

1. 6:30 P.M. Committee On Personnel Issues

Documents:

[26 FEB 18 PI AGENDA.PDF](#)

2. 6:30 P.M. Committee On Personnel Issues

Documents:

[26FEB18 PI MTG.PDF](#)



Braintree Town Council

Committee on Personnel Issues

One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

Julia Flaherty, Chairwoman
Meredith Boericke, Vice-Chairwoman
David M. Ringius, Jr, Member

AGENDA

Wednesday, FEBRUARY 18, 2026

Starting Time – 6:30 p.m.

Johnson Chambers

Pledge of Allegiance/Moment of Silence

Roll Call

Announcements

Approval of Minutes

- June 10, 2025

Old Business

- None

New Business

- **26 002** Council President: Appointment – Town Clerk or take up any action relative thereto
- **26 003** Council President: Re-appointment – Clerk of the Council, Susan Cimino or take up any action relative thereto
- **26 004** Council President: Appointment – Town Auditor or take up any action relative thereto

Adjournment



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Braintree Town Council

Committee on Personnel Issues

One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

Peter Morin, Chairman
Meredith Boericke, Vice-Chairwoman
Ann Quilty, Member

June 10, 2025

MINUTES

A meeting of the Committee on Personnel Issues was held in Johnson Chambers on Tuesday, June 10, 2025, at 6:30 p.m.

Chairman Peter Morin was in the chair.

Clerk of the Council Susan Cimino conducted the roll call.

Present: Peter Morin, Chairman
Meredith Boericke, Vice-Chairwoman

Not Present: Ann Quilty, Member

Approval of Minutes

- December 10, 2024

Motion: by Councilor Boericke to Approve Minutes of December 10, 2024

Second: by Councilor Morin

Vote: For (2 – Boericke, Morin), Against (0), Absent (1 - Quilty), Abstain (0)

New Business

- None

Old Business

- **25 040** Councilor Morin: Reclassification - Clerk of the Council or take up any action relative thereto

Chairman Morin stated I have looked at a number of materials including the Non-BPMA Classifications list which shows that the M10E Clerk of the Council is the lowest grade and title in the Non-BPMA list. In the BPMA list is tied for second lowest classification for any job title in BPMA. I think this job has been unfortunately left behind with reclassifications over the years. I think that also if you look at the job descriptions of the Assistant Town Clerk which is an M12 and compare the Clerk of the Council, you will find that the job duties and essential functions are similar except there is a greater emphasis on working independently on the Council Clerk and also the Council Clerk is responsible for Budget Preparations where the Assistant Town Clerk is not. The abilities required under the knowledge/skills/ability are similar. The knowledge requirements are almost identical, the skills – the Clerk of the Council requires greater aptitude and computer applications. The abilities are almost identical. With one being an M10 and one being an M12, I see no reason – there is an adequate justifications based on the reviews of the Non-BPMA and BPMA (union) classifications and the comparisons between the Assistant Town Clerk and the Clerk of the Councils position. I think it warrants a reclassification at least to an M12.

Councilor Boericke stated I concur with your assessment. What is the M and the A thru E letters.

Chairman Morin explained the M is for management. The A thru E steps begins with after 6 months at the grade, the first adjustment then annually adjustment after review. At the E step the only adjustment is a COLA increase each year. Except if there is a reclassification which allows you to move into another grade.

Councilor Boericke asked about the Union Salaries for BPMA positions. Do they get reclassified as part of a union contract?

Chairman Morin stated yes that could happen one of two ways: It could happen through a union negotiation which results in reclassifications of positions. It could also be done through the Human Resources Department recommending reclassifications of the positions if the Town Clerk wanted to go that route. The third way which is unusual, if the union doesn't feel or if the members do not feel this particular union is represented fairly they can petition to be removed from their current union and be put into another union and then ask for reclassification in accordance with that contract.

Councilor Boericke stated so if there were concern that other staff were not fairly compensated, the first route for that would be through the union/collective bargaining. OK, so there is a path for increases if people feel they are so deserving.

Councilor Boericke stated this one is happening now because it has come to our attention that it is warranted, neglected and underfunded for too many years when others were getting boosted up. I completely agree that an M12 is wholly appropriate.

Councilor Boericke stated I would also like to talk through the Comp Time Policy. We had put the Comp Time Policy in place because the Clerk of the Council's salary was deficient. The thought was the current Comp Time amount be drawn down and then the need would be worked out with the Council President. Whether it be time used the next day/week etc.

Chairman Morin stated what the consensus was that we wanted to get away from the accrual of a lot of Comp Time through better management of the Clerk of the Council's time so she's not put into situations where she's working the late hours and if she is we adjust her schedule so that the Comp Time doesn't build up too much. It is also important she doesn't forfeit anything that she has earned thus far and she gets to work it down. So better management of her time and on occasion, we can run the recorder ourselves in committee(s). We can avoid having you work and incur a lot of Comp Time. It is hopeful with this correction, we level the playing field and we go forward with the Clerk of the Council having a better quality of life, having to work less extra hours and you're not incurring Comp Time to the extent that you were previously and if you are, you are using it quicker.

Councilor Boericke asked do we need to formally withdraw the Comp Time Policy through a Motion or do we just let it die?

Chairman Morin stated I would rather hold it until this is done and then we could withdraw it, once our understanding is shared.

Clerk of the Council stated after a night council meeting often, I cannot take the next day off. Things need to get done.

Chairman Morin stated yes, understood, maybe not the next day but maybe the next month or so you would not be carrying it forever and accumulating it. We want to get you to a point where there is a gap in the schedule, you can take that time off.

Clerk of the Council stated just to be clear, I would still track this time.

Chairman Morin stated yes, you should still track it.

Councilor Boericke stated if you get to the end of 2025 you can carry over 2 weeks vacation correct?

Clerk of the Council stated yes that is correct per the Executive/Legislative Leave Policy *effective January 1, 2025*.

Councilor Boericke stated in 2026 it would be worked out with the Council President.

In the past you would accrue the Comp Time and they could eventually turn into days off or vacation days.

Chairman Morin stated well the Comp Time would be used in lieu of vacation days.

Councilor Boericke stated Yes, so then you were banking vacation days because you used the Comp Time and not vacation days.

Chairman Morin stated yes, any Comp Time from 2025 you can bring over to 2026 with the goal being that you are not accumulating more and both your Comp Time and allowed carry over vacation time be carried over and you are working the Comp Time down over the year so you will end up with less Comp Time than you began with in the year.

Councilor Boericke stated should there ever be another Clerk of the Council, what we want to avoid is the unfunded liability.

Whoever the President is next year 2026, it will be worked out, the Comp Time with that person and the Clerk of the Council.

Motion by Councilor Boericke for favorable recommendation to the full Council:

MOTION: Upon request of the Council President and Pursuant to Section 2-8 (c) and 2-8 (d) of the Town Charter, the Town of Braintree, through the Braintree Town Council, approve the reclassification of the Clerk of the Council. The reclassified grade will be M12E to take effect on July 1, 2025.

Motion: by Councilor Boericke

Second: by Councilor Morin

Vote: For (2 – Boericke, Morin), Against (0), Absent (1 - Quilty), Abstain (0)

Adjournment

Motion by Councilor Boericke.

Motion: by Councilor Boericke to adjourn the meeting

Second: by Councilor Morin

Vote: For (2 – Boericke, Morin), Against (0), Absent (1 - Quilty), Abstain (0)

It was unanimously voted to adjourn the meeting at 7:48pm.

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

Documents provided for Meeting

- Non-BPMA Pay Scale
- Non-BPMA Grade/Title List
- BPMA (union) Grade/Title List
- Job Description Clerk of the Council
- Job Description Assistant Town Clerk
- Executive/Legislative Leave Policy *effective January 1, 2025*
- Memo – Budget Questions showing new positions/reclassifications for mayor’s staff

#26-002



Braintree Town Council

ORDER NO: 23 014

DATE FILED: FEBRUARY 28, 2023

REQUEST OF: COUNCIL PRESIDENT

RE-APPOINTMENT - TOWN CLERK

UPON THE REQUEST OF THE COUNCIL PRESIDENT, THE TOWN OF BRAintree, THROUGH THE BRAintree TOWN COUNCIL, IT IS SO ORDERED:

Pursuant to Section 2-8 (b) of the Charter of the Town of Braintree, the Town Council re-appoints James M. Casey as Town Clerk effective May 2, 2023.

YEAS: Boericke, Flaherty, Hume, Mackin, Maglio, O'Brien, Reynolds, Ryan

NAYS: NONE

ABSENT: Ringius

PASSED IN COUNCIL: MARCH 7, 2023

A True Record, Attest:

3/8/2023
Date Approved

James M. Casey
James M. Casey, Town Clerk

#26-003



Braintree Town Council

ORDER NO: 23 015

DATE FILED: FEBRUARY 28, 2023

REQUEST OF: COUNCIL PRESIDENT

RE-APPOINTMENT – CLERK OF THE COUNCIL

UPON THE REQUEST OF THE COUNCIL PRESIDENT, THE TOWN OF BRAINTREE, THROUGH THE BRAINTREE TOWN COUNCIL, IT IS SO ORDERED:

Pursuant to Section 2-8 (c) of the Charter of the Town of Braintree, the Town Council re-appoints Susan M. Cimino as Clerk of the Council effective July 21, 2023.

YEAS: Boericke, Flaherty, Hume, Mackin, Maglio, Reynolds, Ryan

NAYS: NONE

PRESENT: O'Brien

ABSENT: Ringius

PASSED IN COUNCIL: MARCH 7, 2023

A True Record, Attest:

3/8/2023
Date Approved

James M. Casey
James M. Casey, Town Clerk



#26-004

Braintree Town Council

ORDER NO: 22 066

DATE FILED: NOVEMBER 15, 2022

REQUEST OF: COUNCIL PRESIDENT

APPOINTMENT – TOWN AUDITOR

UPON THE REQUEST OF THE COUNCIL PRESIDENT, THE TOWN OF BRAINTREE, THROUGH THE BRAINTREE TOWN COUNCIL, IT IS SO ORDERED:

Pursuant to Section 2-8 (a) of the Charter of the Town of Braintree the Town Council appoints Clifton Larson Allen as Town Auditor for a three year contract effective April 24, 2023 through April 23, 2026.

YEAS: Boericke, Flaherty, Hume, Maglio, O'Brien, Reynolds

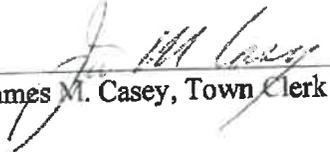
NAYS: Mackin, Rvan

ABSENT: Ringius

PASSED IN COUNCIL: MARCH 7, 2023

A True Record, Attest:

3/8/2023
Date Approved


James M. Casey, Town Clerk

#26-002

#26-003

#26-004

Chapter 189 of the Acts of 2005

ARTICLE 2 - LEGISLATIVE BRANCH

SECTION 2-8: OFFICERS APPOINTED BY TOWN COUNCIL

(a) Town Auditor - The town council shall appoint a town auditor to serve for a term of 3 years and until a successor is chosen and qualified. The town auditor shall conduct, or cause to be conducted, financial and performance audits following government auditing standards as promulgated by the comptroller-general of the United States. The town auditor shall make periodic reports to the town council in such detail and with such frequency as the town council shall, by ordinance, by rule or by other vote, direct. All officials of the town shall cooperate with the town auditor in the performance of this audit function. The town auditor shall have such other powers and duties as may be provided by charter, by ordinance or by other vote of the town council.

(b) Town Clerk - The town council shall appoint a town clerk to serve for a term of 3 years and until a successor is chosen and qualified. The town clerk shall, with the approval of the town council, appoint an assistant town clerk to serve coterminously with the town clerk. The town clerk shall be the keeper of vital statistics for the town; the custodian of the town seal; shall administer the oath of office to all persons, elected or appointed, to any town office; shall issue such licenses and permits as are required by law to be issued by town clerks; and shall supervise and manage the conduct of all elections and all other matters relating to elections. The town clerk shall have any other powers and duties that are given to municipal clerks by general law, by this charter, by ordinance or by other vote of the town council.

(c) Clerk of the Council - The town council shall appoint a clerk of the council to serve for a term of 3 years and until a successor is chosen and qualified. The clerk of the council shall give notice of its meetings to its members and to the public, keep the journal of its proceedings and perform any other duties that may be provided by ordinance or by other vote of the town council.

TOWN COUNCIL RULES

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.

#26-002
#26-003
#26-004

TOWN COUNCIL - Policy and Procedures

Policy & Procedure #4

Reappointment Policy for Officers appointed by Town Council

Officers appointed by the Braintree Town Council (Section 2-8, Braintree Town Charter) shall be entitled to notice by a majority vote of the Town Council of reappointment or non-reappointment as the case may be, a minimum of thirty (30) days prior to the completion date of the appointment.

Each employee covered by this Agreement shall notify the Council President in writing of intent to accept or reject a reappointment within two (2) weeks of receipt of written notice by certified mail. Failure to notify of acceptance shall be construed to mean an appointee does not intend to return. (Passed in Council – December 7, 2010)

#26-002

2009

History Appointment of Town Clerk (Council Order 052 09)

May 1 2009 Donna Fabiano announced her retirement as Town Clerk.

May 5, 2009 Council voted (same night action) to post position internally as well as to the general public

May 13, 2009 HR posted position internally and ran job opening in the Ledger (and in the Forum on May 21).

June 1, 2009 Final date for resumes to be submitted to HR

June 2, 2009 Committee created to review applications and submit up to 7 finalists (78 applications received, 62 qualified (per HR) 64 (interviewed?))

July 6, 7, 8 and 11, 2009 Search committee conducts initial interviews 64 scheduled/ 60 interviewed: 2 withdrew/2 no shows

July 20 and 22, 2009 23 second round interviews

August 14, 2009 Search committee selects 7 finalists

September 1, 2009 Council appoints new Town Clerk

September 9, 2009 Town Clerk assumes position (Total 128 days from vote to post position (May 5) to date started)

November 9, 2009 Regular Town Election

26 002

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2014

TOWN CLERK INTERVIEW PROCESS (2014)

March 18, 2014 Committee on Personnel Issues meet to discuss how/where to post Town Clerk's position

April 1, 2014 Committee on Personnel Issues meet to discuss appointing Interim Town Clerk

- Debra Starr, Assistant Town Clerk appointed as Interim Town Clerk
- Salary established at M# to serve until a successor is chosen and qualified

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April 22 & April 28, 2014 - Committee on Personnel Issues meet to:

- Identify qualified applicants
- review applicants
- select up to 10 for first interview
- develop questions
- first round interviews (choose 3 finalists)
- finalists to interview in open session/full Council



Braintree Town Council
Committee on Personnel Issues
One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

John Mullaney, Chairman
Charles Ryan, Vice-Chairman
Stephen O'Brien, Member

March 25, 2014
MINUTES

A meeting of the Committee on Personnel Issues was held in the Basement Conference Room, Braintree Town Hall on Tuesday, March 25, 2014 at 7:10 p.m.

Chairman John Mullaney was in the chair.

Councilor Stephen O'Brien conducted roll call and served as recording secretary.

Present: John Mullaney, Chairman
Charles Ryan, Vice-Chairman
Stephen O'Brien, Member

Also In Attendance: Karen Shanley, Director of Human Resources
Shannon Hume, Town Council
Michael Owens, Town Council
James Regan, Light Board Secretary
Debra Starr Helbig, Assistant Town Clerk
Katarina Devin, Principal Clerk
Susan Cimino, Registration Clerk
Thomas Devin, School Committee Recording Secretary
Robert Aicardi, Braintree Forum

The meeting was opened with the pledge of allegiance, followed by a moment of silence for all those serving in our armed forces, past and present.

Approval of Minutes

March 25, 2014

Motion: by Councilor O'Brien to approve
Second: by Vice-Chairman Ryan
Vote: For (3), Against (0), Absent (0)

Chairman, John Mullaney discussed that all necessary printed paperwork for the Committee on Personnel Issues was distributed to each member. This due to all other meeting rooms within

Town Hall being occupied and electronic access may have been limited. Chairman Mullaney went on to say that the plan for the meeting was to move forward with the search and hiring process for a new Town Clerk. He also wanted to address comments that Councilor O'Brien made at the March 18, 2014 Council Meeting that the process should not take 4 ½ months and that he expected it would not. Finally, Chairman Mullaney stated he recommended to Clerk of the Council Jim Casey that he not attend the meeting because he felt it was too personal. Vice-Chairman Ryan then read through the history of the previous town clerk search and discussion moved quickly to job posting.

Director Karen Shanley stated she would have a draft job posting to Chairman Mullaney, Clerk of the Council James Casey and President of the Council Tom Bowes by Thursday March 20, 2014. The recommendation was that the posting be available until April 18, 2014 and that the posting would be on the following website's: Town of Braintree, Massachusetts Municipal Association and Town Clerk's Association. Director Shanley mentioned that she has recently shied away from the Patriot Ledger due to the cost and the fact it does not attract additional candidates. Councilor Ryan proposed multiple dates for the timeline of posting, interviews and start date. In the end, members agreed with an immediate posting, a posting duration from March 26, 2014 to April 15, 2014 and a start date of May 21, 2014.

Chairman Mullaney discussed the possibility of assigning multiple people as interim town clerks.

Vice-Chairman Ryan asked Director Shanley how long the job posting would last? Director Shanley stated the average posting is 2 weeks.

Director Shanley suggested bringing the candidates down to a defined number. Vice-Chairman Ryan suggested the committee pick the top 12 candidates from the culled candidates delivered by Human Resources. Further discussion yielded a decision to have 10 candidates for final consideration.

Vice-Chairman Ryan mentioned his agreement with not having same night action on the move to approve an interim town clerk at the April 18, 2014 Council meeting and he lauded Councilor Shannon Hume for making her motion to halt that motion.

Councilor O'Brien asked Director Shanley what the standard term and procedure is for hiring a town employee. He then asked whether the members could begin interviewing immediately. Director Shanley provided no specific directives. Chairman Mullaney discussed taking time and Vice-Chairman Ryan said railroading the decision is not the right thing to do.

Director Shanley was asked about interviewing in public forums and Chairman Mullaney stated the members had to interview in public. Vice-Chairman Ryan discussed having the first round be through a series of questions that were not published so as to not steer the results. Director Shanley stated that the first round interview should be held privately so as to not jeopardize the current employment of the interviewees.

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Motion: by Vice-Chairman Ryan to approve posting the Town Clerk position on the sites mentioned by Director Shanley
Second: by Councilor O'Brien
Vote: For (3), Against (0), Absent (0)

Further discussion ensued around the dates of posting, duration and a proposed start date of May 21, 2014.

Updated Motion: by Vice-Chairman Ryan to approve posting the Town Clerk position by reading the updated posting
Second: by Chairman Mullaney
Vote: For (3), Against (0), Absent (0)

Chairman Mullaney again discussed the proposal for having multiple people assigned as the interim town clerk. Vice-Chairman Ryan proposed having two people be assigned and supported the proposal. Councilor O'Brien challenged the decision and asked what the criteria was for deciding upon two potential interim town clerks and asked whether others beyond just two would be considered. Vice-Chairman Ryan said there were only two candidates and, while Councilor O'Brien challenged the manner in which these two candidates made their intentions known, no finality resulted on this discussion.

Motion: by Vice-Chairman Ryan for favorable recommendation to the Town Council President for two people to be assigned interim town clerk for 4 weeks each
Second: by Chairman Mullaney
Vote: For (3), Against (0), Absent (0)

Light Board Recording Secretary Jim Regan then asked when the audience would have the opportunity to speak. Chairman Mullaney stated that the audience did not have the floor to make comments and this is a Personnel Committee meeting. Secretary Regan stormed out of the meeting making the statements that the motion was "railroading" the decision and that it was a "war against women".

Councilor Shannon Hume asked why do we need an interim town clerk at all? Chairman Mullaney stated that town clerk is an important position and has the power to make appointments. He went on to say that the town charter is clear that when the town clerk position is vacated, so is the assistant town clerk position. Vice-Chairman Ryan commented that we did not know the assistant was also a vacant position.

Councilor Michael Owens challenged having two different interim town clerks as he felt it created bias over other candidates. He further asked what the criterion of success is for assessing the two interim town clerks. Vice-Chairman Ryan stated that assigning two interim town clerks is a tool used to let people show what they can do in the position.

Chairman Mullaney iterated that the motion was only a favorable recommendation and that other council members could hold further discussions when the motion is in front of the full town council. Vice-Chairman Ryan stated he wanted the recommendation to the President as soon as possible.

Vice-Chairman Ryan yielded the floor to Assistant Town Clerk Debra Starr Helbig. Assistant Clerk Helbig stated it would be difficult in the clerk's office to have two different town clerks over the series of 4 weeks each. She also said it would be a bit odd and that Town Solicitor Peter Morin told her she needed to start signing documents as Acting Town Clerk. Chairman Mullaney stated Solicitor Morin cannot make Assistant Clerk Helbig acting town clerk and asked how Solicitor Morin felt that was possible. Assistant Clerk Helbig stated that on Wednesday April 11, 2014 solicitor Morin told her to be acting town clerk and she clarified that she was told to be acting, not interim. Chairman Mullaney reiterated that the town Charter says your assistant town clerk position is now vacated.

Motion: by Councilor O'Brien to adjourn
Second: by Vice-Chairman Ryan, No as we need to move forward with approving the Town Clerk job description

Chairman Mullaney stated the only thing the committee needs to do is appoint an interim town clerk and that the job description did not need approval. Councilor O'Brien stated he did not know the job description approval was on the agenda and was unable to review the job description satisfactorily to enable him to approve it.

Vice-Chairman Ryan stated that when Jim Casey is the interim town clerk that Assistant Clerk Helbig should not be Acting Town Clerk and vice-versa.

Director Shanley stated she did not think the committee needed to review or re-approve the job description. Vice-Chairman Ryan stated that if Councilor O'Brien feels he needs to read the job description, I'll withdraw my motion.

Motion: Vice-Chairman Ryan to adjourn
Second: Councilor O'Brien
Vote: For (3), Against (0), Absent (0)

Submitted by Councilor O'Brien

Documents provided for Meeting

- March 25, 2014
- 024 14 Council President: Appointment of Interim Town Clerk
 - History of 2009 Town Clerk Appointment
 - Town Clerk Job Description

Committee on Personnel Issues

April 22 and 28, 2014

1. Open meeting with Pledge of Allegiance and Moment of Silence
2. Roll-Call
3. There are no minutes for either meeting to approve
4. Announce the following:

The Committee will now take up Council Order #034 14 Council President: Town Clerk Position.

The Committee will be going into Executive Session under Rule #8 - To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee to consider and interview applicants who have passed a prior preliminary screening.

As chair, I do so declare that an open meeting will have a detrimental effect.

Is there a motion to go into Executive Session under Rule #8? Second?

On a roll-call vote: Councilor Ryan, Councilor O'Brien, Councilor Mullaney.

AT THE APRIL 22ND MEETING (read)

At the conclusion of Executive Session the Committee will be coming out into open session only to adjourn.

AT THE APRIL 28TH MEETING (read)

At the conclusion of Executive Session the Committee will be coming out into open session to announce the Town Clerk finalists.

5. When you are ready to come out of Executive Session...
 - Motion/Second to come out of executive session (Roll-Call vote)
6. AT THE APRIL 22ND MEETING
 - Motion/Second to Adjourn (voice vote)
7. AT THE APRIL 28TH MEETING
 - Read the names of the finalists to be recommended to the Council
 - Motion/Second to Adjourn (voice vote)

034 14

TOWN CLERK FINALIST INTERVIEWS

- 1) Human Research Department to number all applications as received.
- 2) Human Research Director to identify all qualified applications with a "Q" and all unqualified applications with a "U".
- 3) Copies of all applications to be placed in a sealed envelope for each Committee Member and placed in their Council Office mailbox by April 16th.
- 4) April 22nd; Committee members will review qualified applications and select up to 10 for first interview and develop interview questions. **Closed session.**
- 5) April 23rd; Committee Chairman Mullaney will provide Human Resource Director with the number/name of those selected to schedule first round interviews.
- 6) April 28th; First round interviews begin at 6:00pm; 30 minutes per interview. **Closed Session.**
At conclusion of last interview Committee will choose three finalists.
Committee is required by MGL to come out of closed session into **open session** and announce the names of the three finalists.
- 7) April 29th; Committee Chairman Mullaney will provide Human Resource Director with the number/name of the three finalists to schedule final interviews before the full Council.
- 8) April 30th; at 7:30pm first interview is to be scheduled; 45 minutes per interview. **Open session.**
- 9) May 1st; at the regularly scheduled Council Meeting members will choose new Town Clerk.

DISCLOSURE

AT THE CONCLUSION OF EACH INTERVIEW ON APRIL 28TH MAKE THE FOLLOWING STATEMENT:

Up to this point, the names of all who have submitted a resume are known only by the three members of this Committee and by the Director of Human Resources.

At the conclusion of all interviews this evening, the Committee is required under Massachusetts Open Meeting Laws to announce the names of only the finalists. The names of all other candidates will not be disclosed.

If you are chosen as one of the finalists the Braintree Town Council will conduct final interviews on Wednesday, April 30th beginning at 7:30pm.

Finalists will be contacted by the Director of Human Resources sometime tomorrow to schedule their interview time.

Final interviews are anticipated to last approximately 45 minutes each with all nine members of the Council participating.

Unlike this current interview held in "closed" session, final interview will be held in "open" session and will be aired live on Braintree Cable and may be attended by the general public.

Unless a motion comes forward at the conclusion of interviews on Wednesday and is then supported by a majority of members, the Council will not make their decision until their regularly scheduled meeting on Thursday, May 1st beginning at 7:30pm. It is anticipated that the vote of the Council will occur by 8:30pm.

Do you have any questions with what I have just read?

NOMINATION PROCEDURE

1. Motion to open nominations (second/vote)
2. Nominations will be from the floor
3. Recognition from the chair is not required
4. Nominations do not have to be seconded, but it is not out of order to do so
5. A Councilor should not offer more than one nomination until all members have had the opportunity to make a nomination
6. Council President will ask members if there are any additional nominations; if none.....
7. Motion to close nominations (second/vote)

ELECTION PROCEDURE

1. Election will be conducted by roll-call vote
2. Vote will be taken in order nominated
3. The election will be decided by first nominee achieving a majority vote
4. If there is a tie vote or no one receives a majority vote, members continue voting until someone is elected with a majority vote
5. The roll is called in alphabetical order except that the presiding officer's name is called last
6. Council President reads.... "Members, as I call your name respond with a "yes" if you are in favor of the nominee or "no" if you are not in favor of the nominee."
7. For **(INSERT NAME OF FIRST PERSON NOMINATED)**, Councilor **(INSERT LAST NAME OF COUNCIL MEMBER IN ORDER AS LISTED BELOW)** how do you vote? **(Repeat for each member)**

- 7A) If first person receives majority vote, election ends; if not, read step 7 with second person nominated
 7B) If second person receives majority vote, election ends; if not, read step 7 with third person nominated
 7C) If third person receives majority vote, election ends; if not, repeat process until majority vote is attained.

VOTING ORDER

<u>COUNCIL MEMBER</u>	<u>ORDER OF CANDIDATE NOMINATION</u>					
	<u>FIRST</u>		<u>SECOND</u>		<u>THIRD</u>	
Clifford	Y	N	Y	N	Y	N
Hume	Y	N	Y	N	Y	N
Kokoros	Y	N	Y	N	Y	N
Mullaney	Y	N	Y	N	Y	N
O'Brien	Y	N	Y	N	Y	N
Owens	Y	N	Y	N	Y	N
Powers	Y	N	Y	N	Y	N
Ryan	Y	N	Y	N	Y	N
Bowes	Y	N	Y	N	Y	N

MOTION TO FORMALIZE APPOINTMENT

I move that pursuant to Section 2-8 (b) of the Charter of the Town of Braintree the Town Council appoints (INSERT NAME OF PERSON APPOINTED) as Town Clerk effective May 1, 2014 and will serve for a term of 3 years and until a successor is chosen and qualified.

MOTION TO ESTABLISH TOWN CLERK STARTING SALARY

I move that the Town Clerk Salary shall be established at the M-18 (INSERT LETTER FROM BELOW)

Town Clerk Salary Range:

M-18 A = \$73,455.79

M-18 B = \$76,401.54

M-18 C = \$79,353.79

M-18 D = \$82,300.92

M-18 E = \$85,615.31

Date Approved: 2/5/2019

Grade: Recommended M-21

Union: Appointed by Town Council

TOWN CLERK

NATURE OF WORK:

Performs a variety of highly responsible functions across multiple departments; town clerk, licensing board and cemetery, in accordance with state statutes and town by-laws and ordinances. Serves as the town's Chief Records Access Officer and acts as primary *Information Source* to town departments and general public regarding federal, state and local regulations.

Responsible for administrative and supervisory work in connection with recording, filing and custody of Town records and vital statistics; conducts elections; issues licenses and permits; Municipal Licensing Board, processing Cemetery Department deed recordings and financial transactions; and related work as required. Errors could result in lower standards of service and seriously affect individuals financially, should vital statistics be incorrectly recorded.

SUPERVISION:

Supervision Scope: Exercises judgment and initiative in the planning, administration and execution of the department's services, in the application of laws, regulations and procedures. Performs a variety of highly responsible functions in accordance with Federal and State election laws, Massachusetts General Laws, local bylaws and ordinances and regulations of the Alcoholic Beverages Control Commission and the Department of Revenue.

Supervision Received: As defined in the Braintree Town Charter, SECTION 2-8(b): Officers Appointed by Town Council - Town Clerk.

Supervision Given: Exercises direct supervision over Assistant Town Clerk/License Coordinator, Administrative Clerks, Election Workers, volunteers and senior tax relief workers.

JOB ENVIRONMENT:

Work is performed under typical office conditions with some physical effort. Work environment is busy; with frequent interruptions. Work is subject to predicted seasonal fluctuations, which may require additional hours. Regularly operates computer, telephone, copier, facsimile machines and other standard office equipment in addition to election equipment, including automatic voting machines, ballot boxes, poll pads and a variety of software applications.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)

- Manages multiple departments functions, town clerk, licensing Board and cemetery deed recordings, under the Town Clerk Office responsibilities. Establishes methods and practices for the maintenance and safeguarding of town records in accordance with established statutes. Prepares and administers annual budgets for each of the sub-departments within the Town Clerk's Office.
- Management of statutory town clerk functions including: maintenance of town records; coordination/administration of elections; issuance of permits and licenses; recording and reporting of vital statistics and other duties pertaining to the functions of the town clerk in accordance with Massachusetts General Laws.
- *Serves as Chief Election Officer.* Coordinate and administrate federal, state, and town elections. Manages the operation of election activities; hiring, training and supervision of election workers; direct oversight of details and procedures for elections to ensure that all statutory requirements are adhered to; records the results of election returns with state and local agencies; review and file all campaign and political finance statements; maintain voter database; maintain and test all equipment for voting. Oversees voter registration and certification data; issues, receives, and records absentee and early voting ballots.
- Serves as ex-officio member and Clerk of the Board of Registrars. Participates in the registration of voters; supervises revision of Register of Voters each year; certifies signatures of registered voters on nomination papers of candidates for elective office, referendum and initiative petitions, etc.; transmits lists of registered voters to the Secretary of State; sells registered voter list to approved vendors.
- Processes a variety of state and town licenses, certificates, and permits, including but not limited to, dog licenses, business certificates, raffle permits, burial permits and underground storage permits, in both paper and electronic format, and provides for adequate maintenance of associated records and the collection of fees; maintains appropriate town and state level contact information relating to such licenses and permits;

- Serves as the *custodian of official town records* and responsible for the storage of and filing of all records of the town. Responsible for the town vault and the maintenance, disposition, and preservation of municipal archival records and materials.
- Serves as a local *Registrar of Vital Statistics*. Records vital statistics, including births, marriages, and deaths; prepares monthly reports of vital statistics; forwards to state offices; issues certified copies of records and statistics in accordance with applicable laws. Assist with genealogical research for members of the public.
- Serves as head of the licensing board and manages license board activities as per Section 5-7(c): DEPARTMENT OF MUNICIPAL LICENSES AND INSPECTIONS of the Braintree Charter.
- Oversees the complete procedure for the licensing and renewal process for all licenses under the jurisdiction of the Mayor (all liquor licenses; Class I,II, III motor vehicle licenses; flammable storage; open storage; common victualler; entertainment licenses; amusement licenses; fortune teller; transient vendor; jewelers; auctioneers and special events). Responsible for insuring compliance with the licensing guidelines, following up with the applicants to obtain necessary submissions, requesting comments from applicable town departments, and filing paperwork with proper state agency, when required, as well as preparing annual reports to the Alcoholic Beverages Control Commission and the Department of Revenue.
- Processes license applications and solicits input regarding same from respective Town departments.
- Responsible for recording of cemetery deed recording of grave lot purchases and financial transactions.
- Serves as Chief Records Access Officer for the town; responsible for establishing, implementing, drafting guidelines, training, and monitoring a tracking system for public records requests using a centralized tracking platform.
- Administers oaths of office to all town officers.
- Performs tasks related to the annual census; prepares material for List of Residents, Annual Town Report and Jury List. Supervises street listing, school census and state Census taking.

- Posts notices of open meetings filed by town boards and committees in compliance with the Open Meeting Law.
- Performs a variety of responsible functions, in accordance with state statutes, town bylaws, and office procedures, requiring the exercise of judgment and discretion in the interpretation and application of laws, regulations, and procedures.
- Responsible for the preparation and certification of Town Council Measures (any item that is put before the Town Council for vote).
- Provides administrative support to Town Council Office in absence of the Clerk of the Council
- Records and files Planning Board applications, maps, and decisions; and decisions of the Zoning Bylaw Board of Appeals.
- Answers questions from the general public, directly and by telephone, providing information and making referrals to other offices and agencies, as appropriate; researches questions through official town records and General Laws, as necessary; provides information requested by town officials.
- Prepares departmental budget for preparations for presentation to Town Council.
- Receives all non-criminal fines.
- Collects, records, and reconciles receipts and prepares turnovers to the treasurer on a weekly basis for Town Clerk related transactions, Licensing Board transactions and Cemetery Department deed, internment and monument transactions.
- Maintains personnel records; prepares payroll for department staff; reconciles daily and weekly cash receipts.
- Frequent contact with the general public, and other town departments and officials, including the Town Accountant, Town Solicitor and Mayor's Office. Communication is by telephone, email, and in person.
- Performs other similar or related duties as required, or as situation dictates.

SPECIAL REQUIREMENTS

- Massachusetts Notary Public appointment required within 90 days of appointment.
- Massachusetts Criminal Offender Record Information (CORI) approval within 90 days of appointment.

KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge: Thorough knowledge of record keeping systems, standard office procedures, Massachusetts General Laws governing elections, voter registration, vital statistics, and licenses and permits.

Skills: Supervisory skills required. Excellent organizational skills. Knowledge of state voter registration systems. Computer knowledge a necessity.

Ability: Ability to process, file and maintain public records. Ability to establish and maintain effective working relationships with Town Officials, Town departments, and the general public. Ability to express oneself clearly and concisely, orally and in writing. Ability to maintain confidentiality of privacy issues. Must be detail-oriented.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in business or public administration or liberal arts preferred; previous experience as an Assistant Town Clerk desirable or five (5) years of successful administrative experience in a responsible position. Ability to obtain commission as a Notary Public and obtain CORI approval. Valid driver's license required. Working knowledge of State, Local and Federal statutes and regulations applicable to the duties and responsibilities of a Town Clerk's office.

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CLERK OF THE COUNCIL
Re-Appointment
2026 - 2029

- This position is the face of the Council and the liaison between the Legislative and Executive branch of government
- Administrative duties for all Standing Committee(s) in accordance with Town Council Rules
- Handles sensitive and confidential information
- Work is performed independently and requires personal initiative
- Discretion, judgement and initiative to work within written policies/procedures, Charter & Town Council rules
- Responsible for advising Council President and other members on Council matters
- Responsible for Council/Committee meeting agenda/documents/cheat sheets and any other significant information to assist councilors in having accurate and necessary information
- Meet with Council members to review information on items on agendas
- Meet with Chief of Staff
- Meet with Department Heads
- Meet with Town Auditor
- Records Access Officer to be in compliance of MGL for public records requests using a centralized tracking platform
- Responsible for financial matters within the Council Office including budgets, payroll, and expenses
- Develop and execute Requests for Proposals (RFP) and Contracts
- Assists in the Town Clerk's office when needed. Especially during Early Voting and Elections and Licensing needs
- Process Council Orders from start to finish including requests from the Mayor, Town Clerk, Zoning Amendments, Street Acceptances, Discontinuances, Easements, National Grid Petitions, Comcast Petitions, Resident Petitions, etc.
- Responsible for Information Technology including iPad applications, Council website
- Develop public hearing notices, keep track of required dates to publish in newspapers
- Provide Notary Public services for Council Business
- Utilize Town's financial software to process payroll/bills
- SEE CLICK FIX – submit requests from Council/residents
- First appointed to Clerk of the Council position in 2014 after initially being hired in 2012 in the Town Clerk's office

Town Auditor – Discussion

Background:

Erik Kinsherf, Town Auditor

Hired in 2008, re-appointed multiple times last date voted on 11/18/2014 for 3 years 4/1/2015 thru 3/31/2018. Mr. Kinsherf left the Town Auditor position at the end of FY2015 (June 2015).

\$74,000 (shall not exceed in any fiscal year) Rate: \$130/\$80

February 2016 – Town Council decided to submit a Job Posting for a contract position employee or firm. W&M interviewed candidates.

Job Posting - from HR 2/2016 (posted to town website, monster, indeed, MMA, patriot ledger)

Town of Braintree

Town Auditor – Position

The Town Council of the Town of Braintree is seeking a qualified individual or firm to provide auditing services. The Auditor will be responsible for monitoring the Town's finances. The Auditor will work with the Town's Director of Finance and other Town officials to provide proper checks and balances with respect to finances. The individual or firm must have extensive financial experience, preferably with municipalities and a certified public accountant is preferred. This is a contract, not full-time position. A complete job description can be seen at <http://www.braintreema.gov/hr/documents/TownAuditor-TownCouncil.pdf>. The payment for the auditor position will not exceed \$74,000 /year. A cover letter with compensation requirements and a resume should be mailed to the Braintree Town Council, Attention: Clerk of the Council, One JFK Memorial Drive, Braintree, MA 02184 or e-mailed to scimino@braintreema.gov by March 21, 2016. AA/EOE.

After review of applicants (14 submitted) and further discussion the Town Council (April 26, 2016) voted to hire Raymond Kasperowicz, CPA firm.

Raymond Kasperowicz, CPA firm.

This contract was signed for May 2, 2016 thru May 1, 2019.

\$74,000 (shall not exceed in any fiscal year) Rate: \$130/\$80

Expended Amounts \$22, 412 (received 3 bills June 2016 thru December 2016)

This contract was Terminated November 22, 2016.

This firm was not as familiar with Municipalities as they claimed and they were very busy during "Tax Season" which happens to be our "Budget Season" though they claimed they would be readily available.

March 2017 RFP for Auditing Services created and posted to town website and patriot ledger: Town Clerk Casey and Clerk of the Council Cimino collected the RFP (2 Firms responded) and prepared them for review for the W&M. The Committee went through the RFP process and interviewed candidates.

TOWN OF BRAINTREE
TOWN AUDITING SERVICES
REQUEST FOR PROPOSALS (RFP)

The Town of Braintree invites sealed proposals from qualified individuals or firms for the provision of Town Auditing Services (three year contract). Minimum qualifications for auditing personnel include a Bachelor's Degree in Finance or Accounting and five years' financial experience. Proposals are due on **March 24, 2017** at Noon in the Town Council Office, Braintree Town Hall, First Floor, 1 JFK Memorial Dr., Braintree, MA 02184. Proposal documents are available in person beginning March 6, 2017 from the Braintree Town Clerk, James Casey, Braintree Town Hall, 1 JFK Memorial Drive, Braintree MA 02184 (Mon.-Fri., 8:30AM – 4:30PM, exc. Holidays) or may be requested via email: jmcasey@braintreema.gov. The Town reserves the right to reject any or all proposals, or to cancel this RFP if deemed to be in the best interest of the Town.

2017 CliftonLarsonAllen

\$74,000 (shall not exceed in any fiscal year)
Rate: \$160 year 1, \$165 year 2&3 (Dan Sullivan)
\$135 year 1&2, \$140 year 3 (Hannah York/Shawn McGoldrick)
\$50 all other staff

2020 CliftonLarsonAllen (original proposed 2020 contract)

Shall not exceed:
Year 1 \$80,000
Year 2 \$85,000
Year 3 \$85,000

Billing rates guaranteed through April 30, 2021:

- Services performed by Principal and Manager (Dan Sullivan and Shawn McGoldrick) \$170 per hour
- Services performed by senior \$120 per hour
- Services performed by associate \$100 per hour

Billing rates guaranteed for the period May 1, 2021 through April 30, 2022:

- Services performed by Principal and Manager (Dan Sullivan and Shawn McGoldrick) \$175 per hour
- Services performed by senior \$125 per hour
- Services performed by associate \$110 per hour

Billing rates guaranteed for the period May 1, 2022 through April 30, 2023:

- Services performed by Principal and Manager (Dan Sullivan and Shawn McGoldrick) \$180 per hour
- Services performed by senior \$130 per hour
- Services performed by associate \$115 per hour

After discussion with Council, CLA revised their 2020 proposed contract. The contract was voted on March 5, 2020 and agreed to the following:

Shall not exceed:

Year 1 \$74,000

Year 2 \$75,000

Year 3 \$76,000

Billing rates guaranteed through April 23, 2021:

- Services performed by Principal (Dan Sullivan or Hannah York) \$168 per hour
- Senior Manager (Shawn McGoldrick) \$150 per hour
- Services performed by seniors (Bayleigh Young, Sue Bartlett, Katherine Pomeroy) \$110 per hour
- Services performed by an associate \$55 per hour

Billing rates guaranteed for the period April 24, 2021 through April 23, 2022:

- Services performed by Principal (Dan Sullivan or Hannah York) \$172 per hour
- Senior Manager (Shawn McGoldrick) \$155 per hour
- Services performed by seniors (Bayleigh Young, Sue Bartlett, Katherine Pomeroy) \$112 per hour
- Services performed by and associate \$55 per hour

Billing rates guaranteed for the period April 24, 2022 through April 23, 2023:

- Services performed by Principal (Dan Sullivan or Hannah York) \$175 per hour
- Senior Manager (Shawn McGoldrick) \$160 per hour
- Services performed by seniors (Bayleigh Young, Suzanne Bartlett, Katherine Pomeroy) \$115 per hour
- Services performed by and associate \$55 per hour

• **17 025: Council President: Appointment - Town Auditor (Clifton Larson Allen)**

MOTION:

Pursuant to Section 2-8 (A) of the Charter of the Town of Braintree the Town Council appoints CliftonLarsonAllen as Town Auditor for a three-year contract effective April 24, 2017, through April 23, 2020.

• **20 016: Council President: Appointment - Town Auditor (Clifton Larson Allen)**

MOTION:

Pursuant to Section 2-8 (A) of the Charter of the Town of Braintree the Town Council appoints Clifton Larson Allen (CLA) as Town Auditor for a three-year contract effective April 24, 2020, through April 23, 2023.

• **22 066 Council President: Re-Appointment Town Auditor (Clifton Larson Allen)**

(Passed in Council March 7, 2023)

MOTION:

Pursuant to Section 2-8 (A) of the Charter of the Town of Braintree the Town Council appoints Clifton Larson Allen (CLA) as Town Auditor for a three year contract effective April 24, 2023 through April 23, 2026.

2023 proposed (22066)

4/2023 thru 4/2026

5. Compensation Package

Our fees are based on the timely delivery of services provided, the experience of personnel assigned to the engagement, and our commitment to meeting your deadlines. CLA understands the importance of providing our clients with value-added strategies. We propose to provide routine, proactive quarterly meetings—as part of our fee—that will allow us to review and discuss with you the impact of new accounting issues, as well as any other business issues you are facing and how they should be handled. This level and frequency of interaction will no doubt enable CLA to help you tackle challenges as they come up and take full advantage of every opportunity that presents itself.

Consulting professional services

Level	Through April 2024	Through April 2025	Through April 2026
Principal/Signing Director	\$260	\$270	\$280
CFO	\$200	\$210	\$220
Controller	\$185 - \$200	\$185 - \$210	\$195 - \$220
Assistant controller	\$165 - \$185	\$175 - \$195	\$185 - \$195
Senior	\$150 - \$165	\$160 - \$175	\$170 - \$185
Staff	\$130 - \$150	\$140 - \$160	\$150 - \$170
Technology fee	5% of consulting services	5% of consulting services	5% of consulting services

Our clients don't like fee surprises. Neither do we. We commit to you, as we do all of our clients, that:

- Like most firms, we are investing heavily in technology to enhance the client experience, protect our data environment, and deliver quality services. We believe our clients deserve clarity around our 5% technology and client support fee, and we will continue to be transparent with our fee structure.
- Any additional charges not discussed in this proposal will be mutually agreed upon up front.
- We will always be candid and fair in our fee discussions, and will avoid surprises.
- We will always work within the confines of the appropriation voted on by the Town.

Our last word on fees — we are committed to serving you. Therefore, if fees are a deciding factor in your selection of an accounting firm, we would appreciate the opportunity to discuss our scope of services.

At CLA, it's more than just getting the job done.



4

• 26 004 Council President: Re-Appointment Town Auditor

Proposed MOTION:

Pursuant to Section 2-8 (A) of the Charter of the Town of Braintree the Town Council appoints Clifton Larson Allen (CLA) as Town Auditor for a three year contract effective April 24, 2026 through April 23, 2029.

The yearly budget for the Town Auditor is determined by the Council in each yearly budget proposal. Whatever amount is determined by Council, CLA will honor and work within that budget. FY2026 has proposed \$62,500. This is the same amount as FY2025.

CLA also tries to use "lower hourly rate" team members to do the investigative/administrative work and have it reviewed by upper management prior to submitting to Town Council (RE: Audit Reports/Budget Reviews/Overlay Report).

Any other information you would like we can request or ask CLA to be available for a meeting).

CLA Projects:

The following is a list of some items CLA has tackled either on an annual basis or one-time basis:

1. Fixed asset prep for the annual audit (annual project)
2. Review of DOR balance sheet/free cash information (annual project)
3. Department site visits on internal controls (annual project)
4. COSO/Fraud Risk manual (one-time project, but correlates with annual work on #3 above)
5. Capital plan review (annual)
6. Supplemental appropriations review (annual)
7. Tax recap review/analysis (annual)
8. Petersen Trust accounting/history (one-time)
9. External audit report review (annual)
10. Budget proposal review (annual)
11. Budget forecasting (annual)
12. Miscellaneous projects/requests (typically one off, one-time projects)
- 13.

Proposed rate structure through April 2029 submitted by Shawn McGoldrick.

Level	Through April 2027	Through April 2028	Through April 2029
Principal	\$295	\$310	\$320
CFO	\$250	\$260	\$270
Controller	\$200 - \$225	\$205 - \$230	\$210 - \$235
Assistant Controller	\$190 - \$200	\$195 - \$205	\$200 - \$210
Senior	\$180 - \$190	\$185 - \$195	\$190 - \$200
Staff/Associate	\$160 - \$180	\$165 - \$185	\$170 - \$190
	5% of consulting services	5% of consulting services	5% of consulting services
Technology fee			

(Any other information you would like we can request or ask CLA to be available for a meeting).