

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

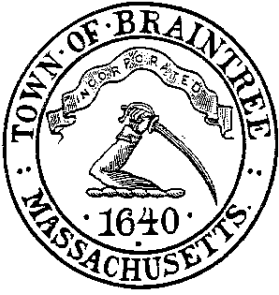
Documents:

[18 NOV 20 W-M AGENDA.PDF](#)

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

Documents:

[18 NOV 20 WM MEETING.PDF](#)



Braintree Town Council
Committee of Ways & Means
One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

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

AGENDA

Tuesday, November 20, 2018

Starting Time – 6:00p.m.

Johnson Chambers, Town Hall

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Approval of Minutes
 - November 7, 2018
4. New Business
 - 18 057 Mayor: FY19 Supplemental Appropriation #1 or take up any action relative thereto
 - 18 059 Mayor: Appointment - Historical Commission, Rayna Rubin or take up any action relative thereto
5. Old Business
 - None
6. Adjournment



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MINUTES

November 7, 2018

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Wednesday, November 7, 2018 at 6:30p.m.

Councilor Bowes was in the Chair.

Clerk of the Council conducted the roll call.

Present: Thomas Bowes, Chairman
Shannon Hume, Vice-Chairman
Stephen O'Brien, Member
Thomas Whalen, Member

Not Present Timothy Carey, Member

Also Present: Joseph C. Sullivan, Mayor
John Goldrosen, Assistant Town Solicitor
Andrew Marron, Constituent Services Coordinator
Mike Ricchardi
Sean Cleaves, Parks Supervisor Pond Meadow

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

Approval of Minutes

- September 18, 2018
 - Motion:** by Councilor Hume to Approve Minutes of September 18, 2018
 - Second:** by Councilor O'Brien
 - Vote:** For (4 – Bowes, Hume, O'Brien, Whalen), Against (0), Absent (1- Carey), Abstain (0)

New Business

- 18 056 Mayor: Smelt Brook and Prospect Park Restoration Project or take up any action relative thereto (Public Hearing at Full Council)

The Community Preservation Committee voted unanimously to recommend the appropriation of Community Preservation Act funds for the Smelt Brook and Prospect Park Restoration Project within the Braintree/Weymouth Conservation District (a/k/a Pond Meadow). Specifically, the funding will

serve as Braintree's portion of a local match for an Army Corp of Engineers (ACOE) Section 1135 Stream Restoration Grant-Planning & Analysis Phase, authorized to address the negative environmental impacts of Local Protection Projects. The funding will allow the ACOE to attempt to determine precisely what the challenges at the fish gate within Smelt Brook is and how much other issues (if any) contribute to productivity problems, while providing cost effective alternatives relating to the improvement of fish passage in Smelt Brook. The Town of Weymouth Community Preservation Committee has appropriated the same amount to serve as the local match and the ACOE has committed to fund \$231,000.00 towards the Planning and Analysis Phase. The Planning and Analysis Phase is in support of a future construction phase and any remaining funds will be moved forward towards the construction phase.

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

That in accordance with the provisions of Chapter 44B of the General Laws and with the recommendation of the Community Preservation Committee, a total amount of \$65,500 be appropriated from the Open Space Fund for Braintree's local match of the ACOE Section 1135 Stream Restoration Grant- Planning & Analysis Phase, said funds are to be expended under the direction of the Community Preservation Committee and the Director of Planning and Community Development.

Motion: by Councilor Hume

Second: by Councilor O'Brien

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

- 18 058 Mayor: Establishment of a Recreational Dog Park Facility in the Weymouth-Braintree Regional Recreation Conservation District in the Towns of Weymouth and Braintree or take up any action relative thereto

A grant has been identified through the Stanton Foundation for design services, funding 100% of the cost (up to \$25,000). Additionally, the grant will provide funding for 90% of park construction (up to \$225,000). The Town of Braintree will cover the additional 10% (up to \$22,500) through Community Preservation Act (CPA) funding. (This expenditure will require the approval of the Community Preservation Committee and an appropriation by the Town Council, through a separate order.) Our State Legislative partners have secured an additional \$50,000 to be used for the establishment of a Dog Park.

The Mayor's office and the Braintree Dog Park Association have met with the Weymouth-Braintree Regional Recreation District Commission Board of Commissions to present this proposal. The Board has been open to the establishment of the Park, but will not vote to approve its establishment until both Town councils have granted permission for them to do so as is required by the enabling legislation that created the District.

The Dog Park Association will raise funds for the upkeep.

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

That the Town Council vote to approve the planning, construction, and maintenance of a "dog park" facility, to be located on a portion of "Pond Meadow" in the Town of Braintree that is within the

Weymouth-Braintree Regional Recreation Conservation District, said approval being required by Chapter 787 of the Acts of 1972, which established said District; and further, that the Mayor be authorized to enter into such agreements as may be necessary to effectuate the purpose of this Motion.

Motion: by Councilor Hume

Second: by Councilor O'Brien

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

Old Business

- None

It was unanimously voted to adjourn the meeting at 7:11p.m.

Respectfully submitted,

Susan M. Cimino,
Clerk of the Council

Documents provided for Meeting

- Minutes for September 18, 2018
- 18 056 Mayor: Smelt Brook and Prospect Park Restoration Project
- 18 058 Mayor: Establishment of a Recreational Dog Park Facility in the Weymouth-Braintree Regional Recreation Conservation District in the Towns of Weymouth and Braintree



Office of the Mayor

One JFK Memorial Drive
Braintree, Massachusetts 02184

Joseph C. Sullivan
Mayor

781-794-8100

To: Charles B. Ryan, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Joseph C. Sullivan, Mayor

JCS

Cc: Joseph Reynolds, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance
Frank Hackett, Superintendent of Schools
James Arsenault, Public Works Director
Nicole Taub, Town Solicitor
Paul Shastany, Police Chief
Marybeth McGrath, Director of Municipal Licenses and Inspections
Karen Shanley, Director of Human Resources

Date: November 15, 2018

Re: FY 19 Supplemental Appropriations (#1)

As we enter the second quarter of Fiscal Year 2019, and with our fiscal health remaining strong, we are required to address some items in order to be able to set our tax rate in December after we have our tax classification hearing (12/4/18). Upon completion of our actions on the tax classification the state Department of Revenue (DOR) will review and approve the tax rate calculation and supporting revenue assumptions. We have also identified certain departments that require supplemental funds to support operations to the end of the fiscal year (June 30, 2019). I take this opportunity to submit this request for said funds and to provide related information in support of this request. Your consideration and approval is requested.

In April of 2018 we submitted the original FY 2019 budget; with revenue assumptions. One assumption was the sale of the old BELD property located at 44 Allen Street. At that time we had a signed purchase and sale agreement and a closing date of early June. This sale did not take place as the purchaser backed out of the transaction. The Planning and Community Development department is currently preparing another request for proposal for the sale of the property that will be put forth by December 1. We expect a competitive response.

RECEIVED TOWN CLERK
BRAINTREE
2018 NOV 15 PM 3:10

In order to have our tax rate approved by the Department of Revenue we need to present a balanced budget. To accomplish this in the next five weeks, the first item that we are proposing is to transfer the sum of \$1,350,000 from the previously certified free cash from the amounts certified below. (\$13,950,232.00) * We will replace the free cash used for this year's budget with the proceeds from the eventual sale of the Allen Street property.

The second item that we need to address is a Golf Enterprise fund deficit of \$194,459. There were an unusually high number of weather-related days that the course was closed resulting in the deficit. We propose to have the amount of \$195,000 transferred from FY 2018 Free Cash to the golf enterprise fund to cover the deficit. Our Golf Division is looking at a number of changes going forward to support its annual operations, including the purchasing of two golf simulators that will be in operation by the end of this year and offer a year round golf experience. The understanding between this golf enterprise fund and the Town of Braintree is to pay these funds back to the general fund over a period of years so as to not impact current operations. We will be able to update the council on this matter as we enter the fourth fiscal quarter on April 1, 2019.

General Fund

The third item from the Public Work's department is a request to transfer \$350,000 to the facilities program for the public building repair account. This amount provides funds to continue to make some immediately needed repairs to our public facilities. Some of these items include roof and boiler repairs in several town buildings.

The fourth item is for \$21,983 to the procurement / grant writer salary line. A replacement Grant Writer/Procurement Administrator was hired to replace the retiring Grant Writer. These funds will allow training, elimination of back logs of contract work, completion of several major school projects including the planned East and South middle school renovations and additions, the unplanned temporary and permanent school roof replacements at Ross Elementary and South Middle schools and the FEMA grant work documenting and applying for two March 2018 storms for which the Town is eligible for reimbursement of 75% of eligible costs because the federal government declared disasters in Massachusetts . We hope to receive a reimbursement that could be as much as several hundred thousand dollars.

The fifth item is \$3,600 to fund the increased cost of the FY 2019 town property revaluation contract. We had budgeted \$90,400 for this contract based on the prior year contract. The new three year contract for the bid process was \$94,000, an increase of \$3,600.

The sixth item for the school department will provide the school general fund additional chapter 70 funds over and above the original budget estimate for the school department. These funds will be used to hire several positions and fund the increased health insurance for the staff hired; \$77,850 for salaries and \$7,988 for the corresponding increase in the health care cost for the added school personnel.

The seventh item relates to debt service payments for all funds, the General Fund, Sewer Enterprise Fund and the Golf Enterprise Fund. As in the past years, the original debt services estimates were made in December of 2017 and the actual bonds were issued in June of 2018. The amount of the actual issue was slightly higher in some programs than the original estimates both

in principal and interest on debt for several accounts. For the last few years in order to not run a foul with the IRS and to prevent any unspent bond proceeds, we have only been bonding projects for which we have either spent the funds or have a contract with a definite time frame for the completion of the project and the payment of the project. In June the actual bonds issued were higher than the original estimate in December 2017 and accordingly, the principal and interest in the following accounts were higher than the original estimates.

General fund	
Principal on debt	16,800
Interest on debt	40,147
Sewer fund	
Interest on debt	602
Golf Fund	
Principal on debt	8,000
Interest on debt	164

The eighth item is in the Human Resources Department for retirements of two police personnel \$51,674 for contractual sick pay buy back and \$59,671 for vacation buy back.

The ninth item is for the Human Resources Department for the retirement of several employees from town service \$36,291 for contractual sick pay buy back and \$2,791 for vacation buy back. These funds plus the remaining account balances will cover these announced retirements. If additional retirements are announced this fiscal year then additional funds will be required for this purpose. We are not aware at this time of any other planned retirements.

The tenth item is for \$50,000 for the department of public works environmental affairs program the recycling processing line. We have seen a large increase in the cost to dispose of the towns recycling program materials. This is an escalating cost issue due to marketplace conditions of which every municipality is attempting to manage.

The eleventh item is for an increase of \$10,560 in the license and inspection department salary line item for the ADA coordinator position. This position is being increased from a part time position to a full time position. This was the result of the previous coordinator leaving and a review of the position and its increased demands. \$8,826 is requested for the corresponding increase in the health care cost for the full time position.

*** NOTIFICATION OF FREE CASH APPROVAL - Town of Braintree**

Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2018 for the Town of Braintree is:

General Fund	\$13,950,232.00
Enterprise Fund CH 44 53F 1/2	(\$194,459.00)
Enterprise Fund CH 44 53F 1/2	\$4,868,849.00

Accordingly, your review and approval of the following motions are requested:

Motions

1. Finance

MOTION: That the sum of \$ 1,350,000 be transferred from FY 2018 Certified Free Cash for the purpose of replacing the revenue source of sale of town owned land that did not take place in time to be used for FY 2019 budget.

2. Finance

MOTION: That the sum of \$ 195,000 be transferred from FY 2018 Certified Free Cash to the golf enterprise fund for the purpose covering the prior years operational deficit.

3. Department of Public Works

MOTION: That the sum of \$350,000 be transferred from the Town's Building Capital Stabilization fund to the to the Department of Public Works / Facilities and Equipment maintenance Program 02/ Building Repairs account.

4. Mayor's Office

MOTION: That the sum of \$21,983 be transferred from FY 2018 Certified Free Cash to the Mayors Department /Administration program 01/ Administrative salary line

5. Finance Division

MOTION: That the sum of \$3,600 be transferred from FY 2018 Certified Free Cash to the Assessors Department 07/ revaluation account.

6. School Department

MOTION: That the sum of \$85,838 in additional Chapter 70 funds be transferred 77,850 to the School Department/ short term substitutes salary line and \$7,988 to the Human Resources Department / employees Benefit program \ Group life and Medical account.

7. Finance

MOTION: That the sum of \$65,713 be transferred the Town's Building Capital Stabilization fund to the following accounts \$16,800 to the Finance Department / Principal on debt program 50 / principal on debt account, \$ 40,147 to the finance department / Interest on debt program 51/ interest on debt account, \$602 Sewer Fund/ Interest on debt program 51/ interest on debt account, \$ 8,000 Golf Fund / principal on debt program 50/ principal on debt account and \$ 164 Golf Fund / interest on debt program 51/ interest on debt account

8. Human Resources

MOTION: That the sum of \$111,345 be transferred from FY 2018 Certified Free Cash \$59,671 to the Human Resources Department/ Administration Program 01 / Vacation buy back account and \$51,674 to the Human Resources Department/ Administration Program 01 / Retirement Sick Leave account.

9. Human Resources

MOTION: That the sum of \$39,082 be transferred from FY 2018 Certified Free Cash \$2,791 to the Human Resources Department/ Administration Program 01 / Vacation buy back account and \$36,291 to the Human Resources Department/ Administration Program 01 / Retirement Sick Leave account.

10. Department of Public Works

MOTION: That the sum of \$50,000 be transferred from FY 2018 Certified Free Cash be transferred to the Department of Public Works / Environmental Affairs & Waste Collection Program 12/ Recycling processing account.

11. Municipal License and Inspection Department

MOTION: That the sum of \$19,386 be transferred from FY 2018 Certified Free Cash \$10,560 to the Municipal licenses and inspections /inspections code enforcement program 05 / ADA coordinator account and \$8,826 to the Human Resources Department / Employees Benefit program \ Group life and Medical account.

Since these requests involve the appropriation of funds within the fiscal year 2019 budget, advertising and a public hearing is required under the sections 2-9 and 6-7 of the Town Charter.



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

Joseph C. Sullivan
Mayor

781-794-8100

October 29, 2018

To: Charles B. Ryan, Council President

From: Joseph C. Sullivan, Mayor

JCS

Cc: Town Clerk
Town Councilors
Clerk of the Council
Christine Stickney, Director of Planning and Community Development

Re: Appointment to Historical Commission

RECEIVED TOWN CLERK
BRAintree, MA
2018 OCT 29 PM 12:00

Pursuant to my authority as Mayor under Section 3-3 of the Braintree Town Charter I hereby appoint Rayna Z. Rubin of 426 John Mahar Highway to the Braintree Historical Commission. Ms. Rubin is a former member of the Town of Dedham's Conservation Commission and Master Plan Committee and holds a Bachelor's degree in Geography and a Master's degree in Planning. I am confident that Ms. Rubin will be an asset to our Historical Commission.

I appreciate your review of this appointment and request favorable action.

Attachments: Rubin Resume



Joseph C. Sullivan
Mayor

Braintree Talent Bank

Braintree's excellence as a community is due in large part to citizen participation in government and community affairs. The Braintree Talent Bank has been established by the Mayor to register the names, interests and qualifications of Braintree residents willing to serve their community on various boards and commissions.

The Mayor encourages you to register by completing this Talent Bank Form, indicating your occupation, background, areas of interest and boards you would consider serving on. Please return the completed form to: Mayor's Office, Braintree Town Hall, JFK Memorial Drive, Braintree, MA 02184 or email them to: mayorsoffice@braintrecma.gov

NAME: Rayna Robin E-MAIL: _____

PHONE: (H) (508) 859-8804 (C) (508) 243-7333

ADDRESS: 426 John Maher Hwy - Unit 213

OCCUPATION: Urban Planner

Date of Submittal: 3-8-17 No. of Years in Braintree: 3

Please attach additional sheet(s) providing background information, relevant experience(s) or resume, if available.

- Land Use & Conservation:
- Community Preservation Committee (CPC)
 - Conservation Commission
 - Planning Board
 - Zoning Board of Appeals

- Government:
- Board of Health
 - Elder Affairs Advisory
 - Board of Registers
 - Commission on Disabilities
 - Board of Assessors
 - Historical Commission
 - Recreation Advisory Board

Please indicate any other areas of interest:

Zoning revisions; land use study/implementation; transportation; transit oriented development; regional planning (in HPC)

Historical Commission

Dr. Mayor's placement performance?

RAYNA Z. RUBIN

Braintree, MA 02184 | raynazrubin@gmail.com | 508-243-7333 | www.linkedin.com/in/rayna-rubin-7bb2912a

CAREER PROFILE

Highly effective urban planner with experience in zoning, land use planning and development administration and implementation. Accomplished project manager for community planning, transportation and land use programs. Hands-on experience with site plans, conservation applications and reviews. Successful track record of administration and management of complex projects. Expertise in preparing recommendations and editing a wide range of reports, presentations for Boards, permit filings, and public solicitation documents. Developed excellent working relationships with officials, regulators, applicants, consultants and clients.

AREAS OF EXPERTISE

- Review and evaluation of zoning, subdivision and other regulatory filings
- Review and analysis of technical documents
- Preparation: reports, recommendations, draft legal documents, findings
- Regulatory compliance: zoning by-laws, land use and environmental regulations
- Interface and outreach with community stakeholders, developers, organizations
- Coordination: internal departments, local state and federal agencies
- Manage project permits and approvals
- Project tracking, administration, schedules and budgets
- Supervision of a variety of technical consultants and staff
- Handle legal notices, minutes e and other public participation requirements

KEY RESPONSIBILITIES AND ACCOMPLISHMENTS

- Served as owner's representative for development of site plan and development applications, conservation commission filings, DEP permits and other approvals
- Analyzed zoning by-laws, master plans, environmental and other state and federal requirements for land use and development
- Developed excellent working relationships with local, MassDOT, MBTA, DCR other state and local officials as well as elected officials, developers and community stakeholders
- Supervised consulting engineers, appraisers, planners as well as staff
- Prepared and edited a variety of reports, recommendations, regulation amendments, presentations and informational packets
- Managed planning and public bidding of MBTA Greenbush Station and North Quincy Station TOD projects
- Created and implemented the successful MBTA West Roxbury Backyard Program
- Oversaw production of zoning filings, plans, proposals, legal and technical documents
- Worked with team to establish and implement transit oriented development program for MBTA

RAYNA Z. RUBIN

508-243-7333

page 2

PROFESSIONAL EXPERIENCE

Parsons Corporation, Boston office, Principal Planner (on call)	2016
APM Solutions, Boston, MA, Senior Project Manager (on call)	2016
TR Advisors/Transit Realty Associates, Boston, MA	1996 - 2016
Senior Project Manager/Manager of Public Bidding	
Project Manager	
Previous Experience	
Fort Point Associates, Boston, Senior Associate	
The Drew Company, Boston, MA, Project Manager	

EDUCATION AND CERTIFICATES

University of Colorado, School of Design and Planning, **Denver Master's Degree, Planning**
 University of Wisconsin, Madison, **Bachelor of Arts, Geography**
 Massachusetts Public Purchasing Program, **Certificate**
 National Transit Institute Procurement Series – Introduction
 Excellent computer skills
 Valid driver's license with good driving record

AFFILIATIONS

Women's Transportation Seminar, **Special Projects Committee**
 American Planning Association
 Braintree Corridor Study and Rezoning Group
 Former: Medfield State Hospital Re-Use Planning group
 Former: Dedham Conservation Commission, **Master Plan Committee**