

1. Agenda

1.I. 7:30 PM Town Council

Documents:

[20 SEPT 15 TUES REMOTE AGENDA.PDF](#)

1.II. 7:30 PM Town Council

Documents:

[2020 SEPT 15 COUNCIL MTG.PDF](#)

2. Documents

Shannon L. Hume
President
At Large

Charles B. Ryan
At Large

Julia C. Flaherty
District 1

Steven A. Sciascia
District 2



David M. Ringius, Jr.
Vice President
At Large

Donna L. Connors
District 3

Stephen C. O'Brien
District 4

Meredith Boericke
District 5

Lawrence C. Mackin, Jr.
District 6

OFFICE OF THE TOWN COUNCIL – AGENDA –

Tuesday, SEPTEMBER 15, 2020 • Horace T. Cahill Auditorium, Town Hall • Starting Time: 7:30PM

Governor Charles Baker has declared a state of emergency in Massachusetts to support the state's response to COVID-19 (Coronavirus). According to the Town of Braintree's "Temporary Emergency Policy for Remote Participation Under the Open Meeting Law Pursuant to Massachusetts Executive Order of March 12, 2020," the Town Council will meet fully remotely for the health and safety of Councilors and the public during the Massachusetts State of Emergency. The Town Council will be using Zoom software to run meetings online for the immediate future. The Town continues to monitor the situation through the Health Department and specific questions should be directed to Jean McGinty, Public Health Nurse at 781-794-8094 or Marybeth McGrath, Director of Health, at 781-794-8095.

Please click the link to join the webinar: <https://us02web.zoom.us/j/83195887951>

Or Telephone:

Dial: +1 646 558 8656

Webinar ID: 831 9588 7951

International numbers available: <https://us02web.zoom.us/j/83195887951>

COUNCIL MEETING COMMUNICATIONS

- Agenda/Documents link to website: <https://braintreema.gov/AgendaCenter>
- Email: towncouncil@braintreema.gov
- Meeting Notice Posting link: <https://ma-braintree.civicplus.com/calendar.aspx?CID=43&showPastEvents=false>
- Facebook: [Braintree Town Council](#)
- "How Do I" sign up to receive meeting/town information: <https://braintreema.gov/786/Sign-up-for>
- To be added to the Town Council Agenda Distribution list please send an email request: scimino@braintreema.gov
- Zoom Webinar Questions: If you want to ask a question but cannot access webinar - call direct: 339-987-2726

ANNOUNCEMENTS

COMMUNICATIONS

- 034 20 Council President: Committee for Debt Exclusion for Braintree Schools or take up any action relative thereto

APPROVAL OF MINUTES

- None

OLD BUSINESS

- 20 056 Town Clerk: Call of the State General Election – November 3, 2020 or take up any action relative thereto
- 20 057 Town Clerk: Designation of Early Voting Site/Dates/Times for State General Election or take up any action relative thereto

OLD BUSINESS (continued)

- 20 058 Mayor: Request for Appropriation - Braintree Historic Inventory 2020 Project or take up any action relative thereto (PUBLIC HEARING)
- 20 060 National Grid Petition: 14 Sterling Park or take up any action relative thereto
- 20 061 National Grid Petition: 79 Edgemont Road or take up any action relative thereto
- 20 062 National Grid Petition: Linden Street or take up any action relative thereto
- 20 063 National Grid Petition: 15 Hemlock Street or take up any action relative thereto
- 20 064 National Grid Petition: 49 Cotton Avenue or take up any action relative thereto
- 20 065 National Grid Petition: 61 Birchcroft Road or take up any action relative thereto
- 20 066 National Grid Petition: 59 Hancock Street or take up any action relative thereto
- 002 20 Council President: Town Council Rules or take up any action relative thereto

NEW BUSINESS

- None

Refer to the Committee of Ways & Means

- 20 067 Mayor: Request to Approve the Grant of a Conservation Restriction to the Wildlands Trust or take up any action relative thereto

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS:

Next Council Meeting scheduled on: **Tuesday, October 6, 2020 @7:30pm**

ADJOURNMENT

Shannon L. Hume
President
At Large

Charles B. Ryan
At Large

Julia C. Flaherty
District 1

Steven A. Sciascia
District 2



David M. Ringius, Jr.
Vice President
At Large

Donna L. Connors
District 3

Stephen C. O'Brien
District 4

Meredith Boericke
District 5

Lawrence C. Mackin, Jr.
District 6

OFFICE OF THE TOWN COUNCIL – AGENDA –

Tuesday, SEPTEMBER 15, 2020 • Horace T. Cahill Auditorium, Town Hall • Starting Time: 7:30PM

Governor Charles Baker has declared a state of emergency in Massachusetts to support the state's response to COVID-19 (Coronavirus). According to the Town of Braintree's "Temporary Emergency Policy for Remote Participation Under the Open Meeting Law Pursuant to Massachusetts Executive Order of March 12, 2020," the Town Council will meet fully remotely for the health and safety of Councilors and the public during the Massachusetts State of Emergency. The Town Council will be using Zoom software to run meetings online for the immediate future. The Town continues to monitor the situation through the Health Department and specific questions should be directed to Jean McGinty, Public Health Nurse at 781-794-8094 or Marybeth McGrath, Director of Health, at 781-794-8095.

Please click the link to join the webinar: <https://us02web.zoom.us/j/83195887951>

Or Telephone:

Dial: +1 646 558 8656

Webinar ID: 831 9588 7951

International numbers available: <https://us02web.zoom.us/j/83195887951>

COUNCIL MEETING COMMUNICATIONS

- Agenda/Documents link to website: <https://braintreema.gov/AgendaCenter>
- Email: towncouncil@braintreema.gov
- Meeting Notice Posting link: <https://ma-braintree.civicplus.com/calendar.aspx?CID=43&showPastEvents=false>
- Facebook: [Braintree Town Council](#)
- "How Do I" sign up to receive meeting/town information: <https://braintreema.gov/786/Sign-up-for>
- To be added to the Town Council Agenda Distribution list please send an email request: scimino@braintreema.gov
- Zoom Webinar Questions: If you want to ask a question but cannot access webinar - call direct: 339-987-2726

ANNOUNCEMENTS

COMMUNICATIONS

- 034 20 Council President: Committee for Debt Exclusion for Braintree Schools or take up any action relative thereto

APPROVAL OF MINUTES

- None

OLD BUSINESS

- 20 056 Town Clerk: Call of the State General Election – November 3, 2020 or take up any action relative thereto
- 20 057 Town Clerk: Designation of Early Voting Site/Dates/Times for State General Election or take up any action relative thereto

OLD BUSINESS (continued)

- 20 058 Mayor: Request for Appropriation - Braintree Historic Inventory 2020 Project or take up any action relative thereto (PUBLIC HEARING)
- 20 060 National Grid Petition: 14 Sterling Park or take up any action relative thereto
- 20 061 National Grid Petition: 79 Edgemont Road or take up any action relative thereto
- 20 062 National Grid Petition: Linden Street or take up any action relative thereto
- 20 063 National Grid Petition: 15 Hemlock Street or take up any action relative thereto
- 20 064 National Grid Petition: 49 Cotton Avenue or take up any action relative thereto
- 20 065 National Grid Petition: 61 Birchcroft Road or take up any action relative thereto
- 20 066 National Grid Petition: 59 Hancock Street or take up any action relative thereto
- 002 20 Council President: Town Council Rules or take up any action relative thereto

NEW BUSINESS

- None

Refer to the Committee of Ways & Means

- 20 067 Mayor: Request to Approve the Grant of a Conservation Restriction to the Wildlands Trust or take up any action relative thereto

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS:

Next Council Meeting scheduled on: **Tuesday, October 6, 2020 @7:30pm**

ADJOURNMENT

ORDER NO: 20 056

DATE FILED: September 2, 2020

REQUEST OF: TOWN CLERK

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

Call of the State General Election, November 3, 2020

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, THE TOWN OF BRAINTREE IS HERBY REQUIRED TO NOTIFY AND WARN THE INHABITANTS OF SAID TOWN WHO ARE QUALIFIED TO VOTE IN THE STATE GENRAL ELECTION ON TUESDAY, NOVEMBER 3, 2020 FROM 7:00AM TO 8:00PM, TO VOTE AT THE POLLING PLACES IN THEIR RESPECTIVE PRECINCTS TO CAST THEIR VOTES FOR THE FOLLOWING PURPOSES:

To cast their votes in the State General Election for the candidates of political parties for the following offices: President and Vice President; Senator in Congress, Representative in Congress for the Eighth District; Councillor for Second & Fourth District, Senator in General Court Norfolk, Bristol & Plymouth District, Senator in General Court Norfolk & Plymouth District, Representative in General Court Fifth Norfolk District, Register of Probate for Norfolk County, County Commissioner for Norfolk County, County Treasurer for Norfolk County and, Sheriff (Vacancy) for Norfolk County; Blue Hills Regional Vocational School District and two Initiative Petitions.

Yeas:

Nays:

Absent:

PASSED IN COUNCIL:

A True Record, Attest:

James M. Casey, Town Clerk

Date Approved

ORDER NO: 20 057

DATE FILED: September 2, 2020

REQUEST OF: TOWN CLERK

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

In the name of the Commonwealth of Massachusetts, the Town of Braintree, is hereby required to establish under M.G.L. Chapter 54, § 25B (f), an early voting site to allow any qualified voter, as defined in section 1 of chapter 51, to cast a ballot for any biennial state election during the early voting period. At the recommendation of the Braintree Board of Registrars the Braintree Town Council hereby designates Braintree Town Hall – Cahill Auditorium as Braintree’s early voting site. Further, early voting hours shall be held during the days and hours described below:

DAY OF WEEK	DATE	OPEN	CLOSED
Saturday	October 17 & 24	8:30 am	1:30 pm
Sunday	October 18 & 25	8:30 am	1:30 pm
Monday	October 19 & 26	8:30 am	4:30 pm
Tuesday	October 20 & 27	8:30 am	7:00 pm
Wednesday	October 21 & 28	8:30 am	4:30 pm
Thursday	October 22 & 29	8:30 am	4:30 pm
Friday	October 23 & 30	8:30 am	1:30 pm

Yeas:

Nays:

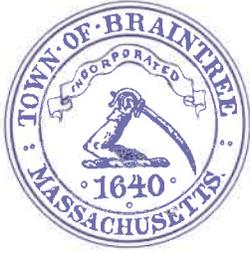
Absent:

PASSED IN COUNCIL:

A True Record, Attest:

James M. Casey, Town Clerk

Date Approved



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

Charles C. Kokoros
Mayor

781-794-8100

To: Shannon L. Hume, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Charles C. Kokoros, Mayor *dck*

CC: Nicole I. Taub, Chief of Staff and Director of Operations
Christine Stickney, Director, Planning and Community Development
Kelly Phelan, Conservation Planner, Planning and Community Development

Date: August 19, 2020

Re: Braintree Historic Inventory 2020 Project

President Hume, Clerk Cimino, Clerk Casey,

At the February 10, 2020 meeting of the Community Preservation Committee, the Committee voted unanimously to recommend the appropriation of Community Preservation Act funds for the completion of a historic survey to review and document approximately one hundred and twenty (120) properties throughout the Town of Braintree in conformance with the Massachusetts Historic Commission requirements.

The first phase of the project will include identification of the properties for surveying. A complete list of eligible properties is attached for your review.

The Town applied for and received a matching grant in the amount of \$15,000.00 from the Massachusetts Historic Preservation Project Fund that will be used in addition to the appropriation requested herein to perform the survey. The Braintree Historic Commission is taking a proactive approach to document as many of the oldest structures throughout the Town as part of their overall preservation efforts.

A copy of the Community Preservation Act application submitted is attached.

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

MOTION: That in accordance with the provisions of Chapter 44B of the General Laws and with the recommendation of the Community Preservation Committee, the appropriation of \$30,000 from the CPA Historic Resource Fund for the Braintree Historic Inventory 2020 Project conditional on the funds expended under the Community Preservation Committee and the Director of Planning and Community Development.

Community Preservation Application

Historic Resources Survey

2020

1.0 Executive Summary

The request before the Community Preservation Committee is for funds to update outdated and insufficient historic survey forms for 120 properties. The Town of Braintree has been invited by the Massachusetts Historical Commission (MHC) to submit an application for matching grant funds to support this project.

1.1 Statement of Need:

In 1995 the Braintree Historical Commission contracted with Claire W. Dempsey to develop recommendations for survey and other preservation activities for the Historical Commission to undertake. The Dempsey report made five recommendations, the first of these was to update roughly 125 individual building survey forms and three area survey forms that were completed in the 1960s and 70s. The properties covered by these inadequate forms represent some of the oldest properties in town.

1.2 Cost Benefit Analysis:

Braintree has applied for a matching grant from the MHC to complete this survey effort. The MHC grant, if awarded, will reimburse 50% of the project cost.

2.0 Project's Scope and Cost:

The project involves the update of individual building survey forms for up to 120 historic properties throughout Braintree.

The Massachusetts Historical Commission effectively caps the cost of completion of inventory forms at \$250 per building. The MHC grant is capped at \$30,000, which will fund the completion of inventory forms for 120 buildings.

3.0 Multi-Year Project

This is not a multi-year project.

4.0 Benefits Town of Braintree and Promotes CPA Goals and Objectives

This project meets the following historic preservation goals:

Goal 1 – Protecting historical resources, especially those that are threatened

Goal 3 – Recognizing, preserving, and enhancing the historic heritage and character of the Town for current and future generations.

5.0 Letters of Support

N/A

6.0 Similar Projects in Other Communities

Year	Town	Description	Cost
2018	Agawam	Historical Inventory Update	\$80,000
2019	Grafton	Historical and Cultural Resources Inventory	\$30,000
2016	West Newbury	Inventory of Historical Properties	\$25,000

7.0 Multiple Projects Requests

N/A

8.0 Detailed Project Budget and Project Timeline

8.1 Project Budget

Total project cost	Inventory of 120 buildings at \$250 per building	\$30,000.00
Town share	Excluding MHC grant	\$30,000.00
MHC share	Reimbursable after completion	\$15,000.00

8.2 Project Timeline

Date	Activity
February 07, 2020	Submit MHC Grant Application
January 27, 2020	Submit CPA Application
March 11, 2020	MHC Grant Award
May 2020	Award inventory contract
February 2012	Project complete

9.0 Operation/Maintenance

N/A

10.0 Administrative and Financial Capabilities

N/A

11.0 Property Encumbrances

None

12.0 Legal Contingencies

N/A

13.0 CPC Meeting Representation

14.0 Copy of Deed of Property

N/A

Inventory #	Historic Name	Street Address	Town	Construction Year
		131 Adams St	Braintree	1800
		27 Allen St	Braintree	1800
		105 Arthur St	Braintree	1800
BRA.55		14 Central St	Braintree	c 1800
BRA 101	Whitney, Luce House	36 Central Ave	Braintree	1870
		64 Church St	Braintree	1800
		13 Claremont	Braintree	1800
BRA.53	Vinton, Dea. Josiah Jr. House	135-137 Commercial St	Braintree	c 1830
BRA.54	Pratt, Edward - Jordan, Peleg House	140 Commercial St	Braintree	c 1805
BRA.17	Soper, Maj. Edmund House	170 Commercial St	Braintree	1772
BRA.57		176-178 Commercial St	Braintree	r 1820
BRA.58	Vinton, Josiah House	179 Commercial St	Braintree	1795
BRA.16	Vinton, Thomas House	196 Commercial St	Braintree	c 1800
BRA.15	Salisbury, Ambrose House and Tavern	221 Commercial St	Braintree	c 1800
BRA.60	Stetson, Caleb - Stetson, Maj. Ames House	253-255 Commercial St	Braintree	c 1830
BRA.59		303-305 Commercial St	Braintree	c 1800
BRA.61	Bowditch, William House	318 Commercial St	Braintree	c 1800
BRA.62	Allen, Jacob House	400 Commercial St	Braintree	1777
BRA.63	French, Gideon House	495 Commercial St	Braintree	c 1788
BRA.64	Allen, Richard Hall House	524 Commercial St	Braintree	c 1832
BRA.65	Veasie, Silas House	550 Commercial St	Braintree	c 1788
BRA.95	Faxon, Elishib House	107 Common St	Braintree	c 1730
BRA.3	Thayer, Jechonias - Reed, Edward House	216 Elm St	Braintree	c 1835
		503 Elm St	Braintree	1,802.00
		507 Elm St	Braintree	1,802.00
		57 Elmwood Park	Braintree	1,800.00
		130 Franklin	Braintree	1,800.00
BRA.71	White, Mehitable House	370 Franklin St	Braintree	c 1800
		34 Glendale	Braintree	1,800.00
BRA.70	Holbrook, Abel House	615 Granite St	Braintree	c 1800
BRA.56	Cushing, O. House	31 Hancock St	Braintree	r 1850
		47 Hancock	Braintree	1,800.00
		55 Hancock	Braintree	1,820.00
		345 Hancock	Braintree	1,820.00
		71 Hayward	Braintree	1770
		72-74 Hobart St	Braintree	1700
		83 Hobart Ave	Braintree	1,800.00
BRA.41	Hayward, Jonathan House	131 Howard St	Braintree	c 1810
		21 Hillside	Braintree	1,800.00
		11 Jersey St	Braintree	1,780.00
		59 Liberty St	Braintree	1,800.00
BRA.38	Thayer, James Eliphez House	467 Liberty St	Braintree	c 1832
BRA.39	Thayer, Dea. Eliphez House	475 Liberty St	Braintree	1793
		509 Liberty St	Braintree	1800
BRA.45	Thayer House	930 Liberty St	Braintree	1770
BRA.5	Nash, Frances - Penniman, Ezra House	1006 Liberty St	Braintree	c 1693
BRA.46	Wild, Jonathan House	1070 Liberty St	Braintree	c 1800
BRA.48	Thayer, Uriah House	1300 Liberty St	Braintree	c 1800
		1584 Liberty	Braintree	1,780.00
BRA.49	Belcher House	1748 Liberty St	Braintree	c 1800
BRA.90	Penniman, Barzella House	288-290 Middle St	Braintree	c 1832
BRA.42	Thayer, John Hollis House	144 Middle St	Braintree	c 1828
BRA.43	Thayer, Gideon House	374 Middle St	Braintree	r 1780
BRA.31	Thayer, Dea. Nathaniel Emmons House	391 Middle St	Braintree	c 1803
BRA.33	Thayer, Gideon House	424 Middle St	Braintree	c 1798
BRA.35	Hollis, Capt. John House	437 Middle St	Braintree	1804
BRA.34	Harris, Ruell and Daniel A. House	442 Middle St	Braintree	c 1828
BRA.36	Hollis, Elisha House	516 Middle St	Braintree	1834

BRA.92	Thayer, John House	536 Middle St	Braintree	c 1770
BRA.37	Wild, Levi House	550 Middle St	Braintree	c 1816
BRA.93	Thayer, Gideon House	631 Middle St	Braintree	c 1800
BRA.94	Thayer, Samuel White House	127 Peach St	Braintree	1783
		147 Peach St	Braintree	1800
BRA.40	Hollis - Hunt, N. H. House	46 Plain St	Braintree	r 1780
		30 Pond St.	Braintree	1,800.00
BRA.66	Penniman, Thomas House	230 Pond St	Braintree	1825
BRA.67	Thayer, Josiah House	279 Pond St	Braintree	c 1832
BRA.29	Jones, Elija House	289 Pond St	Braintree	r 1775
BRA.68	Penniman, Thomas Ona House	305 Pond St	Braintree	c 1832
BRA.69	Penniman, Stephen House	333 Pond St	Braintree	c 1800
		1 Proctor Rd	Braintree	1,720.00
BRA.47	Belcher House #1	60 Proctor Rd	Braintree	r 1715
BRA.7	Sampson, Ezra Weston - Bowditch, Alden House	18 Quincy Ave	Braintree	1796
		130 Quincy Ave	Braintree	1820
BRA.9	Loring, Judson House	214 Quincy Ave	Braintree	c 1830
		268 Quincy Ave	Braintree	1800
		37 River St	Braintree	1800
		20 Rose Ave	Braintree	1800
		107 School St	Braintree	1820
BRA.87	White, Elihu Building	6 Shaw St	Braintree	c 1840
BRA.85	Clark, Peter House	10 Soper House Ln	Braintree	1749
BRA.86	White, Gen. Freeman White	43 South St	Braintree	c 1800
		32 Summer St	Braintree	1,820.00
BRA.72		7 Thayer Pl	Braintree	r 1780
BRA.13	Torrey, Dr. Noah House	25-27 Thayer Pl	Braintree	c 1800
		76 Tremont St	Braintree	1,800.00
BRA.6	White, Peregrine House	310 Tremont St	Braintree	1663
BRA.91	Hollis, Joseph House	236-238 Middle St	Braintree	c 1820
		294 Union St	Braintree	1,800.00
BRA.32	Thayer, William Sturgis House	306 Union St	Braintree	r 1840
		332 Union St	Braintree	1760
BRA.18	Penniman, William House	335 Middle St	Braintree	c 1824
BRA.30	Thayer, Harvey House	404 Union St	Braintree	c 1830
BRA.88	Penniman, Elijah House	510 Union St	Braintree	c 1825
BRA.89		590 Union St	Braintree	c 1825
BRA.96	Sherman, R. House	235 Washington St	Braintree	c 1830
BRA.28	Thayer, Elisha Strong House	259 Washington St	Braintree	c 1828
BRA.27	Thayer House	271 Washington St	Braintree	c 1828
BRA.26	Hollis, Caleb House	285 Washington St	Braintree	1832
		286 Washinton St	Braintree	1,820.00
BRA.25	Thayer House	317 Washington St	Braintree	c 1750
		435 Washington St	Braintree	1,800.00
BRA.24	Wild, Col. Otis - Hollis, Josiah Webster House	460 Washington St	Braintree	c 1829
BRA.23	Dearing, Dr. Thomas Haven House	469-471 Washington St	Braintree	r 1850
BRA.73	Hobart, John A. - Hollis, Thomas Quincy House	485-487 Washington St	Braintree	r 1840
BRA.22	Penniman, Daniel House	555 Washington St	Braintree	1804
BRA.74	Hayden, Zebah House	572 Washington St	Braintree	1777
BRA.97	Holbrook, James House	575 Washington St	Braintree	c 1852
BRA.21	Dearing, M. A. House	589 Washington St	Braintree	c 1800
BRA.75	Hayden, Albert House	595 Washington St	Braintree	c 1850
BRA.76	Hayden, Oliver House	601 Washington St	Braintree	c 1820
BRA.77		625 Washington St	Braintree	c 1850
BRA.109	Hobart, Elisha House	691 Washington St	Braintree	c 1840
BRA.110	French, Samuel Strong House	700 Washington St	Braintree	1840
BRA.20	Wild, Dr. Jonathan - Thayer, Gen. Sylvanus House	714 Washington St	Braintree	1810
BRA.2	French, Asa House	766 Washington St	Braintree	1699
BRA.1	Thayer, Gen. Sylvanus Birthplace	786 Washington St	Braintree	1720

BRA.124	Bishop, William A. House	823 Washington St	Braintree	1852
BRA.122	Beal, Nelson House	826 Washington St	Braintree	1860
BRA.123	Porter, Edward House	832 Washington St	Braintree	1849
		931 Washington St	Braintree	1800
		962 Washington St	Braintree	1800
BRA.14	Mansfield, Warren Gun Carriage Factory Paint Shop	1025 Washington St	Braintree	c 1863
		1031 Washington St	Braintree	1735
		1039 Washington St	Braintree	1750
BRA.11	Wild, Elisha House	1074 Washington St	Braintree	c 1800
BRA.12	Matthews, Rev. Lyman House	1090 Washington St	Braintree	c 1830
BRA.4	Hollis Institute	1091-1093 Washington St	Braintree	c 1842
BRA.79		1131 Washington St	Braintree	c 1840
BRA.80		1139 Washington St	Braintree	c 1850
BRA.81		1151 Washington St	Braintree	c 1820
BRA.82	Dyer, L. L. House	1291 Washington St	Braintree	c 1840
BRA.19	Dyer, Capt. Isaac House	1307 Washington St	Braintree	c 1810
		1310 Washington St	Braintree	1770
		1318 Washington St	Braintree	1,800.00
BRA.10	Dyer, Peter House	1430 Washington St	Braintree	1780
BRA.50		1650 Washington St	Braintree	
BRA.51	Holbrook, Capt. John House	1851 Washington St	Braintree	r 1780
BRA.52	Holbrook, Dea. Elisha House	2106 Washington St	Braintree	c 1820
BRA.44	Vinton, Capt. John House	305 West St	Braintree	c 1800



September 2, 2020

Good morning Sue,

These are not typical Grants/petitions. These are leaks and mandated work by the DPU. Nationalgrid applied for permits from the Town of Braintree DPW. The DPW and the Mayor's office would not issue a permit unless it was reviewed and given approval by The Town's Council. The streets listed are Gas Leaks, they're guaranteed streets by The Town of Braintree. Dennis and the Supervisor for Braintree will be able to discuss each one in detail with the Town of Braintree Council members. Could you please put Nationalgrid on the next agenda?

14 Sterling Park,
79 Edgemont Road,
41 Linden Street,
15 Hemlock Street,
49 Cotton Avenue,
61 Birchcroft Road,
59 Hancock Street.

Thank you,
Have a good day.
Mary

PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

Town of Braintree / Town Council:

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

Per the Town of Braintree’s DPW, they would like The Town Council to review the following request for mandated leak and corrosion repair. For 14 Sterling Park, 79 Edgemont Road, Linden St (near #41), 15 Hemlock Street, 49 Cotton Ave, 61 Birchcroft Road, and 59 Hancock Street.

September 8, 2020

By: _____
Mary Mulroney
Permit Representative

Town of Braintree / Town Council:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Braintree** substantially as described in the petition date **September 8, 2020** attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

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

Date this _____ day of _____, 20____.

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

By: _____

Title

WO# various

**RETURN ORIGINAL TO THE PERMIT SECTION
NATIONAL GRID
40 SYLVAN RD, WALTHAM, MA 02451
RETAIN DUPLICATE FOR YOUR RECORDS**

MASSACHUSETTS LEAK INVESTIGATION REPORT

Date/Time: 10/30/15 13:48 Premark Date: 10/30/11 Company Code: _____
 Hse #: 14 Prefix: _____ On Street: Sterling Suffix: Pk Maximo #: 1283726
 LMS # 7352339 Prefix: _____ Cross St: William Suffix: St Town: Braintree

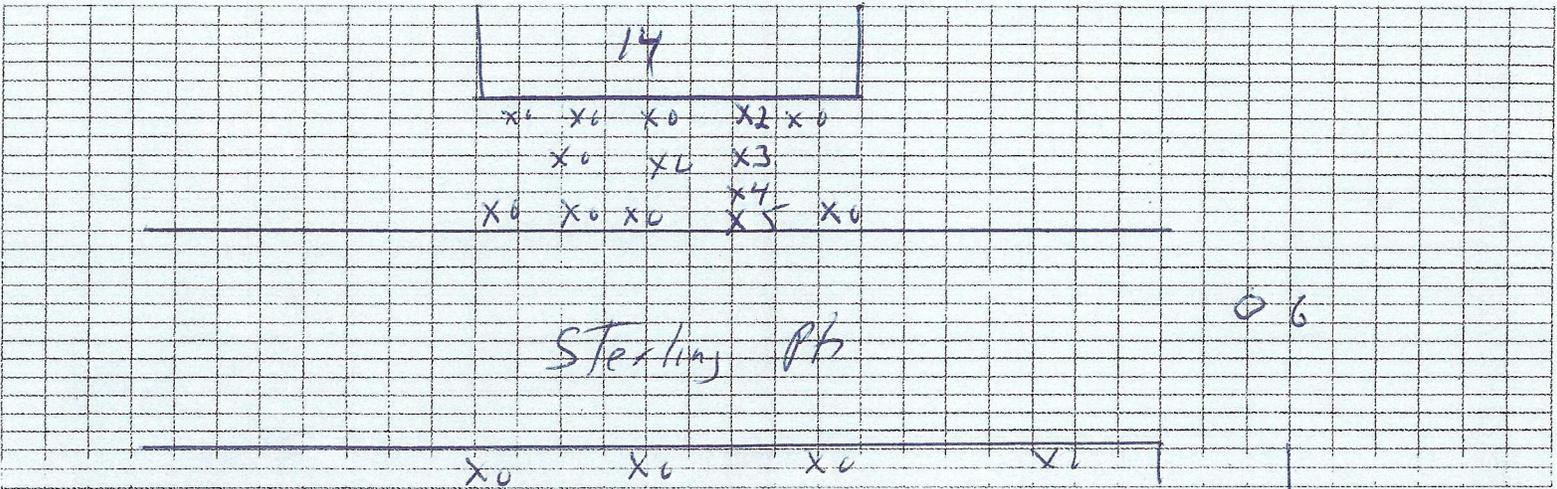
Leak classified by:

Leak Standby	
Yes	No <input checked="" type="checkbox"/>
Meter Location <u>M/H</u>	
In	Out
Odor Present	
Yes <input checked="" type="checkbox"/>	No
Method of Test	
Portable FI	<input checked="" type="checkbox"/>
Mobile FI	
Other	
CGI	<input checked="" type="checkbox"/>
Selected Test	
Rover	

Leak Classification				Leak Area		
1	2A	2	<input checked="" type="checkbox"/> 3	Rural	Resi	Urban
Pressure						
LP	IP	HP	<input checked="" type="checkbox"/> TP	Unknown		
Leak in Continuously Paved Area				Premise Condition Rpt		
Yes	No	<input checked="" type="checkbox"/>		Yes	No	<input checked="" type="checkbox"/>
Cover				Facility		
Asphalt	<input checked="" type="checkbox"/>		Main	<input checked="" type="checkbox"/>		
Concrete			Service			
Brick			Drip			
Gravel			Curb Valve			
Soil/Grass			Main Valve			
Other			Other			

Leak Source	Project
Public	136
Employee	136
Winter Patrol	146
Summer FI	140
Pre Pave	134
CI Encroach	128
Recheck	132 <input checked="" type="checkbox"/>
Special	138
Walking	144
Contractor	142
Building	130
Bus. District	130

Leak Located In School Zone



	Type Code	Reading % Gas	Front / Back Distance	Front / Back Location Code	Left / Right Distance	Left / Right Location Code
1	B-01	66.5				
2	C-01	0	2	FFW	17	LRBL
3	C-02	0	15	FFW	17	LRBL
4	C-03	75	17	FFW	17	LRBL
5	C-03	90	17	FFW	17	LRBL
6	D-01	0	31	FFW	44	LRBL
7						
8						
9						
10						
11						
12						
13						
14						

Comments: Recheck still Grade 2 No reads within 15 ft of house 0' MH

Completed by (signature): [Signature] Employee #: 12602

Consultant Company: _____

MASSACHUSETTS LEAK INVESTIGATION REPORT

Date/Time: OCTOBER 3, 2019 8:50 AM Premark Date: PREL Company Code: 26
 Hse #: 14 Prefix: _____ On Street: STERLING Suffix: PARK Maximo #: 1283726
 LMS # 7352339 Prefix: _____ Cross St: WILLIAMS Suffix: ST Town: BLAINTREE

Leak classified by: 71070138

Leak Standby
 Yes No

Meter Location
 In Out

Odor Present
 Yes No

Method of Test

Portable FI	
Mobile FI	
Other	
CGI	<input checked="" type="checkbox"/>
Selected Test	
Rover	

Leak Classification

1	2A	2	3	<input checked="" type="checkbox"/>
---	----	---	---	-------------------------------------

Leak Area

Rural	Resi <input checked="" type="checkbox"/>	Urban
-------	--	-------

Pressure

LP	IP	HP <input checked="" type="checkbox"/>	TP	Unknown
----	----	--	----	---------

Leak in Continuously Paved Area

Yes	No	<input checked="" type="checkbox"/>
-----	----	-------------------------------------

Cover

Asphalt	
Concrete	
Brick	
Gravel	
Soil/Grass	<input checked="" type="checkbox"/>
Other	

Premise Condition Rpt

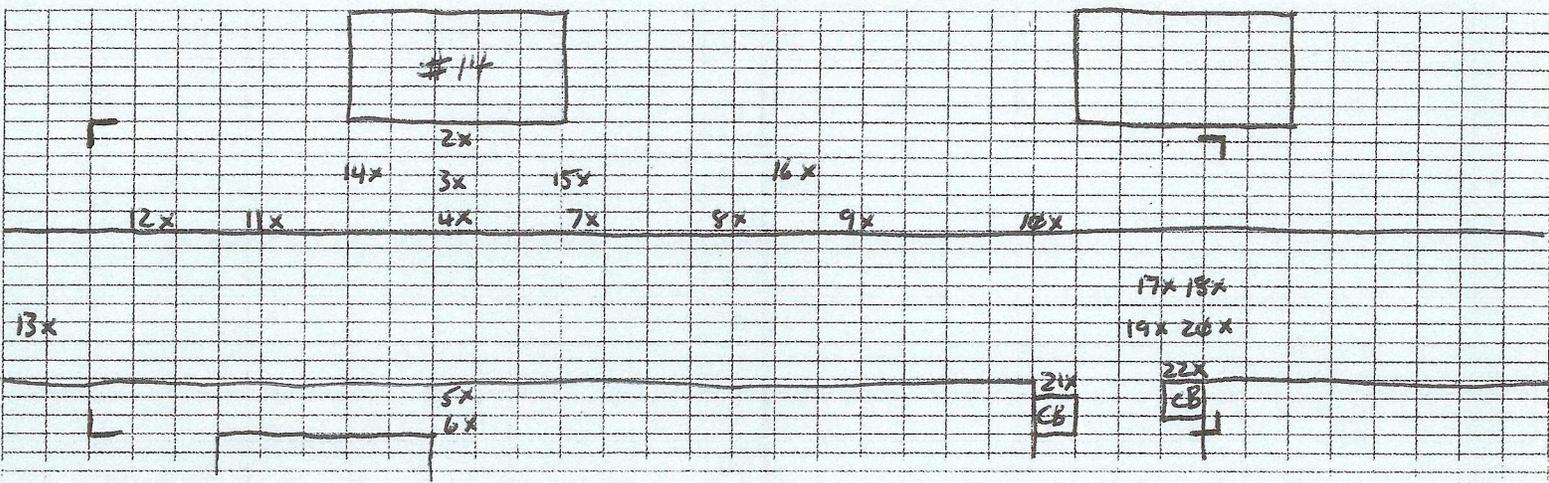
Yes	No	<input checked="" type="checkbox"/>
-----	----	-------------------------------------

Facility

Main	<input checked="" type="checkbox"/>
Service	
Drip	
Curb Valve	
Main Valve	
Other	

Leak Source	Project
Public	136
Employee	136
Winter Patrol	146
Summer FI	140
Pre Pave	134
CI Encroach	128
Recheck	132
Special	138
Walking	144
Contractor	142
Building	130
Bus. District	130

Leak Located In School Zone



	Type Code	Reading % Gas	Front / Back Distance	Front / Back Location Code	Left / Right Distance	Left / Right Location Code
1	B-01	0%	NO GAS SERVICE AT THIS RESIDENCE.			
2	C-01	0%	12"	FFW	20'	RLBL
3	C-02	0%	9'	FFW	20'	RLBL
4	C-03	17.5%	25'	FFW	20'	RLBL
5	C-12	4.6%	53'	FFW	20'	RLBL
6	C-12	0%	68'	FFW	20'	RLBL
7	C-03	8.7%	25'	FFW	44'	RLBL
8	C-03	18.7%	25'	FFW	61'	RLBL
9	C-03	0%	25'	FFW	71'	RLBL
10	C-03	0%	25'	FFW	81'	RLBL
11	C-03	9.6%	25'	FFW	8'	LLBL
12	C-03	0%	25'	FFW	22'	LLBL
13	D-01	0%	43'	FFW	37'	LLBL
14	C-02	0%	10'	FFW	0'	LBL

Comments: GRADE 3 LEAK. EXTENDED AREA 136' x 68'
* NO GAS SERVICE AT THIS RESIDENCE.

Completed by (signature): C. Salari Employee #: 71070138

MASSACHUSETTS LEAK INVESTIGATION REPORT

Date/Time: _____ Premark Date: _____ Company Code: _____
 Hse #: 14 Prefix: _____ On Street: STERLING Suffix: PARK Maximo #: _____
 LMS # _____ Prefix: _____ Cross St: _____ Suffix: _____ Town: _____

Leak classified by:

Leak Standby	
Yes	No
Meter Location	
In	Out
Odor Present	
Yes	No
Method of Test	
Portable FI	
Mobile FI	
Other	
CGI	
Selected Test	
Rover	

Leak Classification				Leak Area		
1	2A	2	3	Rural	Resi	Urban
Pressure						
LP	IP	HP	TP	Unknown		
Leak in Continuously Paved Area				Premise Condition Rpt		
Yes		No		Yes		No
Cover				Facility		
Asphalt				Main		
Concrete				Service		
Brick				Drip		
Gravel				Curb Valve		
Soil/Grass				Main Valve		
Other				Other		

Leak Source	Project
Public	136
Employee	136
Winter Patrol	146
Summer FI	140
Pre Pave	134
CI Encroach	128
Recheck	132
Special	138
Walking	144
Contractor	142
Building	130
Bus. District	130

Leak Located In School Zone

PAGE #2 FOR #14 STERLING PARK, BRAintree.

#	Type Code	Reading % Gas	Front / Back Distance	Front / Back Location Code	Left / Right Distance	Left / Right Location Code
3	B-01					
7	C-01					
15	C-02	0%	10'	FFW	37'	RLBL
16	C-02	0%	10'	FFW	71'	RLBL
17	C-05	0%	41'	FFW	96'	RLBL
18	D-01	0%	41'	FFW	97'	RLBL
19	C-03	0%	50'	FFW	97'	RLBL
20	D-01	0%	52'	FFW	98'	RLBL
21	D-01	0%	84'	FFW	91'	RLBL
22	D-01	0%	82'	FFW	114'	RLBL
23						
24						
25						
26						

Comments: _____

Completed by (signature): C. Salas Employee #: 71070138
 Consultant Company: _____

MASSACHUSETTS LEAK INVESTIGATION REPORT

Date/Time: 4/24/19 1:30 Premark Date: 4/24/19 Company Code: _____
 Hse #: 14 Prefix: _____ On Street: Sterling Suffix: PK Maximo #: 1283726
 LMS # 1352339 Prefix: _____ Cross St: Sterling Suffix: St Town: Braintree

Leak classified by: DJN

Leak Standby
 Yes No

Meter Location
 In 4 Out K

Odor Present
 Yes No

Method of Test
 Portable FI
 Mobile FI
 Other
 CGI
 Selected Test Rover

Leak Classification
 1 2A 2 3

Leak Area
 Rural Resi Urban

Pressure
 LP IP HP TP Unknown

Leak in Continuously Paved Area
 Yes No

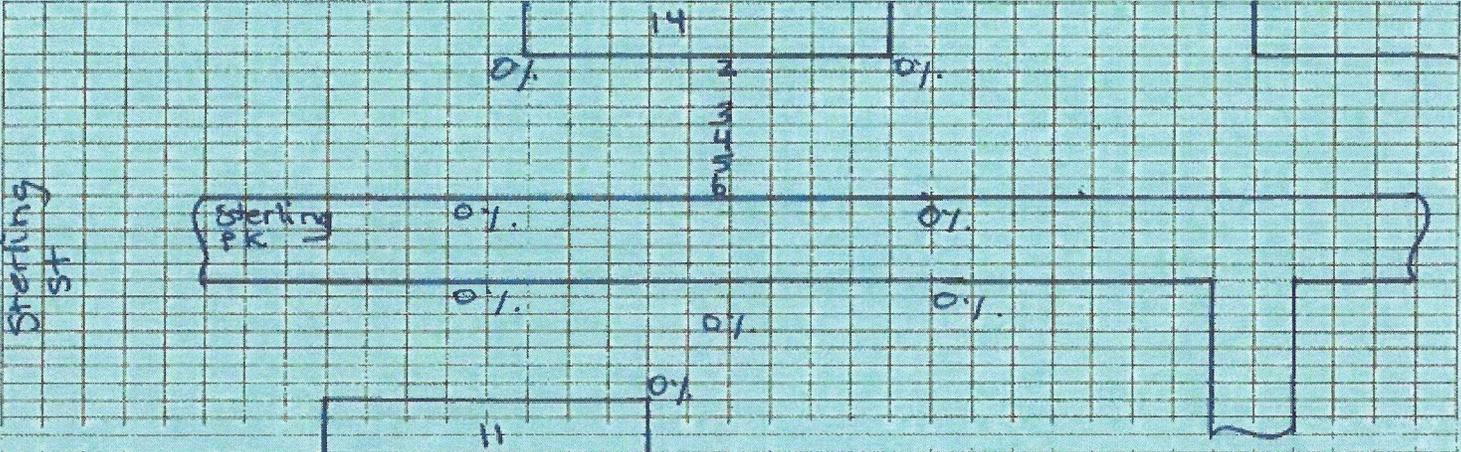
Premise Condition Rpt
 Yes No

Cover
 Asphalt
 Concrete
 Brick
 Gravel
 Soil/Grass
 Other

Facility
 Main
 Service
 Drip
 Curb Valve
 Main Valve
 Other

Leak Source	Project
Public	136
Employee	136
Winter Patrol	146
Summer FI	140
Pre Pave	134
CI Encroach	128
Recheck	132
Special	138
Walking	144
Contractor	142
Building	130
Bus. District	130

Leak Located In School Zone

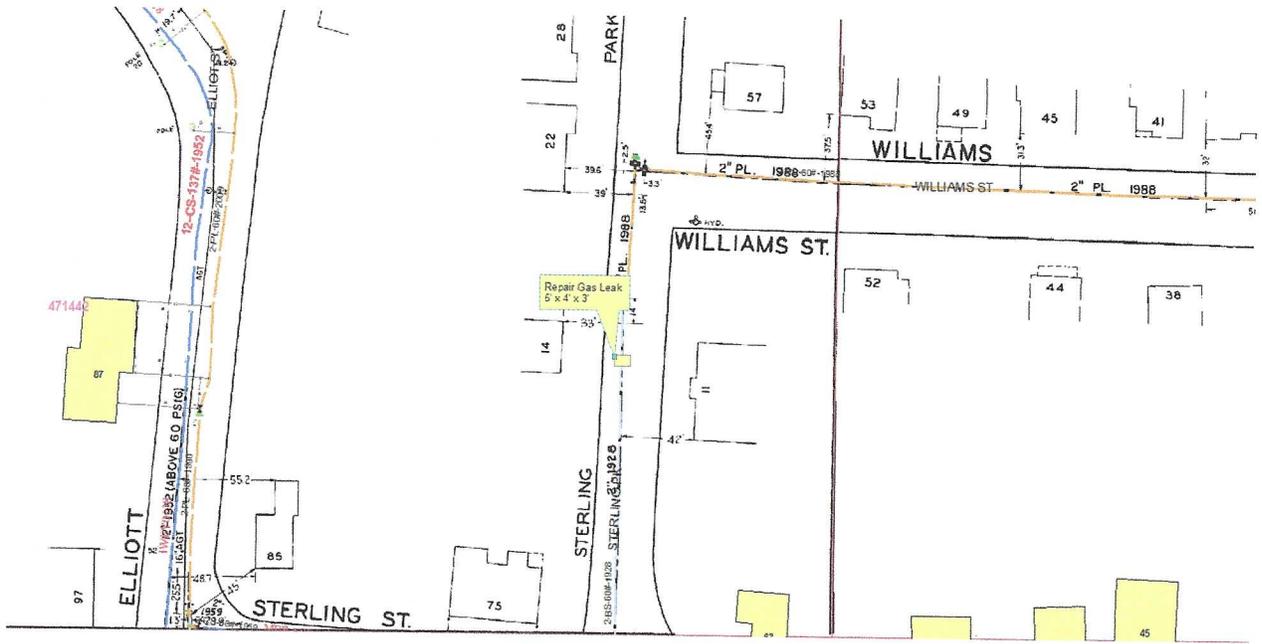


	Type Code	Reading % Gas	Front / Back Distance	Front / Back Location Code	Left / Right Distance	Left / Right Location Code
1	B-01	CGI				
2	C-01	0	5	FFW	24	RLBL
3	CO2	0	12	FFW	24	RLBL
4	CO2	5	15	FFW	24	RLBL
5	CO3	41	17	FFW	24	RLBL
6	CO3	55	27	FFW	24	RLBL
7						
8						
9						
10						
11						
12						
13						
14						

Comments: #14 MHC, CB, V13 = 0% up and down

Completed by (signature): David Nowlan Employee #: _____

Consultant Company: omark



MASSACHUSETTS LEAK INVESTIGATION REPORT

Date/Time: 12-21-19 Premark Date: 12-21-19 Company Code: _____
 Hse #: 79 Prefix: _____ On Street: EDGE MONT Suffix: RD Maximo #: 1322880
 LMS # 1358389 Prefix: _____ Cross St: QUINCY Suffix: AV Town: BRA

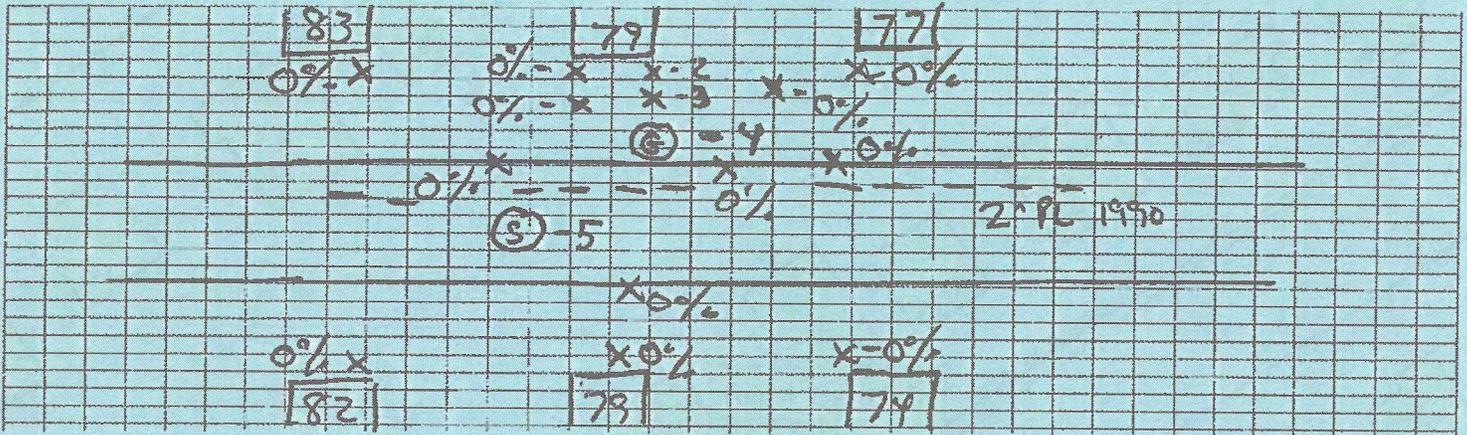
Leak classified by:

Leak Standby
 Yes No
 Meter Location
 In Out
 Odor Present
 Yes No
 Method of Test
 Portable FI
 Mobile FI
 Other
 CGI
 Selected Test
 Rover

Leak Classification
 1 2A 2 3
 Leak Area
 Rural Resi Urban
 Pressure
 LP IP HP TP Unknown
 Leak in Continuously Paved Area
 Yes No
 Premise Condition Rpt
 Yes No
 Cover
 Asphalt
 Concrete
 Brick
 Gravel
 Soil/Grass
 Other
 Facility
 Main
 Service
 Drip
 Curb Valve
 Main Valve
 Other

Leak Source	Project	
Public	136	<input checked="" type="checkbox"/>
Employee	136	<input checked="" type="checkbox"/>
Winter Patrol	146	
Summer FI	140	
Pre Pave	134	
CI Encroachment	128	
Recheck	132	
Special	138	
Walking	144	
Contractor	142	
Building	130	
Bus. District	130	

Leak Located In School Zone



	Type Code	Reading % Gas	Front / Back Distance	Front / Back Location Code	Left / Right Distance	Left / Right Location Code
1	B-01	0%				
2	C-01	0%	1'	FFW	0	RBL
3	C-02	0%	5'	FFW	0	RBL
4	C-04	25%	15'	FFW	5'	RRBL
5	D01	0%	30'	FFW	5'	LLBL
6						
7						
8						
9						
10						
11						
12						
13						
14	G-2A					

Comments: LEAK APPEARS TO BE ON SERVICE BY GATEBOX
NEGATIVE SOAP TEST @ GATEBOX MANHOLE ZERO
NO OTHER MANHOLES

Completed by (signature): S PARRY Employee #: 22835

Consultant Company: _____

MASSACHUSETTS LEAK INVESTIGATION REPORT

Date/Time: 12-12-18 12:00pm Premark Date: _____ Company Code: _____
 Hse #: _____ Prefix: _____ On Street: Linden Suffix: St Maximo #: 1251386
 LMS # 7345318 Prefix: _____ Cross St: Beech Suffix: St Town: Braintree

Leak classified by: T.L.

Leak Standby
 Yes No

Meter Location
 In Out

Odor Present
 Yes No

Method of Test
 Portable FI
 Mobile FI
 Other
 CGI
 Selected Test
 Rover

Leak Classification
 1 2A 2 3

Leak Area
 Rural Resi Urban

Pressure
 LP IP HP TP Unknown

Leak in Continuously Paved Area
 Yes No

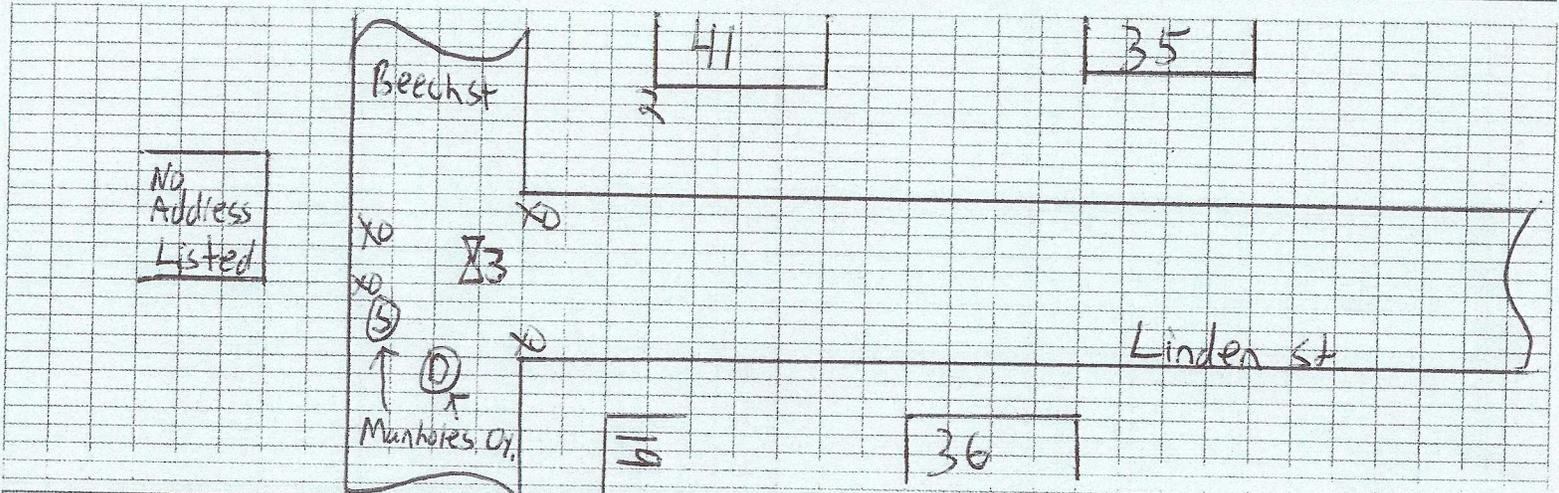
Premise Condition Rpt
 Yes No

Cover
 Asphalt
 Concrete
 Brick
 Gravel
 Soil/Grass
 Other

Facility
 Main
 Service
 Drip
 Curb Valve
 Main Valve
 Other

Leak Source	Project
Public	136
Employee	136
Winter Patrol	146
Summer FI	140
Pre Pave	134
CI Encroach	128
Recheck	132
Special	138 <input checked="" type="checkbox"/>
Walking	144
Contractor	142
Building	130
Bus. District	130

Leak Located In School Zone



	Type Code	Reading % Gas	Front / Back Distance	Front / Back Location Code	Left / Right Distance	Left / Right Location Code
1	B-01	C.G.F				
2	C-01	0	5	FFW	0	LBL
3	C-05*	41	42	FFW	35	LLB
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Comments: #41. All measurements taken from #41.
 go down grade from 2A to grade 3. No M.H and no other GIB readings.

Completed by (signature): Thomas Krzywosz Employee #: _____

Consultant Company: OMAL

MASSACHUSETTS LEAK INVESTIGATION REPORT

Date/Time: 5-28-20 9am Premark Date: 5-28-20 Company Code: upgrade
 Hse #: 15 Prefix: _____ On Street: Hemlock Suffix: St Maximo #: 1254986
 LMS # 7346257 Prefix: _____ Cross St: Grove Suffix: St Town: Braintree

Leak classified by: SA

Leak Standby
 Yes No

Meter Location
 In Out

Odor Present
 Yes No

Method of Test
 Portable FI
 Mobile FI
 Other
 CGI
 Selected Test
 Rover

Leak Classification
 1 2A 2 3

Leak Area
 Rural Resi Urban

Pressure
 LP IP HP TP Unknown

Leak in Continuously Paved Area
 Yes No

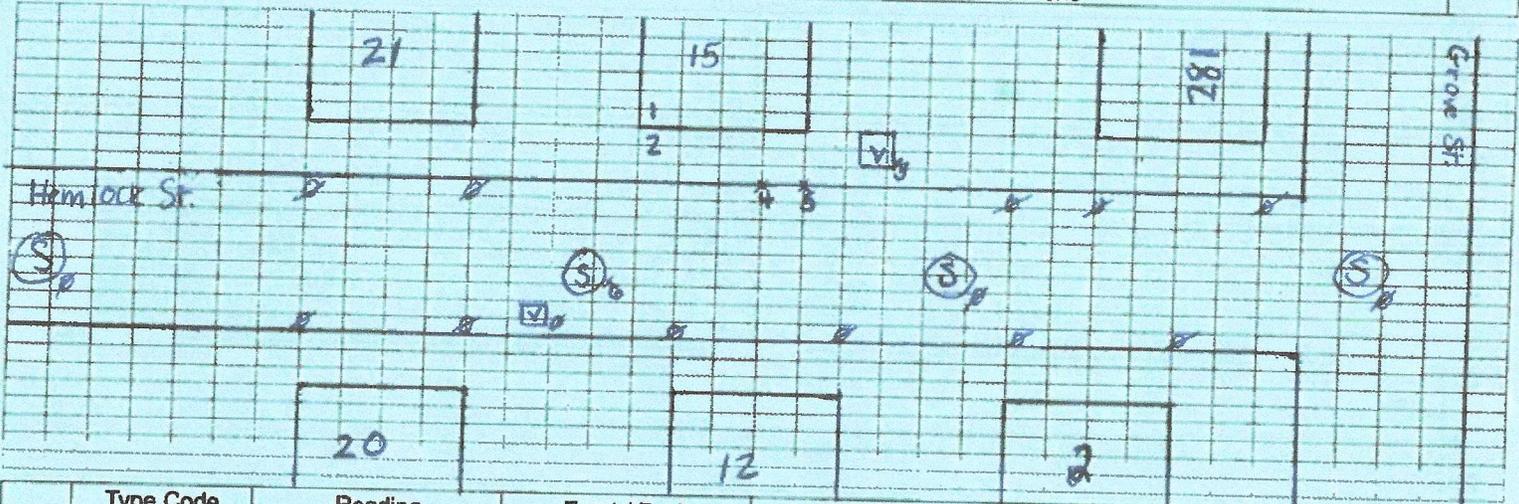
Premise Condition Rpt
 Yes No

Cover
 Asphalt
 Concrete
 Brick
 Gravel
 Soil/Grass
 Other

Facility
 Main
 Service
 Drip
 Curb Valve
 Main Valve
 Other

Leak Source	Project
Public	136
Employee	136
Winter Patrol	146
Summer FI	140
Pre Pave	134
CI Encroach	128
Recheck	132
Special	138
Walking	144
Contractor	142
Building	130
Bus. District	130

Leak Located In School Zone



	Type Code	Reading % Gas	Front / Back Distance	Front / Back Location Code	Left / Right Distance	Left / Right Location Code
1	B-01	CGI				
2	C-01	0	1	FFW	0	LBL
* 3	C-04	58	26	FFW	14	RRBL
4	C-12	34	30	FFW	12	LRBL
5	C-12	22	30	FFW	0	RBL
6	D-01	.6	43	FFW	3	RLBL
7						
8						
9						
10						
11						
12						
13						
14						

Comments: 15 Hemlock St. All other manholes & catch basins cleared and zeroed. Original grade 3, upgraded to 2.

Completed by (signature): [Signature] Employee #: _____
 Consultant Company: Reconn

MASSACHUSETTS LEAK INVESTIGATION REPORT

Date/Time: 8.8.18 12:00 Premark Date: _____ Company Code: _____
 Hse #: 15 Prefix: _____ On Street: Hemlock Suffix: St Maximo #: 1254986
 LMS # 1340757 Prefix: _____ Cross St: Crane Suffix: St Town: Bramble

Leak classified by:

Leak Standby
 Yes No

Meter Location
 In Out

Odor Present
 Yes No

Method of Test

Portable FI	
Mobile FI	
Other	
CGI	<input checked="" type="checkbox"/>
Selected Test	
Rover	<input checked="" type="checkbox"/>

Leak Classification

1	2A	2	3
			<input checked="" type="checkbox"/>

Leak Area
 Rural Resi Urban

Pressure
 LP IP HP TP Unknown

Leak in Continuously Paved Area
 Yes No

Premise Condition Rpt
 Yes No

Cover

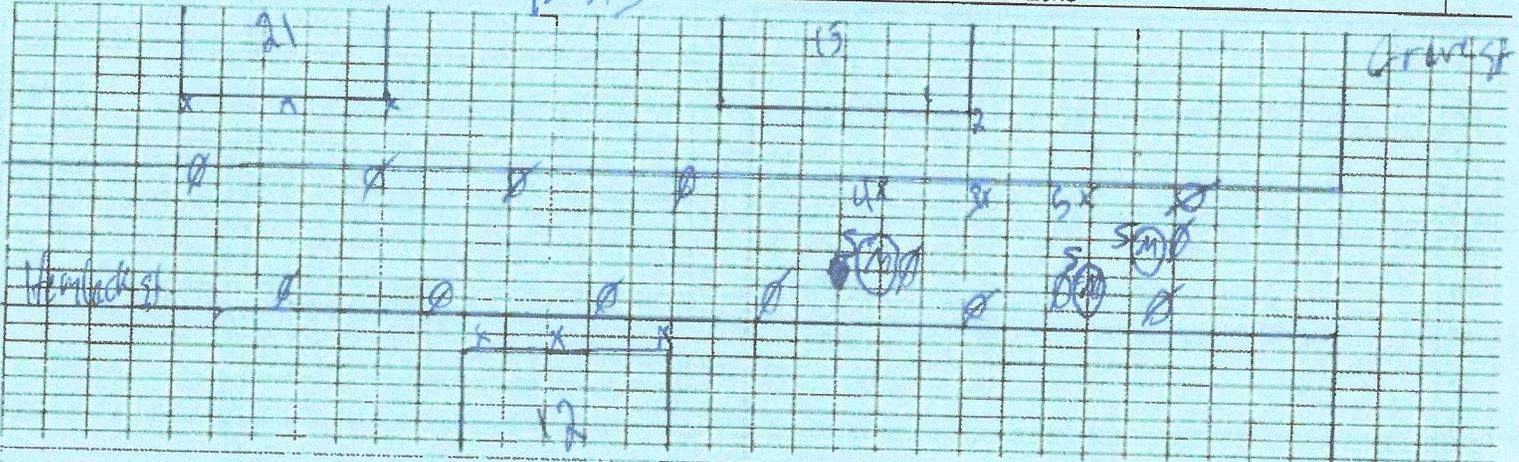
Asphalt	<input checked="" type="checkbox"/>
Concrete	
Brick	
Gravel	
Soil/Grass	<input checked="" type="checkbox"/>
Other	

Facility

Main	<input checked="" type="checkbox"/>
Service	<input checked="" type="checkbox"/>
Drip	
Curb Valve	
Main Valve	
Other	

Leak Source	Project
Public	136 <input checked="" type="checkbox"/>
Employee	136
Winter Patrol	146
Summer FI	140
Pre Pave	134
CI Encroach	128
Recheck	132
Special	138
Walking	144
Contractor	142
Building	130
Bus. District	130

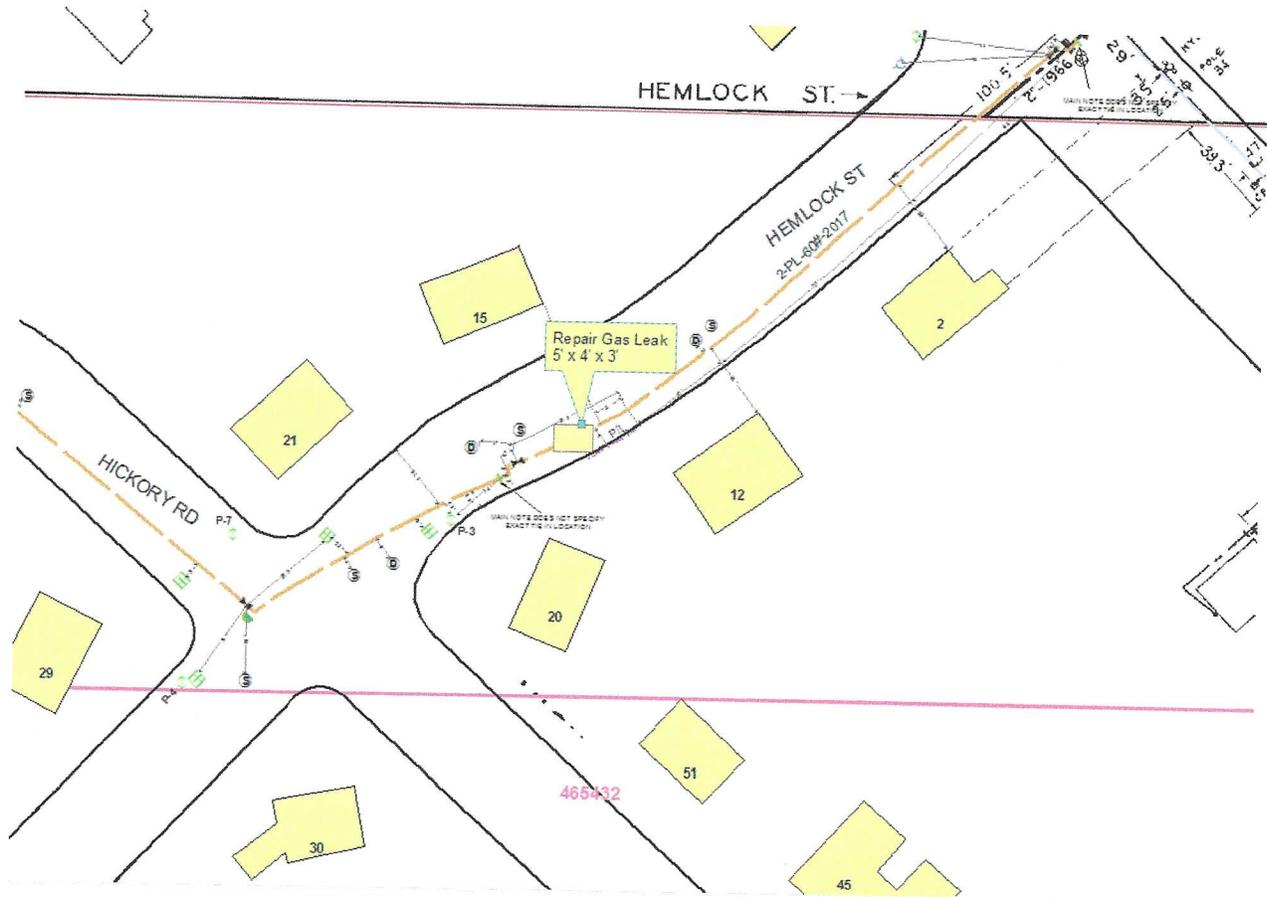
Leak Located In School Zone



	Type Code	Reading % Gas	Front / Back Distance	Front / Back Location Code	Left / Right Distance	Left / Right Location Code
1	B-01	CGI				
2	C-01	0	5	FEW	0	RBL
3	C-12	0	28	FEW	0	RBL
4	C-12	5	28	FEW	5	LRBL
5	C-12	5	28	FEW	5	RRBL
6						
7						
8						
9						
10						
11						
12						
13						
14						

Comments: 5 gas outside curb 28' from house. All manholes cleared.

Completed by (signature): [Signature] Employee #: _____
 Consultant Company: USIC





Engineer: Butch Vincent
Office Phone: 781-794-3551
Mobile Phone: 617-438-5192

CATHODIC PROTECTION WORK REQUEST

REQUESTED TO: MSFBRA MSF WO Number: 1351082 FOUND DATE: 12/16/2019
CP SYSTEM: MBRA0033 Town Code: BRA DUE DATE: 6/13/2020
REPAIR CODE: G-Raise/Replace Main Test Station PRIORITY:
REPAIR LOCATION: COTTON AV, BRA, @ #49
INTERSECTING STREET 1: INTERSECTING STREET 2:

REPAIR REMARKS:

MBRA0033 -A001
LOCATE AND RAISE TEST STATION TO GRADE. IF UNABLE TO LOCATE, INSTALL A NEW 2-WIRE TEST STATION WITH 4-17# ANODES

DIG SAFE: _____

WATER: _____

SEWER: _____

CONSERVATION: _____

WORK DONE:

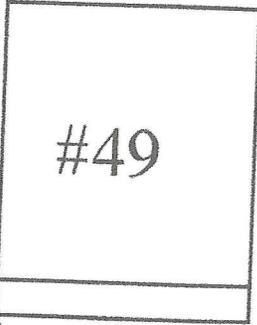
DATE COMPLETED:

Corrosion Control Maintenance Form

Component Code: MBRA 00 33 Test Date: 12-16-19
Test Point ID: A001 Repair Code: G
Premarked: Y N Private Property: Y N ?
Pavement broken: Y N ? Sidewalk Street Driveway Grass
Corrosion Engineer: Y N Police Detail: Y N ?
Meter Number: _____ WO#: _____
Performer: I&R CMS C&M Contractor Corrosion Production
Work Description: _____

Sketch:

Locate & Raise T/S
Paved over,



24'-2"

2'

1-1/2"ST

2"ST

Cotton Avenue

Braintree

Braintree

1 Wire Test Station

1-17lb Anode

09/07/1985

MBRA0033001



MASSACHUSETTS LEAK INVESTIGATION REPORT

Date/Time: 5/5/20 11:35 Premark Date: 11:35 Company Code: _____
 Hse #: 59 Prefix: _____ On Street: Hancock Suffix: St Maximo #: 135 0337
 LMS # 136174 Prefix: _____ Cross St: Hall Suffix: Ave Town: Braintree

Leak classified by: 53

Leak Standby
 Yes No

Meter Location
 In Out

Odor Present
 Yes No

Method of Test

Portable FI	
Mobile FI	
Other	
CGI	<input checked="" type="checkbox"/>
Selected Test	
Rover	<input checked="" type="checkbox"/>

Leak Classification
 1 2A 2 3

Leak Area
 Rural Res Urban

Pressure
 LP IP HP TP Unknown

Leak in Continuously Paved Area
 Yes No

Premise Condition Rpt
 Yes No

Cover

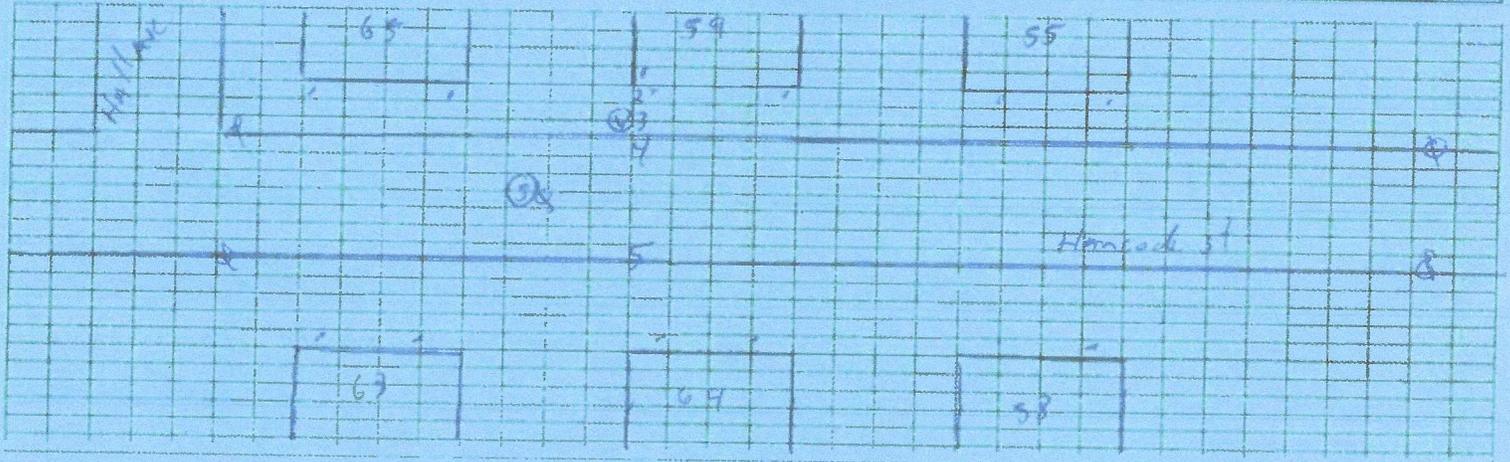
Asphalt	<input checked="" type="checkbox"/>
Concrete	<input checked="" type="checkbox"/>
Brick	
Gravel	
Soil/Grass	<input checked="" type="checkbox"/>
Other	

Facility

Main	<input checked="" type="checkbox"/>
Service	
Drip	
Curb Valve	
Main Valve	
Other	

Leak Source	Project
Public	136
Employee	136
Winter Patrol	146
Summer FI	140
Pre Pave	134
CI Encroach	128
Recheck	132
Special	138
Walking	144
Contractor	142
Building	130
Bus. District	130

Leak Located In School Zone

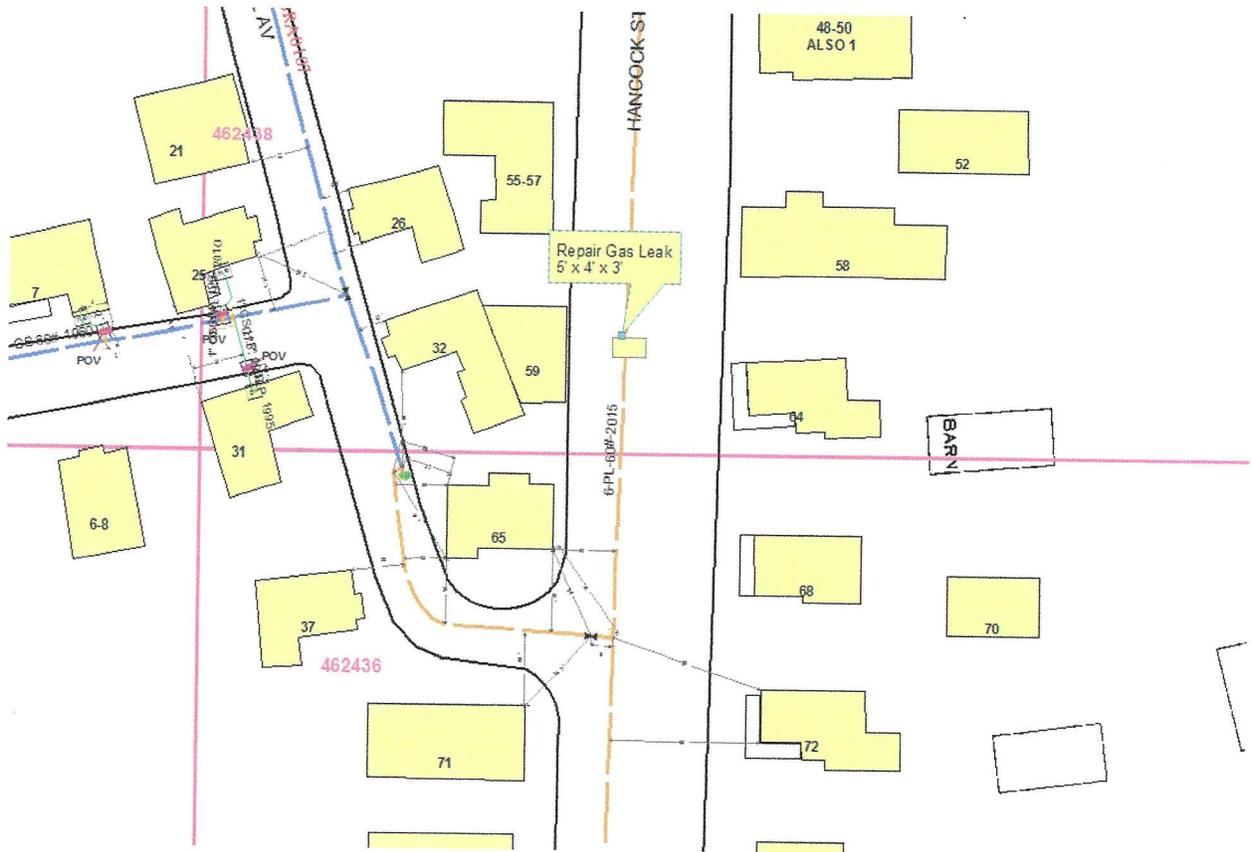


	Type Code	Reading % Gas	Front / Back Distance	Front / Back Location Code	Left / Right Distance	Left / Right Location Code
1	B-01	CGI				
2	C-01	0	5	FFW	0	LBL
*3	C-04	10	8	FFW	0	LBL
4	C-12	0	13	FFW	0	LBL
5	C-12	0	41	FFW	0	LBL
6						
7						
8						
9						
10						
11						
12						
13						
14						

Comments: 59 Hancock st all other manholes valve B103 closed and zero

Completed by (signature): Steve Johnston
 Consultant Company: Recon

Employee #: _____





Engineer: Butch Vincent
Office Phone: 781-794-3551
Mobile Phone: 617-438-5192

CATHODIC PROTECTION WORK REQUEST

REQUESTED TO: MSFBRA MSF **WO Number:** 1213281 **FOUND DATE:** 11/29/2017
CP SYSTEM: IWEY0138 **Town Code:** BRA **DUE DATE:** 5/28/2018
REPAIR CODE: G-Raise/Replace Main Test Station **PRIORITY:**
REPAIR LOCATION: 61 BIRCHCROFT RD, BRA, OUTSIDE TAKE STATION
INTERSECTING STREET 1: **INTERSECTING STREET 2:**

REPAIR REMARKS:

IWEY0138 -A001
LOCATE AND RAISE OR REPLACE, 4-WIRE TEST STATION ACROSS MAIN INSULATOR. NO ANODES ARE REQUIRED IF TEST STATION IS REPLACED

DIG SAFE:

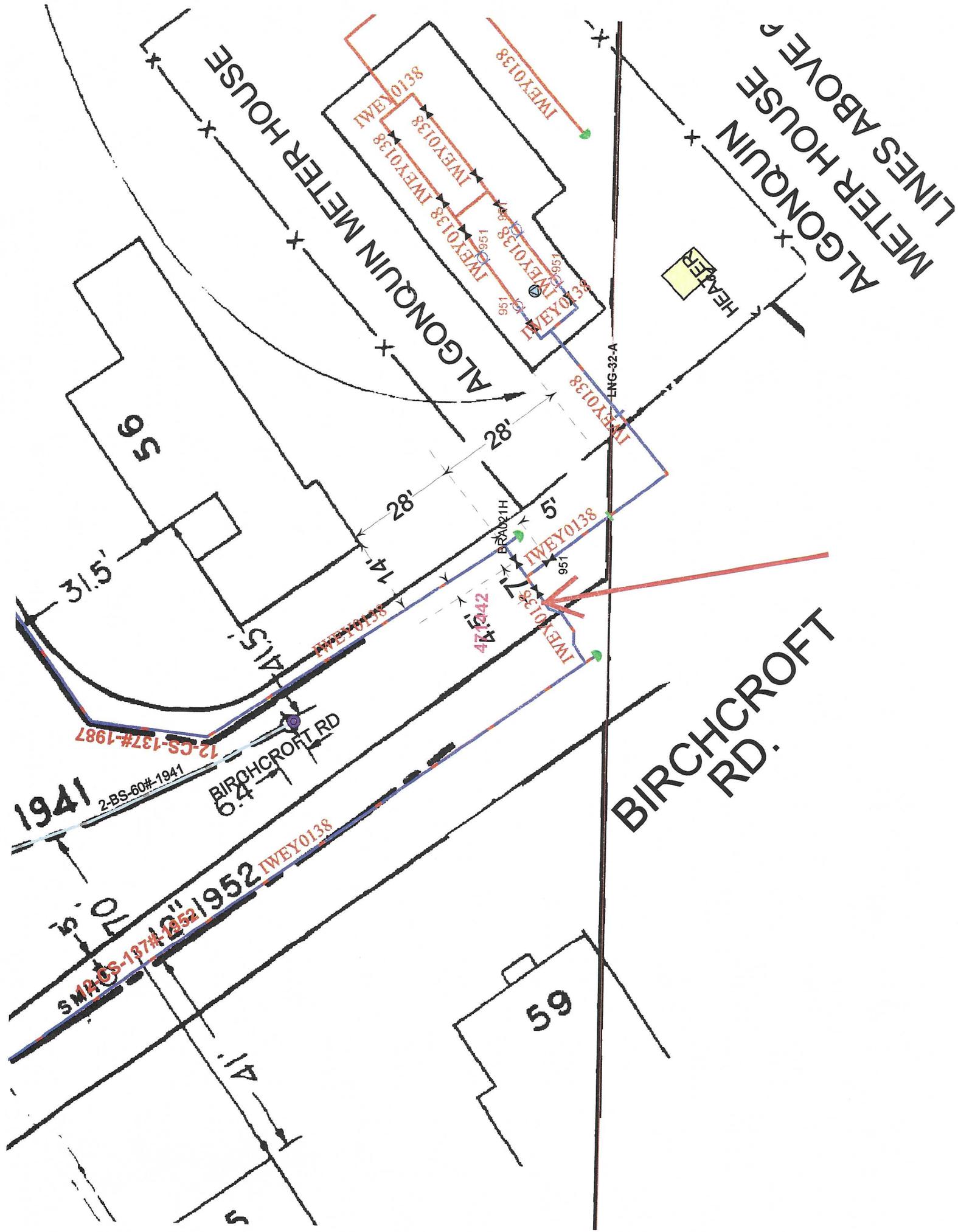
WATER:

SEWER:

CONSERVATION:

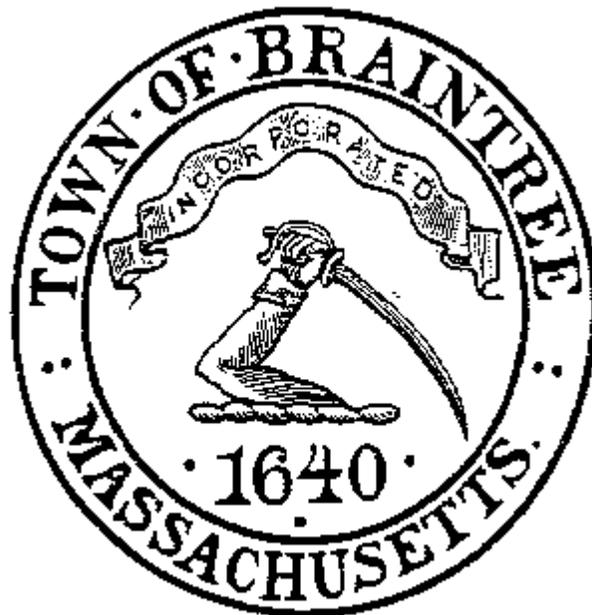
WORK DONE:

DATE COMPLETED:





**BRAINTREE
TOWN COUNCIL
RULES
2012**



Rule One: The President – Call of Meeting to Order.....	4
Rule Two: The President - Limitations	4
Rule Three: Appeals from Decision of the President	4
Rule Four: Substitute Chair	4
Rule Five: Viva Voce and Rising Votes	4
Rule Six: Seating Arrangements.....	4
Rule Seven: Admission to Council Floor	4
Rule Eight: Committee Appointments	4
Rule Nine: Clerk and Employees	5
Rule Ten: Addressing President or Chair.....	5
Rule Eleven: Debate Limitation	5
Rule Twelve: Speaking Decorum-Members.....	5
Rule Thirteen: Speaking Decorum-Public	5
Rule Fourteen: Point of Order	5
Rule Fifteen: Voting.....	5
Rule Sixteen: Election of Officers.....	5
Rule Seventeen: Tie Vote	6
Rule Eighteen: Division of a Question	6
Rule Nineteen: Demand for Roll Call	6
Rule Twenty: Motions and Procedure During Debate.....	6
Rule Twenty-One: Motion to Reconsider.....	6
Rule Twenty-Two: Motion to Lay on Table.....	6
Rule Twenty-Three: Adjournment and Recessing	6
Rule Twenty-Four: Written Proposals and Resolutions	7
Rule Twenty-Five: Personal Privilege	7
Rule Twenty-Six: Suspension of Rule.....	7
Rule Twenty-Seven: Council Meetings	7
Rule Twenty-Eight: Executive Session.....	7
Rule Twenty-Nine: Special Meetings – Notice	7
Rule Thirty: Hearings	8
Rule Thirty-One: Attendance at Public Hearings & Voting.....	8
Rule Thirty-Two: Order of Business	8
Rule Thirty-Three: Agenda Requests from Other Town Departments.....	8
Rule Thirty-Four: Agenda Requests from Council Members	9
Rule Thirty-Five: Citizen Participation at Council Meetings	9
Rule Thirty-Six: Anonymous Communications.....	9
Rule Thirty-Seven: Standing Committees	10
Rule Thirty-Eight: Attendance of Councilors at Public Meetings.....	11
Rule Thirty-Nine: Special Committees.....	11
Rule Forty: Committee Meetings.....	11
Rule Forty-One: Chair-Quorum at Committee Meetings	11
Rule Forty-Two: Committee Reports	11
Rule Forty-Three: Town Council Action on Committee Reports.....	11
Rule Forty-Four: Failure to Report by a Committee	12
Rule Forty-Five: Relieving a Committee From Further Consideration.....	12
Rule Forty-Six: Secretary to Committees	12
Rule Forty-Seven: Reference to Committees.....	12
Rule Forty-Eight: Town Solicitor	12
Rule Forty-Nine: Town Auditor	12
Rule Fifty: Department Heads.....	12
Rule Fifty-One: State or Federal Cooperation	12
Rule Fifty-Two: Permission to Address the Chair	12
Rule Fifty-Three: Councilor/Citizen Side-Bar	13
Rule Fifty-Four: The Council Chambers	13
Rule Fifty-Five: By-Laws, Etc., of Council.....	13
Rule Fifty-Six: Communications from Mayor	13
Rule Fifty-Seven: Council Expression	13
Rule Fifty-Eight: Notification of Committee Meetings	13

Rule Fifty-Nine: Publication 13
Rule Sixty: Amendment and Repeal 13
Rule Sixty-One: Parliamentary Procedure..... 13
Rule Sixty-Two: Adoption of Rules..... 13
Rule Sixty-Three: Authorization to sign Bills 14
Rule Sixty-Four: Clerk of the Council signing documents on behalf of Council 14
Rule Sixty-Five: Travel/Conference Reimbursement Policy For Braintree Town Councilors 14

Rule One: The President –Call of Meeting to Order

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

Rule Two: The President - Limitations

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

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

Rule Three: Appeals from Decision of the President

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

Rule Four: Substitute Chair

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

Rule Five: Viva Voce and Rising Votes

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

Rule Six: Seating Arrangements

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

Rule Seven: Admission to Council Floor

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

Rule Eight: Committee Appointments

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

Rule Nine: Clerk and Employees

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

Rule Ten: Addressing President or Chair

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

Rule Eleven Debate Limitation

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

Rule Twelve: Speaking Decorum – Members

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

Rule Thirteen: Speaking Decorum - Public

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

Rule Fourteen: Point of Order

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

Rule Fifteen: Voting

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

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

Rule Sixteen: Election of Officers

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

Rule Seventeen: Tie Vote

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

Rule Eighteen: Division of a Question

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

Rule Nineteen: Demand for Roll Call

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

Rule Twenty: Motions and Procedure During Debate

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

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

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

Rule Twenty-One: Motion to Reconsider

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

Rule Twenty-Two: Motion to Lay on Table

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

Rule Twenty-Three: Adjournment and Recessing

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

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

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

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

Rule Twenty-Four: Written Proposals and Resolutions

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

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

Rule Twenty-Five: Personal Privilege

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

Rule Twenty-Six: Suspension of Rule

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

Rule Twenty-Seven: Council Meetings

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

Rule Twenty-Eight: Executive Session

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

Rule Twenty-Nine: Special Meetings – Notice

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

Rule Thirty: Hearings

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

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

Rule Thirty-One: Attendance at Public Hearings & Voting

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

Rule Thirty-Two: Order of Business

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

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

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

Rule Thirty-Three: Agenda Requests from Other Town Departments

All items for the agenda including communications and reports from the Mayor, other Town Officers and Town Boards shall be submitted to the Town Clerk's Office **and to the Clerk of the Council** no later than 10:00 AM on ~~Thursday~~ Wednesday preceding the regular Council meeting. A copy of said reports and agenda shall be delivered to the Council no later than Friday preceding the regular Council meeting. Late items require a two-thirds vote of the members of the Town Council to be allowed at the Council meeting. Any item authorized for the agenda must be specified on the agenda, by whom it is introduced.

Rule Thirty-Four: Agenda Requests from Council Members

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

Rule Thirty-Five: Citizen Participation at Council Meetings

Individuals requesting time to address the Council under "Citizens Concerns/Council Response" pertaining to the current agenda shall make their request no later than 10:00 AM on the ~~Monday~~ Wednesday preceding the Council meeting. Speakers shall mutually agree in advance with Council President and/or Clerk of the Council as to presentation length.

Individuals requesting time to address the Council under "Citizens Concerns/Council Response" pertaining to aAll other items shall make their request no later than 10:00 AM on the Thursday preceding the Council meeting. If a general Citizen request cannot be on the next agenda the Council President shall specify when it will be placed on the agenda and must be placed within 3 meetings unless agreement between the Citizen making the request and the Council President. Speakers shall mutually agree in advance with Council President and/or Clerk of the Council as to presentation length. All items including but not limited to letters, written communications, reports or other materials being submitted from individuals addressing the Council must be submitted to the Town Clerk's Office **and to the Clerk of the Council** no later than 10:00 AM on ~~Thursday~~ Wednesday preceding the regular Council meeting.

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

Rule Thirty-Six: Anonymous Communications

Unsigned communications shall not be introduced in the Council.

Rule Thirty-Seven: Standing Committees

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

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

ORDINANCE & RULES to consist of four (4) members

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

PUBLIC WORKS to consist of three (3) members

PUBLIC SAFETY to consist of three (3) members

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

EDUCATION/LIBRARY to consist of three (3) members

PERSONNEL ISSUES to consist of three (3) members

TRAFFIC & SAFETY to consist of three (3) members

COMMUNITY PLANNING to consist of three (3) members

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

The *Ways and Means Committee*

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

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

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

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

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

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

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

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

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

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

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

Rule Thirty-Eight: Attendance of Councilors at Public Meetings

Councilors may attend committee meetings or meetings of another board, committee or commission or like entity of the Town; however, when a quorum of councilors is in attendance they may not deliberate on matters within the Town Council's jurisdiction. Deliberation includes expressing an opinion on matters within the Town Council's jurisdiction, even if no other councilor responds.

The attendance of a Councilor at a committee meeting or at a meeting of another board, committee or commission or like entity of the Town shall be in his/her capacity as the representative of his/her constituency and shall not be counted or constituted as part of a quorum of the Council, unless the Council has called for and convened a meeting of the Council in accordance with the Town Charter, Rules of the Council or other provisions of applicable law.

Rule Thirty-Nine: Special Committees

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

Rule Forty: Committee Meetings

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

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

Rule Forty-One: Chair-Quorum at Committee Meetings

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

Rule Forty-Two: Committee Reports

Every committee of the Council to which any subject may be referred, shall report thereon to the Council. Annually or bi-annually, at the discretion of the Chair, all committee's shall provide a report to the Full Council summarizing the results of the committee's meeting(s).

Rule Forty-Three: Town Council Action on Committee Reports

~~The President of the Council or the presiding officer, upon receipt of the Committee Report, shall~~
Braintree Town Council Rules 2012 (Adopted June 5, 2012 revised March 2020) Page 11

call the vote on the motion, petition or order as introduced so that the vote would be on the order, not on the committee report.

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

Rule Forty-Four: Failure to Report by a Committee

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

Rule Forty-Five: Relieving a Committee From Further Consideration

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

Rule Forty-Six: Secretary to Committees

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

Rule Forty-Seven: Reference to Committees

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

Rule Forty-Eight: Town Solicitor

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

Rule Forty-Nine: Town Auditor

At the request of the Council President, the Town Auditor shall be required, either in person or by deputy, to attend Council meetings. Any member of the Council may at any time call upon the Town Auditor for oral or written opinions of the financial conditions of the town. ~~This request shall be in writing and approved by the Council President. If rejected by the Council President it may be voted on at the next Town Council meeting and require 2/3rds vote of the Council.~~

Rule Fifty: Department Heads

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

Rule Fifty-One: State or Federal Cooperation

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

Rule Fifty-Two: Permission to Address the Chair

~~Persons other than members of the Council, Town officials and news reporters, shall not be~~

permitted upon the floor of the Council, or to address the Council, except upon introduction by a member of the Council with the consent of a majority of said Council. The Chair shall limit the time for the remarks of such person to five (5) minutes and such remarks shall be confined to the subject matter which is under consideration at that meeting.

Rule Fifty-Three: Councilor/Citizen Side-Bar

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

Rule Fifty-Four: The Council Chambers

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

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

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

Rule Fifty-Six: Communications from Mayor

A list of the communications from the Mayor with their subject matter to be submitted to the Council shall be distributed at least two (2) **business** days before the Council meeting to every Town Councilor.

Rule Fifty-Seven: Council Expression

The Council President or Vice President is authorized to convey the expression of interest shown by the Council on all occasions affecting its members and their families.

Rule Fifty-Eight: Notification of Committee Meetings

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

Rule Fifty-Nine: Publication

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

Rule Sixty: Amendment and Repeal

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

Rule Sixty-One: Parliamentary Procedure

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

Rule Sixty-Two: Adoption of Rules

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

Rule Sixty-Three: Authorization to Sign Bills

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

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

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

Rule Sixty-Five: Travel/Conference Reimbursement Policy For Braintree Town Councilors

Expenses – Subject to appropriation, the Town Councilors shall be entitled to reimbursement of the actual and necessary expenses incurred in the performance of their duties (including but not limited to conference and meals). This policy will be considered prior authorization by the Town Council that also allows mileage reimbursement in accordance with IRS federal tax regulations. Such reimbursement should be submitted to the President of the Braintree Town Council. This prior authorization will be limited to ~~\$2,500~~ ~~\$1,000~~ per year for each Braintree Town Councilor and will not need an additional vote by the Braintree Town Council. Should a Councilor exceed this amount, they will still be able to submit a request to the full Braintree Town Council for approval.

Rule A: Title

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

Rule B: Title (placement of this rule after TC rule #20?)

At any point during discussion of an agenda item but before a motion is made calling for a vote on the item a motion may be made to open a public comment period subject to approval by a majority vote of the council.

Rule C: Title

Correspondence received by any Councilor that is intended for distribution to the full council shall be distributed to the full Council within 48 hours if received electronically or 10 days if received in any other form.

Rule D - Pre-filing of Town Council Business

- (a) At any time between regular Town Council sessions, but no later than ten (10) days before the beginning of a regular session, measures including proposed ordinances, appropriation orders, loan authorizations, or any other measures in general, must be pre-filed with the Town Clerk and Clerk of the Council for introduction at the next Town Council session. However, no measure shall be pre-filed between final adjournment of the last regular session of a legislative term and promulgation of the returns of the Town Election for members of the Council for the next succeeding term. After promulgation of the election returns, any member-elect or the executive branch may then pre-file measures for introduction at the next regular session.
- (b) No measure shall be pre-filed without the complete measure including all supporting documentation being set forth in full in the filing. Summarized measures will be rejected and sent back to the original author.
- (c) The author of a pre-filed measure may amend the measure at any time prior to introduction to the Town Council by written request to the Town Clerk and Clerk of the Council. In such case, the Town Clerk and Clerk of the Council shall accept the amendment but will be required to once again begin the pre-filing time-line.
- (d) The author of a pre-filed measure may withdraw it at any time prior to introduction to the Town Council by written request to the Town Clerk and Clerk of the Council. In such case, the measure shall be reclaimed from the Council and its withdrawal will be entered on the Town Council Agenda.

PROPOSED AMENDMENTS TOWN COUNCIL RULES

Clerk Cimino,

To keep my information somewhat stratified, I've numbered them...

1). Not to be repetitive from a separate email, my preference is to continue to include the section on publication and let the majority decide. It is something I feel passionate about, it has been discussed among members and I will be lobbying for the Charter as well. I'll do the same during my session at the 9/15 Council Meeting when we discuss these Rules again. If you need me to include the AG's paragraph again, just let me know.

2). Regarding Rule D (See Modified Council Rules), I did NOT send it to anyone other than you for any meetings. Therefore, I have no idea what happened to those words that were removed. You and I discussed this back when I originally brought this to your attention and I agreed you should be included so the words were not removed by me for the O&R proposal.

An additional note in support of Rule D is that rules 33, 34 & 56 could be incorporated in Rule D. The purpose for this Rule is simply to have all documentation for analysis at the time something is proposed, not 30-45 minutes before going into a Committee or Council meeting. Also, the wording in the last sentence of the first paragraph marked Rule D (a) is to prevent a proposal being considered during a lame duck Council session after an election regardless of whether Council Seats remain static.

3). The following seem to be in conflict or confusing, assuming by "Chair" this rule is targeting the Presidential Chair:

Rule Two, second paragraph: The President shall not serve as Chair of a committee, standing or special.
And

Rule Four: Substitute Chair

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

If Rule Four is for committee chairs, we should modify the rule title clearly to "Substitute Committee Chair".

4). My proposal for a Rule D speaks to the requirement that the "Public" have all documentation in order to be prepared for a subject before the Council. Otherwise, how would a resident be able to notify in advance as required in the following from Rule 13:

Any person wishing to speak during the Public Comments portion of the meeting or on a Public Hearing item, shall notify the President prior to the calling of that portion of the agenda.

Lack of proper and timely documentation hampered our democratic abilities in the past and residents complained they were unaware of the detail in certain agenda topic discussions. We need to make a change per Rule D to shed light on submissions!

5). My view continues (from my previous submission to O&R) to be that Rule 35 and Rule 52 conflict. Also, if O&R has decided to move the finish line in order for residents to communicate at a Council meeting, how do residents know what an agenda item entails if the agenda detail hasn't been published?

6). Shouldn't the following paragraph from Rule 35 be moved to Rule 32?

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

7). Considering some committee's haven't met for a considerable amount of time, I propose the following:

Rule Forty-Two: Committee Reports

Every committee of the Council to which any subject may be referred, shall report thereon to the Council. Annually or bi-annually, at the discretion of the Chair, all committee's shall provide a report to the Full Council summarizing the results of the committee's meeting(s).

The final sentence in the paragraph may also be added to a different committee reporting Rule.

8). Current (previous) Rule Forty-Four: Town Auditor should remain as it stands (stood). We are not in a dictatorship (see Rule 9) and while the President MAY be able to balance the workload of the Internal Auditor, the President should NOT be allowed to dictate whether a "condition of the Town" we want to have reviewed by the Internal Auditor is allowed to be rejected, regardless of the last sentence. Rule 44 should stand as presented here:

Rule Forty-Four: Town Auditor

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

9). Rule 50, if we include Rule D as described, this would be moot as all documentation will have been presented in order to be considered for Council meetings.

10). Rule 53, are we immature (See Rule 15 - "...any member may leave the Council Chambers without explanation")? Is 53 really needed? If a constituent wants to have a discussion, or if we have to attend to something important, do we "need" a rule to tell us how to conduct ourselves?

11). Could the O&R Chair please elaborate on Rule 57 and it's intent?

12). Rule Sixty-Five - I object to the reduction of the current authorization from \$2,500 to \$1,000.

- Stephen -

Stephen O'Brien
Town Councilor

Clerk Cimino,

Please file along with sending to the Chair and members of the Ordinance & Rules committee in reference to Council Rules.

Chairman Ringius,

Thank you for reviewing the Council Rules in accordance with Rule Fifty Six: Adoption of Rules and making the Council aware of your time-line. Please accept this opinion as a result of reviewing the updated rules provided with the April 7, 2020 Town Council Meeting documents. These comments assume the Council Rules dated March 2020 in hand; I did not feel it necessary to enclose it in its entirety:

1). Rule Four - I find the changes “continue to” and “in the presence...” to be confusing as to the President’s ability to opine. Since I could find no previous or other reference to the President’s ability to opine, this Rule seems to introduce that. My opinion is either reword the paragraph to ensure there is no confusion that the President may opine to the “current” “or “Substitute Chair”. Or, perhaps, the President’s ability to opine could be included as a new rule and I would ask for consideration to include the President sitting as ex-officio; I feel it meaningful but missing in our rules. Robert’s Rules does allow this to be defined by us.

2). Rule Fifteen - It is greatly appreciated that “present” is now included in this Rule. However, the yeah’s (aye) and nay’s (proper Viva Voce voting) are missing. Later in the Rules document, Rule Nineteen introduces yeah and nay but excludes the “yes, no, etc.” options listed in Rule Fifteen.

3). Rule Thirty-Three (and/or Rule Thirty-Four)— I’ve redrafted (attached) as I feel it essential documents are provided upon **introduction** of measures; something our previous Mayor habitually ignored even after several council members strongly requested behavior change.

But I actually would like consideration of language which I titled Rule 59 when I drafted this last calendar year. Rule 59 was never actually introduced because I was advised that the former Chief of Staff was *going to be more complaint*; but compliance was short-lived. See the attached document titled “Rule 59 - Council Business Pre-Filing”.

4). Rule Fifty-Two - Doesn’t Rule 52 conflict with Rule 35? One example is presentation length. I’m not certain Rule 52 is necessary.

5). Rule Fifty-Six - The communication distribution should be listed as two (2) “business days” (or other language as seen fit).

6). Rule Fifty-Nine - There was some discussion in the “halls of the chamber” about modifying the “newspaper” publication requirement since newspaper circulation has been greatly reduced. I found this on the AG’s website for open meeting requirements;

“Local public bodies are required to post notices in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located. This may be a bulletin board, an electronic display, or a binder. As an alternative method of notice, a municipality may adopt a website as the official notice posting method for all the public bodies within the municipality, and must notify the Attorney General's Office in writing of the website's address. Municipalities that have not adopted websites are noted in the spreadsheet as posting a “physical notice.””

We (like some of the other 351 cities and towns) could take advantage of this requirement and save the Council potentially \$17k (See Council's FY2020 advertising budget). This is easily accomplished by having the Council Clerk notify the Executive Branch of our desire to change and, once authorized, a simple notice in writing to the AG is all the Town has to do.

Rule Sixty-Three - What do you mean by "upon review" at the end of the last sentence? Is it as-it-relates to the Clerk authorizing bills? It's confusing...

Rule Sixty-Five - I object to the reduction of the current authorization from \$2,500 to \$1,000. While I admit I do not always submit my bills and I MAY be a rare politician without a committee, I do submit bills. Since I don't have a committee, my expenses are out of my personal pocket and I don't understand the intent behind this reduction.

Rule 59 - Pre-filing of Town Council Business

- (a) At any time between regular Town Council sessions, but no later than ten (10) days before the beginning of a regular session, measures including proposed ordinances, appropriation orders, loan authorizations, or any other measures in general, must be pre-filed with the Town Clerk and Clerk of the Council for introduction at the next Town Council session. However, no measure shall be pre-filed between final adjournment of the last regular session of a legislative term and promulgation of the returns of the Town Election for members of the Council for the next succeeding term. After promulgation of the election returns, any member-elect or the executive branch may then pre-file measures for introduction at the next regular session.
- (b) No measure shall be pre-filed without the complete measure including all supporting documentation being set forth in full in the filing. Summarized measures will be rejected and sent back to the original author.
- (c) The author of a pre-filed measure may amend the measure at any time prior to introduction to the Town Council by written request to the Town Clerk. In such case, the Town Clerk shall accept the amendment but will be required to once again begin the pre-filing time-line.
- (d) The author of a pre-filed measure may withdraw it at any time prior to introduction to the Town Council by written request to the Town Clerk and Clerk of the Council. In such case, the measure shall be reclaimed from the Council and its withdrawal will be entered on the Town Council Agenda.