



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 28, 2019

A meeting of the Committee of Ways & Means was held in the Cahill Auditorium, Braintree Town Hall, on Tuesday, May 28, 2019 at 5:45p.m.

Councilor Bowes was in the Chair.

The Clerk of the Council conducted the roll call.

Present: Thomas Bowes, Chairman
Stephen C. O'Brien, Member
Timothy Carey, Member arrived @ 5:55pm
Thomas Whalen, Member

Not Present: Shannon Hume, Vice-Chair

Also Present: Joseph Reynolds, Chief of Staff
Edward Spellman, Director of Municipal Finance
James Arsenaault, Public Works Director
James O'Brien, Fire Chief
Paul Shastany, Police Chief
Corey Chambers, Police Sargeant/Finance
James Casey, Town Clerk
Karen Shanley, Human Resources Director
Christine Stickney, Planning and Development Director

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

- May 7, 2019

Motion: by Councilor O'Brien

Second: by Councilor Whalen

Vote: For (3— Bowes, O'Brien, Whalen), Against (0), Absent (2 - Carey, Hume), Abstain (0)

New Business

- **19 014 Mayor: FY19 Supplemental Appropriations #3 or take up any action relative thereto**

Ed Spellman stated the first item is for fire overtime that was incorrectly recorded as fire details. This is an accounting correction. There is no new funding with this request. During the prior fiscal year the chief ordered fire overtime shifts and incorrectly charged them off to the fire detail account. Had we been aware of this prior to the end of FY 2018 we would have reclassified these expenses to the fire overtime account and this would have been funded through an increased supplemental appropriation during FY 2018.

Second, there were two Fire department retirements anticipated early in the fiscal year and two new firefighters started during the fiscal year in order to attend the fire academy. The retirements have occurred but later in the year than anticipated. There was an overlap in the firefighters in the academy and the ultimate retirements and accordingly we are asking for \$55,121 to cover the salary amount for the overlap period of the new hires and the retirements.

Third, this request is for the additional cost to cover fire overtime in the amount of \$557,356. There have been three retirements and there are two new firefighters at the academy. The majority of the cost has been to cover for vacation and other benefits due to the years of service and resulting in overtime in order to maintain the contractual mandatory minimum level of 17 firefighters per shift.

Fourth, is for an additional \$1,000 to cover the shortfall in the Fire Department stipend line item; \$10,968 was requested and \$11,967.16 is needed.

Fifth, is for an additional \$5,374 for the Fire Departments vehicle repairs needed to get through the end of the fiscal year with an older fleet.

Councilor O'Brien asked for an explanation of the amount requested and if this is an anomaly. Time and time we are talking about the overtime and just be sensitive to it.

Chief James O'Brien stated this year we have just under 800 shifts of FMLA, intermittent FMLA, Long-term sick and administrative leave. This is by-far in my 30 years with the Fire Department the most I can ever remember. It is an aging department. When we age we obtain injuries more frequent. FMLA is being used. Chief O'Brien agreed this is an anomaly.

Ed Spellman explained the Police Department requests. The sixth item is, there were two police department retirements anticipated prior to June 30 and these positions were not funded in the FY 2019 budget. These retirements did occur but not until the end of August 2018 two months into FY 2019. The salary amount for these two police personal was \$39,208 and is needed be able to fund the salary lines through the end of the fiscal year.

Seventh, is for the seasonal parking enforcement in the police department not originally budgeted. The amount of \$5,595 is requested to cover that cost.

Eighth, this is for the cost of installing cameras at the corner of Granite Street and Forbes Road. This intersection was previously identified by the State and in a presentation to the Town Council as one of highest accident areas in the Town. The \$29,950 provides the department the ability to monitor the intersection real time 24/7.

Chief Shastany stated item #8 is a security measure as well.

Ed Spellman stated the Ninth item is a request to pay a \$1,500 balance to a holster manufacturer of a prior year disputed bill with a vendor going back to March of 2017 FY 17. Police Sergeant Chambers worked with a vendor and two subsequent owners for over a year to correct their billing and accounting credit errors. The original amounts being disputed with the former vendor ranged from \$10,000 -\$20,000. There were sufficient funds within the police department program budget to pay this bill had it not been in dispute and paid prior to June 30.

Councilor O'Brien stated thank you to Corey Chambers for saving the Town money on item #9.

Tenth, this is for is for the additional cost to cover police overtime in the amount of \$875,000. The overtime amount being requested is forecasted through the end of this fiscal year. As you are aware the police department has had a significant organizational impact subsequent to the evidence issue that we has been addressed. That issue, as well as some staffing challenges and reorganization, required the Chief to "force" some work duties that expanded the overtime account.

Chief Shastany explained the reasons for overtime with a handout stating reasons/causes. Some of the overtime reasons being community outreach, school escorts, prescription take backs, court dates, etc. This is not a luxury this is a necessity.

Councilor O'Brien asked if we will see an effort to see the overtime being brought under control. We are not going to eliminate all the reasons for overtime but the numbers keep going up year over year. I feel the budget should include more overtime funds and hoping to get this overtime under control especially when the evidence room is behind us.

Councilor Bowes stated in the future the BPD should charge groups for special events. Chief Shastany agreed in the future it should be done.

Councilor Bowes asked about the parking enforcement and who is giving out tickets and what amounts have been collected.

Chief Shastany stated there were two Crossing Guards who stepped up temporarily. Chief Shastany said the idea was not to generate cash but to open up parking spaces and keep the merchants and patrons happy.

Ed Spellman explained the Department of Public Works requests for the additional cost of snow removal over and above our original budget of \$500,000. This amount is relatively large in relation to this season's snowfall total but is attributable in part to icy roads and the need to purchase and put down snow chemicals and salt to make the streets and sidewalks safe. This amount is relatively small in relation to the

additional 2.4 million dollars that was requested back in FY 2015. The new total snow and ice amount expended this year is \$824,576.75 which is over the original appropriation of \$500,000 and this requested supplemental appropriation of \$324,577 will balance the account and no deficit will be carried over to next fiscal year.

The Twelfth item is in the Human Resources Department for retirements of police, fire, library and public works personnel \$27,432 for contractual sick pay buy back.

Thirteenth item is in the Human Resources Department for retirements/resignations of police, fire, planning, library and public works personnel of \$70,281 for vacation buy back.

Karen Shanley, Director of Human Resources stated there were many retirements this year. Some were anticipated in 2018 but didn't happen until 2019 so were not budgeted in FY19 and therefore we are short. Vacation buy out is state law in Massachusetts.

Fourteenth is for \$3,000 for a part time ranger in the Planning and Development department Conservation program and \$3,000 for tree fertilizing in the FY 2020 budget. These lines were not included in the FY 2020 budget due to a coding program with the software.

Councilor Whalen asked what the ranger will do.

Christine Stickney stated Mayor Sullivan has asked for a ranger at Eaton Pond to help with the homeless as well as the clean-up of that area.

Fifteenth is for \$18,366 for a negotiated increase for the Town Clerk staff for additional licensing duties taken on by the staff due to the retirement of the former licensing clerk. These funds are being transferred from the Law Department Licensing program.

Sixteenth item the town received from the Commonwealth of Massachusetts Transportation Enhancement Trust fund grant. The requirement of this grant is that the town needs to appropriate these funds for road and traffic related expenditures. The town will use these funds for traffic calming projects throughout town in the amount of \$30,229.30.

James Arsenault stated these funds are from Uber. They were required to compensate for traffic related issues throughout communities.

Councilor Carey read the following motions for favorable recommendation to the full Council:

Fire Department:

- 1) That the sum of \$306,318 be transferred from FY 2018 Certified Free Cash to the Fire Department Detail account.

Motion: by Councilor Carey

Second: by Councilor Whalen

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

- 2) That the sum of \$55,121 be transferred from FY 2018 Certified Free Cash to the Fire Department program 04 Fire Suppression, Uniform branch account.
Motion: by Councilor Carey
Second: by Councilor Whalen
Vote: For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)

- 3) That the sum of \$557,356 be transferred from FY 2018 Certified Free Cash 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.
Motion: by Councilor Carey
Second: by Councilor Whalen
Vote: For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)

- 4) That the sum of \$1,000 be transferred from the Law department Licensing Board program 02/ administrative / clerical account to the Fire Department program 03 Equipment Maintenance, Uniform branch account.
Motion: by Councilor Carey
Second: by Councilor Whalen
Vote: For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)

- 5) That the sum of \$5,374 be transferred from the Law department Licensing Board program 02/ administrative / clerical account to the Fire Department program 03 Equipment Maintenance, Outside Motor Vehicle Repairs account.
Motion: by Councilor Carey
Second: by Councilor Whalen
Vote: For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)

Police Department:

- 6) That the sum of \$39,208 be transferred from FY 2018 Certified Free Cash to the following accounts \$34,560 Police Department program 01 Administration, Administration Clerical account, \$ 504 Police Department program 01 Administration, Holiday account, \$4,144 Police Department program 01 Administration, Education account.
Motion: by Councilor Carey
Second: by Councilor Whalen
Vote: For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)

- 7) That the sum of \$5,595 be transferred from FY 2018 Certified Free Cash to Police Department program 08 Special Services, Crossing guards account.
Motion: by Councilor Carey
Second: by Councilor Whalen
Vote: For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)
- 8) That the sum of \$29,950 be transferred from FY 2018 Certified Free Cash to the Police Department program 01 Administration, Data Processing account.
Motion: by Councilor Carey
Second: by Councilor Whalen
Vote: For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)
- 9) That the sum of \$1,500 be re-appropriated from the fiscal Year 2019 Police Department program 04 Patrol Bureau, Uniform Allowances line item 01-21004-5491 for the purpose of paying an unpaid bill to Atlantic Tactical for the balance of a March 2017 invoice which was incurred prior to July 1, 2017, which was not in excess of the Fiscal year 2017 appropriation.
Motion: by Councilor Carey
Second: by Councilor Whalen
Vote: For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)
- 10) That the sum of \$875,000 be transferred from FY 2018 Certified Free Cash 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 Carey
Second: by Councilor Whalen
Vote: For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)

Department of Public Works:

- 11) That the sum of \$324,577 be transferred from the Fiscal Year 2018 certified Free Cash to the Department of Public Works / Program 11 – Snow and Ice, 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 Carey
Second: by Councilor Whalen
Vote: For (4 – Bowes, Carey, O’Brien, Whalen), Against (0), Absent (1 - Hume), Abstain (0)

Human Resources:

12) That the sum of \$27,432 be transferred from FY 2018 Certified Free Cash to the Human Resources Department/ Administration Program 01 / Retirement Sick Leave account

Motion: by Councilor Carey

Second: by Councilor Whalen

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

13) That the sum of \$70,281 be transferred from FY 2018 Certified Free Cash to the Human Resources Department/ Administration Program 01 / Vacation buy back account.

Motion: by Councilor Carey

Second: by Councilor Whalen

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

Miscellaneous:

14) That the sum of \$6,000 be transferred from the Law department Licensing Board program 02/ administrative / clerical account \$3,000 to the FY 2020 Planning and Development Department program 05 Part Time Ranger account and \$3,000 to the FY 2020 Planning and Development Department program 05 Tree Fertilizing account

Motion: by Councilor Carey

Second: by Councilor Whalen

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

15) That the sum of \$18,366 be transferred from the Law department Licensing Board program 02/ administrative / clerical account to the following accounts, \$3,168 Town Clerk/ Administration Program 01 / Department Head account, \$5,123 Town Clerk/ Registration Program 05 / Assistant Department Head account, \$7,145 Town Clerk/ Registration Program 05 / Administrative /Clerical account, and \$2,930 Town Council/ Administration Program 01 / Administrative /Clerical account.

Motion: by Councilor Carey

Second: by Councilor Whalen

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

16) That the sum of \$30,229.30 received from the Commonwealth of Massachusetts Transportation Enhancement Trust Fund be appropriated to Department of Public Works Department Traffic Calming Measures grant.

Motion: by Councilor Carey

Second: by Councilor Whalen

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

Old Business

- None

It was unanimously voted to adjourn the meeting at 6:35p.m.

Respectfully submitted,

Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 19 014 Mayor: FY19 Supplemental Appropriations #3 or take up any action relative thereto
- Minutes May 7, 2019