

Peter Morin
President
District 6

David M. Ringius, Jr.
At Large

Julia Flaherty
At Large

Ryan Sterling
At Large



Elizabeth Maglio
Vice President
District 3

James Daiute
District 1

Joseph Reynolds
District 2

Annmary Quilty
District 4

Meredith Boericke
District 5

OFFICE OF THE TOWN COUNCIL

- AGENDA -

Tuesday, JANUARY 6, 2026 • Cahill Auditorium, Town Hall • 7:30PM

COUNCIL MEETING COMMUNICATIONS

- Agenda/Documents link to website: <https://braintreema.gov/AgendaCenter>
- Email: towncouncil@braintreema.gov
- Facebook: [Braintree Town Council](#)
- To be added to the Town Council Agenda Distribution list please send an email request: scimino@braintreema.gov

- "How Do I" sign up to receive meeting/town information: <https://braintreema.gov/786/Sign-up-for>

This MEETING is also LIVE on BCAM TV cable channels and YOUTUBE BCAM TV live streaming at: www.youtube.com/bcamtv

QR CODE: You can also scan QR code to access Live Stream.



ANNOUNCEMENTS

APPROVAL OF MINUTES

- None

OLD BUSINESS

- None

NEW BUSINESS

- **001 26** Council President: 2026-2028 Committee Assignments

Refer to the Committee on Ordinance & Rules

- **25 070** Mayor: Proposed Zoning Ordinance Text Amendment Section 135-711 Site Plan Review or take up any action relative thereto
- **002 26** Council President: Town Council Rules Review or take up any action relative thereto

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS: [Tuesday, January 20, 2026 at 7:30pm](#)

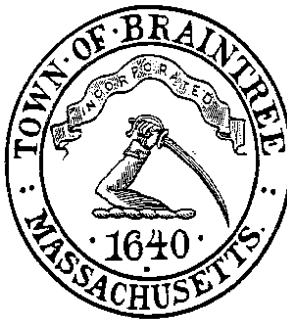
ADJOURNMENT

Charles B. Ryan
President
At Large

Shannon L. Hume
At Large

Julia C. Flaherty
District 1

Joseph Reynolds
District 2



David M. Ringius, Jr.
Vice President
At Large

Elizabeth Maglio
District 3

Annmary Quilty
District 4

Meredith Boericke
District 5

Peter Morin
District 6

OFFICE OF THE TOWN COUNCIL

Tuesday, DECEMBER 16, 2025

MINUTES

A Meeting of the Town Council was held in the Cahill Auditorium, Braintree Town Hall, on Tuesday, December 16, 2025, beginning at 7:30p.m.

Council President Ryan was in the chair.

President Ryan asked for a moment of silence for our first responders and all those serving our military home and abroad.

Clerk of the Council, Susan M. Cimino conducted the roll call.

Present: Charles Ryan, President
David M. Ringius, Jr., Vice President
Julia Flaherty
Joseph Reynolds
Annmary Quilty
Elizabeth Maglio
Meredith Boericke
Peter Morin

Not Present: Shannon Hume

Others: Erin V. Joyce, Mayor
Joseph C. Sullivan, former Mayor
Michael Esmond, Finance Director
Kate Naughton,
Christopher Griffin, Asst Director Parks & Recreation
Patrick J. Leonard, Jr., Historian of the American Legion, Post 86,
and Braintree for the last 10 years
John Pelos, retired United States Army, is a past commander, current adjutant of the Post
Family of Charles B. Ryan

ANNOUNCEMENTS

- **047 25** Council President: Retirement – Councilor-at-Large, Charles B. Ryan

Charles B. Ryan

Member of Braintree's First Town Council

Council President 2010-2012/2018-2020/2024-2026

Councilor At Large 2008 - 2026

In Appreciation of your Dedication and Service to the Town of Braintree

Councilor President, Councilor at large, Charles Ryan stated it's like I'm throwing my own party. Well, for those of you that might not know, today's my last meeting. Councilor Shannon Hume, she is not running for re-election as well. She couldn't be here tonight, so her last meeting was two weeks ago, and we said goodbye to her at that time.

So what I wanted to do is to say a few words and open it up for discussion. I'll start off by saying it's been my privilege to serve as a Braintree Town Councilor. I moved to Braintree in 1996. My father told me to go around the corner from my house and look up Paul McConville and my friend Jim Brett, told me to call Joe Sullivan and so those are the two people that I was told to contact when I moved to Braintree. I grew up in Reedville. I thought that was the greatest place to grow up until I moved to Braintree, and I thought Braintree was a great place to live. I moved into my house in 1996. I went to water the grass.

Those of you who've heard the story, I apologize, but I went to water the grass, and they knocked on the door, and they told me, you can't have an automatic sprinkler. You have to shut the sprinkler off, and you have to water your grass by hand. I said, why? They said, because we're under water restrictions, and you can't have a sprinkler. I said, you're building 300 condos down the street. Why is there water restrictions? He said, if you don't like it, run to Water and Sewer Commission. So I said, I will run for Water and Sewer Commission. I did. I got elected. I went to my first meeting, and I got elected chairman of the Water and Sewer Commission. The next week, I was standing in front of Town Meeting, telling Town Meeting that we're under administrative consent order. We're fined by the Department of Environmental Protection \$75,000. It was like trial by fire, being on the Water and Sewer Commission, and it was really, people used to say, it was good entertainment watching the Water and Sewer Commission.

The Water and Sewer Commission got dissolved, and shortly thereafter, I ran for Selectman, and I got elected to the Board of Selectmen with my friend Joe Hubbard, who was a great guy, and I served on the Board of Selectmen for, I think, almost four years, because we were making the switch from the Board of Selectmen to the Town Council, so I had a run the second time. I made that switch going from a Selectman, which was the Executive Board, to Town Council, which was the Legislative, and to the Legislative part of government, and I think I fully supported the new form of government so we could have somebody that the buck would start with, a mayor form of government. The gentleman in the audience, Joe Sullivan, was the first mayor of the Town of Braintree. We were very lucky that time. It was a great change. Being a part of the town council is something I really enjoyed. Fortunate to be president of the town council three times and the vice-chairman of the town council, vice-president three times. So I've been really lucky. You know, it's such an honor to be able to serve your community, to, you know, it's people, we always say how great it is, and it's really because of the people. The people that serve, when we sit here as councilors and we see all the people that come before us, whether it's the baseball team that made it to the World Series, or Ann Toland from the Marge Crispin Center, you look at all the people that do such wonderful work, I'm really lucky that we live in such a great town.

So I'm going to reserve the right to come back and speak again after people might talk but before I do that, I just want to say it's been my pleasure to serve with all the councilors, my fellow councilors, and I really want to say thank you to Sue Cimino so much, the Clerk of the Council, and I've worked with Sue twice as being the President. She just does a great job working behind the scene, being the liaison between council, the department heads and the mayors office. She makes the job of being the president on, council so easy because she just does everything so well, and she really does it effortlessly. She's been doing it for a little while now, and she's, you know, a rare combination of somebody that does, she's a wonderful person that does a wonderful job. It's a great combination when you have somebody like that. Thank you so much.

President Ryan said I invited Joe Sullivan here, I said, Joe, I don't know if you can say some nice words about me. Tell some stories. Come on up here.

Joseph Sullivan, former Mayor stated Mr. President, to all the members of the town council, it's a pleasure to be with you this evening. I wanted to attend this retirement party with you and thank you for your invitation, Mr. President. I thank you for thinking of me.

One of the things, if I could, first I wish I would recognize our Mayor and Joyce and thank her for the work that she's doing now on behalf of our town. I want to thank all of you in terms of the efforts that you make on a daily basis to move our community forward. And I want to especially thank, obviously, the President, Charlie Ryan, who I've known for one period of time. And I've seen the efforts that he has made on behalf of our community on a daily basis. Under the former government, but also obviously serving in this role as a councilor, the longest serving town councilor in the town's history, 18 years. And that's a huge effort to make. And I also want to just make note of the fact that I wasn't able to be here. I'm back on the second of early this month in terms of Ms. Hume and her stepping away. I know Charlie, you would appreciate it. I suppose I do appreciate that you guys kind of came in together. I remember knocking on her door. I'm going to go down that lane a little bit. When I was running for the executive office. You were running for the council. You were the one who introduced me to Shannon. And I remember her commitment in terms of her passion for education, and also serving so admirably well on the school committee and then joining you on the town council. When you think of Shannon's 18 years and your 18 years and the 36 years combined, three decades of service, it's really a remarkable opportunity that the town had to have the wisdom and the experience and the performance that you offered.

I'm here tonight because you do deserve recognition. In terms of the efforts that you repeatedly made, I want to say that there would be no new Perry Park. There wouldn't be 4% increases in 2010 to 2020 in terms of our operational budget for our schools, which is both meaningful and generational in terms of those types of contributions without Charlie Ryan and the other members of the town council at that time. There would be no brand-new high school football field, the stadium upgrades, the softball field for the girls softball team. The synthetic fields for the field hockey that we all did together at the high school without Charlie Ryan and the members of the town council at that time. The role of the council, as you all know, and you do it well, is to be the oversight and then eventually be supporter of our capital programs as well as our operational programs. And to do it, hopefully, not only in a wise way, but in a long-reaching way. And I think we've been fortunate for these past 18 years to have a partnership with the executive and the legislative body and all those people. And so I come tonight with admiration and appreciation for you, Mr. President, for the work that you've done. Beyond your public service, I know you to be a very good father. I know you care deeply about your sons and your family. I congratulate all of you for sacrificing as well to allow Charlie to serve our community and put in those efforts on our behalf because you served as well in supporting him. I also want to just express that in terms of this milestone, I think it is important to pause and to reflect. It is the holiday season. It's a time of reflection. It's a time of gratitude. It's a time of

appreciation. So Mr. President, I express that for myself, but also for countless others who have seen your work and appreciate it. You said you were lucky to serve. We were lucky to have your service. We thank you for that. And I just want to take a moment by extension of what we're doing today, in terms of pausing and reflecting on your remarkable public career, to say to all the other councils, all of whom I've worked with over the years in different capacity, that I have great faith and confidence in all of your ability to continue to make sure that we're on a good path moving forward. And it's not easy, and I understand that, believe me, I understand that. It's not easy to be in public life, particularly today, with everything that's going on with social media. You know, I've always said there's more critiques than compliments in public life, because there's always somebody who's going to take perhaps a, maybe not a pleasant perspective of what you're trying to accomplish. But as long as you think about it... from the standpoint of adding value to the community and again doing it in a way, that is important in terms of thinking long term not the short term. I know that you'll continue to make that happen on behalf of the town. I congratulate Charlie I thank you for, working hard to make our community better. I just want to express my appreciation to you to all of you. It's going to be a very reflective season and also look forward to the new year and an opportunity to renew all of our new councils while we continue to move forward in a productive way. Mr. President, thank you for your service.

All Councilors thanked Councilor Charlie Ryan for his service with the town and recognized his role in being part of the very first Braintree Town Council and three times being the Council President.

Mayor Joyce stated thank you so much President Ryan, I wanted to come up and share a few words and I also have a certificate on behalf of the town thanking you and thanking you for your dedication. I want to thank Mayor Sullivan for being here and sharing his thoughts and encouragement, to everyone who is sitting in these seats, but hopefully for anyone watching and thinking about, maybe one day I'll sit in a seat. I think it is hard to be a leader in these times and it's hard to run for these positions. You know you see, especially during election season, people throwing their hat in the ring and sometimes running unopposed, sometimes running against someone. To stay engaged after an election, to run again, to be steady and present and consistent is something that is so valuable to a community and I just want to thank you for 20 years of service. I'm sure you've seen a lot and I'm sure and I hope that you appreciate all of the time and the things that you've accomplished. We are getting ready to hopefully early next year bring on a new Tri-Town water treatment plant, which has been decades in the making and I know you played a big role in that in your time in the Town of Braintree, most likely a water sewer commissioner, but then also as well supporting everyone. So hopefully when you visit the plant, obviously not as a councilor anymore, you'll find some satisfaction and enjoyment in knowing that you were a part of that. So I just want to say thank you. I have a certificate that I would love just to read in its very formal jargon. To all the people to whom these presents shall come, be it known that the town of Braintree in the county of Norfolk in the Commonwealth of Massachusetts does by authority of its mayor congratulate and celebrate the retirement of Council President Charles B. Ryan. The Town of Braintree extends our deepest gratitude for over 20 years of service, vision, and steadfast commitment to public service.

Thank you so much, and to your family, your beautiful family that's here. I think about my own kids, you know, God willing, if you were here for decades of service to your town, what they might say, and what they learned along the way. I'm sure they'd share some funny stories, but you must be so proud of your dad. So, thank you for sharing him with us. And best of luck, wherever you choose to take on next. I know hopefully there'll be something in the town so you can continue to keep your service part of the community. I know we'll find something for you. But whatever you choose to do in the future, best of luck and congratulations.

- **048 25** Council President: Certificates of Appreciation for Council President Ryan and Councilor Flaherty, and Councilor Reynolds, from Braintree Post 86 of the American Legion, recognizing their participation as speakers at the 250th Anniversary Observance of the establishment of the United States Marine Corps and Councilor Reynolds for the US Navy Observance.

Patrick J. Leonard, Jr., stated I'm an historian of the American Legion, Post 86, and Braintree for the last 10 years, and John Pelos, retired United States Army, is a past commander, current adjutant of the Post. One of the major missions of the American Legion is to support and advise the public of the military history of the town in which the Post exists and of the nation.

No town in the world has the military history of the town of Braintree. We mentioned John Adams was born here, John Hancock was born here, also Sylvanius Thayer was born here, John Quincy Adams was born here. The year 2025 is very, very significant. The establishment of the United States Army, United States Navy, United States Marine Corps, and John Adams and John Hancock were instrumental in establishing all three. The United States Military Academy at West Point, Sylvanius Thayer. The United States Naval Academy, one of the persons who helped to establish it was John Quincy Adams. And part of our duty, our honor, as Legionnaires, as members of Post 86, is to celebrate the history of all of that. It is very important that we do that, not as only Post 86, but as a town-wide celebration, because it is not only the property of Post 86, it is the property of all the people of the Town of Braintree and all the people of the United States of America. When our guests came to the ceremonies, and they see who is participating in those ceremonies, and they see Mayor Joyce, they see Council President Ryan, they see the head of school of Thayer Academy, Mr. Fortunato, they see the principal of Archbishop Williams High School, Dr. Michael Volanino, the superintendent of schools of the Town of Braintree, Mr. Tim MacDonald, and members of the Braintree Town Council and other town executives. What does that tell the audience? This is an important event. On behalf of the officers and the members of Braintree Post 86, to you, President Ryan, to you, Mayor Joyce, and to every one of you, thank you for the thing which only you could give to us, your presence and your participation. Not in the audience as spectators, but up front as participants. For that, thank you. And for those of you in the audience, I'd appreciate an applause for everyone, in the town government who supported us, the military people of the town, for what they did to support our military history. Thank you all.

We want to recognize the participation with certificates that are custom made for people who support by being participants, in these ceremonies. And three members of the council were participants in these ceremonies. And Council President Ryan was also a participant in the ceremony held here of the 100th anniversary of the American Legion back in 2019. And we do thank President Ryan for your participation with that. Mayor Sullivan was also one of the guests and a speaker at that ceremony. And thank you also for that. The first person that I would appreciate who would come forward is my fellow soldier, our fellow soldier, Councilor Joseph Reynolds. Councilor Reynolds participated at the ceremony on the honor of the 250th anniversary, even though he's a captain in the Army, of the United States Navy. He represented our council and all of you, Councilor Reynolds, thank you.

Second Councilor, Councilor Flaherty, please. One of the main missions of the American Legion also is to never forget the people who lost their lives in service of this country. When we celebrated the 250th anniversary of the establishment of the Marine Corps, and the Marine Corps was established twice by John Adams, once in 1775 and once in 1798, once again, and John Adams also established the United States Marine Corps Band in 1798. The oldest military band in the United States. Councilor Flaherty. had the rather

poignant honor of reading the names of five United States Marines from Braintree, Massachusetts, who lost their lives in service. And we thank her for the way that that was read.

It's one thing to read the history of an organization. It is quite another to honor the names of the men who died as members of that organization, for all of us. And for the way that you read that, Julia, thank you very much.

Councilor Ryan again spoke at the 100th anniversary of the American Legion in March of 2019, and he also spoke at the ceremony honoring the 250th anniversary of the United States Marine Corps here on November 9th. And Councilor Ryan, it's an honor for all of us on behalf of the offices of members of the American Legion post-86 to present this certificate of appreciation to you for your support of us as a military organization and of all of our armed forces and its members past, present, and future. Councilor Ryan, thank you.

Once again, on behalf of post-86, our officers and our members, thank you to Mayor Joyce, Mayor Sullivan. To all of our town officials, to you, Council President Ryan, may all the best in your retirement from this position. To all of you on the council, thank you for your support of all the men and women of our armed forces.

APPROVAL OF MINUTES

- October 21, 2025

Motion: by Councilor Ringius to approve the minutes of October 21, 2025

Second: by Councilor Boericke

Vote: For (8 – Boericke, Flaherty, Quilty, Maglio, Morin, Ringius, Reynolds, Ryan),
Against (0), Absent (1 - Hume), Abstain (0)

- November 5, 2025

Motion: by Councilor Ringius to approve the minutes of November 5, 2025

Second: by Councilor Boericke

Vote: For (8 – Boericke, Flaherty, Quilty, Maglio, Morin, Ringius, Reynolds, Ryan),
Against (0), Absent (1 - Hume), Abstain (0)

- November 18, 2025

Motion: by Councilor Ringius to approve the minutes of November 18, 2025

Second: by Councilor Boericke

Vote: For (8 – Boericke, Flaherty, Quilty, Maglio, Morin, Ringius, Reynolds, Ryan),
Against (0), Absent (1 - Hume), Abstain (0)

- December 2, 2025

Motion: by Councilor Ringius to approve the minutes of December 2, 2025

Second: by Councilor Boericke

Vote: For (8 – Boericke, Flaherty, Quilty, Maglio, Morin, Ringius, Reynolds, Ryan),
Against (0), Absent (1 - Hume), Abstain (0)

OLD BUSINESS

- **25 064** Mayor: Local Options for Veterans' Tax Exemptions under Massachusetts HERO Act or take up any action relative thereto

Council President Ryan asked for a recommendation from Councilor Boericke, Chairwoman of the Committee of Ways & Means.

Chairwoman Boericke stated the Committee of Ways & Means met and voted for a unanimous favorable recommendation to the full Council on Order 25 064.

Council President Ryan asked if anyone from the mayor's staff would like to speak on this.

Mayor Joyce stated I'm very privileged to be here this evening to discuss adopting the local option for veterans tax exemptions under the Massachusetts Hero Act. The Massachusetts Hero Act was adopted by the governor in the summer of 2024 and among its provisions, the Act allows two new local options that, one, increase certain veteran exemption amounts, and two, change the eligibility determination for motor vehicle exemption for a qualifying veteran with 100% disability rating or who is unemployable due to the veteran's service connected disability. This is an opportunity for the town to adopt an option that would provide more financial relief for veterans. I also think it's great, you know, I think we always say Braintree will never forget, and we have a long history of honoring our veterans and supporting our veterans. We had a beautiful Veterans Day ceremony a couple weeks ago in which Tim Connors was our guest speaker and shared a really wonderful analogy of his time in the military as a Marine. He sort of took the community with that and is bringing it back as he raises his family and thinks about community here in Braintree. And it's a really wonderful presentation, very inspiring, so if you weren't able to attend, or if there's anybody watching this who wants to just feel really proud of our town, I would encourage everyone to go catch that ceremony on the BCAM and watch it. But Tim was someone who had approached the town within the last year and asked if we were going to be moving forward on any of the HERO Act. So I want to thank him for reminding us about how important it is, and I want to give him credit for bringing that forward. My staff, especially finance director Mike Esmond, who I'm going to invite up to talk about the details and answer questions, really made this possible for us. I'm very happy to be able to support this. I think not only is it important to show up to Veterans Day ceremonies and to remember, it's also important to take actions that can hopefully help our veterans, give back a little bit to them for all that they've given to us. So I just want to thank our veterans for their service. This is a very small act that I think we're very willing and able to adapt and incorporate into the town. But again, I want to thank Tim. And I want to thank Finance Director, Mike Esmond.

Mike Esmond, Finance Director,

thank you, Mayor Joyce, for your leadership on this item. We had an opportunity to meet with the Elder Affairs and Veterans Services Committee and then with the Ways and Means Committee to present the detail of these motions that are before the town council tonight. I would just probably want to highlight just a couple of additional points beyond what the Mayor had already highlighted, the HARO Act itself has many provisions. These are local options for the Town Council to consider and adopt because there is a local cost associated with them. We have looked and worked, when I say we, I want to mention George Andes, who is our Veterans Services Officer, at ways to look at broadening the awareness of these exemptions. We will continue to work through various channels that he has, as well as opportunities to find ways to get out to

our community, to make sure that folks are aware of the benefits provided for qualifying Veterans, the men and women, and survivors that qualify for these exemptions.

What essentially these two motions would do if adopted is to essentially first double the existing benefits that are eligible that the town has already adopted and made available for real estate exemptions for veterans that are qualified. We have roughly 250 qualifying veterans with their families right now that are able to take advantage of the benefits of the town currently has. We would essentially double in the motion by 100% or increase by 100% the existing benefits. And then the second motion would be to essentially adopt a cost of living inflation adjuster every year so that we can avoid going forward one of the challenges with these types of exemptions where essentially the purchasing power declines every year. There isn't a further action for the local government to continue. This is a very common theme I think and the writers of this legislation were mindful of.

We estimate that the cost of this adoption will be roughly \$235,000. Given the existing census of veterans and their families that take advantage of these exemptions. That will be something we'll report back to Ways and Means. These will take effect for the next fiscal year, fiscal 27, so we will know really more in a year's time, how many veterans were able to qualify and take advantage of these benefits and report back. They will be funded via the overlay, and we've talked and discussed this at Ways and Means. There is a sufficient existing balance to be able to cover the additional expenses the town will face for fiscal 27 and likely beyond. But again, we will continue to collect that information and report back to Ways & Means and Council going forward.

Councilor Boericke stated thank you to Councilor Reynolds, who is the sole veteran on the council and also on the Committee of Ways and Means whose expertise I certainly rely on for these sorts of things and he was a huge source of information when the committee was discussing this. So I will be fully supporting this tonight. I'm confident with the questioning that the committee did last week that we have sufficient funds that can cover this now and into the future. And this is one opportunity we have as a community to tangibly show support for our veterans who have been sacrificed, in this case disabled, for free treatment for the state and for the country. So I'm very proud to support this and thank you Mayor Joyce for your initiative for me. Thank you.

Councilor Reynolds stated any kind of financial benefit that we can provide as a community to our veterans who have sacrificed so much of themselves for their community and country, this was a no brainer. I think that we owe a debt of gratitude to the mayor also for bringing this forward and those who have advocated. You know, some very important members here, but also American Legion who talked this up quite a bit. It was down at that level that got the governor to understand that this is something that can help a lot of veterans. It isn't a grand amount of money, but it is enough that helps people, helps the veterans and it's definitely a gesture of respect to our veterans. I want to thank, also, Secretary John Santiago, the Secretary of the Executive Office of Veterans Services, and the team that I had the pleasure and honor to work with, putting together the details, of this enactment of the Hero Act. It has a lot of great benefits, and just recognition for our veterans of all, all wars, all services. I want to thank the councilors on the Ways and Means Committee for their thoughtfulness, seeing the benefit and it was just heartfelt to see how much this town cares.

Councilor Morin stated Mr. President, first of all, I have to thank Director Esmond for his presentation, and the mayor also for bringing this forward. I think it's important that we continue finding ways to provide tax relief to our most vulnerable and deserving residents, and there's no question that veterans who qualify for this are deserving of our assistance. This is quite honestly putting our money where our mouths are. If we

show up for ceremonies honoring branches of services, this is a more tangible way that we venerate those who have served on our behalf to preserve our freedoms. It is also well planned and well thought out. The costs have been identified and the source of the payout has been identified and it's clearly sustainable. Again, this is a smart, incremental tax relief. I hope that we can continue and move forward to take other opportunities to provide relief where it is needed to residents that are in need, but I am fully supportive of this and I thank the mayor and finance director for their work on this.

Council President Ryan asked for the Motions for Order 25 064:

Councilor Ringius read the following Motions 1-2:

MOTION:

- (1) That the Town of Braintree accept General Laws Chapter 59, Section 5, Clause 22I, which authorizes an annual increase in the amount of the exemption granted under General Laws Chapter 59, Section 5, Clause 22, Clause 22A, Clause 22B, Clause 22C, Clause 22E and Clause 22F by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, to be effective for applicable exemptions granted for any fiscal year beginning on or after July 1, 2026.

Motion: by Councilor Ringius to approve Order 25 064 (1)

Second: by Councilor Boericke

Vote: For (8 – Boericke, Flaherty, Quilty, Maglio, Morin, Ringius, Reynolds, Ryan),
Against (0), Absent (1 - Hume), Abstain (0)

MOTION:

- (2) That the Town of Braintree accept General Laws Chapter 59, Section 5, Clause 22J, which authorizes an annual increase in the amount of the exemption granted under General Laws Chapter 59, Section 5, Clause 22, Clause 22A, Clause 22B, Clause 22C, Clause 22E and Clause 22F by 100% of the personal exemption amount, subject to the conditions in Clause 22J, to be effective for applicable exemptions granted for any fiscal year beginning on or after July 1, 2026.

Motion: by Councilor Ringius to approve Order 25 064 (2)

Second: by Councilor Boericke

Vote: For (8 – Boericke, Flaherty, Quilty, Maglio, Morin, Ringius, Reynolds, Ryan),
Against (0), Absent (1 - Hume), Abstain (0)

NEW BUSINESS

Refer to the Committee of Ways & Means

- **25 069** Mayor: Authorization for Tax Payment Agreements pursuant to MGL Part I, Title IX, Chapter 60, Section 62A or take up any action relative thereto

Motion read by Councilor Ringius to refer to the Committee of Ways & Means Order 25 069

Motion: by Councilor Ringius to refer to the Committee of Ways & Means Order 25 069

Second: by Councilor Boericke

Vote: For (8 – Boericke, Flaherty, Quilty, Maglio, Morin, Ringius, Reynolds, Ryan),
Against (0), Absent (1 - Hume), Abstain (0)

UPCOMING MEETINGS:

Next Council Meeting is scheduled for:

[Friday, January 2, 2026@11:00am \(Swearing In/Town Council Reorganization\)](#)

ADJOURNMENT

It was unanimously voted to adjourn the meeting at 8:36p.m.

Respectfully submitted,

Susan M. Cimino
Clerk of the Council

Recording of meeting found at: <https://www.youtube.com/bcamtv>

ORDER #:#25 - 070

Town of Braintree: Application for Rezoning – Worksheet

Petitioner

Name: Mayor Erin Joyce,
C/O Peter Matchak, Director of Planning
and Community Development

Address:
1 JFK Memorial Drive
Braintree, MA 02184

Phone: 781-794-8234

Email: pmatchak@braintreema.gov

Contact/Billing Information

Name:
Peter Matchak, Director of Planning and
Community Development

Address:
1 JFK Memorial Drive
Braintree, MA 02184

Phone: 781-794-8234

Email: pmatchak@braintreema.gov

***Petition Submitted By:**

* M.G.L. Chapter 40A Section 5/Attorney General's Handbook: Petitioner who can initiate submissions for adoption and or changes to the zoning bylaws include City/Town Council, board of Appeals, Planning board, Property Owner (not a tenant or lessee), 10 registered voters, Regional Planning Agency, Municipal Charter/Enabling Legislation.

Date Received

2025 DEC 19 AM 10:16

Amend Section 135-711.B Site Plan Review; Applicability
of the Braintree Zoning Ordinance.

Must return completed form to Town Council office along with all other documents



**Mayor
Erin V. Joyce**

**#25-070
Department of Planning and Community Development**

Peter Matchak, Director
1 JFK Memorial Drive
Braintree, Massachusetts 02184
pmatchak@braintreema.gov
Phone: 781-794-8234

PLANNING BOARD

Kimberly Kroha, Chair
Thomas M. Kent, Vice Chair
Darryl K. Mikami, Clerk
Jennifer Connolly, Member
Robert M. Kane, Member
Anthony Kinahan, Alternate Member

To: Town Council, President Charles Ryan and the Honorable Town Council
Mayor Erin V. Joyce
Kara Nyman, Chief of Staff
Carolyn Murray, KP LAW

From: Peter Matchak, Department of Planning and Community Development on behalf of Mayor Erin V. Joyce, Applicant

Date: December 18, 2025

RE: Proposed Zoning Ordinance text amendment RE: Section 135-711 Site Plan Review

Section 135-711: Site Plan Review (SPR) of multifamily, apartment, business and commercial developments.

Background:

The Planning Office working through the Mayor's Office looks to propose the follow section identified in red to Braintree zoning bylaw section 135-711: Site Plan Review. Proposed bylaw text will add one section to the "applicability" of the site plan review helping to guide proposed new land uses in Braintree claiming exemption through Mass General Law, Chapter 40A; section 3.

MGL 40A; section 3 exempt land uses include education and religion organizations and childcare facilities. Recently, section 3 has been expanded to include the development of clean energy facilities, and assessor dwelling units (ADU). Massachusetts courts have granted cities and towns the ability to imposed reasonable regulations. Therefore, the following language is being proposed to help guide, plan and develop proposed MGL chapter 40A; section 3 land uses into Braintree existing community fabric.

2025 DEC 19 AM 10:51

PROPOSED ZONING: (new language highlighted in red)

135-711 Site plan review (SPR) of multifamily, apartment, business and commercial developments.

A. Purpose. The purpose of a site plan review conducted under this section is to:

- (1) Ensure that the design and construction of developments will not create detrimental impacts to the neighborhood or the environment;
- (2) Ensure a development will be in harmony with surrounding areas;
- (3) Ensure compliance with all the requirements set forth in this chapter.

B. Applicability. A site plan review shall be required prior to the issuance of a building permit for:

- (1) All special permits as required under this chapter;
- (2) All multifamily or apartment developments; and
- (3) All developments where the area of any new structure or extension of an existing structure is 500 square feet or more excluding single- and two-family homes that are not subject to special permit and related accessory structures. [Amended 5-3-1993 ATM by Art. 55]
- (4) Any municipal public park as defined in § 135-102 where the area of said lot is greater than 1,000 square feet. [Added 8-10-2011 by Ord. No. 11-032]

- (5) Any new structure or alteration of an existing structure or change of use in any structure for an entity claiming exemption under MGL c. 40A, § 3: provided, however, that site plan review shall not be applicable to any municipally owned or operated preschool, elementary school, middle school, or high school or accessory dwelling units (ADU).

Site plan review shall be limited in such circumstances to the imposition of reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements.

In reviewing the site plan submittal for a MGL c. 40A, § 3 use, the following issues shall be considered:

- (a) The bulk and height of any proposed structures and accessory structures, adequacy of open spaces, the building coverage on the site, yard sizes (setbacks) and lot areas;
- (b) The physical layout of the structures, driveways, parking areas, utilities and other infrastructure; and
- (c) The adequacy and arrangement of parking and loading areas in relation to the proposed use of the site.

Site plan review of a MGL c. 40A, § 3 use shall be administered by the Planning Board ("Board"). Subject to the limitations of MGL c. 40A, § 3, the Board shall impose any such conditions, limitations, and safeguards as it deems appropriate to protect the interests of, and consistent with, the planning objectives for the underlying zoning district.

BRAINTREE TOWN COUNCIL RULES 2012



TABLE OF CONTENTS

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	5
Rule Nineteen: Demand for Roll Call.....	5
Rule Twenty: Motions and Procedure During Debate	5
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: Public 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: Distribution of Council Correspondence.....	9
Rule Thirty-Eight: Standing Committees	9-10
Rule Thirty-Nine: Attendance of Councilors at Public Meetings.....	11
Rule Forty: Special Committees	11

Rule Forty-One: Committee Meetings	11
Rule Forty-Two: Chair-Quorum at Committee Meetings.....	11
Rule Forty-Three: Committee Reports	11
Rule Forty-Four: Town Council Action on Committee Reports.....	11
Rule Forty-Five: Failure to Report by a Committee.....	11
Rule Forty-Six: Relieving a Committee from Further Consideration.....	11
Rule Forty-Seven: Secretary to Committees	12
Rule Forty-Eight: Reference to Committees.....	12
Rule Forty-Nine: Town Solicitor	12
Rule Fifty: Town Auditor.....	12
Rule Fifty-One: Department Heads	12
Rule Fifty-Two: State or Federal Cooperation.....	12
Rule Fifty-Three: Permission to Address the Chair	12
Rule Fifty-Four: Councilor/Citizen Side-Bar	12
Rule Fifty-Five: The Council Chambers	13
Rule Fifty-Six: By-Laws, Etc., of Council	13
Rule Fifty-Seven: Notification of Committee Meetings	13
Rule Fifty-Eight: Publication	13
Rule Fifty-Nine: Amendment and Repeal.....	13
Rule Sixty: Parliamentary Procedure.....	13
Rule Sixty-One: Adoption of Rules	13
Rule Sixty-Two: Authorization to sign Bills.....	14
Rule Sixty-Three: Clerk of the Council signing documents on behalf of Council	14
Rule Sixty-Four: Travel/Conference Reimbursement Policy for Braintree Town Councilors.....	14
Rule Sixty-Five: Council Expenditure Reports	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.

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 via electronic means, at least forty-eight (48) hours before the time of such meeting.

Rule Thirty: Public 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 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.

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-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 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. No measure shall be filed without all supporting documentation. 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 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" shall make their request no later than 10:00 AM on the Wednesday preceding the Council meeting. 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 Wednesday preceding the regular Council meeting.

Rule Thirty-Six: Anonymous Communications

Unsigned communications shall not be introduced in the Council.

Rule Thirty-Seven: Distribution of Council Correspondence

Correspondence received by any Councilor that is intended for distribution to the Full Council shall be distributed to the Full Council within (5) five business days if received electronically and (10) ten business days if received in any other form. Council member will forward to the Clerk of the Council for distribution.

Rule Thirty-Eight: 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) to five (5) 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

PERSONNEL ISSUES 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 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 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 and issues of sustainability and the environment and any other matters referred to it by the Council or Council President.

Rule Thirty-Nine: 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.

Rule Forty: 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-One: 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-Two: 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-Three: Committee Reports

Every committee of the Council to which any subject may be referred, shall report thereon to the Council. Bi-annually all committees shall provide a report to the Full Council summarizing the results of the committee meeting(s).

Rule Forty-Four: Town Council Action on Committee Reports

The President of the Council or the presiding officer, upon receipt of the Committee Report, shall 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-Five: 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-Six: 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-Seven: 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-Eight: Reference to Committees

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

Rule Forty-Nine: 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 Fifty: 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.

Rule Fifty-One: 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-Two: 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-Three: 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-Four: 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-Five: 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-Six: 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-Seven: Notification of Committee Meetings

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

Rule Fifty-Eight: 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 Fifty-Nine: 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: 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-One: Adoption of Rules

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

Rule Sixty-Two: 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-Three: 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-Four: 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 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 Sixty-Five: Council Expenditure Reports

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 Sixty-Six: Councilors Use of Letterhead

Letterhead use should be for Council business that everyone is in agreement with. If a Councilor wants to create their own Letterhead with the town seal, to send out individual letters, the Clerk of the Council can assist with that request.