



Braintree Town Council

Committee of Ways & Means

One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

Meredith Boericke, Chairwoman
Charles Ryan, Vice-Chair
Donna Connors, Member
Julia Flaherty, Member
Steven Sciascia, Member

MINUTES

Tuesday, May 4, 2021

A meeting of the Committee of Ways & Means was held Remote via Zoom Webinar, on Tuesday, May 4, 2021 at 6:00p.m.

Councilor Boericke was in the Chair.

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

All votes were taken by Roll Call Vote.

Present: Meredith Boericke, Chairwoman
Charles Ryan, Vice-Chairman
Donna Connors, Member
Julia Flaherty, Member
Steven Sciascia, Member

Also Present: Nicole Taub, Chief of Staff/Town Solicitor
Ed Spellman, Director Municipal Finance
Karen Shanley, Director of Human Resources
James Casey, Town Clerk
Terri Stano, Library Director
Jada Maxwell, Assistant Library Director
Ann Toland, Library Board of Trustee
Jeff Kunz, Library Board of Trustee
Shawn McGoldrick, Town Auditor
Katherine Pomeroy, Town Auditor

FY2022 documentation and questions and answers can be found on the Town's website:
<https://braintreema.gov/449/Fiscal-Year-Budgets>

Town of Braintree YouTube channel will also have recordings of meetings.

Approval of Minutes

- Minutes of March 10, 2021

MOTION: by Councilor Ryan to Approve Minutes of March 10, 2021

Motion: by Councilor Ryan to Approve Minutes of March 10, 2021

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

Old Business

- None

New Business

- **21 020 Mayor: FY2022 Operating Budget or take up any action relative thereto**

APPENDIX F

PAGES

161 Town Clerk

25-27 (Jim Casey, Town Clerk & Debra Starr, Assistant Town Clerk)

152 Human Resources

21-24 (Karen Shanley, Human Resources Director)

610 Library

82-88 (Teri Stano, Library Director)

111Town Council

1-3 (Susan Cimino, Clerk of the Council)

Nicole Taub, Chief of Staff/Town Solicitor noted all FY2022 documentation and questions and answers can be found on the Town’s website: <https://braintreema.gov/449/Fiscal-Year-Budgets>

Ms. Taub noted no one knew how wide spread the financial implications of COVID would be. The uncertainty will be a factor in our budgeting and will continue to justify the level of conservative fiscal management Mayor Kokoros has made a priority since taking office. We will be using funding provided by the American Rescue Plan Act specifically, to offset COVID related revenue losses. \$3,659,000 that will be disbursed in two equal installments \$1,834,500. We hope to have the first round by the end of June and all must be spent by 2024. The Town has made every effort to save revenues. We have put in for many grants.

Nicole Taub, Chief of Staff/Town Solicitor began with FY2022 Budget Graphs on the Town’s Revenue. The proposed FY2022 Budget total is \$145,617,216.

Chairwoman Boericke asked members if they have questions. Note we have plenty of time to get questions and answers along the way of this process.

Councilor Connors stated I have a lot of questions but not yet. I would like to receive the status of the FY21 budget including incomes and revenues.

Councilor Sciascia stated I would also like to come back to revenue questions at the end of these meetings. Can we get a list of the PILOT payments that we receive every year? Last year we got a spreadsheet showing all of the current and new debt payments.

Councilor Boericke asked about Commercial Revenue.

Ed Spellman, Director of Municipal Finance stated we do not have that information yet. We will not have the values until November 2021.

Councilor Boericke asked when additional Debt Exclusion value of \$2.6 million will be hitting the tax bills? Mr. Spellman stated it will begin in the payment due August 1, 2021 Tax Bill. It will be spread out in 4 quarterly payments.

Councilors had concerns about the salary increases throughout town especially if there will be cuts with Schools once that budget presentation is heard.

James Casey, Town Clerk presented the proposed FY2022 Budget for this department:

The Town Clerk's Office is the direct link between residents and their local government. It is comprised of three sub-departments; Administration, Elections and Registrations and oversees the daily operations of vital records and elections, manages the Licensing Board and Public Record Requests (FOIA) and responsible for keeping Town records and Campaign Finance reports.

Core Functions Include:

Administration

- O VitalRecords
- O Public RecordsManagement
- O Public Record Requests (FOIA)
- O Legal Requirements

Elections

- O ElectionAdministration

Registrations

- O Census
- O Dog Licensing
- O Licensing Board
- O Marriage Intentions
- O Business Certificates
- O Appointed and Municipal Employee Management

Town Clerk's Department proposed FY2022 Budget request is \$446,747. We have contractual obligations and local elections we pay for the ballots causing any increases. Town Clerk Casey made a reduction in Technology for \$5,000 for Election Night Recording. It will be done by hand as in the past and will take a little longer to record results on Election night.

Town Clerk Casey is proposing fee increases for many services within the Department. Many things we do within our department are obligated by MGL.

Town Clerk Questions and Answers

- Election overtime (0116101-513001) has a budget of \$1,520; what is the rationale? What specific elections will be occurring in FY22?

Collective Bargaining Obligations

O CBA allows for AFSCME staff overtime adding \$1,520 to the budget. Previously staff received compensatory time. To minimize overtime costs overtime will be restricted to Election Day only. The Town Clerk and Assistant Town Clerk will share all other overtime needs.

- Election 16104:
 - Equipment maintenance increased from \$14K to \$20K; what specific equipment is in need of maintenance for this increase?

Equipment Maintenance

O Additional funding is required for electronic poll books, paid via a grant during the Fall 2020 elections, and for various expenses paid by the state during state elections; voting tabulator, AutoMark machine (ADA). The town owns these expenses for local elections.

- Postage went from \$600 to \$5K, why?

Postage

O If early voting by mail is a requirement for the November 2nd election the town is responsible for the cost of mailing the ballot to the voter. Based on last years' experience rate I budgeted for 7,000 ballot requests times 65-cents per ballot mailing. If early voting by mail is not required, \$4,500 will revert back to general fund.

- Printing/forms went from \$7K to \$19K, why?

Ballots / Ballot Supplies

O The town is responsible for the all costs for printing ballots for local elections; state pays the costs for state elections. Additionally, for early voting by mail, costs for additional ballots, ballot envelopes (3 per ballot mailed) and mailing labels are included in the line item request. During the odd number fiscal years, this amount will decline by approximately \$12,000 and increase again during even numbered fiscal years.

- Now that the Town Council has voted to extend the consolidated polling places through the end of 2021, does it make sense to alter the FY22 budget request to reflect that change?

Voting Centers

O The presented FY2022 budget request was prepared based on 12 individual polling locations. With the change to voting centers I will be modifying my request to reflect a \$4,000 reduction in election staffing costs.

Councilor Flaherty asked which items are not regulated.

Councilor Ryan asked Clerk Casey to go back and reduce the Town Clerk Department budget further.

Karen Shanley, Director of Human Resources Department gave a Summary for FY2022 Budget:

Human Resources Department proposed FY2022 Budget request is \$22,942,166. 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 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) 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

- 52.83% increase
- Due to anticipated reductions in force.

0115201-519001 Retirement Sick Leave

- 50% increase
- Based on FY2021 expenditures to date.

0115201-519006 Vacation Buyback

- 4.38% increase
- Based on FY2021 expenditures to date.

0115201-530009 Pre-employment Physicals

- 20% reduction
- Based on expenditures over past few fiscal years and anticipated reduction in new hires due to hiring freeze.

0115201-573001 Dues/Membership

- 15.33% (\$69.00) increase
- For MMHR and SHRM memberships.

0115204-512007 Workers' Comp Public Safety

- 11.97% reduction
- Based on expenditures over the past few fiscal years.

0115204-514004 Drug/Alcohol Testing

- 100% increase

- Based on number of employees anticipated to be tested in FY2022.
- 0115204-517002 Workers' Compensation
- 32.21% increase
 - Based on FY2021 expenditures to date.
- 0115204-517005 Group Health & Medical Insurance
- 3.85% (\$388,978) decrease
 - Based on decrease in medical costs in FY2021 due to the pandemic.
- 0115204-517006 Pension Fund
- 6.62% (\$595,409) increase
 - Based on FY22 increases in Pension costs
- 0115206-511002 Department Head
- 21.11% increase
 - Based on reclassification of Veterans' Agent position.
- 0115206-549006 Work Clothes
- 100% (\$200) increase
 - BPMA contractual agreement.
- 0115206-571001 Meetings/Seminars
- 16.67% reduction
 - Based on anticipated FY2022 expenditures.
- 0115206-577001 Veteran Benefits – Ordinary
- 11.23% reduction
 - Based on FY22 expenditures to date.
- 0115207-553004 Signs
- 100% reduction
 - Based on expenditures over the past few fiscal years.
- 0115207-558016 Grave Supplies
- 100% reduction
 - At the suggestion of the Veterans' Agent expenditures will come out of Veteran Benefits as it is 75% reimbursed.

Questions and Answers

- Retirement/Sick Leave: are we expecting that many more retirements in FY22? Is that why this line item is up by \$50K?
- Retirement sick leave increased from \$100K to \$150K, with 2021 actuals of \$188K so far. Have there been many retirements? Are we replacing the retirees or are the positions vacant?

We do not know ahead of time who will be retiring in any year, with the exception of Public Safety being required to retire at age 65. The Town has paid \$188,013.83 to date in this line item for FY21. I increased the line to reflect what has been spent this fiscal year.

There have been 17 retirements thus far. The Mayor instituted a hiring freeze and prior to filling a vacancy the need for the position is evaluated and approved by the Mayor's Office and the Department Head.

- Vacation Buyback

Similar to Retirement/Sick Leave, Vacation Buyback is difficult to predict. To date in FY21, the Town has paid \$259,894.45 out of this line item. The budget for FY22 was increased to reflect the FY21 costs.

- Why is Workers Compensation up by +32%? Why are we expecting more than \$120K increase in FY22?
- Worker's compensation (0115204-517002) is increasing from \$375K to \$495K, FY22 actuals so far look to be in line with the budget, \$351K. Why the large increase? Are they expecting a lot of claims or rate increase?

The Town is self-insured for its Workers' Compensation program. The figure includes claims, reinsurance and the fee to the Third Party Administrator (TPA). This figure was based on 8 months of total claims, less the Enterprise Funds' costs, annualized, increased 3%; reinsurance increased 5% and the TPA fee of \$21,500 (we have a three year contract so it remains the same).

- Pension Fund

This increase is based on the State required funding amount to be paid into the pension fund. This total is allocated to the various funds based on the actual pension payroll.

- Unemployment compensation increased from \$65K to \$100K, but there is only \$2K actuals in 2021 so far. Are we expecting a large unemployment bill at year end? Is this from COVID? Why would unemployment compensation go up so much in FY22?

As of the March UI bill, the Town owes \$176,558.42. It is due June 30, 2021. The prior UI bills were paid with CARES Act money.

- Workers comp for public safety (0115204-512007) is budgeted to decrease from \$106K to \$93K, why?

We have not spent the budgeted amount in FY21.

- Drug/alcohol testing is doubling from \$6K to \$12K, FY20 actuals were \$4K, why has this been increased so much?
- What accounts for the 100% increase in drug and alcohol testing? I read the explanation on the summary that this is based in the number of employees anticipated to be tested in FY22. Does this increase reflect a change in policy?

Both Police and Fire are now subject to drug testing pursuant to their collective bargaining agreements.

- Why is there a decrease in group life & medical insurance (0115204-517005)? I would assume rates are decreasing, so is the plan to utilize reserves (fund balance) of the internal service fund?

Claims were lower than anticipated in FY20 and FY21.

Terri Stano, Director of the Thayer Public Library presented to the Committee:

The Library Department proposed FY2022 Budget request is \$1,559,691. Thayer Public Library is currently open to the public Monday – Thursday from 10am-7pm and Friday 9am-5pm.

Effective May 17th the library will be open to the public Monday –Thursday from 9:00am-8:00pm and Friday 9:00am-5:00pm. Saturday hours will resume in September. Traditionally, the Thayer Public Library is open 64 hours per week during most of the year; 6 days per week and 4 evenings per week.

The library's FY22 budget meets every requirement for continued certification and for the State Aid Award Program; Municipal Appropriation Requirement (MAR), materials expenditure, hours and personnel. I am very proud to announce that the Thayer Public Library was fully certified in FY21 without the need to apply for a waiver and will continue to be certified in FY22.

I am very grateful to the town for its generosity during this challenging time. I recognize our library's operating budget is far better off than many of the surrounding towns.

Increases to the FY22 budget are contractual only. The most significant decrease has been the schedule G employee salary line.

Questions and Answers

- **Division 610 (Library, pg. 82 - 88):** Asst Depart Heads increased from \$71K to \$80K, were these tied to raises or stipends?

The budgeted amount includes a step increase and the cost of living increase effective FY22 for the total salary cost for 52.2 weeks.

Terri Stano, Library Director submitted the following letter to Members of the Ways and Means Committee:

Thank you for taking the time to read through the requirements for Certification and State Aid for Library Programs.

To keep our state accreditation we need a minimum municipal appropriation of \$1,559,146. This figure is based on a formula provided by the Massachusetts Board of Library Commissioners (MBLC). The formula takes the average of the last 3 years' appropriations and adds 2.5%. This becomes the minimum appropriation for the coming year and averages to about a 1.25% increase each year. It is one of the many requirements necessary to meet minimum standards for State Aid to Public Libraries.

The Municipal Appropriation Requirement (MAR) waiver process as set by the MBLC is competitive. If the library suffers a cut disproportionate to other town departments, the waiver will not be allowed.

In response to the pandemic, the MBLC allowed a policy change in FY20 and FY21 for hours and materials expenditure, however, policy regarding minimum municipal appropriation did not change.

Certification Requirements for the Thayer Public Library are:

1. *The Library must receive a current municipal appropriation for public library services that is equal to the average municipal appropriations for the previous three fiscal years increased by 2.5 %. Capital and revolving appropriations are excluded. (The Municipal Appropriations Requirement is set in M.G. L. 78 s. 19A.)*
2. *The Library must submit an Annual Report Information Survey (ARIS) and a Financial Report and State Aid Compliance Form.*
3. *The Library must have complied in the prior fiscal year with the following minimum set of standards:*
 - A. *Be open to all residents of the commonwealth;*
 - B. *make no charges for normal library services;*
 - C. *be open a minimum of 60 hours per week;*
 - D. *employ trained personnel in accordance with regulations promulgated by the Board of Library Commissioners;*
 - E. *expend 13% of the library's total budget on materials;*
 - F. *lend books to other libraries in the commonwealth and extend privileges to the holders of cards issued by other public libraries in the commonwealth on a reciprocal basis; and*
 - G. *report on the ARIS the total amount of nonresident circulation.*

The consequences of being decertified for State Aid to Public Libraries are as follows:

1. *The Thayer Public Library card may not be honored at other libraries in the commonwealth; Braintree residents may lose reciprocal borrowing privileges.*
2. *Braintree residents may lose services such as interlibrary loan and access to certain Internet based reference databases.*
3. *The Town will lose direct state aid funds (for reference, the FY21 award was \$62,598.69).*
4. *The Library will lose the ability to apply for any grants administered by the MBLC. In the past, we have applied for and received an LSTA (federal) grant for \$20,000 to serve older children and teens and a Customer Service grant of \$10,000.*
5. *Once lost, the process to regain certification requires two years to become reestablished. Thus, State Aid, as well as the benefits to the residents, will be lost for at least two years.*

It is a delicate balance for the library to reduce areas of spending and meet all State certification requirements. The library has relatively few areas available for discretionary reduction.

Personnel accounts for roughly 74% of the budget. Minimum staffing requirements at Public Service Desks means that personnel reductions might necessitate reductions in hours that the library building could be open to the public. State certification requires that the library be open 60 hours per week. Traditionally the library is open 64 hours per week.

In addition to the consequences detailed above that could result from decertification, a reduction in hours contrasts with the full utilization of the first capital investment of the construction of this beautiful building and the continued capital investments made over the years.

Materials must account for 13% of the budget to qualify for certification. Although programs, meetings, computer usage, and seeking information account for much of the increased activity at the library, materials (digital, print, newspapers, streaming databases) remain the core of the library and its primary reason for being. Building a well-balanced collection that meets the needs of the residents of Braintree takes time and careful consideration. Decreasing the materials line would negatively impact children and families at a time when demand for resources is high.

Old Colony Library Network (OCLN) membership accounts for about 4% of the budget and is fixed by the network. The Thayer Public Library is completely dependent on OCLN for its catalog, circulation, and technical service functions. It is not an option to lower that line item cost.

These items total about 97% of the library's budget, leaving general expenses and several smaller line items as possible discretionary areas. However, the FY22 budget request is just a few hundred dollars above the MAR. In sum, any reduction in the library budget would be destructive to both short and long term library services.

*Thank you. I am happy to provide additional information if you need it. Sincerely,
Terri Stano, Library Director*

Susan Cimino, Clerk of the Council presented the proposed FY2022 Budget for the Town Council department:

Town Council Department proposed FY2022 Budget request is \$273,714 a reduction of \$29,022 or 9.59%. The FY21 budget was \$302,736.

Administrative/Clerical - line item has INCREASED due to COLA

Elected Officials – SAME - Town Council members yearly stipend

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

Consultants – DECREASED to \$500 from \$2,000

Advertising – DECREASED to \$12,802 from \$17,802

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 asked to hold a Public Hearing on. This newspaper submission is still 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. 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.

Technology – DECREASED to \$200 from \$2,000

In FY20 we purchased keyboards, new chargers/cords and a monitor for the Council office. We did not expend from this account in FY19. We purchased our new iPads in FY18.

Postage – SAME \$300 - We use minimal amounts of postage.

Cell Phone – SAME \$600

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

Printing – DECREASED to \$450 from \$750

We need new letter head and business cards every two years due to elections and the reorganization of the Town Council. Also we print copies of the Town Charter and other documents when necessary.

Office Supplies – DECREASED to \$1300 from \$2000

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

Meetings – DECREASED to \$2,000 from \$5,000

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 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. This obviously would not even cover one Council member if they used the entire allotment.

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.

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 (.56 cents in 2021).

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

Dues/Membership/Subscriptions - SAME \$1800

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

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 Membership and individual departments cover the costs associated with attending specialized meetings and the MMA Annual Conference. (For example: Town Solicitor pays separately for the Mass Municipal Lawyers Association and meetings) The Council's line for this membership should be enough to cover at least attendance at the Annual Conference but typically *the cost of the MMA meeting exceeds 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 in the same general fund.

Reserve fund – DECREASED BY \$15,253 – Fund is Zero

The Reserve fund was placed in the Council budget to address any unexpected expenses that may have come forward during the transition in government. It was continued in the future as a funding source for the unexpected. This unexpected would have to be approved by the Mayor and a transfer of funds and Town Council vote would be necessary.

It required the Mayor to initiate a request and the Town Council would need to approve it. The only expenditures have been to decrease the yearly budget when requested. All past Council President's agreed to this being the fund to reduce when requested.

Background on the Reserve Fund: The reserve fund is a holdover from the old Braintree Town Meeting days for unanticipated expenditures incurred between Town Meetings. The Finance Committee could review requests for spending and make a transfer out of the Reserve Fund, to a specific line, without having to wait for Town Meeting or call for a special town meeting to approve the appropriation. The fund is allowed for by MGL c. 40 s. 6 and is specific to town governments, so it is no longer necessary here. A copy of the statute is below:

MGL Chapter 40 Section 6: Towns; reserve funds for extraordinary expenditures; establishment Section 6. To provide for extraordinary or unforeseen expenditures, a town may at an annual or special town meeting appropriate or transfer a sum or sums not exceeding in the aggregate five per cent of the levy of the fiscal year preceding the fiscal year for which the fund, to be known as the reserve fund, is established. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the finance or appropriation committee of the town, in towns having such a committee, and in other towns by the selectmen; and the town accountant in towns having such an official, and in other towns the auditor or board of auditors, shall make such transfers accordingly.

Town Auditor – DECREASED to \$71,000 from Contract amount of \$75,000

The way the contract is written is based on a “shall not exceed” amount. Over the 3 years, 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 \$75,000. The Town Auditor (CLA) consistently comes in under the maximum allowable cost for services so we budgeted a lesser amount for FY22. If services increase next year we will be responsible for up to \$75,000.

Councilor Sciascia asked about doing more on-line advertising publications but it was brought up that the Council should not do this instead of printing in newspapers. It was said it would have to be done town-wide so everybody is doing the same way of advertising.

Nicole Taub stated the obligation to publish and print comes from the statute so we do not have the option of transitioning into an electronic publication.

MOTION: by Councilor Ryan to TABLE Order 21 020

Motion: by Councilor Ryan TABLE Order 21 020

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

- **21 021 Mayor: FY2022 Budget – Community Preservation Committee or take up any action relative thereto**

Chairwoman Boericke stated this Order 21 021 will be discussed when the Melissa SantucciRozzi, Director of Planning & Community Development is presenting her proposed FY22 Budget on May 12, 2021. We can Table this Order until May 12, 2021.

Councilor Boericke asked is there a Motion to TABLE Order 21 021

Councilor Ryan made a Motion to TABLE Order 21 021

MOTION: by Councilor Ryan to TABLE Order 21 021

Motion: by Councilor Ryan TABLE Order 21 021

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

- **21 022 Mayor: FY2022 Budget - Continuation of Revolving Funds or take up any action relative thereto**

(Revolving Accounts discussion/questions on the date Department Head presents Budget)

- 5/4 Library®
- 5/6 Golf®
- 5/10 Department of Public Works® - Recycling
- 5/12 Dept. of Elder Affairs®
- 5/12 Municipal Licenses & Inspections®
- 5/13 Education®

MOTION FOR CONTINUATION OF REVOLVING FUNDS

R1. That, in accordance with the provisions of Chapter 44, Section 53E1/2 of the General Laws, the Town of Braintree hereby sets the maximum amount that may be spent during fiscal year 2022 beginning on July 1, 2021 for the revolving funds established by ordinance for certain departments, boards, committees, agencies or officers, as follows:

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2022 Spending Limit
Elder Affairs Services and Activities	Department of Elder Affairs	\$30,000
Immunization	Board of Health	\$50,000
Library Materials	Library Trustees	\$45,000
Library Room Rental	Library Trustees	\$5,000
Recycling Materials	Mayor, in conjunction with Recycling Coordinator	\$2,000
Household Hazardous Waste	Mayor, in conjunction with Recycling Coordinator	\$50,000
Full Day Kindergarten	School Committee	\$925,000
Pro Shop	Mayor, in conjunction with Director of Golf Operations	\$200,000
Food and Beverage	Mayor, in conjunction with Director of Golf Operations	\$450,000

MOTION: by Councilor Ryan to TABLE Order 21 022

Motion: by Councilor Ryan TABLE Order 21 022

Second: by Councilor Connors

Roll Call Vote: For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

It was unanimously voted to adjourn the meeting at 8:15p.m. by Roll Call Vote.

Respectfully submitted,

Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- Minutes of March 10,2021
- 21 020 Mayor: FY2022 Operating Budget or take up any action relative thereto
- 21 021 Mayor: FY2022 Budget – Community Preservation Committee or take up any action relative thereto **(Presented by Planning Department/Melissa SantucciRozzi on May 12) TABLE TO MAY 12**
- 21 022 Mayor: FY2022 Budget - Continuation of Revolving Funds or take up any action relative thereto