

DEPARTMENT OF MUNICIPAL LICENSES AND INSPECTIONS

BUILDING DIVISION:

PUBLIC RECORDS

The Building Division makes available for review and/or copying, records of all permits, inspections, plans and correspondence relating to the administration of Building, Electrical, Plumbing, Gas, Zoning, Mechanical, Access, Energy (Stretch), and Sign Codes along with General Ordinances. Additionally, reports of the Sealer of Weights & Measures and decisions of the Zoning Board of Appeals for all properties within the Town of Braintree are also available.

INSPECTIONAL SERVICES

In the construction, alteration or change in use of buildings and structures, the Building Division (Building, Electrical, Plumbing and Gas) inspects all properties within the Town at pre-determined intervals to ensure compliance with all applicable regulations controlling such development.

Members of the Building Division regularly meet with residents, business owners and contractors during daily office hours to review proposals or provide assistance with code related questions. Additionally, regular daily examination of applications for permits (Building, Electrical, Plumbing and Gas, and Signage) and related information is performed by the Building Division.

Inspections for places of assembly and institutional uses as listed below are made in varying increments, ranging from every six months to yearly and on a five year basis depending on the type of use to ensure the safety of residents, customers and employees:

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| -Car Sales Lots | -Multi-Family Dwellings |
| -Churches | -Nursing Homes |
| -Day Care Facilities | -Theaters |
| -Schools | -Recreational Facilities |
| -Hospitals | -Restaurants |

Inspections of all measuring devices including scales, scanners and dispensers are made continuously throughout the year to ensure equity in the market place for consumers by the Sealer of Weights & Measures. Such locations and devices include, retail stores, gasoline stations, oil trucks and establishments with truck scales or similar measuring devices.

ENFORCEMENT AGENT

The Building Division is the enforcement agent for applicable provisions of the Building, Zoning, Plumbing/Gas, Electrical, Mechanical, Energy (Stretch), Access Codes, as well as certain provisions of the General Ordinances. Additionally, the Building Division is the enforcement agent for conditions set forth by the Zoning Board of Appeals, Planning Board, as well as the Conservation Commission for project and properties requiring the approval of these agencies. In the role of enforcement agent, the Building Division often must issue notices to Business and Property Owners for corrective action. Contained within these notices are the specific issue(s) requiring correction along with instructions on how to take such corrective action. Additionally, the Building Division may issue fines, in the form of municipal citations. When notices for corrective action are not adhered to, the Building Division will either file complaints with the State Board of Professional Licensure, or otherwise file court action. In filing court action, the Building Division can opt to file a criminal complaint, civil complaint, or seek an administrative search warrant in the District Court. In the instances of a filing of a complaint, the

Building Division acts as representatives of the Town during preliminary court proceedings (Show Cause, Arraignment), and as subject matter experts for the Town Solicitor's Office during trial.

CODE COMPLIANCE

The Building Division has responsibility for the enforcement of those Zoning Ordinances controlling private property, in addition to those specific to the construction, redevelopment or use of a given parcel; as well as certain General Ordinances.

LIAISON FUNCTIONS

The Building Division acts as a liaison to the Board of License Commissioners, providing responses to inquiries made by the Board, as well as applicants applying for various licenses issued by the Town.

The Building Division acts in the capacity of ADA Coordinator for the Town with respect to improvements to both public and private property and provides technical assistance to the Town's Commission on Disabilities.

HEALTH DIVISION:

The Health Division assists to protect, promote and sustain the health, well-being and quality of life for residents, the community and the environment through health assessment, education and prevention.

PUBLIC RECORDS

The Health Division makes available for review and/or copying records of all permits, inspections, plans and correspondence relating to the administration of all Health Codes, involving such establishments as food, hotels, swimming pools, tanning establishments, health clubs, recreational camps, keeping of animals, well installations, septic systems, etc.; housing, community sanitation and environmental investigations. Medical records are not public record.

CLINICAL SERVICES

The Public Health Nurse within the Health Division offers the following clinical services:

- Communicable Disease Surveillance
- State MAVEN and MIIS Reporting Systems administration
- Blood Pressure Clinics (both scheduled in-office and at off-site locations)
- Vitamin B-12 Injections
- Immunizations
- SHARPS Disposal Program
- Vaccine Depot
- Prescription Drug Disposal Program
- Community Health Promotion/Disease Prevention
- Animal Bite Reporting
- School Health
- Home Visits
- Health Education Fairs
- Influenza Clinics
- TB Testing

SUBSTANCE USE PREVENTION PROGRAM

The Substance Use Prevention Program is overseen by the Substance Use Prevention Coordinator, who also serves as the Chairperson of the Braintree Community Partnership on Substance Use. The Substance Use Prevention Coordinator oversees the daily operation of the Program, as well as the Partnership activities and programming, which includes the development of a strategic plan to reduce and prevent youth substance use and support individuals and families struggling with addiction.

The Substance Use Prevention Coordinator convenes representatives from various sectors of the community as defined by the federal Substance Abuse and Mental Health Administration (SAMSHA).

The Substance Use Prevention Coordinator develops and approves Partnership and Steering Committee agendas, directs periodic reviews and updating of the Strategic Plan, presides over Partnership and Steering Committee meetings, participates in the recruitment of new coalition members, develops and maintains positive community relations with coalition members, community prevention and treatment services providers, other local, state and federal agencies, and coordinates support for local, state, and federal grants.

The Coordinator facilitates the administration of the Youth Health Survey for students in grades 6 – 12, uses survey and other data to inform the strategic planning process, stays current on best practices, guides the community on implementation of best practices, acts as a resource to the Mayor, the Partnership, Board of Health, School Committee and other Town Departments, provides information and guidance to the Town Council and Board of Health concerning prevention policies and regulations.

The Coordinator also serves as a member of the regional Substance Abuse Prevention Collaborative, Massachusetts Opioid Abuse Prevention Collaborative, and serves as the County Coalition Representative on the Norfolk District Attorney’s Opioid Task Force. Manages funds received from state earmarks and prepares mandated reports for the Department of Public Health Bureau of Substance Addiction Services.

INSPECTIONAL SERVICES

The Health Inspectional Services Division is involved in the required permitting, and inspection of:

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| -Restaurants | -Hotels/Motels |
| -Retail Food Establishments | -Recreational Camps for Children |
| -Temporary Food Events | -Public & Semi-Public Swimming Pools |
| -Mobile Food Units | -Well Installations |
| -Caterers | -Septage/Offal Trucks |
| -Bakeries | -Public Health Nuisances |
| -School/Day Care Kitchens | -Environmental Surveillance |
| -Nursing Home/Hospital Kitchens | -Animal Health/Inspections |
| -Housing | -Tobacco Control |
| -Title V Sewage Treatment and Disposal | -Mosquito Control |
| -Beach Water Quality Surveillance | -Tanning |

Members of the Health Division regularly meet with residents, property owners, and business owners during daily office hours to review proposals or provide assistance with regulation/code related questions. Additionally, regular examination of applications for Health permits and related information is performed by the Health Division.

ENFORCEMENT AGENT

The Health Division is the enforcement agent for applicable local and state public health and environmental health codes, rules and regulations. In the role of the enforcement agent, compliance of violations is sought through voluntary correction. But, can also proceed to compliance action through the court system, as may be necessary.

LIAISON FUNCTIONS

The Health Division acts as a liaison to the Board of Health, who are residents of Braintree that are appointed by the Mayor, and are given the legal authority to set policies, and make regulations to protect the public and environmental health.

The Health Division acts as a liaison to the Board of License Commissioners, providing responses to inquiries made by the Board, as well as applicants applying for various licenses issued by the Town.

FY21 Budget Submittal Summary

The following summary outlines the reductions made in the FY21 Department Budget Submittal:

- Vacant Local Building Inspector position: **Salary reduction of \$ 45,311.00**

- Substance Use Prevention: **Program Reductions: \$ 4,812.00**
 - Telephone -\$ 300.00
 - Postage -\$ 300.00
 - Printing/Forms -\$ 1000.00
 - Office Supplies -\$ 862.00
 - Meetings/Seminars -\$ 500.00
 - Mileage -\$ 250.00
 - Dues/Memberships -\$ 100.00
 - Travel Expenses -\$ 1500.00

In order to continue to provide and maintain the required services outlined in the department narrative, it is essential to maintain inspectional/administrative staff levels in order to meet these mandates, while recognizing the fiscal concerns of the Town. Therefore, the vacant building inspector line item has been reduced by \$ 45,311.00 to allow us to fill the position at a later point in the year.

Additionally, the Substance Use Prevention Program has been very fortunate over the past three years to receive significant state earmark funding to support substance use prevention initiatives and programs. These funds have been utilized to supplement the program budget, as well to accomplish these goals.

In reviewing the program budget, with an understanding of the current economic climate and likelihood that the Town may not receive future earmark funding that has been afforded to us in past years, the program budget has been reduced by \$4,812.00, while remaining fiscally viable to support itself.

The total reduction in the Department of Municipal Licenses & Inspections budget for FY 21 is \$50,123.00.

Questions from Ways & Means

- ADA Coordinator position had a nearly 30% increase over LY budget (pg. 55). In the budget detail it is showing a 12% increase, which also seems significant compared to all other positions. Can you please clarify the discrepancy between the budget and the salary detail as well as the large percent increase?

During FY20, the position was upgraded from part time to full time and the additional funding was transferred from other programs within the Municipal Licenses and Inspections budget to support the change. [See Council Order No. 19 045—December 3, 2019]. Additionally, the FY20 salary includes a step increase effective after 6 months in the position. In FY21 the position is being reclassified to include additional responsibilities in code compliance. These duties will supplement the services performed by the building inspector. In previous years, the Department had 2 full time building inspectors; however, in order to make necessary reductions, the second position has not been filled and the FY21 budget includes partial funding for the position in the event that we are able to staff it at a later date.

- \$82K is budgeted for Substance Use (pg. 56). I am assuming this is the Coordinator's salary, but nothing was budgeted nor expended in FY 20. What changed from last year?

This program was previously maintained within the Mayor's Office budget. This is the first year it will be managed under Municipal Licenses and Inspections.

- Pg 54--**Comm on Disabilities**--Why has the entire FY2020 budget been dropped into Printing/Forms for FY2021?

It was moved into that line item to pay for the recording secretary, who prepares the meeting minutes from the audio recording, which average a minimum of \$ 80.00 each to prepare. If the Commission needs other items, including postage or supplies, they are funded through the Admin program in the Municipal Licenses and Inspections budget.

- Pg 56--**Substance Use Prevention**--Why does there appear to be no budget for 2020? Why is the requested budget for FY2021 roughly 13% higher than 2019 expenditures?

See above.

SUBSTANCE USE PREVENTION

The Town of Braintree has been receiving generous sums of money via state Earmark Funds from FY 17 to the present. The Earmarks were received due to the efforts of Senators John Keenan and Walter Timilty as well as Representative Mark Cusack. Please note that we have built great capacity and leadership over the past 2 and a half years. As a result, we are in good standing to make application for a federal Drug Free Communities Support Program Grant between January and March of 2021.

Below is the breakdown of dollars the program has received, broken down by fiscal year, and important facts concerning Earmark funds.*

FY 17: \$150,000

- Fiscal and operational management: Town of Braintree
- Unused funds were returned to the state

FY 18: \$150,000 Earmark (John Kennan/Mark Cusack)

- Fiscal management - Bay State Community Services
- Operational management - Town of Braintree Substance Use Prevention program
- All funds were spent

\$25,000 Earmark (Walter Timilty)

- Fiscal and operational management – Town of Braintree
- All funds were spent on Coordinator salary

FY 19: \$150,000 Earmark (John Kennan/Mark Cusack)

- Fiscal management - Bay State Community Services
- Operational management - Town of Braintree Substance Use Prevention program

\$30,000 Earmark (Walter Timilty)

- Fiscal and operational management – Town of Braintree

FY 20: \$150,000 Earmark (John Keenan)

- Fiscal management - Bay State Community Services
- Operational management - Town of Braintree Substance Use Prevention program
- All funds will be used by June 30, 2020

***IMPORTANT: Even when Earmark funds are approved in the state budget, the Governor often releases them much later than July 1. For example, FY 20 funds came in November 2019 and FY 18 funds came in March of 2018 (leaving us with approximately 4 months to spend \$175,000). In order to operate while we wait for late release of Earmark funds, we rely heavily on the funds allocated to the program by the Town. In addition, please note that state Earmark funds are not guaranteed and may be reduced or not available at all due to COVID-19.**