



Braintree Town Council

Committee of Ways & Means

One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

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

AGENDA

Monday, May 6, 2019

Starting Time – 6:00p.m.

Horace T. Cahill Auditorium, Town Hall

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Approval of Minutes
 - April 2, 2019
4. New Business (Refer to attached FY2020 Budget Review Schedule for presenters/departmental reviews)

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

<u>APPENDIX F</u>	<u>Pages</u>
Town Clerk	24-26
Human Resources	20-23
Library®	81-87
Law	18-19
Mayor's Office	4-7
Town Council	1-3

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

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

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

5. Old Business
 - None
6. Adjournment



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MINUTES

April 2, 2019

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Tuesday, April 2, 2019 at 7:00p.m.

Councilor Bowes was in the Chair.

Clerk of the Council conducted the roll call.

Present: Thomas Bowes, Chairman
Stephen O'Brien, Member
Thomas Whalen, Member
Timothy Carey, Member

Not Present: Shannon Hume, Vice-Chairman

Also Present: Dr. Frank Hackett, Superintendent of Schools

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

- February 19, 2019

Motion: by Councilor Whalen to approve Minutes of February 19, 2019

Second: by Councilor O'Brien

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

Old Business

- None

New Business

- 19 012 Superintendent of Schools: Statement of Interest (SOI) with the MSBA for Braintree High School or take up any action relative thereto**

Dr. Hackett stated we are submitting this SOI for the High School. This is not a financial commitment. This is just authorizing me as Superintendent to let the MSBA know we are interested in partnering with them potentially for a project. We should find out in December 2019 whether or not they invite us for eligibility. We at that time would come back to you and talk about implications. This is simply a request to have a discussion with them. We don't have a space constraints issue we have a space utilization issue.

Councilor O'Brien asked about the science labs.

Dr. Hackett stated all safety issues have been addressed by they are tired and old. We fix plumbing when we have issues. If we were to get approved they come in and say science lab 1200 square feet. That is what you have to build to as the minimum. This is the second time around for the SOI for BHS. We submitted last year in April. If we do not get chosen this time it might be time for a different conversation.

Councilor O'Brien asked if a new school is even in the sights.

Dr. Hackett stated we submit a SOI to the MSBA. If they come back and say to us let's talk. We have a feasibility study which is generally up to about \$1 million to do that study. That study MSBA requires us to look at two or three options that are some kind of renovation and two or three options that are new. That's part of the process.

Councilor O'Brien stated I do not feel it is the right time for a new school maybe 10 years but not now.

MOTION read by Councilor O'Brien for favorable recommendation to the full Council:

Resolved: Having convened in an open meeting on April 2, 2019 prior to the SOI submission closing date, the Town Council of Braintree, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 2, 2019 for Braintree High School located at 128 Town Street, Braintree, Massachusetts, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future: Priority #3: Prevention of the loss of accreditation; Priority #5: Replacement, renovation, or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; Priority #7: Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Braintree or the Braintree School Department to filing an application for funding with the Massachusetts School Building Authority.

Motion: by Councilor O'Brien Order 19 012 for favorable recommendation to the full Council

Second: by Councilor Carey

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

- **017 19 FY2020 Budget Review Schedule or take up any action relative thereto**

The committee members reviewed the FY20 Budget Review Schedule and had no issues at the time.

It was unanimously voted to adjourn the meeting at 7:20p.m.

Respectfully submitted,

Susan M. Cimino,

Clerk of the Council

Documents provided for Meeting

- 19 012 Superintendent of Schools: Statement of Interest (SOI) with the MSBA for Braintree High School
- 017 19 FY2020 Budget Review Schedule or take up any action relative thereto

FY2020 BUDGET REVIEW SCHEDULE

<u>Dept. #</u>	<u>Department/Programs</u>	<u>DATE*</u> <u>(May)</u>	<u>TIME*</u> <u>(PM)</u>	<u>PRESENTERS</u>
	FY2020 Revenue Forecast Overview	6	6:00	Joseph Reynolds
161	Town Clerk	6	6:30	James Casey
152	Human Resources	6	7:00	Karen Shanley
610	Library®	6	7:30	Terri Stano
151	Law	6	8:00	Nicole Taub
121	Mayor's Office	6	8:30	Joseph Reynolds
111	Town Council	6	9:00	Susan Cimino
400	Public Works Department®	7	6:00	James Arsenault
610	Golf®	7	6:30	Daryn Brown
436	Sewer	7	7:00	James Arsenault
438	Water	7	7:30	James Arsenault
640	Storm Water	7	8:00	James Arsenault
210	Police	8	6:30	Paul Shastany
220	Fire	8	7:15	James O'Brien
350	Blue Hill Regional High School	8	7:45	James P. Quaglia
541	Department of Elder Affairs®	13	6:00	Sharmila Biswas
241	Municipal Licenses and Inspections®	13	6:15	Marybeth McGrath
175	Planning and Community Development	13	6:45	Christine Stickney
300	Education®	13	7:00	Frank Hackett
133	Finance Programs	13	7:30	Edward Spellman
	Departmental Call Backs	20	6:00	
	TOWN COUNCIL/ANNUAL TOWN MEETING	May 28	7:00	

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

®Includes Revolving Fund Accounts

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MOTIONS FOR TOWN COUNCIL
APPROVAL OF FISCAL YEAR 2020 OPERATING BUDGET

1. That the Town of Braintree raise and appropriate the sum of \$139,331,575 to provide for all of the expenses for the maintenance and operation of the Town's several departments and programs for the fiscal year 2020 and that the several sums herein set forth are hereby approved for the several purposes and are subject to the source of funding for said expenditures as outlined on the attached Exhibit A, specifically, that the sum of \$94,809 be transferred from Golf Course receipts, the sum of \$250,000 be transferred from the Overlay Surplus account, the sum of \$9,700 be transferred from the Waterways Improvement fund, the sum of \$22,000 be transferred from the Sale of Cemetery Lots, the sum of \$625,031 be transferred from Water and Sewer receipts, the sum of \$20,961 be transferred from Stormwater receipts, the sum of \$1,200,000 be transferred from the Town owned land account and the balance to be raised in the tax levy.
2. That the Town of Braintree appropriate the sum of \$1,907,151 to provide for all of the expenses for the maintenance and operation of the Town's Golf Course and related programs for the fiscal year 2020 and that the several sums herein set forth are hereby approved for the several purposes as outlined on the attached Exhibit A, specifically, and that the sum of \$1,907,151 be raised in the Golf Course receipts.
3. That the Town of Braintree appropriate the sum of \$19,121,661 to provide for all of the expenses for the maintenance and operation of the Town's Water and Sewer Division and related programs for the fiscal year 2020 and that the several sums herein set forth are hereby approved for the several purposes as outlined on the attached Exhibit A, specifically, that the sum of \$103,694 be transferred from the Water Sewer Rehabilitation Fund and the balance of \$19,017,967 be raised in the Water and Sewer receipts.
4. That the Town of Braintree appropriate the sum of \$582,029 to provide for all of the expenses for the maintenance and operation of the Town's Stormwater and related programs for the fiscal year 2020 and that the several sums herein set forth are hereby approved for the several purposes as outlined on the attached Exhibit A, specifically, and that the sum of \$582,029 be raised in the Stormwater receipts
5. To see if the Town of Braintree will accept the provisions of Chapter 44, § 53F½ of the Massachusetts General Laws establishing a Cable Public Education and Government (PEG) fund an enterprise fund effective fiscal year 2020.

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

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

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MOTIONS FOR TOWN COUNCIL
APPROVAL OF FISCAL YEAR 2020 COMMUNITY PRESERVATION
COMMITTEE BUDGET

- C1. In accordance with the provisions of chapter 44b, section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$150,000 be appropriated from the community preservation fund to the community housing reserve for acquisition, creation, preservation, or support of **community housing** or the rehabilitation or restoration of community housing that is acquired or created as provided in chapter 44b, section 5, of the general laws.
- C2. In accordance with the provisions of chapter 44b, section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$150,000 be appropriated from the community preservation fund to the open space reserve for the acquisition, creation, or preservation of **open space** or the rehabilitation or restoration of open space that is acquired or created as provided in chapter 44b, section 5, of the general laws.
- C3. In accordance with the provisions of chapter 44b, section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$150,000 be appropriated from the community preservation fund to the historic resources reserve for the acquisition, preservation, rehabilitation, or restoration of **historic resources** as provided in chapter 44b, section 5, of the general laws.
- C4. In accordance with the provisions of chapter 44b, section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$450,000 be appropriated from the community preservation fund to the community preservation **budgeted reserve** as provided in chapter 44b, section 5, of the general laws.
- C5. In accordance with the provisions of chapter 44b, section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$50,000 be appropriated from the community preservation fund to for fiscal year 2020 administrative operating fund as provided in chapter 44b, section 5, of the general laws said funds to be expended under the direction of community preservation committee and by the director of planning and community development.

MOTIONS FOR RE-AUTHORIZATION OF REVOLVING FUNDS

R1. That the Department of Elder Affairs be authorized to use a revolving fund in accordance with the provisions of Massachusetts general laws chapter 44, section 53e1/2 that may be spent by the Department of Elder Affairs without further appropriation during the fiscal year commencing July 1, 2019, to pay salaries, expenses, and contractual services required to provide services and activities for the town's elderly residents. The Department of Elder Affairs revolving fund is to be credited with all fees and charges received during fiscal year 2020 from persons using said programs. The Department of Elder Affairs may spend up to \$30,000 in revolving fund monies during fiscal year 2020.

R2. That the Board of Health be authorized to use a revolving fund in accordance with the provisions of Massachusetts general laws chapter 44, section 53e 1/2 that may be spent by the Board of Health without further appropriation during the fiscal year commencing July 1, 2019, to pay for salaries, expenses, and contractual services associated with purchasing, promoting, and administering public health immunizations and for public health education programs. The Board of Health revolving fund is to be credited with all fees and charges collected during fiscal year 2020 for immunizations administered under the department of public health. The Board of Health may spend up to \$50,000 in revolving fund monies during fiscal year 2020.

*Municipal
Licenses + Inspections*

- R3.** The Library Trustees be authorized to use a revolving fund in accordance with the provisions of Massachusetts general laws chapter 44, section 53e1/2 that may be spent by the Library Trustees without further appropriation during the fiscal year commencing July 1, 2019, for the purchase of library books, audiovisual materials and other library materials. The Library Trustees revolving fund is to be credited with all fines and fees collected during fiscal year 2020 for lost or overdue library materials. The library trustees may spend up to \$45,000 in revolving fund monies during fiscal year 2020.
- R4.** That the Library Trustees be authorized to use a revolving fund in accordance with the provisions of Massachusetts general laws chapter 44, section 53e1/2 that may be spent by the Library Trustees without further appropriation during the fiscal year commencing July 1, 2019, for the costs associated with the support and promotion of special programs, including salaries related thereto. The Library Trustees revolving fund is to be credited with all revenue from the rental of meeting rooms collected during fiscal year 2020. The Library Trustees may spend up to \$5,000 in revolving fund monies during fiscal year 2020.
- R5.** That the Mayor be authorized to use a revolving fund in accordance with the provisions of Massachusetts general laws chapter 44, section 53e1/2 that may be spent by the Mayor, in conjunction with the recycling coordinator, without further appropriation during the fiscal year commencing July 1, 2019, for the purchase of home composting bins, curbside recycling bins, recycling bags and for the

DPW

collection of fees and payments for recycling materials, including hazardous waste. The recycling revolving fund is to be credited with all fees collected during fiscal year 2020. The Mayor may spend up to \$2,000 in revolving fund monies during fiscal year 2020.

- DPW*
- R6.** That the Mayor be authorized to use a revolving fund in accordance with the provisions of Massachusetts general laws chapter 44, section 53e1/2 that may be spent by the Mayor, in conjunction with the recycling coordinator without further appropriation during the fiscal year commencing July 1, 2019, for the collection of fees and payments from the collection of revenue-generating materials and to use the income to promote town recycling initiatives and events, including household hazardous waste events. The recycling revolving fund is to be credited with all fees collected during fiscal year 2020. The Mayor may spend up to \$50,000 in revolving fund monies during fiscal year 2020.

- Education*
- R7.** That the School Committee be authorized to use a revolving fund in accordance with the provisions of Massachusetts general laws chapter 44, section 53e1/2 that may be spent by the School Committee without further appropriation during the fiscal year commencing July 1, 2019, to pay for salaries, expenses, and contractual services associated with the operation of full day kindergarten. The revolving fund is to be credited with all full day kindergarten fees and charges collected during fiscal year 2020. The School Committee may spend up to \$825,000 in revolving fund monies in fiscal year 2020.

R8. That the Mayor be authorized to use a revolving fund in accordance with the provisions of Massachusetts general laws chapter 44, section 53e1/2 that may be spent by the Mayor, in conjunction with the golf greens superintendent without further appropriation during the fiscal year commencing July 1, 2019, for the collection of fees and payments from the collection of revenue generated from clinics and payments for group and individual lessons and the sales of pro shop materials fees collected during fiscal year 2020. The Mayor may spend up to \$110,000 in revolving fund monies during fiscal year 2020.