



# 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 13, 2019

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Monday, May 13, 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

Not Present: Thomas Whalen, Member

Also Present: Joseph Reynolds, Chief of Staff  
Edward Spellman, Finance Director  
Dr. Frank Hackett, School Superintendent  
Christine Stickney, Planning & Community Development Director  
Marybeth McGrath, Director Municipal Licenses and Inspections  
Sharmila Biswas, Director Elder Affairs  
Andrew Marron, Constituent Services Coordinator  
Jim Boyle, BELT IT Director  
Lisa Heger, School Committee member  
Tom Devin, School Committee member  
Jennifer Dolan, School Committee member  
Cyril Chafe, School Committee member  
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 O'Brien

**Vote:** For (4– Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

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

| <b><u>APPENDIX F</u></b>            | <b><u>Pages</u></b> |
|-------------------------------------|---------------------|
| Department of Elder Affairs®        | 78-80               |
| Planning and Community Development  | 27-33               |
| Municipal Licenses and Inspections® | 53-57               |
| Education®                          | 1-47 (Appendix G)   |
| Finance Programs                    | 8-17                |

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

**Department 541 Elder Affairs**

Sharmila Biswas, Director of Elder Affairs reported that the FY2020 Budget request is \$326,593. We have elders who partake in our daily activities. We also have those who are homebound and we take them to medical appointments, bring them to the senior center and they also do grocery shopping. Our transportation to them is our vans. December 2017 the new addition opened with a lot of activities going on. We will be using the new addition for the upcoming elections due to East Middle School being unavailable. Our parking is not good but hopefully it will be taken care of in the future.

**Department 241 Municipal Licenses and Inspections**

Marybeth McGrath, Director Municipal Licenses and Inspections, noted her FY2020 department budget request is \$982,236. This department includes the Building and Health Divisions.

Councilor O'Brien asked about Outside Motor Vehicle Repairs line. Joe Reynolds stated that cannot be done in house. Two vehicles are the hybrid models and we do not have that capacity to address those at this time.

Councilor Hume asked if the ADA Coordinator moved to full time this fiscal year. Director McGrath stated correct.

Councilor Hume asked what the mileage was for. Director McGrath stated that is for the Building Inspectors. They use a personal vehicle.

### **Department 175 Planning & Community Development**

Christine Stickney, Director of Planning & Community Development, noted the FY2020 department budget request is \$653,548. The Planning & Community Development staffs Planning Board, Conservation Commission, Community Preservation Committee, Historical Commission and Zoning Board of Appeals. We also work with the Mayor's office and assist as needed.

Joe Reynolds stated there was a software issue and though the line for Trees Fertilizing/Pest of \$3,000 printed out when entered initially it did not take in the system. This item will come back before Council as a Supplemental.

Councilor Hume asked about Vegetative Treatment line at \$20,000 when historically the spend is nowhere near that amount.

Christine Stickney stated this line item is used for Sunset Lake, Eatons Pond and Pond Meadow Park. It is discretionary each year depending on growth. It fluctuates each year depending on the need.

### **Department 300 Education**

Dr. Frank Hackett, Superintendent of Schools noted the FY2019 department budget request is \$70,628,795. It was recommended we level service which includes mandated & cost avoidance, adjustments for enrollment changes and adjustments for fixed costs & business services. We view this as more than just a one-year document. We try to forecast enrollment trends and anticipated mandates coming down the line. One core value is to maintain manageable class sizes is one of the most important things we can do from a finance/budget stand point.

Dr. Hackett stated our highest impact items are employment contracts, non-employment contracts & fixed costs and enrollment & program continuation.

Dr. Hackett stated there is an increased diversity within our school system. Translators and Interpreters are costly. We translate all important documents (student handbooks, policies) in our top 5 languages.

Dr. Hackett stated bus lease is up. We had a comparison on buy vs lease. There would be an initial significant savings but the long term would disappear. There are only a couple players in town.

Dr. Hackett stated there are close to 6,000 students in Braintree. Once we hit this it looks like the numbers will begin to decline.

Dr. Hackett stated East Middle is making tremendous progress. The new sections should be open by September to make room for the old sections to be renovated.

Dr. Hackett stated some clear parameters have been set around fundraising and this document has been approved by the School Committee.

Councilor Hume stated fundraising for uniforms is a concern. Athletic fees have been increased already and some teams have an implied requirement to fundraise.

Councilor O'Brien stated the ESCO Bond will be paid in full this fiscal year but shows no savings.

Dr. Hackett stated this payment is a significant portion but not all because not all the work is completed yet. The savings is consumption savings because dollars go up and you can't project how much rates go up from one year to the next. As of January 1, 2020 that is when the clock starts ticking on the guaranteed savings. ESCO will provide savings reports with our consumption numbers.

### **Department 133 Finance**

Ed Spellman, Finance Director noted the FY2020 department budget request is \$11,290,501. Finance Department includes the Accounting Department, Assessors Department, Treasurer/Collectors Department and Information Technologies which has BELD as our contractor.

Andrew Marron stated there were some questions on network infrastructure and cyber security. We brought Jim Boyle, BELD IT Manager here to explain our technology, administrative and training efforts. In technology we use Sandboxing where every attachment on an email is scanned and determined if it is clean or if it is a fail. We have strict firewall rules on what can go out and what can come in. We do Country blocking. Each client computer has a digital certificate on it. We do network segmentation with firewalls and off-site backups. Administratively we are working on updating plans and policies. We contracted a virtual Chief Information Security Officer. I collaborate with 13 other IT managers on the South Shore. In training a fishing awareness email took place. We are initiating security awareness training for employees.

Ed Spellman, Finance Director stated Administrative/Clerical increase is for the Grant Writer to be moved to under the Finance Department and taken out of the Mayor's department budget. Consultant increase on page 11 is for the BELD IT contracts. The Software and Hardware line item increase is to purchase new Microsoft 365 software for all town-wide computers to that network. Ed Spellman, Finance Director stated insurance premiums increased. The insurance company re-evaluated the school buildings to be worth more money. Two school roofs being reimbursed money due to storms also increased the insurance premiums. Ed Spellman stated classes taken at the MMA meetings in January that employees signed up for deducted over \$48,000 in insurance premiums.

Councilor O'Brien stated with receiving answers to questions this evening he would like to have the Chief of Staff and Director of Municipal Finance Called Back. There is a lot of information to digest. Councilor O'Brien stated with the Golf Enterprise documentation it stated "loan". I would like clarification if there is no loan or if there is what the loan terms are. I have been challenged by residents who do not golf.

Councilor O'Brien stated I am concerned about the health of our town not today but "tomorrow". Joe Reynolds, Chief of Staff stated I will be happy to come back and address your concerns.

Motion made by Councilor Hume to TABLE Order 19 015 to May 20, 2019 at 6:45pm

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (4– Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

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

Motion made by Councilor Hume to TAKE OFF the TABLE Order 19 016

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (4– Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

Christine Stickney stated Community Preservation is 1% of your tax base on your property taxes. It is open space, housing, recreation and historical resources.

Councilor Hume read each Motion for favorable recommendation to the full Council:

- C1.** In accordance with the provisions of chapter 44b, section 5 of the general laws 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 chapter 44b, section 5, of the general laws.

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (4– Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

- C2.** In accordance with the provisions of chapter 44b, section 5 of the general laws 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 chapter 44b, section 5, of the general laws.

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (4– Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

**C3.** In accordance with the provisions of chapter 44b, section 5 of the general laws 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 chapter 44b, section 5, of the general laws.

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (4– Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

**C4.** In accordance with the provisions of chapter 44b, section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$450,000 be appropriated from the community preservation fund to the community preservation **budgeted reserve** as provided in chapter 44b, section 5, of the general laws.

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (4– Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

**C5.** In accordance with the provisions of chapter 44b, section 5 of the general laws and the recommendation of the community preservation committee, that the sum of \$50,000 be appropriated from the community preservation fund to for fiscal year 2020 administrative operating fund as provided in chapter 44b, section 5, of the general laws said funds to be expended under the direction of community preservation committee and by the director of planning and community development.

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (4– Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), 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 (4– Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), 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 R1 (Elder Affairs), R2 (Municipal Licenses & Inspections) and R7 (Education) were voted on this evening (May 13, 2019) and referred to the full Council for favorable recommendation. Motions read by Councilor Hume:

**R1 Elder Affairs**

MOTION: That the Department of Elder Affairs 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 Department of Elder Affairs without further appropriation during the fiscal year commencing July 1, 2019, to pay salaries, expenses, and contractual services required to provide services and activities for the town's elderly residents. The Department of Elder Affairs revolving fund is to be credited with all fees and charges received during fiscal year 2020 from persons using said programs. The Department of Elder Affairs may spend up to \$30,000 in revolving fund monies during fiscal year 2020.

**Motion:** by Councilor Hume

**Second:** by Councilor O'Brien

**Vote:** For (4– Bowes, Carey, Hume, O'Brien), Against (0), Absent (1 - Whalen), Abstain (0)

**R2 Municipal Licenses & Inspections**

MOTION: That the Board of Health be authorized to use a revolving fund in accordance with the provisions of Massachusetts general laws chapter 44, section 53e 1/2 that may be spent by the Board of Health without further appropriation during the fiscal year commencing July 1, 2019, to pay for salaries, expenses, and contractual services associated with purchasing, promoting, and administering public health immunizations and for public health education programs. The Board of Health revolving fund is to be credited with all fees and charges collected during fiscal year 2020 for immunizations administered under the department of public health. The Board of Health may spend up to \$50,000 in revolving fund monies during fiscal year 2020.

**Motion:** by Councilor Hume

**Second:** by Councilor Carey

**Vote:** For (4– Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

### **R7 Education**

MOTION: That the School Committee 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 School Committee without further appropriation during the fiscal year commencing July 1, 2019, to pay for salaries, expenses, and contractual services associated with the operation of full day kindergarten. The revolving fund is to be credited with all full day kindergarten fees and charges collected during fiscal year 2020. The School Committee may spend up to \$825,000 in revolving fund monies in fiscal year 2020.

**Motion:** by Councilor Hume

**Second:** by Councilor O’Brien

**Vote:** For (4– Bowes, Carey, Hume, O’Brien), Against (0), Absent (1 - Whalen), Abstain (0)

### **Old Business**

- None

It was unanimously voted to adjourn the meeting at 8:08p.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