



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
Wednesday, May 5, 2021

A meeting of the Committee of Ways & Means was held Remote via Zoom Webinar, on Wednesday, May 5, 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
Michelle Resendes, Business Manager Blue Hills Regional Technical High School
Jill Rossetti, Superintendent – Director Blue Hills Regional Technical High School
Erik Erskine, Town of Braintree Blue Hills School Representative

Approval of Minutes

- None

Old Business

- None

New Business

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

MOTION: by Councilor Ryan to take off the TABLE Order 21 020

Motion: by Councilor Ryan take off the TABLE Order 21 020

Second: by Councilor Connors

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

APPENDIX F

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Blue Hills Regional High School

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(Also see booklet/documentation supplied by Blue Hills)

(Michelle Resendes, Business Manager and Jill Rossetti, Superintendent – Director)

Chairwoman Boericke introduced Michelle Resendes, Business Manager Blue Hills Regional Technical High School and Jill Rossetti, Superintendent – Director Blue Hills Regional Technical High School.

Michelle Resendes, Business Manager gave a power point presentation. Ms. Resendes noted FY2022 Budget Priorities are:

Responsible in the sense that it addresses the numerous and unique needs of the individual students in advancing the district toward its long-term goals and mission.

Realistic in the sense that it is built with the full knowledge and understanding of the economic factors that generate revenue for the member towns and the district.

Responsive in the sense that the foundation of the budget is built on the known needs of the students and with the full understanding of the tools that our teachers need to meet that need.

This budget is built without the full knowledge of contractual salary increases for 2022, as at the time of print, the 2022 contracts for all bargaining units are not settled. Should the district fail to negotiate contracts that fit into the budget / assessments voted and approved by the member towns, the committee will have to find ways to fund the contracts without changing the budget bottom line or member town assessments.

Funds associated with the bulk contractual raises have been moved to lines in the expense budget and all accounts will be adjusted once the contracts are settled. Even with these funds allocated elsewhere, the entire budget's growth is no greater than 3.15%.

	2022 Request	2021 Budget	2020 Budget	Change from 2021 \$	Change from 2021 %
SALARY ACCOUNTS					
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	580,400	665,549	689,097	(85,149)	-12.8%
2000 INSTRUCTION	9,650,131	9,306,825	9,244,330	343,306	3.7%
3000 STUDENT SERVICES	532,046	502,476	482,912	29,570	5.9%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,295,451	1,437,378	1,402,117	(141,927)	-9.9%
TOTALS	\$12,058,028	\$11,912,228	\$11,818,456	\$145,800	1.2%
EXPENSE ACCOUNTS					
1000 DISTRICT LEADERSHIP AND ADMINISTRATION	296,315	270,144	258,234	26,171	9.7%
2000 INSTRUCTION	781,609	762,064	771,027	19,545	2.6%
3000 STUDENT SERVICES	1,271,765	1,247,846	1,142,978	23,919	1.9%
4000 OPERATIONS and MAINTENANCE OF PLANT	1,633,789	1,524,885	1,530,301	108,904	7.1%
5000 FIXED CHARGES	5,028,102	4,754,997	4,556,216	273,105	5.7%
7000 & 8000 CAPITAL PROJECTS	665,000	600,000	600,000	65,000	10.8%
TOTALS	\$9,676,580	\$9,159,936	\$8,858,756	\$516,644	5.6%
TOTAL ALL ACCOUNTS	\$21,734,608	\$21,072,164	\$20,677,212	\$662,444	3.1%

FY2022 Expense Accounts:

The 2022 expense budget increase is 5.6%; much of that is from increases in fixed costs as well as funds held in reserve for contract negotiations and pending contractual raises as well as increase in supplies due to COVID-19.

Being cognizant of this being the third year of the renovation project assessments increases, the district worked at keeping budget growth to a minimum despite necessary increases in some areas. The small increase in the instructional line is reflective of the districts efforts to continue to keep our teachers resources relevant to industry standards.

While administrative expense increased by 9.7%, salaries decreased by 12.8% for a net decrease of \$58,978 in administrative costs.

The Operations and Maintenance of Plant line is essentially level funded. Much of the increase is due to a reallocation of funds to continue to align the budget with the DOE chart of account changes for IT. In addition, there are funds allocated for potential COVID-19 expenditures and new service contracts.

The increase in the Student Services line is tied to increases in Health Services supplies (PPE)

The \$273,105 increase in the 5000 Series is tied to anticipated increases in employee benefits, property and liability insurance as well as funds to potentially start funding the districts OPEB liabilities.

2000 Series % Change is 2.6%

Text and Instructional Material Line - Annual academic text replacement cycle. This line varies each year based on department needs or replacement cycle timing.

Other Instructional Materials Line - The majority of the 17 vocational programs and academic programs received level funding in 2021 for instructional materials. The bulk increase can be contributed to increased costs associated with licensing and certification costs for students and other related contracted support services.

Instructional Equipment Line - Cost for major equipment or material purchases are split between the District Budget and the Federal Perkins grant in 2022. This year BHR was allocated \$236K in Perkins funding. Nearly \$90K went to securing laptops to help ensure seamless remote learning in some of our technology-heavy programs.

Instructional Technology Line - Much like the 2420 line the district has been working to stay ahead on Chromebook purchases, so in any one year there is not a big increase for the replacement of Chromebooks or other educational technology. The district remains committed to the 1 to 1 Chromebook programs for staff and students.

Instructional Hardware Line - Instructional hardware associated with vocational program needs

Instructional Software Line - Instructional software tools for staff and students such as Discovery Streaming, LinkedIn Learning, and Curriculum Mapper

ESSER II FUNDING: In FY2022, municipalities may deem an amount up to 75% of the total grant awarded to its local school district through the Elementary and Secondary Education Emergency Relief (ESSER) program enacted by the federal coronavirus response and relief supplemental appropriations act on December 27, 2020 (also known as ESSER II) to fund any increase in its local contribution requirement under Chapter 70, but not more than the increase in required local contribution in FY2022 relative to FY2021. In the case of a municipality's increased required contribution as a member of a regional school district, a municipality may deem a proportional share of 75% of the regional district's total ESSER II grant award, equal to the municipality's share of the district's total required contribution, to satisfy the increase in its required contribution.

2022 MUNICIPAL ASSESSMENT RATIONAL - The following five items are key factors in calculating to 2022 assessment for each town

1. MSBA Renovation Project Debt Service
2. Enrollment changes at Blue Hills
3. Changes in the school's operating budget
4. Excess and deficiency fund allocation
5. Foundation budget and minimum required contribution calculations

Governor's Chapter 70 Blue Hills FY21 - 22 Municipal Assessments

Towns	10/1/2019 Foundation Enrollment for 2021 Budget	% of students by town	10/1/2020 Foundation Enrollment for 2022 Budget	% of students by town	change in students, 20 to 21	% increase decrease 20 to 21	FY21 Estimated Required Contribution Gov. Budget	BH Operating Budget Assessment	Renovation 4-Year Enrollment %	Renovation Assessment	Stabilization Assessment	Esser II funds Allocation	School to Careers FY22 Assessment	Total Requested FY22 assessment	Total Requested FY21 assessment	Assessment Inc./Decr.)	Percentage Inc./Decr.)
Avon	63	6.3%	58	6.5%	-5	-7.9%	745,082	\$245,757	6.5%	104,210	0	0	14,456	1,109,505	1,163,980	(54,475)	-4.68%
Braintree	135	16.0%	128	14.4%	-7	-5.2%	1,803,055	\$542,360	17.1%	273,609	0	-36,271	0	2,582,753	2,672,573	(89,820)	-3.36%
Canton	67	7.8%	69	7.7%	2	3.0%	1,062,277	\$292,366	7.4%	117,982	0	-27,087	27,368	1,472,906	1,477,309	(4,403)	-0.30%
Dedham	93	10.3%	93	10.4%	0	0.0%	1,468,442	\$394,058	9.8%	156,545	0	-37,444	27,368	2,008,969	2,000,644	8,325	0.42%
Holbrook	112	15.0%	115	12.9%	3	2.7%	1,082,938	\$487,277	14.2%	226,783	0	-27,614	14,456	1,783,840	1,758,490	25,350	1.44%
Milton	37	4.3%	43	4.8%	6	16.2%	656,507	\$182,199	4.8%	76,666	0	-16,741	14,456	913,087	799,184	113,903	14.25%
Norwood	77	7.2%	96	10.8%	19	24.7%	1,441,298	\$406,770	7.2%	114,310	0	-36,752	27,368	1,952,994	1,601,881	351,113	21.92%
Randolph	279	32.4%	283	31.8%	4	1.4%	2,925,685	\$1,199,124	32.2%	513,247	0	-74,603	27,368	4,590,821	4,597,200	(6,379)	-0.14%
Westwood	6	0.8%	6	0.7%	0	0.0%	93,730	\$25,423	0.8%	12,854	0	-2,390	0	129,617	132,293	(2,676)	-2.02%
Totals	869	100.0%	891	100.0%	22	2.5%	\$11,279,014	\$3,775,334	100%	1,596,206	0	-258,902	\$152,840	16,544,492	\$16,203,554	\$340,938	2.10%

Councilor Connors asked if Blue Hills received any CARES Act funding. Michelle Resendes stated they received about \$93,000.

Erik Erskine, Town of Braintree Blue Hills School Representative asked Braintree to let the ESSER money go back to Blue Hills and hope Braintree does not use it and give it back to for Blue Hills use.

Councilor Sciascia asked about substitutes lines.

Michelle Resendes stated we started this process early with our budget. We had no idea where COVID was going. We have fortunately at Blue Hills experienced a major shut down or need. We allowed all our staff members to teach remotely and put those precautions in early.

Michelle Resendes stated we have IT students that work with our staff every year.

Councilor Sciascia asked if Blue Hills has a lot of money left over.

Ed Spellman stated Blue Hills bills the towns quarterly. If they had a lot of money left over it is up to Blue Hills if there is any excess and where it will go.

Michelle Resendes stated we are allow to retain 5%. Anytime there is more than that we are required to send money back to the districts.

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 there is no action required this evening on Order 21 021. 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.

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

Chairwoman Boericke stated there is no action required this evening on Order 21 022. This Order 21 022 will be discussed on the date Department heads present their 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

It was unanimously voted to adjourn the meeting at 6:50p.m. by Roll Call Vote.

Respectfully submitted,

Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- Blue Hills Regional Technical FY2022 Budget Documentation
- 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
- 21 022 Mayor: FY2022 Budget - Continuation of Revolving Funds or take up any action relative thereto