



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 12, 2021

A meeting of the Committee of Ways & Means was held Remote via Zoom Webinar, on Wednesday, May 12, 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
Melissa SantucciRozzi, Director Planning & Community Development
Sharmila Biswas, Director Elder Affairs
Marybeth McGrath, Director Municipal License & Inspections
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 the budget meetings.

Approval of Minutes

- None

Old Business

- None

New Business

- **21 018 Mayor: Ordinance to establish revolving funds pursuant to MGL c. 44 s. 53E1/2 or take up any action relative thereto**

Chairwoman Boericke asked if anyone from the Mayor's office would like to speak on this item.

Nicole Taub, Chief of Staff explained as stated in the memo the departmental revolving fund statute, M.G.L. c. 44 s. 53E1/2 was amended by the Municipal Modernization Act. St. 2016, c. 218 s. 86 to require that revolving funds be authorized by bylaw or ordinance rather than an annual legislative body vote. The Town Council must still vote on or before July 1 on the amount that may be spent from each fund during the subsequent fiscal year; however, reestablishment of each fund is no longer required.

Councilor Sciascia asked if there were any changes to the allowable uses for the Revolving funds with this ordinance.

Nicole Taub stated no changes on uses.

Motion made by Councilor Ryan for favorable recommendation to the full Council.

MOTION: to Approve Order 21 018 as submitted:

General Ordinance 3.140.00—Departmental Revolving Funds

3.140.010 Purpose

As authorized by the provisions of Massachusetts General Laws chapter 44, § 53E½, this chapter establishes and authorizes revolving funds for use by town departments, or boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities.

3.140.020 Expenditure Limitations

A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this ordinance without appropriation subject to the following limitations:

- (1) Fringe benefits of full time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
- (2) No liability shall be incurred in excess of the available balance of the fund.
- (3) The total amount spent during a fiscal year shall not exceed the amount authorized by the Town Council on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Town Council and Mayor.

3.140.030 Interest Earned

Interest earned on monies credited to a revolving fund established by this ordinance shall be credited to the general fund.

3.140.040 Procedures and Reporting

Except as provided in General Laws Chapter 44, §53E1/2 and this ordinance, the laws, charter provisions, ordinances, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this ordinance. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

3.140.050 Authorized Revolving Funds

The following Revolving Funds are hereby created and authorized by the Braintree Town Council:

A. Department of Elder Affairs Revolving Fund

- (1) Fund Name: Elder Affairs Services and Activities
- (2) Revenues: The Town Accountant shall establish the Elder Affairs Services and Activities Revolving Fund as a separate account and credit to the fund all fees charged to persons, organizations or entities and received by the Town of Braintree for using said programs.
- (3) Purpose and Expenditures: During each fiscal year, the Department of Elder Affairs may incur liabilities against and spend monies from the Elder Affairs Services and Activities Revolving Fund to pay salaries, expenses and contractual services required to provide services and activities for the Town's elderly residents.
- (4) Fiscal Years: The Elder Affairs Services and Activities Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

B. Board of Health Revolving Fund

- (1) Fund Name: Immunization Revolving Fund
- (2) Revenues: The Town Accountant shall establish the Immunization Revolving Fund as a separate account and credit to the fund all fees charged to persons, organizations or entities and received by the Town of Braintree for immunizations administered under the Department of Public Health.
- (3) Purpose and Expenditures: During each fiscal year, the Board of Health may incur liabilities against and spend monies from the Immunization Revolving Fund to pay salaries, expenses and contractual services associated with purchasing, promoting and administering public health immunizations and for public health education programs.
- (4) Fiscal Years: The Immunization Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

C. Library Trustees Revolving Fund

- (1) Fund Name: Library Materials Revolving Fund
- (2) Revenues: The Town Accountant shall establish the Library Materials Revolving Fund as a separate account and credit to the fund all fines and fees charged to persons, organizations or entities and received by the Town of Braintree for lost or overdue library materials.
- (3) Purpose and Expenditures: During each fiscal year, the Library Trustees may incur liabilities against and spend monies from the Library Materials Revolving Fund for the purchase of library books, audiovisual materials and other library materials.
- (4) Fiscal Years: The Library Materials Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

D. Library Trustees Revolving Fund

- (1) Fund Name: Library Room Rental
- (2) Revenues: The Town Accountant shall establish the Library Room Rental Revolving Fund as a separate account and credit to the fund all revenue received from persons, organizations or entities and received by the Town of Braintree for the rental of meeting rooms in the Library.
- (3) Purpose and Expenditures: During each fiscal year, the Library Trustees may incur liabilities against and spend monies from the Library Room Rental Revolving Fund to pay salaries, expenses and contractual services required the support and promotion of special programs.
- (4) Fiscal Years: The Library Room Rental Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

E. Recycling Revolving Fund

- (1) Fund Name: Recycling Materials
- (2) Revenues: The Town Accountant shall establish the Recycling Materials Revolving Fund as a separate account and credit to the fund all fees charged to persons, organizations or entities and received by the Town of Braintree for recycling.
- (3) Purpose and Expenditures: During each fiscal year, the Mayor, in conjunction with the Recycling Coordinator, may incur liabilities against and spend monies from the Recycling Materials Revolving Fund for the purchase of home composting bins, curbside recycling bins, and recycling bins, and more the collection of fees and payments for recycling materials, including hazardous materials.

- (4) Fiscal Years: The Recycling Materials Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

F. Recycling Revolving Fund

- (1) Fund Name: Household Hazardous Waste
- (2) Revenues: The Town Accountant shall establish the Household Hazardous Waste Revolving Fund as a separate account and credit to the fund all fees charged to persons, organizations or entities and received by the Town of Braintree for the collection of revenue generating materials.
- (3) Purpose and Expenditures: During each fiscal year, the Mayor, in conjunction with the Recycling Coordinator, may incur liabilities against and spend monies from the Household Hazardous Waste Revolving Fund to promote town recycling initiatives and events, including household hazardous waste events.
- (4) Fiscal Years: The Household Hazardous Waste Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

G. School Department Revolving Fund

- (1) Fund Name: Full Day Kindergarten
- (2) Revenues: The Town Accountant shall establish the Full Day Kindergarten Revolving Fund as a separate account and credit to the fund all fees charged to persons, organizations or entities and received by the Town of Braintree for full day kindergarten.
- (3) Purpose and Expenditures: During each fiscal year, the School Committee may incur liabilities against and spend monies from the Full Day Kindergarten Revolving Fund to pay salaries, expenses and contractual services associated with the operation of full day kindergarten.
- (4) Fiscal Years: The Full Day Kindergarten Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

H. Recreation Revolving Fund

- (1) Fund Name: Pro Shop
- (2) Revenues: The Town Accountant shall establish the Pro Shop Revolving Fund as a separate account and credit to the fund all fees charged to persons, organizations or entities and received by the Town of Braintree for clinics, group and individual golf lessons and the sale of pro shop materials.

- (3) Purpose and Expenditures: During each fiscal year, the Mayor, in conjunction with the Director of Golf Operations, may incur liabilities against and spend monies from the Pro Shop Revolving Fund to pay salaries, expenses and contractual services associated with the operation of the golf course pro shop.
- (4) Fiscal Years: The Pro Shop Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

I. Recreation Revolving Fund

- (1) Fund Name: Food and Beverage
- (2) Revenues: The Town Accountant shall establish the Food and Beverage Revolving Fund as a separate account and credit to the fund all fees charged to persons, organizations or entities and received by the Town of Braintree for food service operations at the Braintree Municipal Golf Course.
- (3) Purpose and Expenditures: During each fiscal year, the Mayor, in conjunction with the Director of Golf Operations, may incur liabilities against and spend monies from the Food and Beverage Revolving Fund to pay salaries, expenses and contractual services associated with the operation of the golf course food service operations.
- (4) Fiscal Years: The Food and Beverage Revolving Fund shall operate for fiscal years that begin on or after July 1, 2021.

3.140.060 **Severability**

All paragraphs, sentences, clauses and phrases of this Ordinance are severable and if any phrase, clause, sentence, paragraph or section of this Ordinance is found unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such finding(s) shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance.

Motion: by Councilor Ryan for favorable recommendation to the full Council to approve Order 21 018 as submitted

Second: by Councilor Connors

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

- **21 019 Mayor: Increase FY2021 spending maximum for pro shop revolving fund or take up any action relative thereto**

Chairwoman Boericke asked if anyone from the Mayor’s office would like to speak on this item.

Nicole Taub, Chief of Staff stated as mentioned in the memo from the Mayor due to the increase in sales this spring, which we expect to continue, staffing and pro shop expenses have increased. In order to cover the increased costs and ensure that the pro shop is adequately stocked and staffed for the remainder of the fiscal year, we are seeking to increase the spending maximum to \$175,000.00. The increase of \$65,000.00 is based on the most recent assessment and needs for the pro shop to complete the fiscal year. The revenues deposited into the revolving fund will be sufficient to cover the increased costs and no further appropriations will be required to support the pro shop operations.

Motion made by Councilor Ryan for favorable recommendation to the full Council.

MOTION: That, in accordance with the provisions of Chapter 44, Section 53E1/2 of the General Laws, the maximum amount that may be spent by the Mayor, in conjunction with the golf greens superintendent, from the revolving fund monies without further appropriation during the fiscal year commencing July 1, 2020, to pay for salaries, expenses and contractual services associated with the operation of the golf course pro shop be increased to \$175,000.00

Motion: by Councilor Ryan for favorable recommendation to the full Council to approve Order 21 019

Second: by Councilor Connors

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

- **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)

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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>

Elder Affairs Budget Summary for FY 2022

Sharmila Biswas, Director

The Department of Elder Affairs humbly presents their Budget Request for FY 2022. Preparing the budget for FY 2021 was difficult, but 2022 presented a greater challenge.

Elder Affairs requested budget for FY 2022 is \$325,688.00, this is a reduction from the budget Elder Affairs had requested for FY 2021. This cutback was necessary to deal with the financial constraints that the Town is faced on account of COVID19.

92% of FY 2022 budget covers salaries and the contractual allowances, while the remaining 8% is for expenses that enables us to keep the building in operation and provide some of our vital services.

Cuts were made in the Administration Line: Office Supplies, Printing Forms, Copier Toner, Mileage, Postage, and Social Activities. Since April 2020, regular activities and programs hosted at the Senior Center have been curtailed, but with the warmer weather approaching and more restrictions being lifted, we are hoping to see an increase in our activities, travel and mailings.

The Equipment and Maintenance Program line includes the salary of our Full Time Van Driver and the Contractual allowances. Hence, reduction could only be done in two of the operating line items: Gasoline and Motor Vehicle Repairs. Through the COVID19 crisis, our vans were never taken off the road. They were used for medical rides, food and essential items delivery and rides to Vaccination Centers.

In the near future, we are expecting our ridership to pick up and many of our Volunteer drivers are returning to help with the rides. As a result, we are anticipating our gasoline and van repair costs to rise in the next Fiscal Year.

The last program line, Building Maintenance was also reduced. Since the building's heating system was converted to Natural Gas, funding was not allocated to the Fuel Oil line item. Building Repairs line item was also cut, retaining a very small amount of money for emergencies. The rest of the line items, like Lighting, Telephone, Water/ Sewer, exceeds the allotted budget every year, so they could not be reduced.

Councilors stated this is a very tight budget. We fully support everything you do for our elderly. Sharmila Biswas stated the building is open. We do a lot of activities outdoors.

Municipal License & Inspections

Marybeth McGrath, Director

FY 22 Department Budget Submittal Summary and Questions from Ways & Means

This memorandum serves as a general summary of the FY 22 budget submittal for the Department of Municipal Licenses & Inspections.

As was directed, all Town departments were required to submit a level services budget reduced by 10%.

In preparing the department budget with these reductions, the following programs were individually reviewed and with great effort, the required 10% reduction submitted:

- Building and Health Division programs- personnel and operating expenses;
- Substance Use Prevention program-personnel and operating expenses;
- Commission on Disabilities-program operating expenses.

To summarize, with program personnel and operating expenses, the department's level services budget is \$ 1,076, 604.00. The 10% reduction to this level services budget is: \$ 107, 660.00. Unfortunately, with a small department, the bulk of the required reduction had to come from personnel line items, in the amount of: \$ 97,405.00.

This figure includes the following positions:

- PT Clerical: \$ 22,156.00;
- Local Building Inspector: \$ 36,607.00;
- Health Code Enforcement Officer: \$ 18,642.00;
- Substance Use Prevention Coordinator: \$ 20,000.00.

The remaining \$ 10,255.00 in reductions are from the administrative operating expense line items from Building & Health, as well as Substance Use Prevention programs, as follows:

Building & Health: \$ 6,570.00 (Telephone, Postage, Mtgs/Seminars, Dues/Memberships, Motor Vehicle repairs, Eyewear and clothing allowances, Mileage, Beach Testing).

Substance Use Prevention: \$ 3,685.00 (Office Supplies, Printing, Mtgs/Seminars, Postage, Dues/Memberships, Data Processing, Travel expenses).

It is also very important to note that the department budget has consistently sustained cuts since FY 20, as follows:

-FY 20 sustained an overall 1% department operating expenses budget cut of \$ 1,000.00.

(Health & Building: \$ 851.00; Substance Use Prevention: \$ 138.00; Commission on Disabilities: \$ 11.00.

-FY 21 sustained a greater than 4% department personnel and operating expenses budget cut of \$50,123.00, as follows:

- Vacant Building Inspector line item salary of \$ 79, 449.00 was reduced by: \$ 45, 311.00;
- Substance Use Prevention operating expenses were reduced by: \$ 4,812.00.

Additionally, in order to meet these budget cuts over the past three years, while attempting to maintain the same level of services provided by the department for the Town and community, the following adjustments have been made:

- Eliminated salary funding of a fourth Building Inspector position to reduce costs;
- Delayed filling the position, reduced the salary funding by \$ 45,311.00, and then eliminated the remaining salary funding of \$ 36,607.00 from a third vacant Building Inspector position to reduce costs;
- Reorganized the Administrative/Clerical Division by merging a Health Division Administrative Assistant position and Building Division Scheduling Coordinator position into one Office Manager position to reduce costs by \$29,000.00;
- Delayed filling and then eliminated the salary funding for the Part-Time Clerical position to assist with Town budget shortfalls and then reduce costs by \$ 22,156.00.
- Reclassified the ADA Coordinator position into an ADA Coordinator/Code Compliance Officer to assist the Building Division with required and necessary code compliance duties, that would normally be overseen by the Building Inspectors, as a result of the reduction/elimination in funding of Building Inspector positions;
- Reduced the Substance Use Prevention Coordinator salary by \$ 20,000.00 to reduce costs, and will subsidize this reduction with available gift and grant account funds; and
- Used three school and retired nurses to assist with the COVID response using state provided COVID-19 funding.

Over this past year, the Department has been directly involved in all COVID-19 investigations, vaccination management and distribution and COVID-19 compliance in the community. Essentially, all department staff has been assisting with this effort, in addition to the duties the department is routinely involved with on a daily basis, and all the while managing staff restrictions and reductions.

In response to the questions by the Town Council-Ways & Means Committee, I offer the following:

- 1) Administrative/clerical decreased \$ 29K, or 29%, was a position removed or vacated?
Hours cut?
- Answer: I reorganized the Administrative/Clerical Division by merging a Health Division Administrative Assistant position and a Building Division Scheduling Coordinator position in October 2020, into an Office Manager position to reduce costs by \$ 29,000.00;

- 2) Part-time clerical decreased from \$ 22K to \$ 0, it seems like there was very little FY 21 actual, was a position removed permanently?
- Answer: The position was funded in FY 21 for \$ 22,156.00 and filled by a long-standing part-time principal clerk. Of the \$ 22,156.00 funded, \$ 1,983.00 was expended before the individual resigned from the position in August 2020. Thereafter, filling the position was delayed to assist with Town budget shortfalls in FY 21 and the salary funding was eliminated to meet required budget reductions in FY 22.
- 3) Inspection/code enforcement inspectors' salary line decreased, was a position removed or vacated? Hours cut? Is the department expecting to take in less revenue as a result of cut salaries/hours?
- Answer: The Building Division, some four years ago had an Inspector of Buildings position and three Local Building Inspector positions. In these past four years due to staff position elimination and budget reductions, the Building Division now has an Inspector of Buildings position and a Local Building Inspector position. The ADA Coordinator/Code Compliance Officer now assists the Building Inspectors with the myriad and multitude of code compliance issues that arise daily. Code compliance was formerly performed by the Building Inspectors, but with eliminations and reductions, there was not enough staff to fulfill these duties. In order to assist the Building Inspectors with required Weights and Measures duties, we utilize an alternate Building Inspector on a casual basis.

As for revenue projections, the Building Division delivers a substantial amount of revenue to the Town on an annual basis, in the form of permit fees and fines (Building, Plumbing, Gas, Electric, Signs, Trenches, Certificates of Occupancy/Inspection, Weights & Measures, etc.). Basically, the more Building Inspectional staff that is available and in place, the more revenue that will be produced in the form of permit fees and violation fines. With additional staff, above what is presently in place in the department, additional revenue could be recovered.

- 4) Substance Use Prevention Coordinator salary decreased by \$ 20,000.00. Is there an expected decrease in services from this?
- Answer: The Substance Use Prevention Coordinator salary was reduced by \$ 20,000.00 to reduce costs, and will be subsidized with available gift and grant account funds. The department will strive to and hopes to maintain all services that are being offered.
- 5) Health Inspectors' salary decreased. Was this a vacated or removed position? Is there an expected decrease in revenue or services from this?
- Answer: A Health Code Enforcement Officer with the Health Division resigned in April 2021 and filling the position has been delayed. The position has been funded in FY22, but account for a continued delay in filling the position. Currently, with only one Health Code

Enforcement Officer in the department, there may be a decrease in revenues and delay in services based on staff availability.

- 6) What outside M/V repairs are required for this dept.? I know it's not a lot of money, but I'm curious what this entails.
 - Answer: The department has two hybrid vehicles and a Weights & Measures equipment van. This line item is for maintenance, repairs and fuel.
- 7) Commission on Disabilities: where would funding for closed captioning fall? Could that be grant-funded? Is it something COD can pick up?
 - Answer: The only funding available for COD is for preparation of the monthly meeting minutes. Funding for closed captioning would have to come from another funding source. At the May 2021 meeting the COD endorsed use of \$2,000.00 from the Handicapped Parking Fine account for closed captioning services.
- 8) What is the role of an Alternate Inspector?
 - Answer: The department utilizes an alternate electrical inspector, an alternate plumbing/gas inspector and an alternate Weights & Measures inspector to provide coverage when inspectors are on leave and assist with inspections as necessary.
- 9) Do we feel we can cover all our inspectional needs and requirements with only three inspectors? Is it the Health Code officers who inspect for Covid violations, restaurants, cigarette/liquor sale violations, noise and pest complaints, etc.?
 - Answer: No, we do not have enough inspectional staff, both health inspectors and building inspectors. Present staff are diligently doing all they can to maintain services and perform all required inspections. With the addition of COVID related inspections and enforcement, this has compounded the ability for all duties to be fulfilled. Building Inspectors and the Code Compliance Officer have been appointed as special health agents to assist with COVID related duties, as they are able.
- 10) Any progress on the public health nurse position? Do we expect to expend the full salary amount in FY 2022?
 - Answer: The department and Town are actively advertising the PH Nurse position. The obstacle being encountered is the shortage of nurses in general across the Commonwealth. We will continue our recruitment efforts and hope to hire a PH Nurse as soon as possible.

Council members questions

Councilor Flaherty asked about what additional revenue would come in if the department had additional staff.

Director McGrath stated more revenue would come in if we had additional staff. This would be more than additional thousands of dollars.

Councilor Flaherty stated it is concerning if cutting personnel would be a loss in revenue.

Nicole Taub stated this department is a significant revenue source for the Town and having the staff is important.

Councilor Connors asked if the department can function with the staff cuts.

Director McGrath stated the department is stretched. In order to cut 10% this was very difficult.

Councilor Sciascia stated I would hope you look at the revenue numbers and if a case can be made that an employee pays for themselves and brings in significant revenue.

Councilor Boericke stated I have inspectional concerns. I know how hard your staff and you work. Burn out is real. Councilor Boericke asked what are alternate staff?

Director McGrath stated if full time staff are on leave they come in to cover. The state mandates once an inspection is requested they be performed within a certain timeframe.

Planning & Community Development

FY 2022 Budget Review - Planning and Community Development
 Prepared By: Melissa M. SantucciRozzi
 Ways and Means: May 12, 2021

The FY2022 budget as submitted represents an -11.71% decrease over the Department's FY2021 Budget, as instructed by Ed and Nicole in the budget preparation instruction Memo.

FY 2021 = \$630,674
Minus 11.71% = \$ 73,865
Proposed FY 2022 = \$556,809

PCD ADMIN 0117501	2022 Notes	2022 Proposed
DEPARTMENT HEAD	MMSR D/E Step	\$123,226.63
ASSISTANT DIRECTOR	NEW M16 A/B Step	\$83,439.97
ADMINISTRATIVE/ CLERICAL	LQ M11 D/E Step	\$76,930.63
INTERNSHIPS	Lump Stipend	\$2,000.00
LONGEVITY	KP BPMA	\$600.00
TELEPHONE	MMSR Phone	\$650.00
PLANNING ADMIN EXPENSES	Master Plan and Other Recording Secretary	\$10,000.00

The above Program covers Department Administration, the Salary of 3 full time employees, 1 part time as well as some department employee and BPMA/Teamsters contractual expenses. Goals for 2022 include the Master Plan, Small Business Assistance, Affordable Housing Initiatives and Interdepartmental/Public Review and Collaboration.

PLANNING 0117504	2022 Notes	2022 Proposed
COMPREHENSIVE ZONING ADMIN	Master Plan Expenses	\$2,500.00
POSTAGE	Cut	\$200.00
STAFF PLANNER	Eliminated/Not Funded	\$0.00
MITIGATION	Eliminated/Not Funded	\$0.00
PRINTING/FORMS	Level	\$100.00
OFFICE SUPPLIES	Level	\$2,050.00
PRESCRIPTION EYEGLASSES ALLOWANCE	Off Year	\$0.00
CLOTHING ALLOWANCE	LQ BPMA	\$200.00
NEWSPAPER/PERIODICAL	Covers 3 Legal Ads	\$3,000.00
MEETINGS/SEMINARS- IN STATE	Level	\$800.00
MILEAGE	Cut	\$1,500.00
DUES/MEMBERSHIPS/SUB	Level	\$1,500.00

The above Program covers the Planning Division. Both the Principal Planner and Staff Planner Positions have been unfunded for several years. The Department continues to function understaffed and hopes that those positions can be combined or modified to create a position to help with the goals of the Administration as it relates to the Department (Marketing/GIS/Development Inspector/Economic Development). Other employee BPMA/Teamsters contractual expenses and Planning related department expenses are also in this Program and all expenses have been level funded or cut, as noted above. Goals for 2022 include file management and digital conversion and Application and Process Improvements.

CONSERVATION 0117505	2022 Notes	2022 Proposed
PRIOR YEAR ENCUMBERANCE	Not Available	\$0.00
CONSERVATION PLANNER	KP M13 Step E	\$86,784.65
RANGER - PART TIME	Eatons Pond Ranger	\$3,000.00
POSTAGE	Level	\$100.00
CLIMATE CHANGE ASSESSMENT	No Current Expenses	\$0.00
PRINTING/FORMS	Increase to Cover Actual Cost	\$950.00
OFFICE SUPPLIES	Cut	\$1,500.00
PRESCRIPTION EYEGLASSES ALLOWANCE	Off Year	\$0.00
CLOTHING ALLOWANCE	KP BPMA	\$200.00
NEWSPAPER/PERIODICAL	2 Legal Ads	\$2,000.00
MEETINGS/SEMINARS- IN STATE	Level	\$300.00
MILEAGE	Cut = KP and Rangers	\$1,300.00
DUES/MEMBERSHIPS/SUB	Level	\$800.00
VEGETATIVE TRTMT POND MEADOW	Eliminated past few Fiscals. SHOULD FUND IF POSSIBLE	\$0.00
VEGETATIVE TREATMENT LAKE/POND	Ongoing Treatments (Kelly)	\$20,000.00
TREES FERTILIZING/PEST MGMT.	Town Owned Trees (Kelly)	\$3,000.00
MONATIQUOT DAM REMOVAL	Admin Expenses (Kelly)	\$2,500.00

The above Program covers the Conservation Division, the salary of 1 full time employee and 2 Rangers (6 Hours a Week Each). This program oversees several grants and has administrative costs associated with them. Other employee and BPMA/Teamsters contractual expenses and Conservation related department expenses as also in this Program and all expenses have been level funded or cut, as noted above. Goals for 2022 include Middle Street Trail, Monatiquot Dam Armstrong Project and Watson Park, as well as having a full membership on the Commission.

ZONING 0117506	2022 Notes	2022 Proposed
ZONING ADMINISTRATOR	M13 CRM Step C and D	\$79,326.19
POSTAGE	Level	\$150.00
PRINTING/FORMS	Level	\$100.00
OFFICE SUPPLIES	Level	\$1,000.00
PRESCRIPTION EYEGLASSES ALLOWANCE	CRM NO GLASSES	\$0.00
CLOTHING ALLOWANCE	CRM BPMA	\$200.00
NEWSPAPER/PERIODICAL	1 Legal Ad	\$1,000.00
MEETINGS/SEMINARS- IN STATE	Increase to Increase Training	\$300.00
MILEAGE	Cut	\$750.00
DUES/MEMBERSHIPS/SUB	Level	\$350.00

The above Program covers the Historical Activities that occur related to the Commission and supporting them. The Director suggests branching out our membership to more groups that provide technical support and educational opportunities. Goals for 2022 include more work at Elm Street Cemetery, the Historic Inventory and Amending the District, as well as appointment of a full Commission.

Community Preservation (NOT General Fund Money)

Hire Community Preservation Manger to grow the program within the Town and evaluate the CPA Plan. Study and evaluate creative ways to preserve, increase and improve affordable housing and community assets governed by the Act.

Planning & Community Development Questions/Answers

a. Assistant Director salary 0117501 511003 decreased 19%, or \$19K. FY21 actuals were \$44K, was there a change in position?

Response: From July to December MMSR was the Assistant Director. On December 2, 2020, MMSR was appointed to Interim Director and was paid out of the Director Line Item. The Assistant Director position has been vacant since December 2, 2020. The updated Assistant Director's job has been reclassified to an M16 at an A and B Step for FY22

b. Staff Planner 0117504 538007 position was reduced from \$27K to \$0, FY21 actuals were \$0. Is this a permanent position loss?

Response: This position was funded for 6 months of FY21; however, the Town put a hiring freeze in place and this position was not advertised. In order to meet the budget preparation guidelines and reduce the budget by 10%, this position was eliminated.

c. Comprehensive zoning admin 0117504 511004 had a budget for the first time since FY19, \$2,500, why? What is this for and why was it not necessary the past two years?

Response: The department will be undertaking the Master Plan and those activities have expenses (outside of the consultant) relative to the steering committee, event supplies, and outreach soft and hard costs.

d. Newspaper periodicals 0117504 increased from \$600 to \$3,000, why? FY21 actuals were \$0, what is this for?

Response: Legal Notices with the Covid Language average \$900.00 per ad. The Department is carrying enough for 3 notices. My understanding is that Ads were paid out of other similar line items in the Program during this year.

e. Conservation newspaper periodicals 0117505 558013 also increased, from \$400 to \$2,000. FY21 actuals were \$400, what is this for?

Response: Legal Notices with the Covid Language average \$900.00 per ad. The Department is carrying enough for 2 notices. FY21 had Legal Notices paid by a grant and paid out of other similar line items in the Program.

f. Economic development dues/memberships/sub 0117507 573001 increased from \$400 to \$2,000, FY21 actuals were \$0. Why was there an increase?

Response: This funding will be used to branch out our membership to more groups that provide additional resources including networking, support and educational opportunities.

g. Data processing equipment 0117507 585000 decreased \$6K, or 60%, why? Was there a one-time purchase in FY21 that is not applicable in FY22?

Response: A lot of computers were upgraded. In order to still provide upgrades to the office's technology, and based on the 10% cut, the unused funds plus the 4,000 requested in FY22 is sufficient to upgrade the remaining computers and monitors.

h. Historical Commission dues/memberships/sub increased from \$200 to \$600 while FY21 actuals were \$0, why?

Response: The Director suggests branching out our membership to more groups that provide additional resources including networking support and educational opportunities.

Council members questions:

Director SantucciRozzi stated this is her first time presenting the departments budget. I have reduced the budget by about 12%.

Councilor Ryan asked Director SantucciRozzi to come before the Council on an on-going basis to keep everyone updated on the more important items happening in your department and around town.

Councilor Flaherty asked about Vegetative Treatment for Sunset Lake – the most ever spent was about \$5,000 now it is budgeted for \$20,000 why.

Director SantucciRozzi stated the treatment of Sunset Lake is an on-going thing with weeds and vegetative growth. We had someone who did this treatment but is now not. Kelly Phelan has laid out what the need is this year and will outline more detail and a schedule.

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 Order 21 021 will be discussed this evening with Melissa SantucciRozzi, Director of Planning & Community Development.

MOTION: by Councilor Ryan to take off the TABLE Order 21 021

Motion: by Councilor Ryan take off the TABLE Order 21 021

Second: by Councilor Connors

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

Chairwoman Boericke asked if there were any questions on Order 21 021 this evening.

Director SantucciRozzi stated the CPC money is not general fund money it is collect through local surcharges on real estate taxes as well as state matches through registry deeds fees.

Additional information can be found via link: Community Preservation Coalition

<https://www.communitypreservation.org/>

We are a member of the coalition and gives us the opportunity to vet projects to make sure we are spending the funds appropriately. Currently there is \$6,149,000 in this fund. There are statutory requirements in legislation that you need to spend a certain amount on certain activities.

Motions C1 through C5 were read by Councilor Ryan for favorable recommendation to the full Council.

C1. In accordance with the provisions of Massachusetts General Laws chapter 44b, section 5 and the recommendation of the community preservation committee, that the sum of \$150,000 be appropriated from the community preservation fund to the community housing reserve for acquisition, creation, preservation, or support of community housing or the rehabilitation or restoration of community housing that is acquired or created as provided in Massachusetts General Laws chapter 44b, section 5.

Motion: by Councilor Ryan for favorable recommendation to the full Council to approve Order 21 021 (C1)

Second: by Councilor Connors

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

C2. In accordance with the provisions of Massachusetts General Laws chapter 44b, section 5 and the recommendation of the community preservation committee, that the sum of \$150,000 be appropriated from the community preservation fund to the open space reserve for the acquisition, creation, or preservation of open space or the rehabilitation or restoration of open space that is acquired or created as provided in Massachusetts General Laws chapter 44b, section 5.

Motion: by Councilor Ryan for favorable recommendation to the full Council to approve Order 21 021 (C2)

Second: by Councilor Connors

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

C3. In accordance with the provisions of Massachusetts General Laws chapter 44b, section 5 and the recommendation of the community preservation committee, that the sum of \$150,000 be appropriated from the community preservation fund to the historic resources reserve for the acquisition, preservation, rehabilitation, or restoration of historic resources as provided in Massachusetts General Laws chapter 44b, section 5.

Motion: by Councilor Ryan for favorable recommendation to the full Council to approve Order 21 021 (C3)

Second: by Councilor Connors

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

C4. In accordance with the provisions of Massachusetts General Laws chapter 44b, section 5 and the recommendation of the community preservation committee, that the sum of \$427,595 be appropriated from the community preservation fund to the community preservation budgeted reserve as provided in Massachusetts General Laws chapter 44b, section 5.

Motion: by Councilor Ryan for favorable recommendation to the full Council to approve Order 21 021 (C4)

Second: by Councilor Connors

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

C5. In accordance with the provisions of Massachusetts General Laws chapter 44b, section 5 and the recommendation of the community preservation committee, that the sum of \$46,189 be appropriated from the community preservation fund to the fiscal year 2022 administrative operating fund as provided in Massachusetts General Laws chapter 44b, section 5 said funds to be expended under the direction of community preservation committee and by the director of planning and community development.

Motion: by Councilor Ryan for favorable recommendation to the full Council to approve Order 21 021 (C5)

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**

MOTION: by Councilor Ryan to take off the TABLE Order 21 022

Motion: by Councilor Ryan take off the TABLE Order 21 022

Second: by Councilor Connors

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

Chairwoman Boericke asked if there were any questions on the Revolving Accounts this evening for either Dept. of Elder Affairs or Municipal Licenses & Inspections.

Sharmila Biswas stated our Revolving fund is mostly for our trips.

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)

(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

It was unanimously voted to adjourn the meeting at 7:11p.m. by Roll Call Vote.

Respectfully submitted,
Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 21 018 Mayor: Ordinance to establish revolving funds pursuant to MGL c. 44 s. 53E1/2 or take up any action relative thereto
- 21 019 Mayor: Increase FY2021 spending maximum for pro shop revolving fund or take up any action relative thereto
- 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