



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 26, 2021

A meeting of the Committee of Ways & Means was held Remote via Zoom Webinar, on Wednesday, May 26, 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
Karen Shanley, Human Resource Director
James F. O'Brien, Fire Chief
Mark Dubois, Police Chief
Frank Hackett, Superintendent of Schools
Jim Lee, Asst Superintendent of Schools
School Committee members
Shawn McGoldrick, Town Auditor

Approval of Minutes

- May 4, 2021 Minutes

MOTION: by Councilor Ryan to Approve Minutes of May 4, 2021

Motion: by Councilor Ryan to Approve Minutes of May 4, 2021

Second: by Councilor Connors

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

Approval of Minutes

- May 5, 2021 Minutes

MOTION: by Councilor Ryan to Approve Minutes of May 5, 2021

Motion: by Councilor Ryan to Approve Minutes of May 5, 2021

Second: by Councilor Connors

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

Old Business

- None

New Business

- **21 023 Superintendent of Schools: MSBA Statement of Interest Core Project Braintree High School or take up any action relative thereto**

Chairwoman Boericke stated there was a request to Table this Order 21 023 to a future meeting. Dr. Hackett stated we need to make some adjustments before we submit this to the MSBA.

MOTION Reads:

UPON THE REQUEST OF THE SUPERINTENDENT OF BRAINTREE PUBLIC SCHOOLS, FRANK HACKETT, THE TOWN OF BRAINTREE, THROUGH THE BRAINTREE TOWN COUNCIL, RESOLVES:

Having convened in an open meeting on June 15, 2021, prior to the closing date, the Town Council of Braintree, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent of the Braintree Public School Department to submit to the Massachusetts School Building Authority Statements of Interests dated June 15, 2021 for Braintree High School located at 128 Town Street, Braintree, Massachusetts, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future: Priority #3: Prevention of the loss of accreditation; Priority #5: Replacement, renovation, or modernization of the school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; Priority #7: Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Braintree or the Braintree School Department to filing an application for funding with the Massachusetts School Building Authority.

Motion: by Councilor Ryan TABLE Order 21 023

Second: by Councilor Connors to TABLE Order 21 023

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

- **21 024 Superintendent of Schools: MSBA Statement of Interest Accelerated Repair Project or take up any action relative thereto**

Dr. Hackett was present to answer questions. Dr. Hackett stated this is just to allow the Superintendent of Schools to submit a Statement of Interest to the MSBA. There is no funding or costs associated with this at this time. The Superintendent would come back before the Town Council if we are chosen to participate with the MSBA.

Motion read by Councilor Ryan for favorable recommendation to the full Council:

UPON THE REQUEST OF THE SUPERINTENDENT OF BRAINTREE PUBLIC SCHOOLS, FRANK HACKETT, THE TOWN OF BRAINTREE, THROUGH THE BRAINTREE TOWN COUNCIL, RESOLVES:

Having convened in an open meeting on June 1, 2021, prior to the closing date, the Town Council of Braintree, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent of the Braintree Public School Department to submit to the Massachusetts School Building Authority Statements of Interests dated June 1, 2021 for: Flaherty Elementary School (99 Lakeside Drive, Braintree MA), Hollis Elementary School (482 Washington Street, Braintree MA), Morrison Elementary School (260 Liberty Street, Braintree MA) and Monatiquot Kindergarten (25 Brow Avenue, Braintree MA) which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for the repair and/or replacement of roofs as described in Priority #5 of the Statement of Interest, and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Braintree Public School District to filing an application for funding with the Massachusetts School Building Authority.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 024

Second: by Councilor Connors

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

- **21 026 Mayor: Supplemental Appropriation #3 or take up any action related thereto**

Chief of Staff Nicole Taub and Finance Director Ed Spellman have worked with Department Heads to identify funds that will not be spent prior to the end of the fiscal year to significantly reduce the amount of free cash required to close out the year. As a result of these diligent efforts, department heads identified funds in the amount of \$702,371.33 that will be unspent during this fiscal year. As a result, the total balance to be transferred from free cash as part of this request has been reduced to \$105,752.97.

In total, the supplement request is valued at \$808,124.30.

The following is a breakdown of the accounts requiring additional funds:

- Police Overtime--\$337,377.00
- Police Detective Overtime--\$32,300.00
- Police Detective Stipend--\$61,000.00
- Police Crossing Guards--\$6,000.00
- Fire Overtime--\$251,745.28
- Fire Out of Grade--\$45,378.00
- Vacation Buy Back--\$40,797.02
- Tax Title Advertising--\$10,000.00
- Tax Title Registry of Deeds Fees-\$10,000.00
- BSBA BAN Interest--\$9,342.00
- Golf Principal on Debt--\$4,100.00
- Golf Interest on Debt--\$85.00

Councilor Connors asked about Cares Act funds.

Nicole Taub stated there will be significant offsets from Cares from FY20 about \$70,000, also just under \$1.5 million of Cares Act funds from FY21 and we are waiting on FEMA for a significant amount.

Councilor Boericke stated after using this \$105,752.97 of Free Cash essentially, we will have \$3 million entering into FY22.

Councilor Boericke asked Chief Dubois about Police Overtime is it based on grants or schedule changes or both?

Chief Dubois stated the overall total reduction was a lot of strategic planning with our finance team and two deputy chiefs and how we staff shifts. With COVID there were some things like some training we were not allowed to do and therefore some inherent savings with that.

Councilor Boericke asked Chief Dubois about using the funds from the Sworn Personnel bucket.

Chief Dubois stated we have those funds due to 2 vacant positions and a retirement.

Councilor Boericke asked Chief O'Brien what Out-of-Grade means. Is it a firefighter might take a shift that might be covered by say a Lieutenant so they are getting that base pay at time and a half.

Chief O'Brien explained if there was a Deputy Chief that was out on vacation or sick a Captain that was on that shift would act as a Deputy Chief, the senior Lieutenant would act as a Captain, the senior Private would act as a Lieutenant. Their base stays the same but they get let's call it a stipend.

Motions read by Councilor Ryan for favorable recommendation to the full Council Order 21 026 items 1 through 12:

1. Police Department

That the sum of \$151,522.64 be transferred from State Assessments / State Assessment program 820/ Charter School Sending Account; \$41,227.20 be transferred from Municipal Licenses and Inspections / Health Program 07 / Public Health Nurse Account; \$1,000 be transferred from Finance / Treasury Program 10 / Office Supply Account; \$2,000 be transferred from Finance / Treasury 10 / Meeting Account; \$27,090.98 be transferred from Finance / General Insurance Program 09 / Insurance Deductible Account; \$300 be transferred from Planning and Community Development / Economic Development Program 07 / Legal Add Account; \$400 be transferred from Planning and Community Development / Economic Development Program 07 / Dues Account; \$750 be transferred from Planning and Community Development / Fair Housing Program 08 / Awards Account; \$275 be transferred from Planning and Community Development / Fair Housing Program 08 / Consultant Account; \$75 be transferred from Planning and Community Development / Fair Housing Program 08 / Postage Account; \$100 be transferred from Planning and Community Development / Fair Housing Program 08 / Printing Account; \$200 be transferred from Planning and Community Development / Fair Housing Program 08 / Committee Expense Account; \$130 be transferred from Planning and Community Development / Historic Commission Program 09 / Postage Account; \$200 be transferred from Planning and Community Development / Historic Commission Program 09 / Dues Account; \$200 be transferred from Library / Current Topics Program 05 / Overtime Account; \$13,900 be transferred from Library / Current Topics Program 05 / Shift Differential Account; \$3,500 be transferred from Library / Current Topics Program 05 / Extra Hours Account; \$200 be transferred from Library / Lifelong Learning Program 06 / Extra Hours Account; \$1,000 be transferred from Library / Lifelong Learning Program 06 / Shift Differential Account; \$1,234 be transferred from Library / Community Commons Program 07 / Copier Rental Account; \$600 be transferred from Library / Community Commons Program 07 / Dues / Membership Account; \$1,500 be transferred from Department of Elder Affairs / Equipment Maintenance Program 02 / Motor Vehicle Repairs Account; \$500 be transferred from Department of Elder Affairs / Equipment Maintenance Program 02 / Gasoline Account; \$700 be transferred from DPW/ Administration Program 01 / Office Supplies Account; \$500 be transferred from DPW/ Administration Program 01 / Meeting Account; \$600 be transferred from DPW/ Administration Program 01 / Dues Account; \$25,000 be transferred from DPW/ Environmental Affairs Program 12 / Refuse Account; \$52,438.49 be transferred from DPW/ Park and Recreation Program 15 / Department Head Account; \$2,500 be transferred from DPW/ Park and Recreation Program 15 / Office Supplies Account; \$7,733.69 be transferred from DPW/ Summer Programs Program 20 / Summer Programs Account, for a total of \$337,377 be transferred to the Police Department Overtime Accounts and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected thereby.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (1)

Second: by Councilor Connors

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

2. Police Department

That the sum of \$15,000 be transferred from Police / Administration Program 01 / Data Processing Account; \$1,000 be transferred from Police / Administration Program 01 / Postage Account; \$900 be transferred from Police / Administration Program 01 / Out of State Travel Account; \$3,000 be transferred from Police / Administration Program 01 / Investigation Funds Account; \$3,000 be transferred from Police / Building Maintenance Program 02 / Lighting Account; \$5,000 be transferred from Police / Equipment Maintenance Program 03 / Gasoline Account; \$3,200 be transferred from Police / Animal Control Program 10 / Part Time Employee Account; \$1,000 be transferred from Police / Animal Control Program 10 / Animal Disposal Account; \$200 be transferred from Police / Animal Control Program 10 / Veterinary Services Account, for a total of \$32,300 be transferred to the Police Department Detective Overtime Account and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (2)

Second: by Councilor Connors

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

3. Police Department

That the sum of \$61,000 be transferred from the Police Department / Patrol Bureau Program 04/ Sworn Personal Account to the Police Department / Police Detective Program 06 / Detective Stipend Account.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (3)

Second: by Councilor Connors

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

4. Police Department

That the sum of \$6,000 be transferred from the Police Department / Patrol Bureau Program 04 / Sworn Personal Account to the Police Department / Police Special Services Program 08 / Crossing Guards Account.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (4)

Second: by Councilor Connors

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

5. Fire Department

That the sum of \$10,000 be transferred from the Fire / Equipment Maintenance Program 03 / Outside motor Vehicle Repairs Account; \$2,000 be transferred from the Fire / Equipment Maintenance program 03 / Diesel Fuel Account; \$27,266.31 be transferred from the DPW / Summer Programs Program 20 / Summer Programs Account; \$32,441 be transferred from Municipal Licenses and Inspections / Administration Program 01 / Department Head Account; \$35,702 be transferred from

Municipal Licenses and Inspections / Administration Program 01 / Admin / Clerical Account; \$1,600 be transferred from Municipal Licenses and Inspections / Administration Program 01 / Meetings and Seminars Account; \$700 be transferred from Municipal Licenses and Inspections / Administration Program 01 / Dues and Memberships Account; \$3,500 be transferred from Municipal Licenses and Inspections / Inspections Code Enforcement Program 05 / Mileage Account; \$1,200 be transferred from Municipal Licenses and Inspections / Substance Use Prevention Program 06 / Printing Account; \$750 be transferred from Municipal Licenses and Inspections / Substance Use Prevention Program 06 / Office Supplies Account; \$500 be transferred from Municipal Licenses and Inspections / Substance Use Prevention Program 06 / Office Supplies Account; \$12,580 be transferred from Municipal Licenses and Inspections / Health Program 07 / Inspector Account; \$1,000 be transferred from Municipal Licenses and Inspections / Health Program 07 / Mileage Account; \$1,500 be transferred from Town Council / Administration Program 01 / Dues and Membership Account; \$15,253 be transferred from Town Council / Reserve Fund Program 02 / Reserve Fund Account, and \$105,752.97 be transferred from Fiscal Year 2020 Certified Free Cash for a total of \$251,745.28 to be transferred to the Fire Department overtime accounts and further, that the Director of Municipal Finance be authorized to allocate said sums to and among the various line items affected thereby.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (5)

Second: by Councilor Connors

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

6. Fire Department

That the sum of \$11,958.98 be transferred from the Finance / IT Program 08 / Munis Account; \$13,000 Finance / IT program / Connect CT Account; \$2,000 be transferred from Finance / IT Program 08 / Office Account; \$18,419.02 Finance / General Insurance Program 09 / Insurance Deductible Account for a total of \$45,378 to be transferred to Fire / Fire Suppression Program 04/ Working Out of Grade Account.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (6)

Second: by Councilor Connors

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

7. Human Resources

That the sum of \$5,797.02 be transferred from Finance / IT Program 08 / Munis Account; \$15,000 be transferred from Human Resources / Employee Benefit Program 04 / Workers Comp Public Safety Account; \$20,000 be transferred from Human Resources / Veterans Benefit Program 06 / Veterans Benefits Account for a total of \$40,797.02 to be transferred to the Human Resources / Administration Program 01 / Vacation Buy Back Account.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (7)

Second: by Councilor Connors

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

8. Finance

That the sum of \$10,000.00 be transferred from Finance / Accounting Program 04 / Copier Rental Account to be transferred to the Finance / Treasurer Program 10 / Recordings and Takings Account.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (8)

Second: by Councilor Connors

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

9. Finance

That the sum of \$2,500.00 be transferred from Finance / Administration Program 01 / Staff Development Account; \$213 be transferred from Finance / Administration 01 / Printing Account; \$500.00 be transferred from Finance / Administration Program 01 / Meeting Account; \$200 be transferred from Finance / Administration program 01 / Mileage Account; \$1,065 be transferred from Finance Administration Program 01 / Dues and Membership Meeting Account; \$5,000 Finance/ Accounting Program 04/ Copier Rental Account; \$522 be transferred from Finance / Accounting Program 04 / Copier Supplies Account: for a total of \$10,000 to be transferred to the Finance / Treasurer Program 10 / Tax Titles Account.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (9)

Second: by Councilor Connors

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

10. Finance

That the sum of \$978 be transferred from Finance / Accounting Program 04 / Copier Supplies Account; \$1,000 be transferred from Finance / Accounting 04 / Meeting Account; \$120 be transferred from Finance / Accounting Program 04 / Dues Account; \$7,244 be transferred from Finance / IT 08 / Munis Line Account, for a total of \$9,342 to be transferred to the Finance / BSBA Interest on Debt Program 53 / Bond Anticipation Note Interest Account.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (10)

Second: by Councilor Connors

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

11. Golf

That the sum of \$4,100 be transferred from Golf / Food Service Program 07 / Food Supplies Account to be transferred to the Golf / Principal on Debt Program 50 / Principal on Debt Account.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (11)

Second: by Councilor Connors

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

12. Golf

That the sum of \$85 be transferred from Golf / Food Service Program 07 / Food Supplies Account to be transferred to the Golf / Intertest on Debt Program 51 / Interest on Debt Account.

Motion: by Councilor Ryan for favorable recommendation to the full Council Order 21 026 (12)

Second: by Councilor Connors

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

- **21 027 Mayor: Ordinance to Establish a Centralized Maintenance Department or take up any action related thereto**

Nicole Taub stated this will be the first of many meetings on this item. This will be a very preliminary discussion as we work out the details. This is also scheduled for the Committee on Ordinance & Rules. The first step is accepting the MGL with Majority approval of both the Town Council and School Committee. Once both vote in favor there are several more steps the Town has to take particularly the discussions with the Unions. This allows for more flexibility of use of staff. This is really talking about facilities staff. This is a lengthy process. It is majority vote of both bodies to consolidate but only a majority vote of one to dismantle. This is a statutory requirement.

Councilor Connors asked what the feelings are for DPW on this.

Jim Arsenault stated this is good for the community and we feel we could do a lot more and make the school side efficient as well and utilize our staff and pull a lot of people together to do a large project and assist with the schools if they have a big function going on.

Councilor Flaherty stated School Committee Chairman Devin stated Schools has much more square footage than the Town.

Jim Arsenault stated this is true but we have many buildings as well. I have been through the vast majority of the schools and I feel comfortable with this consolidation.

Councilor Flaherty stated I would like to see a financial detail sheet on this and have a discussion with the head of the School maintenance department.

Councilor Boericke asked about how this will go as far as votes.

Nicole Taub stated we should start discussion with the School Committee. There is no deadline. It is more important to get this done right.

Ordinance 2.220.060.

Centralized Maintenance Department.

The Department of Public Works, under the direction of the Director, shall include a Centralized Maintenance Department, combining facilities staff, for the purpose of maintaining all buildings and land owned by the town including school buildings and grounds. The Centralized Maintenance Department is hereby established as authorized by Section 4-5.3 of the Town Charter and the adoption

of M.G.L. c. 71, § 37M, by the Town Council. This ordinance shall take effect only after a majority vote in favor thereof, pursuant to M.G.L. c. 71, § 37M, by the School Committee. The consolidation of the maintenance departments may be revoked, pursuant to M.G.L. c. 71, § 37M, by majority of vote of the School Committee or Town Council, or both.

MOTION: by Councilor Ryan to TABLE Order 21 027

Motion: by Councilor Ryan TABLE Order 21 027

Second: by Councilor Connors

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

It was unanimously voted to adjourn the meeting at 7:08p.m. by Roll Call Vote.

Respectfully submitted,
Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 21 023 Superintendent of Schools: MSBA Statement of Interest Core Project Braintree High School or take up any action relative thereto
- 21 024 Superintendent of Schools: MSBA Statement of Interest Accelerated Repair Project or take up any action relative thereto
- 21 026 Mayor: Supplemental Appropriation #3 or take up any action related thereto
- 21 027 Mayor: Ordinance to Establish a Centralized Maintenance Department or take up any action related thereto