

1. 6:00 P.M. Committee Of Ways & Means Agenda

Documents:

[18 MAY 21 WM BUDGET MTG.PDF](#)

- 1.1. 6:00 PM Committee Of Ways & Means Documents

Documents:

[18 MAY 21 WM BUDGET MTG.PDF](#)



Braintree Town Council

Committee of Ways & Means

One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

Thomas Bowes, Chairman
Shannon Hume, Vice-Chairman
Stephen C. O'Brien, Member
Timothy P. Carey, Member
Thomas W. Whalen, Member

AGENDA

Monday, May 21, 2018

Starting Time – 6:00p.m.

Horace T. Cahill Auditorium, Town Hall

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Approval of Minutes
 - May 8, 2018
 - May 14, 2018
4. New Business (Refer to attached FY2019 Budget Review Schedule for departmental reviews)
 - 18 026 Mayor: FY2019 Operating Budget or take up any action relative thereto

<u>APPENDIX F</u>	<u>Pages</u>
Public Works Department	59-76
Golf	106-114
Sewer	88-94
Water	95-105
Storm Water	115-120
 - 18 027 Mayor: FY2019 Budget – Community Preservation Committee or take up any action relative thereto (**Presented by Christine Stickney on May 8**)
 - 18 028 Mayor: FY2019 Revolving Accounts or take up any action relative thereto (**Revolving Accounts to be presented on the date Department Head presents Budget**)

5/7	Library®	(R3, R4)
5/8	Dept. of Elder Affairs	(R1)
5/8	Municipal Licenses & Inspections	(R2)
5/8	Education	(R7)
5/21	Department of Public Works (Recycling)	(R5, R6)
5/21	Golf	(R8)
5. Old Business
 - None
6. Adjournment

FY2019 BUDGET REVIEW SCHEDULE

<u>Dept. #</u>	<u>Department/Programs</u>	<u>DATE*</u> <u>(May)</u>	<u>TIME*</u> <u>(PM)</u>	<u>PRESENTERS</u>
	FY2019 Revenue Forecast Overview	7	6:00	Joseph Reynolds
161	Town Clerk	7	6:30	James Casey
152	Human Resources	7	7:00	Karen Shanley
610	Library®	7	7:30	Terri Stano
151	Law	7	8:00	Lisa Maki
121	Mayor's Office	7	8:30	Joseph Reynolds
111	Town Council	7	9:00	Susan Cimino
541	Department of Elder Affairs®	8	6:00	Sharmila Biswas
175	Planning and Community Development	8	6:15	Christine Stickney
241	Municipal Licenses and Inspections®	8	6:45	Marybeth McGrath
300	Education®	8	7:00	Frank Hackett
133	Finance Programs	8	7:30	Edward Spellman
210	Police	14	6:30	Paul Shastany
220	Fire	14	7:15	James O'Brien
350	Blue Hill Regional High School	14	7:45	James P. Quaglia
400	Public Works Department®	21	6:00	James Arsenault
610	Golf®	21	6:30	Daryn Brown
436	Sewer	21	7:00	James Arsenault
438	Water	21	7:30	James Arsenault
640	Storm Water	21	8:00	James Arsenault
	Departmental Call Backs	22	6:00	
TOWN COUNCIL/ANNUAL TOWN MEETING		May 29	7:00	

*Dates and Times are tentative and are subject to change. All participants are requested to appear at least 30 minutes prior to their scheduled time.

®Includes Revolving Fund Accounts



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Committee of Ways & Means

One JFK Memorial Drive
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Thomas Bowes, Chairman
Shannon Hume, Vice-Chair
Stephen C. O'Brien, Member
Timothy Carey, Member
Thomas Whalen, Member

MINUTES

May 8, 2018

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Tuesday, May 8, 2017 at 6:02p.m.

Councilor Bowes was in the Chair.

The Clerk of the Council conducted the roll call.

Present: Thomas Bowes, Chairman
Shannon Hume, Vice-Chair
Stephen C. O'Brien, Member
Timothy Carey, Member

Not Present Thomas Whalen, Member

Also Present: Joseph Reynolds, Chief of Staff
Edward Spellman, Finance Director
Christine Stickney, Planning & Community Development Director
Marybeth McGrath, Director Municipal Licenses and Inspections
Sharmila Biswas, Director Elder Affairs
Bob Caruso, Elder Affairs volunteer
Hank Joyce, Elder Affairs volunteer
Dr. Frank Hackett, School Superintendent
Ed Cronin, Business Manager School Dept.
Lisa Heger, School Committee member
Tom Devin, School Committee member
Jennifer Dolan, School Committee member
Cyril Chafe, School Committee member
David Ringius, Jr., Town Councilor
Dan Sullivan, Town Auditor
Michael Baumgartner, School Committee student representative

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

Approval of Minutes

- None

New Business

- **18 026 Mayor: FY2019 Operating Budget or take up any action relative thereto**

The following Departments were in attendance to present their proposed FY2019 Budget:

<u>APPENDIX F</u>	<u>Pages</u>
Department of Elder Affairs®	77-79
Planning and Community Development	25-31
Municipal Licenses and Inspections®	51-55
Education®	57
Finance Programs	6-15

Committee members asked each department many questions about increase/decrease line items.

Department 541 Elder Affairs

Sharmila Biswas, Director of Elder Affairs reported that the FY2019-Budget request is \$322,611. The mission is to provide information, knowledge and programs to make the life of our elders happy, healthy and independent. December 2017 the new addition opened with a lot of activities going on. Now we need parking spaces because we are so busy. For those less active the transportation system of our 4 vans is their life line. We take them to medical appointments, bring them to the senior center and they also do grocery shopping through us along with the hairdressers and bank. One increase in the budget is additional funds for motor vehicle repairs. A couple of the vans are getting old and the wheelchair lifts need a lot of maintenance. The bill for the Natural Gas has gone up. Councilor O'Brien suggested Facilities could look into calling National Grid about this situation.

Department 175 Planning & Community Development

Christine Stickney, Director of Planning & Community Development, noted the FY2019 department budget request is \$649,583. The Planning & Community Development staffs Planning Board, Conservation Commission, Community Preservation Committee, Historical Commission and Zoning Board of Appeals. We also work with the Mayor's office on transportation and economic development. The department currently has 5 full-time employees and 8 part-time casual employees. The department is responsible for the permitting of the Planning Board, the Zoning Board and the Conservation Commission. An increase in the administrative budget and principal planner position is being funded in FY2019. Councilor Carey asked about the Vegetation Treatment. Director Stickney stated it is a chemical treatment. One area is done one year and alternating years other areas are treated. Parking plan was decreased \$28,000. These funds were included in the Supplemental Budget. This a multi-phase plan. The first step was paid out of the Consultant Line. The steps 2, 3 and 4 are the funds requested \$28,000 that were approved last month in the Supplemental Budget. Those steps are out to bid. No funds being requested for further steps until 2, 3, and 4 are complete in the parking plan process. Councilor O'Brien questioned why the \$28,000 would not stay in the budget for the parking plan until it is complete. Councilor O'Brien agrees there does need to be a parking plan and that it would be wise to fund that to continue monitoring and effectiveness of whatever parking we have available.

Department 241 Municipal Licenses and Inspections

Marybeth McGrath, Director Municipal Licenses and Inspections, noted her FY2019 department budget request is \$958,648. Director McGrath stated the ADA Coordinator is a liaison between the Mayor and the Commission on Disabilities. The Substance Use Coordinator is in the Mayor's budget but reports to the Health Department. Joe Reynolds, Chief of Staff stated there will be an implementation of a Town wide maintenance program for vehicles that will be conducted through the DPW. Currently there are 5 employees in this department that receive mileage reimbursement.

Department 300 Education

Dr. Frank Hackett, Superintendent of Schools noted the FY2019 department budget request is \$67,243,706. Dr. Hackett stated we try to have our goals and our strategic plan drive our budget. One core value is to maintain manageable class sizes is one of the most important things we can do from a finance/budget stand point. The four Goal Areas include: Curriculum, Instruction & Assessment, Family & Community Engagement, Culture of Learning & Innovation and Wellness. Wellness is fairly new. A lot of work is with the Partnership, substance use prevention, social/emotional health, and health and wellbeing classes. Our budget begins with taking all contractual obligations and rolling that number forward. Dr. Hackett stated we try to project our enrollment and shifts. There are close to 6,000 students in Braintree. Interpretation is very costly that can range from \$20,000 to \$40,000 per year. We have great diversity among our student population. SAT scores continue to outpace both the state and the U.S. Our kids continue to perform well that is due to having great staff that have great principals. The entire restructuring of the central office cost was \$98,000. Councilor Hume had a question on page 44 on the Flaherty Psychologist. Dr. Hackett stated he would get the information to Councilor Hume to be sure it was due to district wide allocation. Dr. Hackett stated substitute positions were broken out to long term and short term to be consistent on how the state wants end of year reporting.

Councilor O'Brien left Cahill at 7:16pm to attend the Planning Board meeting and returned at 7:25pm.

Councilor Hume left Cahill at 7:47pm and returned at 7:51pm

Councilor Carey left Cahill at 7:51pm and returned at 7:53pm

Councilor O'Brien left Cahill at 8:12pm to attend the Planning Board meeting and returned at 8:19pm.

Councilor O'Brien asked for access to last year's audit report.

Councilor Hume stated thank you for the shift and attention to wellness.

Department 133 Finance

Ed Spellman, Finance Director noted the FY2019 department budget request is \$10,120,012.

The Finance Department is responsible for cash receipts, cash disbursement and payroll. Finance Department includes the Accounting Department, Assessors Department, Treasurer/Collectors Department and Information Technologies which has BELD as our contractor. \$35,000 is requested for copy machines in the Accounting budget. Director Spellman explained this handles the 4 copy machines in the Town hall. New website expense has increased the finance budget. Contractor line item includes BELD IT support along with phones, laptops, hardware and software. Councilor Hume

asked about SeeClickFix. Joe Reynolds, Chief of Staff stated it is a huge help especially in the winter to the DPW and snow removal issues. Chief of Staff Reynolds stated he would get more information and numbers on this program. SeeClickFix has helped with the number of phone calls and folks are initiating on their own to request improvements.

- 18 027 Mayor: FY2019 Budget – Community Preservation Committee or take up any action relative thereto (**Presented by Christine Stickney on May 8**)

Motion made by Councilor O’Brien to TAKE OFF THE TABLE Order 18 027

Motion: by Councilor O’Brien

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

This item was discussed at the Budget meeting on May 8, 2018 with Christine Stickney, Planning & Community Development Director and the committee members.

Motions read by Councilor Hume for favorable recommendation to the full Council:

C1. In accordance with the provisions of Chapter 44b, Section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$95,000 be appropriated from the community preservation fund to the community housing reserve for acquisition, creation, preservation, or support of **community housing** or the rehabilitation or restoration of community housing that is acquired or created as provided in Chapter 44b, Section 5, of the general laws.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

C2. In accordance with the provisions of Chapter 44b, Section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$95,000 be appropriated from the community preservation fund to the open space reserve for the acquisition, creation, or preservation of **open space** or the rehabilitation or restoration of open space that is acquired or created as provided in Chapter 44b, Section 5, of the general laws.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

C3. In accordance with the provisions of Chapter 44b, Section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$95,000 be appropriated from the community preservation fund to the historic resources reserve for the acquisition, preservation, rehabilitation, or restoration of **historic resources** as provided in Chapter 44b, Section 5, of the general laws.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

C4. In accordance with the provisions of Chapter 44b, Section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$450,000 be appropriated from the community preservation fund to the community preservation **budgeted reserve** as provided in Chapter 44b, Section 5, of the general laws.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

C5. In accordance with the provisions of Chapter 44b, Section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$35,000 be appropriated from the community preservation fund to for fiscal year 2019 administrative operating fund as provided in Chapter 44b, Section 5, of the general laws said funds to be expended under the direction of community preservation committee and by the Director of Planning and Community Development.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

- 18 028 Mayor: FY2019 Revolving Accounts or take up any action relative thereto
(Revolving Accounts to be presented on the date Department Head presents Budget)

5/7	Library®	(R3, R4)
5/8	Dept. of Elder Affairs®	(R1)
5/8	Municipal Licenses & Inspections®	(R2)
5/8	Education®	(R7)
5/21	Department of Public Works® (Recycling)	(R5, R6)
5/21	Golf®	(R8)

Revolving Accounts R1, R2 and R7 were voted on this evening (May 8, 2018) and referred to the full Council for favorable recommendation. Motions read by Councilor Hume:

R1. Department of Elder Affairs

That the Department of Elder Affairs be authorized to use a revolving fund in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 53e1/2 that may be spent by the Department of Elder Affairs without further appropriation during the fiscal year commencing July 1, 2018, to pay salaries, expenses, and contractual services required to provide services and activities for the Town's elderly residents. The Department of Elder Affairs revolving fund is to be credited with all fees and charges received during fiscal year 2019 from persons using said programs. The Department of Elder Affairs may spend up to \$30,000 in revolving fund monies during fiscal year 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

R2. Municipal Licenses & Inspections

That the Board of Health be authorized to use a revolving fund in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 53e 1/2 that may be spent by the Board of Health without further appropriation during the fiscal year commencing July 1, 2018, to pay for salaries, expenses, and contractual services associated with purchasing, promoting, and administering public health immunizations and for public health education programs. The Board of Health revolving fund is to be credited with all fees and charges collected during fiscal year 2019 for immunizations administered under the Department of Municipal Licensing and Inspections. The Board of Health may spend up to \$50,000 in revolving fund monies during fiscal year 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

R7. School Committee

That the School Committee be authorized to use a revolving fund in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 53e1/2 that may be spent by the School Committee without further appropriation during the fiscal year commencing July 1, 2018, to pay for salaries, expenses, and contractual services associated with the operation of full day kindergarten. The revolving fund is to be credited with all full day kindergarten fees and charges collected during fiscal year 2019. The School Committee may spend up to \$825,000 in revolving fund monies in fiscal year 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

Old Business

- None

It was unanimously voted to adjourn the meeting at 8:42p.m.

Respectfully submitted,

Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 18 026 Mayor: FY2019 Operating Budget or take up any action relative thereto
- 18 027 Mayor: FY2019 Budget – Community Preservation Committee or take up any action relative thereto
- 18 028 Mayor: FY2019 Revolving Accounts or take up any action relative thereto



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Stephen C. O'Brien, Member
Timothy Carey, Member
Thomas Whalen, Member

MINUTES

May 14, 2018

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Monday, May 14, 2017 at 6:30p.m.

Councilor Bowes was in the Chair.
The Clerk of the Council conducted the roll call.

Present: Thomas Bowes, Chairman
Shannon Hume, Vice-Chair
Stephen C. O'Brien, Member
Timothy Carey, Member
Thomas Whalen, Member

Also Present: Joseph Reynolds, Chief of Staff
Edward Spellman, Finance Director
Paul Shastany, Police Chief
James O'Brien, Fire Chief
Maryann Bosse, Financial Coordinator Fire Dept.
Corey Chambers, Financial Coordinator BPD
Dan Sullivan, Town Auditor
James Quaglia, Superintendent Blue Hills Regional
Steven Moore, Assistant Superintendent Blue Hills Regional
Erik Erskine, Blue Hills Regional Town Representative

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

Approval of Minutes

- May 7, 2018

Motion: by Councilor Hume to approve minutes of May 7, 2018

Second: by Councilor Carey

Vote: For (5), Against (0), Absent (0), Abstain (0)

New Business

- **18 026 Mayor: FY2019 Operating Budget or take up any action relative thereto**

The following Departments were in attendance to present their proposed FY2019 Budget:

<u>APPENDIX F</u>	<u>Pages</u>
Police	32-41
Fire	42-50
Blue Hills Regional High School	58

Committee members asked each department many questions about increase/decrease line items.

Department 210 Police

Paul Shastany, Chief of Police, noted the FY2019 department budget request is \$10,245,425. Chief Shastany stated the evidence room is at its conclusion. We were identified as having a lapse in the evidence room integrity which caused me to be here. It will never happen again. This will be the best in the nation. New standard of handling evidence is set at a higher standard. I can guarantee exact counts of every piece that will be in the evidence room with the RFID labels. With the RFID we can do G-O tracking. This will be up and running by the end of summer. Steve Wallace is working closely with the evidence room. He is a great asset. The most complaints are speeding cars and cars parked near a business that could take business away from them. Effective July 1st we will have a parking and traffic control group. The parking focus is also on commuter traffic as it relates to the rails including the Landing. We have taken a deep dive into the budget in every line as well as look at the organization and how we deliver services. We determine full-time as 65 being a consistent number employed. I created a staffing and deployment plan that was submitted to the Mayor. We have an additional 11. We hired 5 lateral transfers with the anticipation of retirement. The lateral hires have an immediate turn off of the overtime "spicket". The 6 new hires take an 18 month journey until they are out on the road. Corey Chambers stated some increases are due to collective bargaining agreements and uniform allowances.

Councilor O'Brien asked for the rationale of why 11 more police officers were added to the budget at this time.

Chief Shastany stated the rationale being we are not delivering the services we need to be. Chief Shastany stated risk reduction is an important part of what I am doing. We need those 11 officers. We are not in the business to allow problems to fester. With the Opioid crisis I am down one narcotics detective. The commitment against those selling drugs is a major one. This department has been very aggressive. There is no safety in a responsive police department that is not addressing pro-actively some of the problems. Witnesses and community engagement – we are constantly asked can you send an officer here or there. The department can't provide the services that we want to and that are asked of us unless we get these officers. Then we can better serve and better eliminate risk. I am here to assist and move us forward. People want a safe community. Public safety done well is an investment. It is not a luxury. This town deserves the best they can for protection and I am delivering. This business is misunderstood. We work behind the scenes pro-actively.

Councilor O'Brien stated I welcome it but just wanted to have your justify it for the residents at home.

Councilor Hume asked where the police fuels there vehicles. Corey Chambers stated they use the town pump but also across the street from the police station along with certain gas stations authorized to use if out of town.

Councilor Bowes stated I see you are requesting \$375,000 in overtime.

Chief Shastany stated with the restructuring and the addition of the new officers we decided with the Mayor to see how we can do. We will show we are working really hard on this and decided the \$375,000 would be acceptable.

Department 220 Fire

James O'Brien, Fire Chief noted the FY2019 department budget request is \$8,491,785.

The Braintree Fire Department consists of 90 employees. There are 21 firefighters per group and there are 4 groups (84 firefighters on the suppression side). The other 6 are on the admin side. That includes a training officer, hazmat officer, fire marshall, superintendent of fire alarms, our financial coordinator and the fire chief. We maintain a contractually obligated 17 man minimum per shift. Right now we are fully staffed. The fire boat is anticipated to be operational by June 1. It is currently docked at the Braintree Yacht Club. The boat can shoot 1,500 gallons per minute of water.

Councilor Whalen asked if the fuel contract is negotiated along with the Town. Chief O'Brien stated no they have their own contract for the past many years. They could look into getting the same rate for everyone.

Councilor Bowes stated I see you are requesting \$375,000 in overtime. We know this overtime request will probably exceed the \$375,000. Councilor O'Brien stated how can fire overtime take such a large reduction. It is just another Supplemental waiting to happen – that's the way I look at it. I say add another \$200,000 and that would be a budget I can support. I cannot add money to the budget. I can only reduce. That needs to come from the Mayor.

Councilor Bowes asked what Deskman is for. Chief O'Brien stated that is when Brewster Ambulance dispatch is not in service and the dispatch needs to be manned to transmit medical calls.

Councilor O'Brien asked about fire alarm repairs and if they have all been removed. Chief O'Brien stated there are still pull boxes on town buildings, playgrounds, lakes, any gathering places will stay put. Those are municipal boxes and they need to stay there.

Councilor Hume asked if those getting their Captains license will be paying for it themselves. Chief O'Brien stated yes.

Department 350 Blue Hills Regional High School

Steven Moore, Blue Hills Regional Assistant Superintendent for Business and Personnel noted the FY2019 department budget request is \$2,779,024. Number of Braintree students enrolled is 160 for the upcoming year. Students from each town are gathered together and ranked according to their qualifications and applications criteria. James Quaglia, Superintendent stated the building renovations are on schedule. They are still trying to get the final figures in. Councilor Hume asked to receive expenditures for the past two years to compare to the proposed budget. Mr. Moore stated he would get that information to Mr. Erskine to pass along. Mr. Quaglia stated they are 1:1 with Chromebooks for every grade for 4 years.

- 18 027 Mayor: FY2019 Budget – Community Preservation Committee or take up any action relative thereto **(Presented by Christine Stickney on May 8)**

This item was discussed and voted for favorable recommendation to the full Council at the Budget meeting on May 8, 2018.

- 18 028 Mayor: FY2019 Revolving Accounts or take up any action relative thereto **(Revolving Accounts to be presented on the date Department Head presents Budget)**

5/7	Library®	(R3, R4)
5/8	Dept. of Elder Affairs®	(R1)
5/8	Municipal Licenses & Inspections®	(R2)
5/8	Education®	(R7)
5/21	Department of Public Works® (Recycling)	(R5, R6)
5/21	Golf®	(R8)

Revolving Accounts R3 and R4 were voted on (May 7, 2018) and referred to the full Council for favorable recommendation.

Revolving Accounts R1, R2 and R7 were voted on (May 8, 2018) and referred to the full Council for favorable recommendation.

Revolving Accounts R5, R6 and R8 will be voted on at the meeting of May 21, 2018.

Old Business

- None

It was unanimously voted to adjourn the meeting at 8:05p.m.

Respectfully submitted,

Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

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Starting Time – 6:00p.m.

Horace T. Cahill Auditorium, Town Hall

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2. Roll Call
3. Approval of Minutes
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5/8	Dept. of Elder Affairs	(R1)
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5/8	Education	(R7)
5/21	Department of Public Works (Recycling)	(R5, R6)
5/21	Golf	(R8)
5. Old Business
 - None
6. Adjournment

FY2019 BUDGET REVIEW SCHEDULE

<u>Dept. #</u>	<u>Department/Programs</u>	<u>DATE*</u> <u>(May)</u>	<u>TIME*</u> <u>(PM)</u>	<u>PRESENTERS</u>
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133	Finance Programs	8	7:30	Edward Spellman
210	Police	14	6:30	Paul Shastany
220	Fire	14	7:15	James O'Brien
350	Blue Hill Regional High School	14	7:45	James P. Quaglia
400	Public Works Department®	21	6:00	James Arsenault
610	Golf®	21	6:30	Daryn Brown
436	Sewer	21	7:00	James Arsenault
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TOWN COUNCIL/ANNUAL TOWN MEETING		May 29	7:00	

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Timothy Carey, Member

Not Present Thomas Whalen, Member

Also Present: Joseph Reynolds, Chief of Staff
Edward Spellman, Finance Director
Christine Stickney, Planning & Community Development Director
Marybeth McGrath, Director Municipal Licenses and Inspections
Sharmila Biswas, Director Elder Affairs
Bob Caruso, Elder Affairs volunteer
Hank Joyce, Elder Affairs volunteer
Dr. Frank Hackett, School Superintendent
Ed Cronin, Business Manager School Dept.
Lisa Heger, School Committee member
Tom Devin, School Committee member
Jennifer Dolan, School Committee member
Cyril Chafe, School Committee member
David Ringius, Jr., Town Councilor
Dan Sullivan, Town Auditor
Michael Baumgartner, School Committee student representative

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

Approval of Minutes

- None

New Business

- **18 026 Mayor: FY2019 Operating Budget or take up any action relative thereto**

The following Departments were in attendance to present their proposed FY2019 Budget:

<u>APPENDIX F</u>	<u>Pages</u>
Department of Elder Affairs®	77-79
Planning and Community Development	25-31
Municipal Licenses and Inspections®	51-55
Education®	57
Finance Programs	6-15

Committee members asked each department many questions about increase/decrease line items.

Department 541 Elder Affairs

Sharmila Biswas, Director of Elder Affairs reported that the FY2019-Budget request is \$322,611. The mission is to provide information, knowledge and programs to make the life of our elders happy, healthy and independent. December 2017 the new addition opened with a lot of activities going on. Now we need parking spaces because we are so busy. For those less active the transportation system of our 4 vans is their life line. We take them to medical appointments, bring them to the senior center and they also do grocery shopping through us along with the hairdressers and bank. One increase in the budget is additional funds for motor vehicle repairs. A couple of the vans are getting old and the wheelchair lifts need a lot of maintenance. The bill for the Natural Gas has gone up. Councilor O'Brien suggested Facilities could look into calling National Grid about this situation.

Department 175 Planning & Community Development

Christine Stickney, Director of Planning & Community Development, noted the FY2019 department budget request is \$649,583. The Planning & Community Development staffs Planning Board, Conservation Commission, Community Preservation Committee, Historical Commission and Zoning Board of Appeals. We also work with the Mayor's office on transportation and economic development. The department currently has 5 full-time employees and 8 part-time casual employees. The department is responsible for the permitting of the Planning Board, the Zoning Board and the Conservation Commission. An increase in the administrative budget and principal planner position is being funded in FY2019. Councilor Carey asked about the Vegetation Treatment. Director Stickney stated it is a chemical treatment. One area is done one year and alternating years other areas are treated. Parking plan was decreased \$28,000. These funds were included in the Supplemental Budget. This a multi-phase plan. The first step was paid out of the Consultant Line. The steps 2, 3 and 4 are the funds requested \$28,000 that were approved last month in the Supplemental Budget. Those steps are out to bid. No funds being requested for further steps until 2, 3, and 4 are complete in the parking plan process. Councilor O'Brien questioned why the \$28,000 would not stay in the budget for the parking plan until it is complete. Councilor O'Brien agrees there does need to be a parking plan and that it would be wise to fund that to continue monitoring and effectiveness of whatever parking we have available.

Department 241 Municipal Licenses and Inspections

Marybeth McGrath, Director Municipal Licenses and Inspections, noted her FY2019 department budget request is \$958,648. Director McGrath stated the ADA Coordinator is a liaison between the Mayor and the Commission on Disabilities. The Substance Use Coordinator is in the Mayor's budget but reports to the Health Department. Joe Reynolds, Chief of Staff stated there will be an implementation of a Town wide maintenance program for vehicles that will be conducted through the DPW. Currently there are 5 employees in this department that receive mileage reimbursement.

Department 300 Education

Dr. Frank Hackett, Superintendent of Schools noted the FY2019 department budget request is \$67,243,706. Dr. Hackett stated we try to have our goals and our strategic plan drive our budget. One core value is to maintain manageable class sizes is one of the most important things we can do from a finance/budget stand point. The four Goal Areas include: Curriculum, Instruction & Assessment, Family & Community Engagement, Culture of Learning & Innovation and Wellness. Wellness is fairly new. A lot of work is with the Partnership, substance use prevention, social/emotional health, and health and wellbeing classes. Our budget begins with taking all contractual obligations and rolling that number forward. Dr. Hackett stated we try to project our enrollment and shifts. There are close to 6,000 students in Braintree. Interpretation is very costly that can range from \$20,000 to \$40,000 per year. We have great diversity among our student population. SAT scores continue to outpace both the state and the U.S. Our kids continue to perform well that is due to having great staff that have great principals. The entire restructuring of the central office cost was \$98,000. Councilor Hume had a question on page 44 on the Flaherty Psychologist. Dr. Hackett stated he would get the information to Councilor Hume to be sure it was due to district wide allocation. Dr. Hackett stated substitute positions were broken out to long term and short term to be consistent on how the state wants end of year reporting.

Councilor O'Brien left Cahill at 7:16pm to attend the Planning Board meeting and returned at 7:25pm.

Councilor Hume left Cahill at 7:47pm and returned at 7:51pm

Councilor Carey left Cahill at 7:51pm and returned at 7:53pm

Councilor O'Brien left Cahill at 8:12pm to attend the Planning Board meeting and returned at 8:19pm.

Councilor O'Brien asked for access to last year's audit report.

Councilor Hume stated thank you for the shift and attention to wellness.

Department 133 Finance

Ed Spellman, Finance Director noted the FY2019 department budget request is \$10,120,012.

The Finance Department is responsible for cash receipts, cash disbursement and payroll. Finance Department includes the Accounting Department, Assessors Department, Treasurer/Collectors Department and Information Technologies which has BELD as our contractor. \$35,000 is requested for copy machines in the Accounting budget. Director Spellman explained this handles the 4 copy machines in the Town hall. New website expense has increased the finance budget. Contractor line item includes BELD IT support along with phones, laptops, hardware and software. Councilor Hume

asked about SeeClickFix. Joe Reynolds, Chief of Staff stated it is a huge help especially in the winter to the DPW and snow removal issues. Chief of Staff Reynolds stated he would get more information and numbers on this program. SeeClickFix has helped with the number of phone calls and folks are initiating on their own to request improvements.

- 18 027 Mayor: FY2019 Budget – Community Preservation Committee or take up any action relative thereto (**Presented by Christine Stickney on May 8**)

Motion made by Councilor O’Brien to TAKE OFF THE TABLE Order 18 027

Motion: by Councilor O’Brien

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

This item was discussed at the Budget meeting on May 8, 2018 with Christine Stickney, Planning & Community Development Director and the committee members.

Motions read by Councilor Hume for favorable recommendation to the full Council:

C1. In accordance with the provisions of Chapter 44b, Section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$95,000 be appropriated from the community preservation fund to the community housing reserve for acquisition, creation, preservation, or support of **community housing** or the rehabilitation or restoration of community housing that is acquired or created as provided in Chapter 44b, Section 5, of the general laws.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

C2. In accordance with the provisions of Chapter 44b, Section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$95,000 be appropriated from the community preservation fund to the open space reserve for the acquisition, creation, or preservation of **open space** or the rehabilitation or restoration of open space that is acquired or created as provided in Chapter 44b, Section 5, of the general laws.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

C3. In accordance with the provisions of Chapter 44b, Section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$95,000 be appropriated from the community preservation fund to the historic resources reserve for the acquisition, preservation, rehabilitation, or restoration of **historic resources** as provided in Chapter 44b, Section 5, of the general laws.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

C4. In accordance with the provisions of Chapter 44b, Section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$450,000 be appropriated from the community preservation fund to the community preservation **budgeted reserve** as provided in Chapter 44b, Section 5, of the general laws.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

C5. In accordance with the provisions of Chapter 44b, Section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$35,000 be appropriated from the community preservation fund to for fiscal year 2019 administrative operating fund as provided in Chapter 44b, Section 5, of the general laws said funds to be expended under the direction of community preservation committee and by the Director of Planning and Community Development.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

- 18 028 Mayor: FY2019 Revolving Accounts or take up any action relative thereto
(Revolving Accounts to be presented on the date Department Head presents Budget)

5/7	Library®	(R3, R4)
5/8	Dept. of Elder Affairs®	(R1)
5/8	Municipal Licenses & Inspections®	(R2)
5/8	Education®	(R7)
5/21	Department of Public Works® (Recycling)	(R5, R6)
5/21	Golf®	(R8)

Revolving Accounts R1, R2 and R7 were voted on this evening (May 8, 2018) and referred to the full Council for favorable recommendation. Motions read by Councilor Hume:

R1. Department of Elder Affairs

That the Department of Elder Affairs be authorized to use a revolving fund in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 53e1/2 that may be spent by the Department of Elder Affairs without further appropriation during the fiscal year commencing July 1, 2018, to pay salaries, expenses, and contractual services required to provide services and activities for the Town's elderly residents. The Department of Elder Affairs revolving fund is to be credited with all fees and charges received during fiscal year 2019 from persons using said programs. The Department of Elder Affairs may spend up to \$30,000 in revolving fund monies during fiscal year 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

R2. Municipal Licenses & Inspections

That the Board of Health be authorized to use a revolving fund in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 53e 1/2 that may be spent by the Board of Health without further appropriation during the fiscal year commencing July 1, 2018, to pay for salaries, expenses, and contractual services associated with purchasing, promoting, and administering public health immunizations and for public health education programs. The Board of Health revolving fund is to be credited with all fees and charges collected during fiscal year 2019 for immunizations administered under the Department of Municipal Licensing and Inspections. The Board of Health may spend up to \$50,000 in revolving fund monies during fiscal year 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

R7. School Committee

That the School Committee be authorized to use a revolving fund in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 53e1/2 that may be spent by the School Committee without further appropriation during the fiscal year commencing July 1, 2018, to pay for salaries, expenses, and contractual services associated with the operation of full day kindergarten. The revolving fund is to be credited with all full day kindergarten fees and charges collected during fiscal year 2019. The School Committee may spend up to \$825,000 in revolving fund monies in fiscal year 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (4 – Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

Old Business

- None

It was unanimously voted to adjourn the meeting at 8:42p.m.

Respectfully submitted,

Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 18 026 Mayor: FY2019 Operating Budget or take up any action relative thereto
- 18 027 Mayor: FY2019 Budget – Community Preservation Committee or take up any action relative thereto
- 18 028 Mayor: FY2019 Revolving Accounts or take up any action relative thereto



Braintree Town Council

Committee of Ways & Means

One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

Thomas Bowes, Chairman
Shannon Hume, Vice-Chair
Stephen C. O'Brien, Member
Timothy Carey, Member
Thomas Whalen, Member

MINUTES

May 14, 2018

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Monday, May 14, 2017 at 6:30p.m.

Councilor Bowes was in the Chair.
The Clerk of the Council conducted the roll call.

Present: Thomas Bowes, Chairman
Shannon Hume, Vice-Chair
Stephen C. O'Brien, Member
Timothy Carey, Member
Thomas Whalen, Member

Also Present: Joseph Reynolds, Chief of Staff
Edward Spellman, Finance Director
Paul Shastany, Police Chief
James O'Brien, Fire Chief
Maryann Bosse, Financial Coordinator Fire Dept.
Corey Chambers, Financial Coordinator BPD
Dan Sullivan, Town Auditor
James Quaglia, Superintendent Blue Hills Regional
Steven Moore, Assistant Superintendent Blue Hills Regional
Erik Erskine, Blue Hills Regional Town Representative

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

Approval of Minutes

- May 7, 2018

Motion: by Councilor Hume to approve minutes of May 7, 2018

Second: by Councilor Carey

Vote: For (5), Against (0), Absent (0), Abstain (0)

New Business

- **18 026 Mayor: FY2019 Operating Budget or take up any action relative thereto**

The following Departments were in attendance to present their proposed FY2019 Budget:

<u>APPENDIX F</u>	<u>Pages</u>
Police	32-41
Fire	42-50
Blue Hills Regional High School	58

Committee members asked each department many questions about increase/decrease line items.

Department 210 Police

Paul Shastany, Chief of Police, noted the FY2019 department budget request is \$10,245,425. Chief Shastany stated the evidence room is at its conclusion. We were identified as having a lapse in the evidence room integrity which caused me to be here. It will never happen again. This will be the best in the nation. New standard of handling evidence is set at a higher standard. I can guarantee exact counts of every piece that will be in the evidence room with the RFID labels. With the RFID we can do G-O tracking. This will be up and running by the end of summer. Steve Wallace is working closely with the evidence room. He is a great asset. The most complaints are speeding cars and cars parked near a business that could take business away from them. Effective July 1st we will have a parking and traffic control group. The parking focus is also on commuter traffic as it relates to the rails including the Landing. We have taken a deep dive into the budget in every line as well as look at the organization and how we deliver services. We determine full-time as 65 being a consistent number employed. I created a staffing and deployment plan that was submitted to the Mayor. We have an additional 11. We hired 5 lateral transfers with the anticipation of retirement. The lateral hires have an immediate turn off of the overtime "spicket". The 6 new hires take an 18 month journey until they are out on the road. Corey Chambers stated some increases are due to collective bargaining agreements and uniform allowances.

Councilor O'Brien asked for the rationale of why 11 more police officers were added to the budget at this time.

Chief Shastany stated the rationale being we are not delivering the services we need to be. Chief Shastany stated risk reduction is an important part of what I am doing. We need those 11 officers. We are not in the business to allow problems to fester. With the Opioid crisis I am down one narcotics detective. The commitment against those selling drugs is a major one. This department has been very aggressive. There is no safety in a responsive police department that is not addressing pro-actively some of the problems. Witnesses and community engagement – we are constantly asked can you send an officer here or there. The department can't provide the services that we want to and that are asked of us unless we get these officers. Then we can better serve and better eliminate risk. I am here to assist and move us forward. People want a safe community. Public safety done well is an investment. It is not a luxury. This town deserves the best they can for protection and I am delivering. This business is misunderstood. We work behind the scenes pro-actively.

Councilor O'Brien stated I welcome it but just wanted to have your justify it for the residents at home.

Councilor Hume asked where the police fuels there vehicles. Corey Chambers stated they use the town pump but also across the street from the police station along with certain gas stations authorized to use if out of town.

Councilor Bowes stated I see you are requesting \$375,000 in overtime.

Chief Shastany stated with the restructuring and the addition of the new officers we decided with the Mayor to see how we can do. We will show we are working really hard on this and decided the \$375,000 would be acceptable.

Department 220 Fire

James O'Brien, Fire Chief noted the FY2019 department budget request is \$8,491,785.

The Braintree Fire Department consists of 90 employees. There are 21 firefighters per group and there are 4 groups (84 firefighters on the suppression side). The other 6 are on the admin side. That includes a training officer, hazmat officer, fire marshall, superintendent of fire alarms, our financial coordinator and the fire chief. We maintain a contractually obligated 17 man minimum per shift. Right now we are fully staffed. The fire boat is anticipated to be operational by June 1. It is currently docked at the Braintree Yacht Club. The boat can shoot 1,500 gallons per minute of water.

Councilor Whalen asked if the fuel contract is negotiated along with the Town. Chief O'Brien stated no they have their own contract for the past many years. They could look into getting the same rate for everyone.

Councilor Bowes stated I see you are requesting \$375,000 in overtime. We know this overtime request will probably exceed the \$375,000. Councilor O'Brien stated how can fire overtime take such a large reduction. It is just another Supplemental waiting to happen – that's the way I look at it. I say add another \$200,000 and that would be a budget I can support. I cannot add money to the budget. I can only reduce. That needs to come from the Mayor.

Councilor Bowes asked what Deskman is for. Chief O'Brien stated that is when Brewster Ambulance dispatch is not in service and the dispatch needs to be manned to transmit medical calls.

Councilor O'Brien asked about fire alarm repairs and if they have all been removed. Chief O'Brien stated there are still pull boxes on town buildings, playgrounds, lakes, any gathering places will stay put. Those are municipal boxes and they need to stay there.

Councilor Hume asked if those getting their Captains license will be paying for it themselves. Chief O'Brien stated yes.

Department 350 Blue Hills Regional High School

Steven Moore, Blue Hills Regional Assistant Superintendent for Business and Personnel noted the FY2019 department budget request is \$2,779,024. Number of Braintree students enrolled is 160 for the upcoming year. Students from each town are gathered together and ranked according to their qualifications and applications criteria. James Quaglia, Superintendent stated the building renovations are on schedule. They are still trying to get the final figures in. Councilor Hume asked to receive expenditures for the past two years to compare to the proposed budget. Mr. Moore stated he would get that information to Mr. Erskine to pass along. Mr. Quaglia stated they are 1:1 with Chromebooks for every grade for 4 years.

- 18 027 Mayor: FY2019 Budget – Community Preservation Committee or take up any action relative thereto **(Presented by Christine Stickney on May 8)**

This item was discussed and voted for favorable recommendation to the full Council at the Budget meeting on May 8, 2018.

- 18 028 Mayor: FY2019 Revolving Accounts or take up any action relative thereto **(Revolving Accounts to be presented on the date Department Head presents Budget)**

5/7	Library®	(R3, R4)
5/8	Dept. of Elder Affairs®	(R1)
5/8	Municipal Licenses & Inspections®	(R2)
5/8	Education®	(R7)
5/21	Department of Public Works® (Recycling)	(R5, R6)
5/21	Golf®	(R8)

Revolving Accounts R3 and R4 were voted on (May 7, 2018) and referred to the full Council for favorable recommendation.

Revolving Accounts R1, R2 and R7 were voted on (May 8, 2018) and referred to the full Council for favorable recommendation.

Revolving Accounts R5, R6 and R8 will be voted on at the meeting of May 21, 2018.

Old Business

- None

It was unanimously voted to adjourn the meeting at 8:05p.m.

Respectfully submitted,

Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 18 026 Mayor: FY2019 Operating Budget or take up any action relative thereto
- 18 027 Mayor: FY2019 Budget – Community Preservation Committee or take up any action relative thereto
- 18 028 Mayor: FY2019 Revolving Accounts or take up any action relative thereto