>Motion#</u>	<u>Purpose</u>	<u>Org / Program</u>	<u>Department / Program</u>	<u>Amount</u>
1	Tri-Town District Administration	7043701	Finance / Treasurer / Collector Office	\$ 98,000.00
1	Certified Water/Sewer Retained Earnings	n/a	n/a	\$ (98,000.00)
				<u>Transfer to (from).</u>
<u>Motion#</u>	<u>Purpose</u>	<u>Org / Program</u>	<u>Department / Program</u>	<u>Amount</u>
2	Tri-Town Treatment Plant Management	7043702	Legal Department / Administration	\$ 125,000.00
2	Certified Water/Sewer Retained Earnings	n/a	n/a	\$ (125,000.00)
				<u>Transfer to (from).</u>
<u>Motion#</u>	<u>Purpose</u>	<u>Org / Program</u>	<u>Department / Program</u>	<u>Amount</u>
3	Tri-Town Treatment Facilities	7043703	Finance / Insurance	\$ 65,000.00
3	Certified Water/Sewer Retained Earnings	n/a	n/a	\$ (65,000.00)
				<u>Transfer to (from).</u>
<u>Motion#</u>	<u>Purpose</u>	<u>Org / Program</u>	<u>Department / Program</u>	<u>Amount</u>
4	Tri-Town Treatment Plant Operations	7043704	Finance / Accounting Admin	\$ 12,500.00
4	Certified Water/Sewer Retained Earnings	n/a	n/a	\$ (12,500.00)
				<u>Transfer to (from).</u>
<u>Motion#</u>	<u>Purpose</u>	<u>Org / Program</u>	<u>Department / Program</u>	<u>Amount</u>
5	Tri-Town Treatment Reservoir Operations	7043705	Human Resources / Administration	\$ 75,000.00
5	Certified Water/Sewer Retained Earnings	n/a	n/a	\$ (75,000.00)
				<u>Transfer to (from).</u>
<u>Motion#</u>	<u>Purpose</u>	<u>Org / Program</u>	<u>Department / Program</u>	<u>Amount</u>
6	Legal Services	0115101	Legal Department / Administration	\$ 200,000.00
6	Fund 3504 Available Balance	35040000	Insurance Recovery Fund (Fund 3504)	\$ (200,000.00)

RECEIVED TOWN CLERK  
BRAINTREE, MA  
2026 JAN 15 PM 3:17

FY 2026 Supplemental #1 Summary Matrix

Motion#	Motion Name	Dept	Supp Amount	Description	Funding Source
1	District Administration	Tri-Town Water Treatment Plant	\$ 110,250	Funds costs of the Town on behalf of the Tri-Town Water District. Each community will be billed for its allocated share of the actual costs.	FY2025 Water and Sewer Fund Retained Earnings
2	Treatment Management	Tri-Town Water Treatment Plant	\$ 1,078,923	Funds costs of the Town on behalf of the Tri-Town Water District. Each community will be billed for its allocated share of the actual costs.	FY2025 Water and Sewer Fund Retained Earnings
3	Treatment Facilities	Tri-Town Water Treatment Plant	\$ 431,500	Funds costs of the Town on behalf of the Tri-Town Water District. Each community will be billed for its allocated share of the actual costs.	FY2025 Water and Sewer Fund Retained Earnings
4	Treatment Operations	Tri-Town Water Treatment Plant	\$ 506,250	Funds costs of the Town on behalf of the Tri-Town Water District. Each community will be billed for its allocated share of the actual costs.	FY2025 Water and Sewer Fund Retained Earnings
5	Reservoir Operations	Tri-Town Water Treatment Plant	\$ 95,500	Funds costs of the Town on behalf of the Tri-Town Water District. Each community will be billed for its allocated share of the actual costs.	FY2025 Water and Sewer Fund Retained Earnings
6	Legal Services	Legal	\$ 200,000	Provides funding for projected legal services and related expenses during FY26.	Funding is transferred from insurance payment deposited in the Insurance Recovery Fund (Fund 3504).
			\$ 2,422,423		

2026 JAN 15 PM 3:47

RECEIVED TOWN CLERK  
BRAINFIELD, MA

**PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS**

#26-006

**Town of Braintree / Town Council:**

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

**As part of the BSMNRPL Program, National Grid recommends the:**

**relay of approximately 850 feet of 2- inch, Coated Steel (1958/1970), approximately 65 feet of 2- inch, Aldyl-A plastic (1973), and approximately 20 feet of 2- inch, Plastic (2018).**

**With approximately 935 feet of 2- inch, Plastic in Andersen Rd from the existing 6- inch, Coated Steel (1964) in Granite St to the end of main at #72 Andersen Rd, and abandonment of approximately 50 feet of 2- inch, Coated Steel (1958) in the driveway of #57 Andersen Rd.**

**January 15, 2026**

By: *Mary Mulroney*  
Mary Mulroney  
Permit Representative

RECEIVED  
BRAINTREE  
2026 JAN 16 AM 10:5

**Town of Braintree / Town Council:**

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Braintree** substantially as described in the petition date **January 15, 2026** attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

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

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I hereby certify that the foregoing order was duly adopted by the \_\_\_\_\_ of the Town of \_\_\_\_\_, MA on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

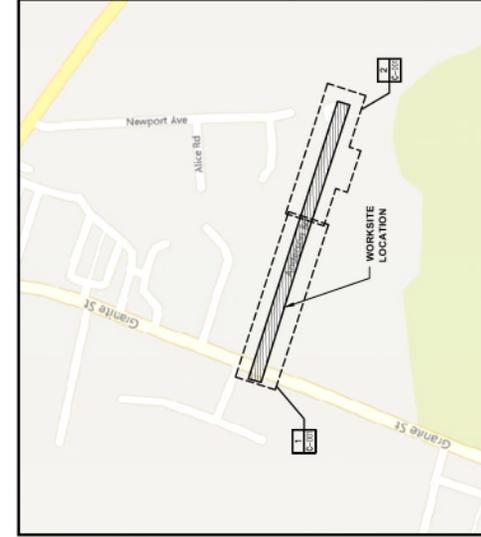
By: \_\_\_\_\_

\_\_\_\_\_  
Title

WO # 15890489

# PROPOSED GAS MAIN REPLACEMENTMENT APPROXIMATELY 935' OF 2" PLASTIC - 60 PSIG 4-72 ANDERSEN ROAD, BRAINTREE, MA W.O. NO. 15890489

CHA MAIN CONNECTION (MC) IDENTIFICATION LEGEND	
PE DESIGN	SOP
MC-A	



PAGE	DRAWING NO.	SHEET	TITLE
1	DPL-BRA-093113-1018	E-001	COVER SHEET
2	DPL-BRA-093113-1018	C-002	CONSTRUCTION NOTES
3	DPL-BRA-093113-1018	C-003	BILL OF MATERIALS & LEGEND
4	DPL-BRA-093113-1018	C-004	ORIGINAL SCOPE OF WORK
5	DPL-BRA-093113-1018	C-007	PROPOSED INSTALLATION PLAN
6	DPL-BRA-093113-1018	C-201	PROPOSED TIE-IN DETAILS
7	DPL-BRA-093113-1018	C-202	INTERNAL GROUND SWAGING CONSTRUCTION DETAILS
8	DPL-BRA-093113-1018	C-203	INTERNAL GROUND SWAGING CONSTRUCTION DETAILS
9	DPL-BRA-093113-1018	C-204	INTERNAL GROUND SWAGING CONSTRUCTION DETAILS
10	DPL-BRA-093113-1018	C-205	INTERNAL GROUND SWAGING CONSTRUCTION DETAILS
11	DPL-BRA-093113-1018	C-206	INTERNAL GROUND SWAGING CONSTRUCTION DETAILS
12	DPL-BRA-093113-1018	C-207	INTERNAL GROUND SWAGING CONSTRUCTION DETAILS
13	DPL-BRA-093113-1018	C-208	INTERNAL GROUND SWAGING CONSTRUCTION DETAILS
14	DPL-BRA-093113-1018	C-209	INTERNAL GROUND SWAGING CONSTRUCTION DETAILS
15	DPL-BRA-093113-1018	C-210	INTERNAL GROUND SWAGING CONSTRUCTION DETAILS

PIPE TOTALS	
DIAMETER (INCH)	ABANDONED INSTALLATION (FEET)
2	935
2	0
2	0
2	0
2	0



CHA Project No. 093113-1018



**FINAL**

PROPOSED GAS MAIN REPLACEMENTMENT  
4-72 ANDERSEN RD  
BRAINTREE, MA

DATE	DATE	DATE	DATE
07/18/2018	07/18/2018	07/18/2018	07/18/2018
10/22/2018	10/22/2018	10/22/2018	10/22/2018
01/08/2026	01/08/2026	01/08/2026	01/08/2026

DRAWING NO.	SHEET NO.
DPL-BRA-093113-1018	G-001



**BILL OF MATERIALS**

ITEM	QTY	UOM	DESCRIPTION	SIZE (IN.)	NATIONAL GRID REFERENCE	SAP ID NUMBER	PROVIDED BY
1	935	FT	PIPE, PLASTIC, MDPE-COIL 250'	2	120026-MS	9340876	NATIONAL GRID
2	1	EA	TEE, 3 WAY, TAPPING, FLAT BOTTOM	2	HTAP6025	9308515	NATIONAL GRID
3	1	EA	FITTING, TRANSITION, MDPE	2	HTAP6025	9339392	NATIONAL GRID
4	1	EA	VALVE, PLASTIC, FULL BORE/PORT, MDPE PUP	2	VALV6020	9341784	NATIONAL GRID
5	2	EA	COUPLING, PLASTIC ELECTROFUSION	2	CS-FIT015	9314594	NATIONAL GRID
6	2	EA	CAP, PLASTIC, MDPE, BUTT FUSE	2	CS-FIT010	9339540	NATIONAL GRID
7	1	EA	CAP, STEEL, WELD END	2	FITS6100	9312095	NATIONAL GRID
8	2	EA	ELBOW, PLASTIC, MDPE, 90 DEGREE	2	CS-FIT011	9341385	NATIONAL GRID
9	2	EA	CAP, STEEL, DRESSER, SELF-RESTRAINING, STYLE 90	2	FITS6024	9315991	NATIONAL GRID
10	1	EA	CAP, PLASTIC, HDPE, ELECTRO FUSE	2	CS-FIT015	9393634	NATIONAL GRID
<b>CATHODIC PROTECTION</b>							
C1	4	EA	17# ANODE	N/A	030024-CS	9311183	NATIONAL GRID
C2	1	EA	TEST STATION BOX - 9" SQUARE HEAVY DUTY	N/A	030026-CS	9339391	NATIONAL GRID
C3	1	EA	TEST STATION COVER, MARKED "GAS TEST" FOR 9" SQUARE BOX	N/A	030026-CS	9339797	NATIONAL GRID
C4	20	FT	#8 AWG STRANDED COPPER WIRE FOR TEST STATIONS (SOFT JACKETED INSULATION)	N/A	030026-CS	9307539	NATIONAL GRID
C5	2	EA	EXOTHERMIC SHOT FOR STEEL PIPE - FOR NEW ERICO TECHNOLOGY	N/A	030036-CS	9381574	NATIONAL GRID
C6	1	EA	SPLIT BOLT (#6 CABLE)	N/A	030026-CS	9331578	NATIONAL GRID
C7	4	EA	SPLIT BOLT (#8 CABLE)	N/A	030026-CS	9331641	NATIONAL GRID
C8	AIR	FT	2" TAPECOAT T-TAPE, 2"X25" ROLL (MOLDABLE)	N/A	030026-CS	9384295	NATIONAL GRID
<b>GENERAL</b>							
G1	935	FT	TRACER WIRE	-	CNST6061	9315005	NATIONAL GRID
G2	935	FT	YELLOW CAUTION TAPE - GAS MAIN - 6"	6	CNST6060	9341904	NATIONAL GRID
G3	1	EA	VALVE BOX ASSEMBLY	2	FITS6370	(SEE STD)	NATIONAL GRID

NOTE: ALL MATERIAL QUANTITIES ARE ESTIMATED BASED ON PROPOSED DESIGN. ADDITIONAL QUANTITIES AND/OR OTHER MATERIALS MAY BE REQUIRED TO CONSTRUCT VERTICAL OFFSETS OR DUE TO OTHER UNKNOWN AS-FOUND CONDITIONS/DESIGN CONFLICTS AND FOR TESTING.

**LEGEND**

- 1 - PROPOSED GAS CAP
- 2 - PROPOSED GAS TRANSITION FITTING
- 3 - PROPOSED GAS VALVE
- 4 - PROPOSED GAS WELD END
- 5 - PROPOSED GAS WELD END WITH TRANSITION FITTING
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- 1 - BELONG LINE
- 2 - APPROX. EXISTENT LINE
- 3 - APPROX. RIGHT OF WAY LINE
- 4 - EXISTING GAS MAIN
- 5 - EXISTING GAS MAIN WITH TRANSITION FITTING
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PROPOSED GAS MAIN RE-ATTACHMENT  
4-72 ANDERSON RD  
BRANTREE, MA

nationalgrid

170 BATA DRIVE  
METHUEN, MA 01844

**FINAL**

SHEET NO. G-003

DPI-BRA-093113-1018

DATE: 07/19/2023

BY: R. ROSS

PROJECT: 4-72 ANDERSON RD

DATE: 07/19/2023

BY: R. ROSS

PROJECT: 4-72 ANDERSON RD

DATE: 07/19/2023

BY: R. ROSS

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BY: R. ROSS

PROJECT: 4-72 ANDERSON RD

DATE: 07/19/2023

BY: R. ROSS

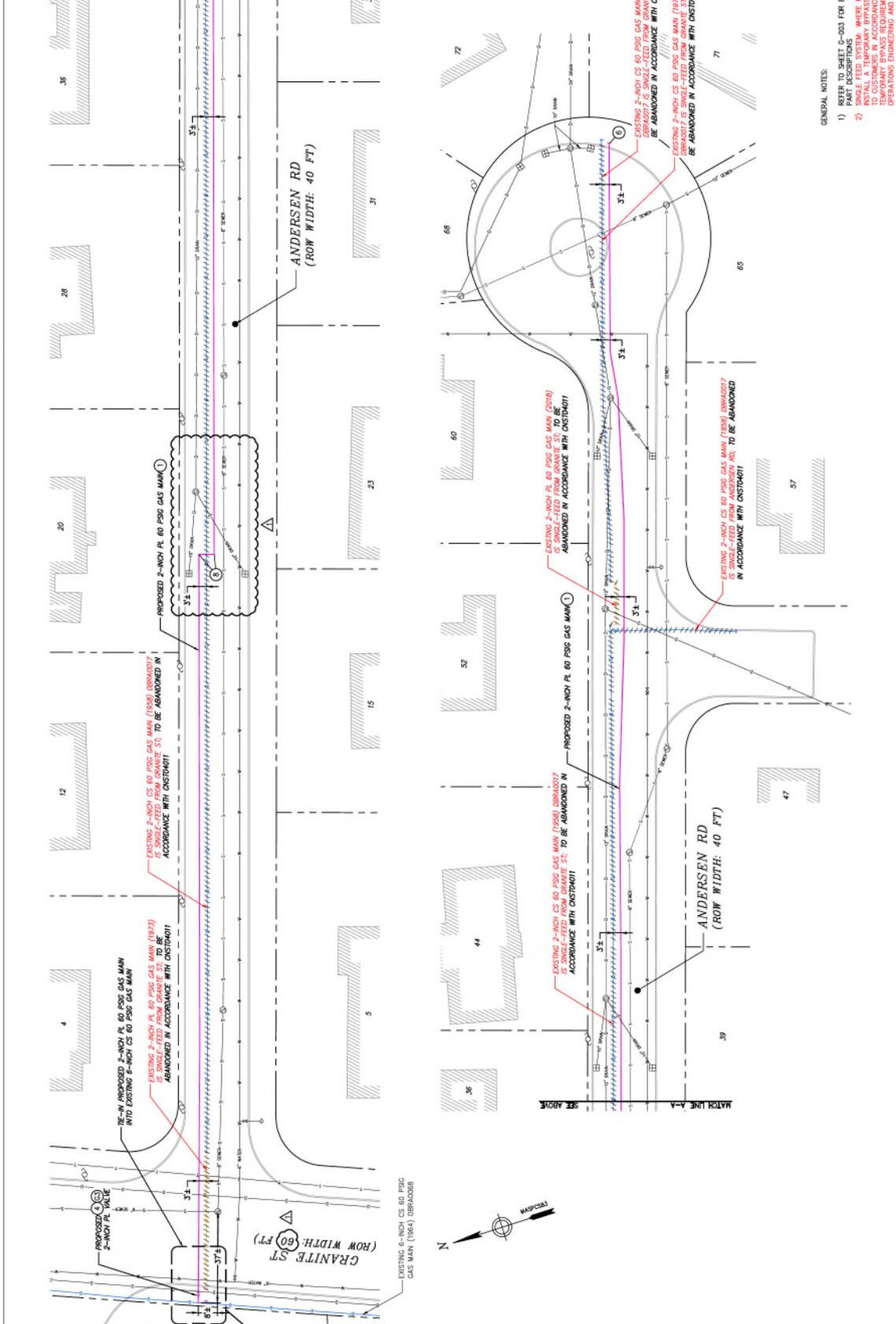
PROJECT: 4-72 ANDERSON RD

DATE: 07/19/2023

BY: R. ROSS

PROJECT: 4-72 ANDERSON RD





GENERAL NOTES:  
 1) REFER TO SHEET 0-003 FOR BILL OF MATERIALS, ITEM NUMBER REFER TO OSTDAG017  
 2) SINGLE FEED SYSTEM, WHERE REQUIRED, THE CONTRACTOR SHALL NOT ALLOW A TEMPORARY BYPASS TO MAINTAIN CONTINUOUS SERVICE TO ALL OPERATING EQUIPMENT. ALL TEMPORARY BYPASS REQUIREMENTS SHALL BE DESIGNED BY OPERATIONS ENGINEERING AND INCLUDED AS PART OF THE SGP.

PROPOSED GAS MAIN RE-ANCHORING 4-72 ANDERSEN RD BRANTREE, MA	DATE: 12/19/2026	ENGINEER: A. ROSS	ASSET ID: 189498	DISTRIBUTION: 189498	SHEET NO.: C-001
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nationalgrid  
 BOTON GAS COMPANY  
 170 BATA DRIVE  
 BRANTREE, MA 01901

FINAL

NO.	DESCRIPTION	DATE	BY	CHKD BY
1	UNPROPOSED DUCT DIMENSIONS (DATED 6/16/2026)	07/16/2026	S.	IMP.
2	DESIGN FOR CONSTRUCTION	12/19/2026	IMP.	IMP.

MASS REGISTERED PROFESSIONAL ENGINEER  
 STATE OF MASSACHUSETTS  
 REG. NO. 52330  
 01/08/2026  
 I AM THE DESIGNER OF RECORD FOR THIS PROJECT AND I HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MASSACHUSETTS AND I AM NOT PROVIDING ENGINEERING SERVICES UNDER THIS LICENSE TO ANY OTHER PROJECT.

GRAPHIC SCALE (FEET)  
 SCALE: 1" = 30'  
 (NEED PLOTTED AT 34"x57")















Erin V. Joyce  
Mayor

Mayor's Office #26-007  
Town of Braintree  
One JFK Memorial Drive  
Braintree, Massachusetts 02184

To: Peter J. Morin, President of the Council  
Susan Cimino, Clerk of the Council  
James Casey, Town Clerk

From: Erin V. Joyce *(Signature)*

CC: Kara Nyman, Chief of Staff and Director of Operations  
Michael Esmond, Director of Municipal Finance

Date: January 29, 2026

Re: Authorization to Accept a Donation – Festival of Trees

RECEIVED  
BRAINTREE  
2026 JAN 29 PM 3:46

Dear President Morin, 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 purpose.

The Festival of Trees wishes to donate \$12,000 to pay for the Christmas lights for the 2025 Holiday season.

MOTION: That the Town of Braintree be and herby 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>
Festival of Trees	\$12,000	Town Christmas Lights