



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

**MEMBERS**

Joseph Reynolds, Chairwoman  
Julia Flaherty, Vice-Chairman  
Lawrence Mackin, Member  
Elizabeth Maglio, Member

**AGENDA**

**Tuesday, May 3, 2022**

**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
  - None
4. Old Business
  - None
5. New Business
  - 22 025 Mayor: FY2023 Operating Budget or take up any action relative thereto  
**(Refer to attached FY2023 Budget Review Schedule for presenters/departmental reviews)**
    - APPENDIX F**
    - 161 Town Clerk
    - 152 Human Resources
    - 610 Library
    - 111 Town Council
  - 22 026 Mayor: FY2023 Budget – Community Preservation Committee or take up any action relative thereto  
**(Presented by Planning Department/Melissa SantucciRozzi on May 12)** (Table to May 12)
  - 22 027 Mayor: FY2023 Budget - Continuation of Revolving Funds or take up any action relative thereto  
**(Revolving Accounts on the date Department Head presents Budget)**
    - 5/3 Library<sup>®</sup> (Table to May 9)
    - 5/9 Golf<sup>®</sup>
    - 5/11 Department of Public Works<sup>®</sup> - Recycling
    - 5/12 Dept. of Elder Affairs<sup>®</sup>
    - 5/12 Municipal Licenses & Inspections<sup>®</sup>
    - 5/18 Education<sup>®</sup>
6. Adjournment

## FY2023 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>
	FY2023 Revenue Forecast Overview	3	6:00	Nicole Taub
161	Town Clerk	3	6:30	James Casey
152	Human Resources	3	7:00	Karen Shanley
610	Library <sup>®</sup>	3	7:30	Terri Stano
111	Town Council	3	8:00	Susan Cimino
350	Blue Hill Regional High School	4	6:00	Michelle Resendes
610	Golf <sup>®</sup>	9	6:00	Daryn Brown
151	Law	9	6:30	Nicole Taub
121	Mayor's Office	9	7:00	Nicole Taub
133	Finance Programs	9	7:30	Edward Spellman
400	Public Works Department <sup>®</sup>	11	6:00	James Arsenault
436	Sewer	11	7:00	James Arsenault
438	Water	11	7:30	James Arsenault
640	Storm Water	11	8:00	James Arsenault
241	Municipal Licenses and Inspections <sup>®</sup>	12	6:00	Marybeth McGrath
541	Department of Elder Affairs <sup>®</sup>	12	6:15	Sharmila Biswas
175	Planning and Community Development	12	6:30	Melissa SantucciRozzi
220	Fire	16	6:00	James O'Brien
210	Police	16	7:00	Mark DuBois
300	Education <sup>®</sup>	18	6:00	Jim Lee
	<b>Departmental Call Backs</b>	<b>19/23</b>	<b>6:00</b>	
	<b>TOWN COUNCIL/ANNUAL TOWN MEETING</b>	<b>May 31</b>	<b>7:00</b>	

\*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.

<sup>®</sup>Includes Revolving Fund Accounts

ACCOUNT #	16101 ADMINISTRATION	FY 2022 BUDGET	FY 2023 BUDGET
511013	DEPARTMENT HEAD	\$117,922	\$117,922
513001	ELECTION OVERTIME	\$1,520	\$3,900
530018	TECHNOLOGY	\$15,000	\$14,000
534002	POSTAGE	\$4,000	\$4,000
534004	CELLPHONE	\$550	\$500
538001	BOOK BINDING/DOCUMENT	\$1,000	\$1,000
538002	BYLAW PRINTING	\$2,300	\$2,300
542001	PRINTING/FORMS	\$750	\$650
542002	OFFICE SUPPLIES	\$2,500	\$2,000
542007	DOG TAGS/BOOK SUPPLIES	\$800	\$1,200
571001	MEETINGS/SEMINARS	\$0	\$0
572001	OUT OF STATE TRAVEL	\$0	\$0
573001	DUES/MEMBERSHIPS	\$450	\$350
578012	PRESERVATION/CONSERVA	\$1,000	\$1,000
578018	TC ADM - ENCUMBRA	\$0	\$0
	TOTAL	\$147,792	\$148,822

ACCOUNT #	16104 ELECTIONS	FY 2022 BUDGET	FY 2023 BUDGET
512001	PART-TIME EMPLOYEE	\$29,000	\$78,213
524002	EQUIPMENT MAINTENANCE	\$20,000	\$45,000
534002	POSTAGE	\$5,150	\$12,000
542001	PRINTING/FORMS	\$19,200	\$6,000
542002	OFFICE SUPPLIES	\$500	\$450
578013	ELECTION EXPENSES	\$5,000	\$5,000
	TOTAL	\$78,850	\$146,663

ACCOUNT #	16105 REGISTRATIONS	FY 2022 BUDGET	FY 2023 BUDGET
511002	DEPARTMENT HEAD	\$2,150	\$2,150
511003	ASS'T DEPARTMENT HEAD	\$83,947	\$83,947
511004	ADMINISTRATIVE/CLERICAL	\$108,708	\$108,707
511013	APPOINTED OFFICIALS	\$1,400	\$1,450
514003	LONGEVITY	\$0	\$300
534002	POSTAGE	\$300	\$300
538003	CENSUS	\$14,000	\$15,000
542001	PRINTING/FORMS	\$4,000	\$3,500
542002	OFFICE SUPPLIES	\$500	\$450
548005	PRESCRIPTION/EYEGASSES	\$500	\$250
549006	CLOTHING ALLOWANCE	\$600	\$800
578018	TC REGISTRATIONS - E	\$0	\$0
	TOTAL	\$216,105	\$216,854

	FY 2022 BUDGET	FY 2023 BUDGET	VARIANCE
ADMINISTRATION	\$147,792	\$148,822	(\$1,030)
ELECTIONS	\$78,850	\$146,663	(\$67,813)
REGISTRATIONS	\$216,105	\$216,854	(\$749)
TOTAL: TOWN CLERK	\$442,747	\$512,339	(\$69,592)

**OFFICE OF THE TOWN CLERK  
FY 2023 BUDGET SUMMARY**

Due to the two Fall 2022 State Elections, the Town Clerk's Office FY2023 budget request is \$512,339 or \$69,592 over FY2022.

Total FY23 election staffing costs amount to over \$80,000 (\$82,113); nearly \$52,000 (\$51,593) over FY22.

Election Equipment Maintenance expenses are estimated to be \$25,000 over FY22 and Postage costs are estimated to be about \$7,000 (\$6,850) over FY22. These increases are attributable to the two state elections and up to 21-days of early voting in-person and early voting by mail expenses.

A budget reduction of over \$13,000 (\$13,200) was realized due to State being responsible for all ballot costs for the Fall 2022 elections versus the town responsible for local ballot costs.

Where possible, budget reductions of \$2,350 were taken across multiple line items.

**ELECTIONS**

\$67,813 over FY22

\$49,213 Part Time Employees - Two Election/EV & Vote By Mail

\$25,000 Equipment Maintenance - Two Elections

\$ 6,850 Postage - Vote By Mail \*2 elections / Rate increase

-\$13,200 Printing/Forms (State pays for ballots)

-\$ 50 Office Supplies

**ADMINISTRATION**

\$1,030 over FY22

\$2,380 Overtime - Staff Elections

\$ 400 Dog Tags

-\$1,000 Technology

-\$ 500 Office Supplies

-\$ 100 Printing/Forms

-\$ 100 Dues/Membership

-\$ 50 Cellphone

**REGISTRATIONS**

\$ 749 over FY22

\$1,000 Census - Postal Rate Increase

\$ 300 Contractual

-\$ 500 Printing/Forms

-\$ 50 Office Supplies

## Human Resources Department Summary for FY2023 Budget

The Human Resources Department is comprised of four full time employees; Human Resources Director, Benefits Coordinator, Human Resources Generalist and Veterans' Agent and one part-time Administrative Assistant to the Veterans' Agent. There are four programs within Human Resources; Administration, Employee Benefits, Veterans' Benefits and Celebrations.

Our department is responsible for coordinating hiring, resignations and retirements of all non-school and non-BELD employees. We process all salary increases for steps and cost of living adjustments, contractual agreement provisions and track employee accruals, usage and balances. The Director is part of the negotiating team for collective bargaining and handles step 2 and step 3 grievances as well as investigations of any Massachusetts Commission Against Discrimination (MCAD) complaints. We approve/deny all Family Medical Leave (FMLA), Families First Coronavirus Response Act (FFCRA), Massachusetts COVID-19 Emergency Paid Sick Leave and other leave requests.

Employee Benefits for all Town employees including School and BELD are administered by Human Resources. The Town is self-insured for its health insurance, workers' compensation and injured-on-duty programs and unemployment. Department of Transportation (DOT) drug and alcohol testing and non-DOT drug and alcohol testing are coordinated through our department. Employer Medicare/Social Security and Pension payments are paid out of our department also.

The Veterans' Division assists Town of Braintree veterans with Chapter 115 Benefits, Federal disability benefits, health benefits, food, housing and other needs. The Division also runs the Memorial Day, (including placing a new flag on each gravesite), Veterans' Day and Pearl Harbor Day events for the Town.

The following is a summary of the accounts with significant changes and the reason for each:

0115201-517004	Unemployment Compensation	14.8% increase	Based on current year paid to date and projection until the end of the fiscal year.
0115201-573001	Dues/Membership	15.4% increase	For MMHR and SHRM membership increases.
0115204-512007	Workers' Comp Public Safety	16% increase	Based on information from carrier that this is the anticipated increase due to claims experience.
0115204-515003	Employee Assistance provider.	2% increase	Increase from provider.
0115204-515003	Health Reimbursement	3.2% decrease	Based on March 2022 headcounts.

0115204-517002	Workers' Compensation	28.9% increase	Based on current year expenditures to date and projection until the end of the fiscal year.
0115204-515003	Employer Medicare	3% increase	Based on salaries times 1.45%.
0115204-517005	Group Health & Medical Insurance	5.4% increase	FY2022 budget included a premium holiday that is not currently anticipate for FY2023.
0115204-517006	Pension Fund	4.5% increase	Based on FY23 increases in Pension costs.
0115204-578050	Reserve	New line	For costs related to Collective Bargaining Agreements that have not settled by 6/30/22.
0115206-511002	Department Head	3.8% increase	For step increase during FY23.
0115206-511004	Administrative/Clerical	60.3% increase	For reclassification during FY2022.
0115206-530003	Data Processing	New line	For VetraSpec software annual fee.
0115206-534004	Cell Phone	New line	We had been using the Meetings/Seminars line to pay for the Veterans' Agent's cell phone.
0115206-571001	Meetings/Seminars	50% reduction	Based on anticipated FY2023 expenditures.
0115206-577001	Veteran Benefits – Ordinary	13.3% increase	Based on FY22 expenditures to date, projections through the end of the fiscal year, flags and COLA for FY2023.
0115207-553004	Celebrations/Signs	New line	Added in order to have funds available for Veteran Celebrations/Events.

## TOWN COUNCIL FY2023 BUDGET

### **FY2023 Budget: \$268,211.54 with 2.01% cut from FY2022**

(In FY22 we made a 10% cut to our Budget.)

---

**Administrative/Clerical** - line item has INCREASED due to COLA

**Elected Officials** – SAME - Town Council members yearly stipend

**Audit Fee** – SAME \$57,000

Powers & Sullivan our “external auditor”. Their CONTRACT remains the same at \$57,000 per year.

**Consultants** – SAME \$500

### **Advertising – DECREASED to \$7,500 from \$12,802 – (decreased by \$5,302)**

Expenditures vary greatly from year to year depending on the # of Public Hearings.

*Advertising is required (under MGL and Town Charter **Section 2-9 C**) in a newspaper as a Legal Notice prior to PUBLIC HEARINGS of the full Council.*

It is unpredictable what will come from the Mayor each year and what the Council will be required to hold a Public Hearing on. This newspaper submission is very important to be transparent and to notify the public. This is just an unknown amount that varies greatly each year. When a Legal Notice is submitted in the newspaper there are requirements - if it is a Bonding request then it is required the entire “motion” be submitted. This is also required from the Bonding Counsel. They require to see a copy of this Legal Notice and approve it. A Rezone needs to be printed 2 consecutive weeks prior to a Public Hearing. If other measures exceed 10 columns of print then just the “title” and a summary can be submitted which is considerably less expensive. If a Zoning Amendment passes in Council we then need to post a Public Notice in the newspaper explaining that change to the Town’s people.

**Technology** – SAME \$200

FY23 we kept the \$200 in technology for any thing we might need to purchase like a new iPad charger.

**Postage** – DECREASED to \$100 from \$300

FY23 we decreased postage to \$100. We use minimal amounts of postage.

**Cell Phone** – SAME \$600

Clerk of the Council - so you can contact me 24/7...

**Printing – SAME \$450**

We need new letter head and business cards every two years due to elections and the reorganization of the Town Council. We also print copies of the Town Charter and other documents as needed.

**Office Supplies – SAME \$1300**

These are needed supplies including printer cartridges, pens, paper, folders, etc.

**Meetings – SAME \$2,000**

This line item pays for all things pertaining to Meetings at Town Hall and outside of Town Hall. This includes our Town Council/committee meetings. This can be frames, special paper, copies, recognition certificates, etc. This included Championship team pizza parties and retirement gifts in the past. This included Championship team pizza parties and retirement gifts in the past. This line item includes conferences and reimbursement requested by a Council member. This line item partially funds the yearly MMA meeting. The line item Dues/Memberships pays \$1,800 towards the MMA and the rest is funded through “Meetings”. (MMA cost is approximately \$250 x 10 people = \$2,500 this is without hotel reimbursement for those who submit this as well) (*MMA Conference cost \$3,472 in 2020.*)

Meetings line item is where Councilors get reimbursed from if submitting a reimbursement per Town Council Rule #64. ***Rule Sixty-Four: Travel/Conference Reimbursement Policy for Braintree Town Councilors***

**Dues/Membership/Subscriptions - SAME \$1800**

(This is used to cover cost of MMA Conference which cost was \$3,472 in 2020)

Due to COVID the past two years were \$0 and \$85 for an online class.

Dues/Memberships/Subscriptions line item is intended to pay for the yearly MMA Conference as well as any dues or subscriptions Town Council are part of. Historically, the Mayor’s Office has covered the cost of the Town wide MMA Membership and individual departments cover the costs associated with attending specialized conferences/meetings and the MMA Annual Conference. This line item should be enough to cover at least attendance at the Annual Conference but in a typical year *the cost of the MMA meeting exceeds the \$1800 in the Dues/Memberships/Subscriptions line item and some of it is paid from the Meeting line item. It is in the same General Fund (0111101 Council – Administration) as “Meetings”. This is an acceptable practice as long as it is within the same general fund.*

**Mileage –SAME \$200**

Mileage is reimbursed to anyone driving/using personal vehicle to go to conferences and who submits it for reimbursement with appropriate documentation. This is calculated by mileage x IRS federal regulations standard mileage rate (.58.5cents in 2022).

(In the past there were multiple conferences at Holy Cross for example)

**Town Auditor – SAME \$71,000**

**The Contracted amount is \$76,000. We will only budget for \$71,000 as we did in FY22.**

The way the contract is written is based on a “shall not exceed” amount. Over the 3-year contract for CLA (Clifton Larson Allen), the total liability is \$225,000—broken down per year at a value not to exceed \$74,000, \$75,000 and \$76,000 in years 1-3 respectively (FY21, FY22, and FY23).

It is difficult to know how much the services will cost each year because CLA will invoice the Town monthly for services provided so the most prudent action would be to budget the full \$76,000. The Town Auditor (CLA) consistently comes in under the maximum allowable cost for services so we budgeted a lesser amount for FY23. If services increase next year we will be responsible for up to \$76,000.

*Unexpended funds will go into Free Cash at the end of the year.*