

1. 6:30 P.M. Committee Of Ways & Means

Documents:

[19 JULY 16 WM AGENDA.PDF](#)

2. 6:30 P.M. Committee Of Ways & Means

Documents:

[19 JULY 16 WM MEETING.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

**Tuesday, July 16, 2019**

**Starting Time – 6:30p.m.**

**Johnson Chambers, Town Hall**

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Approval of Minutes
  - May 8, 2019
  - May 13, 2019
  - May 20, 2019
  - May 28, 2019
4. New Business
  - 19 020 Mayor: Request for Appropriation – Community Preservation Project - Armstrong Dam Public Access or take up any action relative thereto (Public Hearing at full Council)
5. Old Business
  - None
6. Adjournment



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## Committee of Ways & Means

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Thomas Bowes, Chairman  
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### MEMBERS

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

# MINUTES

## May 8, 2019

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Wednesday, May 8, 2019 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  
Steven Moore, Assistant Superintendent Blue Hills Regional  
Erik Erskine, Blue Hills Regional Town Representative  
Shawn McGoldrick, Town Auditor

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**

• **19 015 Mayor: FY2020 Operating Budget or take up any action relative thereto**

Motion made by Councilor Hume to TAKE OFF the TABLE Order 19 015

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (5– Bowes, Carey, Hume, O'Brien, Whalen), Against (0), Absent (0), Abstain (0)

The following Departments were in attendance to present their proposed FY2020 Budget:

<b><u>APPENDIX F</u></b>	<b><u>Pages</u></b>
Police	34-43
Fire	44-52
Blue Hills Regional High School	58 (see additional documents)

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

**Department 210 Police**

Paul Shastany, Chief of Police, noted the FY2020 department budget request is \$10,405,868. We have taken every means available to reduce our expenditures. Many expenditure increases are due to collective bargaining and present staffing levels.

Councilor Hume asked about Accreditation. Chief Shastany stated that is complete review of all of our policies and operational methods. All of our policies are written and some are in bargaining right now. We hope by the fall we will be a fully accredited department.

Councilor O'Brien stated your Investigation Funds trend up and it is good you looked at this line and requested enough in this fund.

Councilor Carey asked why the amount for Annual Physicals decreased.

Corey Chambers stated we have found charges for annual physicals are small and infrequent. Medical Payments is a more appropriate and broader line item to place that money. There was a shift in line items.

Councilor Bowes asked about the Cell Phone increase. Corey Chambers stated he broke this into two categories one being the actual Cell Phones and the other being Data Process Costs.

Councilor O'Brien asked if your organization would be supportive or standard maintenance to the in-house maintenance with the DPW. Chief Shastany stated absolutely.

Corey Chambers stated the Sworn Personnel decrease is due to a function of the head count transfers.

Councilor Hume stated in my opinion your overtime is significantly underfunded.

Chief Shastany stated the directive from the Mayors was he felt we could manage our overtime as best we could. The decision comes from the Mayor and the executive staff.

Joe Reynolds, Chief of Staff stated this is a philosophy. Some of this is not anticipated. We understand this will be allocated either today or through the year.

Chief Shastany stated we do keep track of why we needed overtime.

Councilor O'Brien stated we should not try to balance out the budget with low-balling the overtime. I think it is wrong.

Joe Reynolds, Chief of Staff stated I agree this is a difference of opinion.

### **Department 220 Fire**

James O'Brien, Fire Chief noted the FY2020 department budget request is \$8,736,445. The Braintree Fire Department consists of 89 members. There are 84 firefighters on the suppression side and 5 admin. We have 4 engines, 2 ladders, 1 spare and 1 heavy rescue. The Braintree Fire Department does about 7,000 runs per year. Medical calls are up and fires are down.

Councilor Hume asked about overtime.

Chief O'Brien stated we maintain a contractually obligated 17 man minimum per shift. FMLA has crushed us this year along with long-term sick and administrative leave. We are at an all-time high for usage this year. FMLA is federally mandated and there is nothing we can do about that.

Councilor Carey asked for an update on the Fire Headquarters. Chief O'Brien stated the outside of the building will get some updating and repairs.

Joe Reynolds, Chief of Staff stated the fire HVAC will be getting updated and repaired.

Councilor Hume asked about the Uniform amounts budgeted. Is it too low?

Maryanne Bosse, Fire Department Financial Analyst stated with new hires and promotions the individuals need to be fully outfitted.

Councilor Hume asked about overtime on the fire boat.

Chief O'Brien stated it is minimum manning of 3. Depending on the incident we may send up to 6 and that is why we budget for this number.

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.

Chairman Bowes called a 5 minute recess from 7:40pm to 7:45pm.

### **Department 350 Blue Hills Regional High School**

Steven Moore, Blue Hills Regional Assistant Superintendent for Business and Personnel noted the FY2020 department budget request is \$2,697,242.

Steven Moore mentioned construction on the building renovations began last summer 2018. There were many unforeseen conditions. A lot of underground worked needed to happen with pipes not being where they were supposed to be. We were told we are 60% complete. This will run about 2 months over and could cost approximately \$1 million additional dollars. We invite you to come by anytime.

The Committee of Ways & Means members asked about increase/decrease line items. We have taken a lot of steps in previous year's budgets to get ready for the building renovations. This year we negotiated a 1% increase for salaries across the board. We have obtained some net metering solar credits to reduce electricity costs. We froze a lot of lines in the budget which only increased by 2.1% this year. We did not spend a lot of money last year. There were some lines we had money left over. We did that purposely. Steven Moore explained looking at the Blue Hills Worksheet page 5 how this

budget was funded and how it will be funded in the future. Number of Braintree students enrolled is 138 for the upcoming year. The \$90,000 drop in the Student Services line is tied to a reduction in the number of buses the district will use to transport students to and from school in 2020. This will increase travel time by 5 to 10 minutes. Insurance Programs increased by 4% for active employees health insurance costs.

Councilor Hume asked if there is any OPEB funding started yet. Steven Moore stated no funding has been set up yet. Ed Spellman stated currently there is no funding date requirement. Councilor Hume asked if we should be concerned. Ed Spellman stated it is a liability to the 9 member towns. Councilor O'Brien stated great job with the "belt-tightening" of the budget.

Motion made by Councilor Hume to TABLE Order 19 015 to the Committee of Ways & Means meeting on May 13, 2019.

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (5– Bowes, Carey, Hume, O'Brien, Whalen), Against (0), Absent (0), Abstain (0)

- 19 016 Mayor: FY2020 Budget – Community Preservation Committee or take up any action relative thereto (**Presented by Christine Stickney on May 13**)

This item will be discussed at the Budget meeting on May 13, 2018.

Motion made by Councilor Hume to TABLE Order 19 016 to the Committee of Ways & Means meeting on May 13, 2019.

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (5– Bowes, Carey, Hume, O'Brien, Whalen), Against (0), Absent (0), Abstain (0)

- 19 017 Mayor: FY2020 Revolving Accounts or take up any action relative thereto (**Revolving Accounts to be presented on the date Department Head presents Budget**)

5/6 Library® (R3, R4)

5/7 Department of Public Works (Recycling) (R5, R6)

5/7 Golf (R8)

5/13 Dept. of Elder Affairs (R1)

5/13 Municipal Licenses & Inspections (R2)

5/13 Education (R7)

Motion made by Councilor Hume to TAKE OFF the TABLE Order 19 017

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (5– Bowes, Carey, Hume, O'Brien, Whalen), Against (0), Absent (0), Abstain (0)

Motion made by Councilor Hume to TABLE Order 19 017 to the Committee of Ways & Means meeting on May 13, 2019.

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (5– Bowes, Carey, Hume, O'Brien, Whalen), Against (0), Absent (0), Abstain (0)

### **Old Business**

- None

It was unanimously voted to adjourn the meeting at 8:26p.m.

Respectfully submitted,

Susan M. Cimino  
Clerk of the Council

### **Documents provided for Meeting**

- 19 015 Mayor: FY2020 Operating Budget or take up any action relative thereto
- 19 016 Mayor: FY2020 Budget – Community Preservation Committee or take up any action relative thereto
- 19 017 Mayor: FY2020 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 13, 2019

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Monday, May 13, 2019 at 6:00p.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  
Dr. Frank Hackett, School Superintendent  
Christine Stickney, Planning & Community Development Director  
Marybeth McGrath, Director Municipal Licenses and Inspections  
Sharmila Biswas, Director Elder Affairs  
Andrew Marron, Constituent Services Coordinator  
Jim Boyle, BELT IT Director  
Lisa Heger, School Committee member  
Tom Devin, School Committee member  
Jennifer Dolan, School Committee member  
Cyril Chafe, School Committee member  
Shawn McGoldrick, Town Auditor

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**

- **19 015 Mayor: FY2020 Operating Budget or take up any action relative thereto**

Motion made by Councilor Hume to TAKE OFF the TABLE Order 19 015

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

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

The following Departments were in attendance to present their proposed FY2020 Budget:

<b><u>APPENDIX F</u></b>	<b><u>Pages</u></b>
Department of Elder Affairs®	78-80
Planning and Community Development	27-33
Municipal Licenses and Inspections®	53-57
Education®	1-47 (Appendix G)
Finance Programs	8-17

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 FY2020 Budget request is \$326,593. We have elders who partake in our daily activities. We also have those who are homebound and we take them to medical appointments, bring them to the senior center and they also do grocery shopping. Our transportation to them is our vans. December 2017 the new addition opened with a lot of activities going on. We will be using the new addition for the upcoming elections due to East Middle School being unavailable. Our parking is not good but hopefully it will be taken care of in the future.

**Department 241 Municipal Licenses and Inspections**

Marybeth McGrath, Director Municipal Licenses and Inspections, noted her FY2020 department budget request is \$982,236. This department includes the Building and Health Divisions.

Councilor O'Brien asked about Outside Motor Vehicle Repairs line. Joe Reynolds stated that cannot be done in house. Two vehicles are the hybrid models and we do not have that capacity to address those at this time.

Councilor Hume asked if the ADA Coordinator moved to full time this fiscal year. Director McGrath stated correct.

Councilor Hume asked what the mileage was for. Director McGrath stated that is for the Building Inspectors. They use a personal vehicle.

### **Department 175 Planning & Community Development**

Christine Stickney, Director of Planning & Community Development, noted the FY2020 department budget request is \$653,548. 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 and assist as needed.

Joe Reynolds stated there was a software issue and though the line for Trees Fertilizing/Pest of \$3,000 printed out when entered initially it did not take in the system. This item will come back before Council as a Supplemental.

Councilor Hume asked about Vegetative Treatment line at \$20,000 when historically the spend is nowhere near that amount.

Christine Stickney stated this line item is used for Sunset Lake, Eatons Pond and Pond Meadow Park. It is discretionary each year depending on growth. It fluctuates each year depending on the need.

### **Department 300 Education**

Dr. Frank Hackett, Superintendent of Schools noted the FY2019 department budget request is \$70,628,795. It was recommended we level service which includes mandated & cost avoidance, adjustments for enrollment changes and adjustments for fixed costs & business services. We view this as more than just a one-year document. We try to forecast enrollment trends and anticipated mandates coming down the line. 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.

Dr. Hackett stated our highest impact items are employment contracts, non-employment contracts & fixed costs and enrollment & program continuation.

Dr. Hackett stated there is an increased diversity within our school system. Translators and Interpreters are costly. We translate all important documents (student handbooks, policies) in our top 5 languages.

Dr. Hackett stated bus lease is up. We had a comparison on buy vs lease. There would be an initial significant savings but the long term would disappear. There are only a couple players in town.

Dr. Hackett stated there are close to 6,000 students in Braintree. Once we hit this it looks like the numbers will begin to decline.

Dr. Hackett stated East Middle is making tremendous progress. The new sections should be open by September to make room for the old sections to be renovated.

Dr. Hackett stated some clear parameters have been set around fundraising and this document has been approved by the School Committee.

Councilor Hume stated fundraising for uniforms is a concern. Athletic fees have been increased already and some teams have an implied requirement to fundraise.

Councilor O'Brien stated the ESCO Bond will be paid in full this fiscal year but shows no savings.

Dr. Hackett stated this payment is a significant portion but not all because not all the work is completed yet. The savings is consumption savings because dollars go up and you can't project how much rates go up from one year to the next. As of January 1, 2020 that is when the clock starts ticking on the guaranteed savings. ESCO will provide savings reports with our consumption numbers.

### **Department 133 Finance**

Ed Spellman, Finance Director noted the FY2020 department budget request is \$11,290,501. Finance Department includes the Accounting Department, Assessors Department, Treasurer/Collectors Department and Information Technologies which has BELD as our contractor.

Andrew Marron stated there were some questions on network infrastructure and cyber security. We brought Jim Boyle, BELD IT Manager here to explain our technology, administrative and training efforts. In technology we use Sandboxing where every attachment on an email is scanned and determined if it is clean or if it is a fail. We have strict firewall rules on what can go out and what can come in. We do Country blocking. Each client computer has a digital certificate on it. We do network segmentation with firewalls and off-site backups. Administratively we are working on updating plans and policies. We contracted a virtual Chief Information Security Officer. I collaborate with 13 other IT managers on the South Shore. In training a fishing awareness email took place. We are initiating security awareness training for employees.

Ed Spellman, Finance Director stated Administrative/Clerical increase is for the Grant Writer to be moved to under the Finance Department and taken out of the Mayor's department budget. Consultant increase on page 11 is for the BELD IT contracts. The Software and Hardware line item increase is to purchase new Microsoft 365 software for all town-wide computers to that network. Ed Spellman, Finance Director stated insurance premiums increased. The insurance company re-evaluated the school buildings to be worth more money. Two school roofs being reimbursed money due to storms also increased the insurance premiums. Ed Spellman stated classes taken at the MMA meetings in January that employees signed up for deducted over \$48,000 in insurance premiums.

Councilor O'Brien stated with receiving answers to questions this evening he would like to have the Chief of Staff and Director of Municipal Finance Called Back. There is a lot of information to digest. Councilor O'Brien stated with the Golf Enterprise documentation it stated "loan". I would like clarification if there is no loan or if there is what the loan terms are. I have been challenged by residents who do not golf.

Councilor O'Brien stated I am concerned about the health of our town not today but "tomorrow". Joe Reynolds, Chief of Staff stated I will be happy to come back and address your concerns.

Motion made by Councilor Hume to TABLE Order 19 015 to May 20, 2019 at 6:45pm

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

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

- 19 016 Mayor: FY2020 Budget – Community Preservation Committee or take up any action relative thereto (**Presented by Christine Stickney on May 13**)

Motion made by Councilor Hume to TAKE OFF the TABLE Order 19 016

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

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

Christine Stickney stated Community Preservation is 1% of your tax base on your property taxes. It is open space, housing, recreation and historical resources.

Councilor Hume read each Motion 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 \$150,000 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 O'Brien

**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 \$150,000 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 O'Brien

**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 \$150,000 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 O'Brien

**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 O'Brien

**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 \$50,000 be appropriated from the community preservation fund to for fiscal year 2020 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 O'Brien

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

- 19 017 Mayor: FY2020 Revolving Accounts or take up any action relative thereto

Motion made by Councilor Hume to TAKE off the TABLE Order 19 017.

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

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

**(Revolving Accounts to be presented on the date Department Head presents Budget)**

5/6	Library®	(R3, R4)
5/7	Department of Public Works (Recycling)	(R5, R6)
5/7	Golf	(R8)
5/13	Dept. of Elder Affairs	(R1)
5/13	Municipal Licenses & Inspections	(R2)
5/13	Education	(R7)

Revolving Accounts R1 (Elder Affairs), R2 (Municipal Licenses & Inspections) and R7 (Education) were voted on this evening (May 13, 2019) and referred to the full Council for favorable recommendation. Motions read by Councilor Hume:

**R1 Elder Affairs**

MOTION: 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, 2019, 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 2020 from persons using said programs. The Department of Elder Affairs may spend up to \$30,000 in revolving fund monies during fiscal year 2020.

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

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

**R2 Municipal Licenses & Inspections**

MOTION: 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, 2019, 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 2020 for immunizations administered under the department of public health. The Board of Health may spend up to \$50,000 in revolving fund monies during fiscal year 2020.

**Motion:** by Councilor Hume

**Second:** by Councilor Carey

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

### **R7 Education**

MOTION: 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, 2019, 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 2020. The School Committee may spend up to \$825,000 in revolving fund monies in fiscal year 2020.

**Motion:** by Councilor Hume

**Second:** by Councilor O’Brien

**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 8:08p.m.

Respectfully submitted,

Susan M. Cimino  
Clerk of the Council

## **Documents provided for Meeting**

- 19 015 Mayor: FY2020 Operating Budget or take up any action relative thereto
- 19 016 Mayor: FY2020 Budget – Community Preservation Committee or take up any action relative thereto
- 19 017 Mayor: FY2020 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 20, 2019**

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Monday, May 20, 2019 at 6:45p.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

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 6, 2019

Motion made by Councilor Hume to Approve the Minutes of May 6, 2019.

**Motion:** by Councilor Hume

**Second:** by Councilor Carey

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

## New Business

- **19 015 Mayor: FY2020 Operating Budget or take up any action relative thereto**

Motion made by Councilor Hume to TAKE OFF the TABLE Order 19 015

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

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

Councilor Bowes, Chairman of the Committee of Ways & Means stated the committee requested Call Backs for the following departments:

### CALL BACKS

121 Mayor's Office

133 Finance Programs

The Mayor's office provided a detailed memo with additional requested information.

Councilor O'Brien stated thank you for the updated information including a 5-year spending/funding plan. I appreciate the clarification on funds pertaining to golf being a subsidy. I appreciate that document "change". I am still very concerned about the lack of funding for the overtime for Fire and Police.

Councilor O'Brien asked about item #5 on the memo dated May 15, 2019 and what was included in the \$700,930 Capital Plan. Joe Reynolds, Chief of Staff gave a summary that it included equipment for the DPW and building infrastructure repairs being HVAC and boiler systems for Town Hall and repairs at 74 Pond Street.

Councilor Bowes asked if he could receive information on grants that were applied for by the Substance Use division. Joe Reynolds, Chief of Staff stated he would get that information to him.

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

1. That the Town of Braintree raise and appropriate the sum of \$139,331,575 to provide for all of the expenses for the maintenance and operation of the Town's several departments and programs for the fiscal year 2020 and that the several sums herein set forth are hereby approved for the several purposes and are subject to the source of funding for said expenditures as outlined on the attached Exhibit A, specifically, that the sum of \$94,809 be transferred from Golf Course receipts, the sum of \$250,000 be transferred from the Overlay Surplus account, the sum of \$9,700 be transferred from the Waterways Improvement fund, the sum of \$22,000 be transferred from the Sale of Cemetery Lots, the sum of \$625,031 be transferred from Water and Sewer receipts, the sum of \$20,961 be transferred from Stormwater receipts, the sum of \$1,200,000 be transferred from the Town owned land account and the balance to be raised in the tax levy.

**Motion:** by Councilor Hume

**Second:** by Councilor Carey

**Vote:** For (3 – Bowes, Carey, Hume), Against (1 – O’Brien), Absent (1 - Whalen), Abstain (0)

Councilor O’Brien for discussion stating reasons for his votes include departments being asked to reduce their budget by 1% and not all departments did this and we are approaching our debt limit. This would have been a good year to send message to the departments that the 1% reduction would help not only now but in the future. Good budget management generally gives direction and receives. Ed Spellman, Director of Municipal Finance stated our debt limit is approximately \$360 million. We are nowhere near approaching our debt limit. We do have 2 school building projects coming on board which does significantly reduce the Towns debt capacity that is correct. We are participating with the MSBA. They are contributing \$41 million to the East \$82 million dollar project. As far as the Budget, these are the Mayor’s priorities. The Mayor’s priorities have always been education, public safety, police, fire, public works and then the roads and sidewalks for the community.

2. That the Town of Braintree appropriate the sum of \$1,907,151 to provide for all of the expenses for the maintenance and operation of the Town’s Golf Course and related programs for the fiscal year 2020 and that the several sums herein set forth are hereby approved for the several purposes as outlined on the attached Exhibit A, specifically, and that the sum of \$1,907,151 be raised in the Golf Course receipts.

**Motion:** by Councilor Hume

**Second:** by Councilor Carey

**Vote:** For (3 – Bowes, Carey, Hume), Against (1 – O’Brien), Absent (1 - Whalen), Abstain (0)

3. That the Town of Braintree appropriate the sum of \$19,121,661 to provide for all of the expenses for the maintenance and operation of the Town’s Water and Sewer Division and related programs for the fiscal year 2020 and that the several sums herein set forth are hereby approved for the several purposes as outlined on the attached Exhibit A, specifically, that the sum of \$103,694 be transferred from the Water Sewer Rehabilitation Fund and the balance of \$19,017,967 be raised in the Water and Sewer receipts.

**Motion:** by Councilor Hume

**Second:** by Councilor Carey

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

4. That the Town of Braintree appropriate the sum of \$582,029 to provide for all of the expenses for the maintenance and operation of the Town's Stormwater and related programs for the fiscal year 2020 and that the several sums herein set forth are hereby approved for the several purposes as outlined on the attached Exhibit A, specifically, and that the sum of \$582,029 be raised in the Stormwater receipts

**Motion:** by Councilor Hume

**Second:** by Councilor Carey

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

5. To see if the Town of Braintree will accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws establishing a Cable Public Education and Government (PEG) fund an enterprise fund effective fiscal year 2020.

**Motion:** by Councilor Hume

**Second:** by Councilor Carey

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

Councilor O'Brien asked for further information on this PEG fund.

Ed Spellman, Director of Municipal Finance stated Mass Department of Revenue had issued guidelines and in the budget for FY2020 it talks directly about the Cable Access fee. They are requiring one of two accounting methods: An Enterprise fund or a Receipt Reserve for Appropriation. The Enterprise fund is most closely linked to what we are doing now. Money comes in from the 3 cable providers in town: BELD, Comcast, Verizon and is transferred over to BCAM for their operations. This is a change of accounting the Department of Revenue is requiring.

6. That the Town of Braintree appropriate the sum of \$531,369 to provide for all of the expenses for the maintenance and operation of the Town's Cable Television Public, Education and Government Access and related programs for the fiscal year 2020 and that the several sums herein set forth are hereby approved for the several purposes as outlined on the attached Exhibit A, specifically, and that the sum of \$531,369 be raised in the Cable Franchise fees receipts.

**Motion:** by Councilor Hume

**Second:** by Councilor Carey

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

7. Pursuant to General Law Chapter 44, Section 31D, the town is authorized to incur a liability in excess of the amount appropriated for snow and ice for fiscal year 2020.

**Motion:** by Councilor Hume

**Second:** by Councilor Carey

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

Councilor O'Brien asked if this has to do with an upcoming Supplemental #3 on snow and ice. Ed Spellman, Director of Municipal Finance stated this is for FY2020 and allows the Town to carry a deficit over to the next fiscal year. Without this language it would not be allowed. The upcoming Supplemental is to cover the deficit of FY19.

Councilor Hume stated last week when Blue Hills was here at the budget meeting they stated they currently have no plan in place to address OPEB (Other Post-Employment Benefits). I commend Ed Spellman and the Town for having our OPEB in place. I would like to make a motion to send a letter to Blue Hills Regional to come up with a plan.

Motion by Councilor Hume for favorable recommendation to the full Council that the full Council send a letter to Blue Hills Regional that they come up with a plan to address their OPEB liability and send that letter from the Town Council and the Mayor's office.

**Motion:** by Councilor Hume

**Second:** by Councilor Carey

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

Councilor Bowes, Chairman of the Committee of Ways & Means stated only 42% of departments followed the 1% budget decrease request. We do have contractual obligations that caused some increases.

### **Old Business**

- None

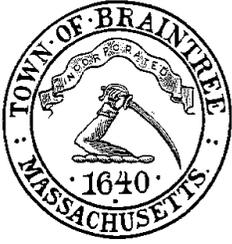
It was unanimously voted to adjourn the meeting at 7:38p.m.

Respectfully submitted,

Susan M. Cimino  
Clerk of the Council

## **Documents provided for Meeting**

- 19 015 Mayor: FY2020 Operating Budget or take up any action relative thereto
- Memo from Ed Spellman/Mayor's office to address additional questions



# 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 28, 2019

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Tuesday, May 28, 2019 at 5:45p.m.

Councilor Bowes was in the Chair.

The Clerk of the Council conducted the roll call.

Present: Thomas Bowes, Chairman  
Stephen C. O'Brien, Member  
Timothy Carey, Member arrived @ 5:55pm  
Thomas Whalen, Member

Not Present: Shannon Hume, Vice-Chair

Also Present: Joseph Reynolds, Chief of Staff  
Edward Spellman, Director of Municipal Finance  
James Arsenaault, Public Works Director  
James O'Brien, Fire Chief  
Paul Shastany, Police Chief  
Corey Chambers, Police Sargeant/Finance  
James Casey, Town Clerk  
Karen Shanley, Human Resources Director  
Christine Stickney, Planning and Development Director

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, 2019

**Motion:** by Councilor O'Brien

**Second:** by Councilor Whalen

**Vote:** For (3— Bowes, O'Brien, Whalen), Against (0), Absent (2 - Carey, Hume), Abstain (0)

## New Business

- **19 014 Mayor: FY19 Supplemental Appropriations #3 or take up any action relative thereto**

Ed Spellman stated the first item is for fire overtime that was incorrectly recorded as fire details. This is an accounting correction. There is no new funding with this request. During the prior fiscal year the chief ordered fire overtime shifts and incorrectly charged them off to the fire detail account. Had we been aware of this prior to the end of FY 2018 we would have reclassified these expenses to the fire overtime account and this would have been funded through an increased supplemental appropriation during FY 2018.

Second, there were two Fire department retirements anticipated early in the fiscal year and two new firefighters started during the fiscal year in order to attend the fire academy. The retirements have occurred but later in the year than anticipated. There was an overlap in the firefighters in the academy and the ultimate retirements and accordingly we are asking for \$55,121 to cover the salary amount for the overlap period of the new hires and the retirements.

Third, this request is for the additional cost to cover fire overtime in the amount of \$557,356. There have been three retirements and there are two new firefighters at the academy. The majority of the cost has been to cover for vacation and other benefits due to the years of service and resulting in overtime in order to maintain the contractual mandatory minimum level of 17 firefighters per shift.

Fourth, is for an additional \$1,000 to cover the shortfall in the Fire Department stipend line item; \$10,968 was requested and \$11,967.16 is needed.

Fifth, is for an additional \$5,374 for the Fire Departments vehicle repairs needed to get through the end of the fiscal year with an older fleet.

Councilor O'Brien asked for an explanation of the amount requested and if this is an anomaly. Time and time we are talking about the overtime and just be sensitive to it.

Chief James O'Brien stated this year we have just under 800 shifts of FMLA, intermittent FMLA, Long-term sick and administrative leave. This is by-far in my 30 years with the Fire Department the most I can ever remember. It is an aging department. When we age we obtain injuries more frequent. FMLA is being used. Chief O'Brien agreed this is an anomaly.

Ed Spellman explained the Police Department requests. The sixth item is, there were two police department retirements anticipated prior to June 30 and these positions were not funded in the FY 2019 budget. These retirements did occur but not until the end of August 2018 two months into FY 2019. The salary amount for these two police personal was \$39,208 and is needed be able to fund the salary lines through the end of the fiscal year.

Seventh, is for the seasonal parking enforcement in the police department not originally budgeted. The amount of \$5,595 is requested to cover that cost.

Eighth, this is for the cost of installing cameras at the corner of Granite Street and Forbes Road. This intersection was previously identified by the State and in a presentation to the Town Council as one of highest accident areas in the Town. The \$29,950 provides the department the ability to monitor the intersection real time 24/7.

Chief Shastany stated item #8 is a security measure as well.

Ed Spellman stated the Ninth item is a request to pay a \$1,500 balance to a holster manufacturer of a prior year disputed bill with a vendor going back to March of 2017 FY 17. Police Sergeant Chambers worked with a vendor and two subsequent owners for over a year to correct their billing and accounting credit errors. The original amounts being disputed with the former vendor ranged from \$10,000 -\$20,000. There were sufficient funds within the police department program budget to pay this bill had it not been in dispute and paid prior to June 30.

Councilor O'Brien stated thank you to Corey Chambers for saving the Town money on item #9.

Tenth, this is for is for the additional cost to cover police overtime in the amount of \$875,000. The overtime amount being requested is forecasted through the end of this fiscal year. As you are aware the police department has had a significant organizational impact subsequent to the evidence issue that we has been addressed. That issue, as well as some staffing challenges and reorganization, required the Chief to "force" some work duties that expanded the overtime account.

Chief Shastany explained the reasons for overtime with a handout stating reasons/causes. Some of the overtime reasons being community outreach, school escorts, prescription take backs, court dates, etc. This is not a luxury this is a necessity.

Councilor O'Brien asked if we will see an effort to see the overtime being brought under control. We are not going to eliminate all the reasons for overtime but the numbers keep going up year over year. I feel the budget should include more overtime funds and hoping to get this overtime under control especially when the evidence room is behind us.

Councilor Bowes stated in the future the BPD should charge groups for special events. Chief Shastany agreed in the future it should be done.

Councilor Bowes asked about the parking enforcement and who is giving out tickets and what amounts have been collected.

Chief Shastany stated there were two Crossing Guards who stepped up temporarily. Chief Shastany said the idea was not to generate cash but to open up parking spaces and keep the merchants and patrons happy.

Ed Spellman explained the Department of Public Works requests for the additional cost of snow removal over and above our original budget of \$500,000. This amount is relatively large in relation to this season's snowfall total but is attributable in part to icy roads and the need to purchase and put down snow chemicals and salt to make the streets and sidewalks safe. This amount is relatively small in relation to the

additional 2.4 million dollars that was requested back in FY 2015. The new total snow and ice amount expended this year is \$824,576.75 which is over the original appropriation of \$500,000 and this requested supplemental appropriation of \$324,577 will balance the account and no deficit will be carried over to next fiscal year.

The Twelfth item is in the Human Resources Department for retirements of police, fire, library and public works personnel \$27,432 for contractual sick pay buy back.

Thirteenth item is in the Human Resources Department for retirements/resignations of police, fire, planning, library and public works personnel of \$70,281 for vacation buy back.

Karen Shanley, Director of Human Resources stated there were many retirements this year. Some were anticipated in 2018 but didn't happen until 2019 so were not budgeted in FY19 and therefore we are short. Vacation buy out is state law in Massachusetts.

Fourteenth is for \$3,000 for a part time ranger in the Planning and Development department Conservation program and \$3,000 for tree fertilizing in the FY 2020 budget. These lines were not included in the FY 2020 budget due to a coding program with the software.

Councilor Whalen asked what the ranger will do.

Christine Stickney stated Mayor Sullivan has asked for a ranger at Eaton Pond to help with the homeless as well as the clean-up of that area.

Fifteenth is for \$18,366 for a negotiated increase for the Town Clerk staff for additional licensing duties taken on by the staff due to the retirement of the former licensing clerk. These funds are being transferred from the Law Department Licensing program.

Sixteenth item the town received from the Commonwealth of Massachusetts Transportation Enhancement Trust fund grant. The requirement of this grant is that the town needs to appropriate these funds for road and traffic related expenditures. The town will use these funds for traffic calming projects throughout town in the amount of \$30,229.30.

James Arsenault stated these funds are from Uber. They were required to compensate for traffic related issues throughout communities.

Councilor Carey read the following motions for favorable recommendation to the full Council:

**Fire Department:**

- 1) That the sum of \$306,318 be transferred from FY 2018 Certified Free Cash to the Fire Department Detail account.

**Motion:** by Councilor Carey

**Second:** by Councilor Whalen

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

- 2) That the sum of \$55,121 be transferred from FY 2018 Certified Free Cash to the Fire Department program 04 Fire Suppression, Uniform branch account.  
**Motion:** by Councilor Carey  
**Second:** by Councilor Whalen  
**Vote:** For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)
  
- 3) That the sum of \$557,356 be transferred from FY 2018 Certified Free Cash to the Fire Department overtime accounts, and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected.  
**Motion:** by Councilor Carey  
**Second:** by Councilor Whalen  
**Vote:** For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)
  
- 4) That the sum of \$1,000 be transferred from the Law department Licensing Board program 02/ administrative / clerical account to the Fire Department program 03 Equipment Maintenance, Uniform branch account.  
**Motion:** by Councilor Carey  
**Second:** by Councilor Whalen  
**Vote:** For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)
  
- 5) That the sum of \$5,374 be transferred from the Law department Licensing Board program 02/ administrative / clerical account to the Fire Department program 03 Equipment Maintenance, Outside Motor Vehicle Repairs account.  
**Motion:** by Councilor Carey  
**Second:** by Councilor Whalen  
**Vote:** For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)

**Police Department:**

- 6) That the sum of \$39,208 be transferred from FY 2018 Certified Free Cash to the following accounts \$34,560 Police Department program 01 Administration, Administration Clerical account, \$ 504 Police Department program 01 Administration, Holiday account, \$4,144 Police Department program 01 Administration, Education account.  
**Motion:** by Councilor Carey  
**Second:** by Councilor Whalen  
**Vote:** For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)

- 7) That the sum of \$5,595 be transferred from FY 2018 Certified Free Cash to Police Department program 08 Special Services, Crossing guards account.  
**Motion:** by Councilor Carey  
**Second:** by Councilor Whalen  
**Vote:** For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)
- 8) That the sum of \$29,950 be transferred from FY 2018 Certified Free Cash to the Police Department program 01 Administration, Data Processing account.  
**Motion:** by Councilor Carey  
**Second:** by Councilor Whalen  
**Vote:** For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)
- 9) That the sum of \$1,500 be re-appropriated from the fiscal Year 2019 Police Department program 04 Patrol Bureau, Uniform Allowances line item 01-21004-5491 for the purpose of paying an unpaid bill to Atlantic Tactical for the balance of a March 2017 invoice which was incurred prior to July 1, 2017, which was not in excess of the Fiscal year 2017 appropriation.  
**Motion:** by Councilor Carey  
**Second:** by Councilor Whalen  
**Vote:** For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)
- 10) That the sum of \$875,000 be transferred from FY 2018 Certified Free Cash to the Police Department overtime accounts and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected thereby.  
**Motion:** by Councilor Carey  
**Second:** by Councilor Whalen  
**Vote:** For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)

**Department of Public Works:**

- 11) That the sum of \$324,577 be transferred from the Fiscal Year 2018 certified Free Cash to the Department of Public Works / Program 11 – Snow and Ice, and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected thereby.  
**Motion:** by Councilor Carey  
**Second:** by Councilor Whalen  
**Vote:** For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)

**Human Resources:**

12) That the sum of \$27,432 be transferred from FY 2018 Certified Free Cash to the Human Resources Department/ Administration Program 01 / Retirement Sick Leave account

**Motion:** by Councilor Carey

**Second:** by Councilor Whalen

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

13) That the sum of \$70,281 be transferred from FY 2018 Certified Free Cash to the Human Resources Department/ Administration Program 01 / Vacation buy back account.

**Motion:** by Councilor Carey

**Second:** by Councilor Whalen

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

**Miscellaneous:**

14) That the sum of \$6,000 be transferred from the Law department Licensing Board program 02/ administrative / clerical account \$3,000 to the FY 2020 Planning and Development Department program 05 Part Time Ranger account and \$3,000 to the FY 2020 Planning and Development Department program 05 Tree Fertilizing account

**Motion:** by Councilor Carey

**Second:** by Councilor Whalen

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

15) That the sum of \$18,366 be transferred from the Law department Licensing Board program 02/ administrative / clerical account to the following accounts, \$3,168 Town Clerk/ Administration Program 01 / Department Head account, \$5,123 Town Clerk/ Registration Program 05 / Assistant Department Head account, \$7,145 Town Clerk/ Registration Program 05 / Administrative /Clerical account, and \$2,930 Town Council/ Administration Program 01 / Administrative /Clerical account.

**Motion:** by Councilor Carey

**Second:** by Councilor Whalen

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

16) That the sum of \$30,229.30 received from the Commonwealth of Massachusetts Transportation Enhancement Trust Fund be appropriated to Department of Public Works Department Traffic Calming Measures grant.

**Motion:** by Councilor Carey

**Second:** by Councilor Whalen

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

**Old Business**

- None

It was unanimously voted to adjourn the meeting at 6:35p.m.

Respectfully submitted,

Susan M. Cimino  
Clerk of the Council

**Documents provided for Meeting**

- 19 014 Mayor: FY19 Supplemental Appropriations #3 or take up any action relative thereto
- Minutes May 7, 2019



# Office of the Mayor

One JFK Memorial Drive  
Braintree, Massachusetts 02184

#19-020

Joseph C. Sullivan  
Mayor

781-794-8100

## MEMORANDUM

TO: Braintree Town Council  
FROM: Joseph H. Reynolds, Chief of Staff and Director of Operations  
DATE: Wednesday, June 26<sup>th</sup>, 2019  
SUBJECT: Public Access to Monatiquot River at Armstrong Dam Site

RECEIVED TOWN CLERK  
BRAINTREE, MA  
2019 JUN 27 AM 10:24

At the June 10, 2019 meeting of the Community Preservation Committee, the Committee voted unanimously to recommend the appropriation of Community Preservation Act funds for the public access design associated with removal of the Armstrong Dam and restoration of the river channel. Specifically, the funding will serve as Braintree's portion of a local match for the Municipal Vulnerability Preparedness Program-Action Grant. The grant will fund final design and permitting for the removal of the Armstrong Dam and allow fish passage to upstream spawning grounds. The Community Preservation funds will be used to incorporate public access to the restored river channel.

This project, which I endorse, will provide an opportunity for a new open space and recreational opportunity.

I therefore submit the following motion:

**MOTION:** That in accordance with the provisions of Chapter 44B of the General Laws and with the recommendation of the Community Preservation Committee, a total amount of \$17,500 be appropriated from the Unreserved Fund for Braintree's local match for the Municipal Vulnerability Preparedness Program-Action Grant from the Massachusetts Division of Ecological Restoration, said funds are to be expended under the direction of the Community Preservation Committee and the Director of Planning and Community Development.

I thank you for your attention to this matter and respectfully request favorable action.

**Hollingsworth Pond, LLC**

c/o Messina Enterprises  
400 Franklin Street  
Braintree, MA 02185-9059  
781.848.5000

May 8, 2019

**Mayor Joseph C. Sullivan**

**Town of Braintree**

1 JFK Memorial Dr.  
Braintree, MA 02184

ATTN: **Mayor Joseph C. Sullivan**

RE: **Monatiquot River Public Access Design**

Dear Mayor Sullivan:

As you know, Hollingsworth Pond, LLC has been working closely with the Town, the MA Division of Marine Fisheries, the MA Division of Ecological Restoration and the Fore River Watershed Association to advance the removal of the Armstrong Dam and allow fish passage to upstream spawning grounds. The project recently achieved a milestone of 40% design for the dam removal and river channel restoration. The project partners are now working toward completion of 100% design, engineering and permitting which includes design of public access to the river.

Please allow this letter to serve as our commitment to creating public access to the river. The exact design and layout of the public access walkway will be determined during the final design phase of the project. Upon completion, we will provide a Conservation Restriction or permanent public trail easement to ensure the access remains in perpetuity.

If we can provide more information in support of this project, please let me know.

Sincerely,

---

**Hollingsworth Pond, LLC**



Robert W. St. John  
Director of Planning

cc: Kelly Phelan, Conservation Coordinator

## **REQUEST FOR COMMUNITY PRESERVATION FUNDING *for* PUBLIC ACCESS TO MONATIQUOT RIVER AT ARMSTRONG DAM SITE**

### **Overview**

The Town has been working with Hollingsworth Pond, LLC (Messina Enterprises) to advance the removal of the Armstrong Dam and restore the river channel. The site is located off of Plain St. and Hancock St. This project is primarily driven by the effort to restore the river herring run to upstream spawning habitat. There are several partners in this project including the MA Division of Marine Fisheries (MA DMF), MA Division of Ecological Restoration (MA DER) and the Fore River Watershed Association (FRWA). The dam removal project is currently at 40% design and the Town recently applied for a grant to fund 100% design, engineering and permitting. At this point there is an opportunity to incorporate design for public access to the restored river.

The request is to fund \$17,500 toward the design of public access along the restored river channel.

### **Statement of Need**

There is strong interest and demand by residents to increase access to the Monatiquot River. Most of the river corridor has been highly developed. The possibility to create access at a site that has been inaccessible for many decades is a unique opportunity.

### **Strategy, Budget & Timeline**

In April, the Town applied for the grant to fund the final design, engineering and permitting for removal of the Armstrong Dam and restoration of the river channel. The dam removal and channel restoration is the primary focus, and the public access design was included in the grant application in the hopes of securing funding for this component as well.

The Town and Hollingsworth Pond, LLC each committed matching funds for the grant application for the dam removal and channel restoration work. However, additional funding is needed in order to include the public access design in the final project plans and permitting. Thus this CPC application is requesting funds specifically for the public access design aspect of the project.

The grant request is for \$90,000 with a \$30,000 local match for a total project cost of \$120,000. (Additional funds from the Division of Ecological Restoration will be used as leveraged funds but they are not eligible to count as match.) The local match of \$30,000 consists of \$6250 general town funds and \$6250 from Hollingsworth Pond, LLC as well as (if approved) \$17,500 of Community Preservation funds specifically for the public access design.

The two options (with or without CPC funding) are outlined in the following tables.

Option 1: without public access design if CPC funding is not received

Grant request total	\$37,500		
Match			
general town funds	\$6250		
Hollingsworth Pond, LLC	\$6250		
Match total	\$12,500		
<b>Project total</b>	<b>\$50,000*</b>	<b>*plus \$80,000 in funds from MA DER</b>	<b>Overall total \$130,000</b>

Option 2: with public access design if CPC funding is received

Grant request total	\$90,000		
Match			
general town funds	\$6250		
Hollingsworth Pond, LLC	\$6250		
CPC funds for public access	\$17,500		
Match total	\$30,000		
<b>Project total</b>	<b>\$120,000*</b>	<b>*plus \$80,000 in funds from MA DER</b>	<b>Overall total \$200,000</b>

We are requesting CPC funding contingent upon receipt of the grant. If we do not receive the grant we will not use the CPC funds.

If the Town receives the grant but does not receive CPC funds, the public access design will not be included in the scope of work.

**Eligibility & Satisfaction of CPC Criteria**

As an open space and recreation project, this is eligible for CPC funding. It satisfies the criteria of the Committee to improve passive recreational opportunities.

**Attachments**

- Conceptual Access Layout Plan
- Letter of Commitment from Property Owner