



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

MEMBERS

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

MINUTES
May 6, 2019

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Monday, May 6, 2019 at 6:00p.m.

Councilor Bowes was in the Chair.
The Clerk of the Council conducted the roll call.

Present: Thomas Bowes, Chairman
Shannon Hume, Vice-Chair
Stephen C. O'Brien, Member
Timothy Carey, Member
Thomas Whalen, Member

Also Present: Joseph Reynolds, Chief of Staff
Edward Spellman, Finance Director
Karen Shanley, Human Resources Director
James M. Casey, Town Clerk
Terri Stano, Library Director
Jada Maxwell, Assistant Library Director
Dan Sullivan, Town Auditor

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

- April 2, 2019
 - Motion:** by Councilor O'Brien to Approve Minutes of April 2, 2019
 - Second:** by Councilor Carey
 - Vote:** For (4– Bowes, Carey, O'Brien, Whalen), Against (0), Absent (0), Abstain (1 – Hume)

New Business

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

The following Departments were in attendance to present their proposed FY2020 Budget:

<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

Joe Reynolds, Chief of Staff, provided members with the Budget Overview for the Fiscal Year 2020 report that graphically reviews FY2020 budget recommendations (\$139,331,575) by department as well as an overview of FY2020 projected revenues. Joe Reynolds, Chief of Staff stated the instructions to departments were to decrease by 1% their budget from last year.

Committee members asked each department many questions about increase/decrease line items.

Department 161 Town Clerk

Jim Casey, Town Clerk, reported that the Town Clerk's FY2020 Budget request is \$454,044. The additional funding request accounts for collective bargaining agreement costs and COLA. Additional funding is also for the mailings and second mailings to those who have not returned their Census forms. Beginning in 2020 the U.S. Treasury Census is underway. This takes place every 10 years. The Town Clerk's office also took over the Licensing duties due to the retirement of the employee in that position. There will be additional elections this fiscal year and potentially early voting.

Department 152 Personnel

Karen Shanley, Director of Human Resources, noted the FY2020 department budget request is \$21,682,163. Human Resources handle all of the collective bargaining agreements, benefits, and hiring. Sizable increases were requested for Vacation Buy Back and Retirement Sick Leave. This is due to paying out employees who have retired. Tuition Reimbursement was decreased. The full requested amounts have not been expended year over year. \$500,000 was increase under Benefits Reserve due to negotiations and what might be added to contracts for salaries. Contracts expire June 30, 2019. We do not know what salary amounts we will need to pay.

Department 610 Library

Terri Stano, Library Director, noted her FY2020 department budget request is \$1,508,954. This year we are dedicated to E-books and updating policies. There are over 100,000 e-books, audio and video items in the library. A decrease in the assistant department head line item is due to a retirement and the new department head started at a lower pay step. Under Building Maintenance the facilities manager now takes care of any needs so the funds were transferred out of this line. Casual employees line increased due to the increase in minimum wage.

Department 151 Law

Nicole Taub, Town Solicitor, reported that the Law Department FY2020 Budget request is \$311,746. This is a reduction of \$38,004 from the FY2019 Budget which was \$349,750. A new line item was created for the Town Solicitor's Cell Phone for \$650. A decrease of \$33,755 from the Licensing Administrative/Clerical line is due to the Town Clerk's office taking over the Licensing duties.

Department 121 Mayor

Joe Reynolds, Chief of Staff, noted the Mayor's Office FY2020 department budget request is \$579,847. Commission on Disabilities and Substance Use Prevention are both included in the Mayor's Department budget.

Department 111 Town Council

Susan Cimino, Clerk of the Council noted the Town Council Budget FY2020 has been level funded at \$315,261 a decrease from the FY2019 budget request of \$318,461. Administrative line item increased due to clerical reclassification from M8 to M10. Note the Advertising line item varies from year to year depending on the amount of Public Hearings Town Council holds which requires Legal Notices in the newspaper. We will need to use more printing this year due to a change in Council President and potentially a change in Council members with the November 2019 elections.

Motion made by Councilor Hume to TABLE Order 19 015 to the Committee of Ways & Means meeting on May 7, 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (5– Bowes, Carey, Hume, O'Brien, Whalen), Against (0), Absent (0), Abstain (0)

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

This item will be discussed at the Budget meeting on May 13, 2018.

Motion made by Councilor Hume to TABLE Order 19 016 to the Committee of Ways & Means meeting on May 13, 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

Vote: For (5– Bowes, Carey, Hume, O'Brien, Whalen), Against (0), Absent (0), Abstain (0)

- 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)

Revolving Accounts R3 and R4 for the Library were voted on this evening (May 6, 2019) and referred to the full Council for favorable recommendation. Motions read by Councilor Hume:

R3. Library Trustees

MOTION: 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.

Motion: by Councilor Hume

Second: by Councilor O'Brien

Vote: For (5– Bowes, Carey, Hume, O'Brien, Whalen), Against (0), Absent (0), Abstain (0)

R4. Library Trustees

MOTION: 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.

Motion: by Councilor Hume

Second: by Councilor O'Brien

Vote: For (5– Bowes, Carey, Hume, O'Brien, Whalen), Against (0), Absent (0), Abstain (0)

Motion made by Councilor Hume to TABLE Order 19 017 to the Committee of Ways & Means meeting on May 7, 2019.

Motion: by Councilor Hume

Second: by Councilor O'Brien

Vote: For (5– Bowes, Carey, Hume, O'Brien, Whalen), Against (0), Absent (0), Abstain (0)

Old Business

- None

It was unanimously voted to adjourn the meeting at 8:15p.m.

Respectfully submitted,

Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 19 015 Mayor: FY2020 Operating Budget or take up any action relative thereto
- 19 016 Mayor: FY2020 Budget – Community Preservation Committee or take up any action relative thereto
- 19 017 Mayor: FY2020 Revolving Accounts or take up any action relative thereto
- Power Point Presentation by the Mayor’s office – Graphs/Information