



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 7, 2019

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Tuesday, May 7, 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
James Arsenault, DPW Director
Robert Campbell, Town Engineer
Nelson Chin, Recreation Director
Christopher Griffin, Assistant Recreation Director
Lou Dutton, Water Works Assistant Superintendent
Cynthia O'Connell, Stormwater Manager
Debra Saucier, DPW Finance
Michael McGourty, Facilities Director
Daryn Brown, Golf Director
Shawn McGoldrick, 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

- None

New Business

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

Motion made by Councilor Hume to TAKE OFF the TABLE Order 19 015

Motion: by Councilor Hume

Second: by Councilor Whalen

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

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

<u>APPENDIX F</u>	<u>Pages</u>
Public Works Department	59-77
Golf	107-115
Sewer	89-95
Water	96-106
Storm Water	116-121

Councilor O’Brien asked for a call back from Human Resources. Councilor O’Brien stated on page 21 line item #01-15204-5175 (HR Employee Benefits). I failed to focus on the negative \$857,228 under the Group Life and Medical.

Joseph Reynolds, Chief of Staff stated the Benefits Reserve line is non-school, union salaries. It was indicated last evening that this is a contract year. We have our contracts with all our unions expiring on June 30, 2019. We do not know yet what those salary numbers are going to be. Mr. Spellman can give information on the Group Life and Medical.

Ed Spellman stated the HR Director mentioned last night the Health Plans trust fund has a healthy balance and we would be drawing down on part of that to make up the full budget for FY20.

Joseph Reynolds, Chief of Staff stated we have built a healthy amount in that reserve fund that is available for emergency situations. We felt this is a prudent exercise to help offset some of the other costs as we move into this year.

Councilor O’Brien stated once it’s gone it’s gone. It’s difficult to get it back. If we could just have information forwarded to our Town Auditor.

Councilor Bowes, Chairman of the Committee of Ways & Means asked the department heads to give an overview and to speak on significant increases/decreases.

Public Works Department

James Arsenault, DPW Director reported that the Public Works Department FY2020 Budget request is \$8,758,332. James Arsenault, DPW Director stated this is year two of our re-organization. We are doing a lot of Water/Sewer projects this year. We are working on a new vehicle maintenance program. We have a vehicle maintenance manager in place. We are working on building maintenance including Town Hall, Eldridge and 74 Pond Street. We have done some “belt tightening” for some cost reductions in the budget. We implemented the Storm Water program to make sure we are compliant with all the regulations and laws. A large decrease was on page 60 Building Maintenance which was a decrease of \$344,000. This money was requested in a Supplemental Appropriation earlier in the year

for maintenance that needed immediate attention. An additional increase is for work clothes which are contractual items. Councilor O'Brien stated on page 73 Building Repairs could possibly be all placed under one umbrella especially with the new Munis system coming on-line. Recreation and Community Events has a new Assistant Department head. Additionally, under Recreation an extra week of Summer Programs has been added this year. Increases are also due to the minimum wage increase this year. Councilor Hume stated the organizational chart is great to have and would like to see it from every department. Councilor Hume stated she has been advocating for a grounds crew at the high school stating it is the first impression of the town from people coming here. It has always been understaffed. Joe Reynolds, Chief of Staff stated he would hope within the next year to have some dedicated resources for specifically the high school. With the proper equipment we are enhancing that team.

Golf

Daryn Brown, Golf Director stated the FY2020 Budget request is \$1,907,151. We tried to be as close to level funding as possible. What increased is the creation of the Food & Beverage Department. A new Assistant Department head was created. It became a cost savings to create this position. An increase in the Part-time Employee line item is due to the increase in minimum wage this year. The Golf Concession line item was zeroed out and put towards the Food & Beverage Department. Councilor Bowes asked about the Advertising line that is currently over budget. Daryn Brown stated the new Point of Sales and Tee Time System it comes with a website and an ad executive to help you. A lot of those costs will be in the new system. If we had more funding I would like to go more organic for fertilizers and pesticides. Councilor O'Brien asked why the Food & Beverage wouldn't be funded through a revolving account. Councilor O'Brien stated Transfer to General is an increase of \$8,593. He asked what percentage the greens fees increased. Daryn Brown stated the projection is a \$10,000 increase or maybe \$20,000. As a Municipal Golf course we are maxed at our rates this year.

Sewer

Lou Dutton, Water Works Assistant Superintendent stated there are four vacant positions. We have Pump Station projects we are going forward with and the Water Project from 2019. Equipment purchases are so the guys can do their jobs more efficiently. About 85% of the Town has new radio water meters in them so we can get the information we need a lot quicker.

Water

Lou Dutton, Water Works Assistant Superintendent was present to answer increase/decrease amounts. An increase in this year's budget is to cover contractual changes and employee benefits. Councilor Hume asked about the increase in the Software line item. Lou Dutton stated it is new and incorporates the GIS system, we can track and tag and operations are a lot more efficient. Licensing Incentive is no longer an incentive it is now contractual. Overtime was a large number due to two retirees. We now have apprentices ready to fill these positions. This should cut down the overtime amount. We are looking into reading meters from one location but it is a significant cost.

Storm Water

James Arsenault, DPW Director stated the Storm Water is a new division. You will see lower numbers in personnel funding due to staff coming on about mid-year. Councilor O’Brien stated be sure you budgeted enough so there is not an increase to the current proposed utility fee is \$6.25 per quarter or \$25 per single family per year. James Arsenault stated I am comfortable we are sound financially. Environmental regulations are changing. The Town will be fined for not complying with the EPA Storm water program.

Motion made by Councilor Hume to TABLE Order 19 015 to the Committee of Ways & Means meeting on May 8, 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 on May 6, 2019 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

Motion made by Councilor Hume to TAKE OFF the TABLE Order 19 017

Motion: by Councilor Hume

Second: by Councilor O’Brien

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

(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 R5, R6 and R8 for DPW (Recycling) and Golf were voted on this evening (May 7, 2019) and referred to the full Council for favorable recommendation. Motions read by Councilor Hume:

R5. DPW (Recycling)

MOTION: 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 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.

Motion: by Councilor Hume

Second: by Councilor Carey

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

R6. DPW (Recycling)

MOTION: 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.

Motion: by Councilor Hume

Second: by Councilor O’Brien

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

R8. Golf

MOTION: 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.

Motion: by Councilor Hume

Second: by Councilor Carey

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 8, 2019.

Motion: by Councilor Hume

Second: by Councilor Carey

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 7:50p.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