



Braintree Town Council
Committee of Ways & Means
One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS
Joseph Reynolds, Chairman
Julia Flaherty, Vice-Chairwoman
Elizabeth Maglio, Member

MINUTES
Tuesday, March 30, 2023
Meeting #1 9:30am

A meeting of the Committee of Ways & Means was held in Johnson Chambers, on Thursday, March 30, 2023 at 9:30a.m.

Councilor Reynolds was in the Chair.
Clerk of the Council, Susan Cimino conducted the roll call.

Present: Joseph Reynolds, Chairman
Julia Flaherty, Vice-Chairwoman
Elizabeth Maglio, Member

Also Present: Ed Spellman, Director of Municipal Finance
Jim Arsenault, DPW Director
Mike McGourty, Facilities Director
Cindy DePina, HR Director
Marybeth McGrath, Municipal Licensing & Inspections Director
Mark Dubois, Police Chief
James F. O'Brien, Fire Chief

Approval of Minutes

- None

Old Business

- None

New Business

- **23 012 Mayor: FY23 Supplemental Appropriation #1 or take up any action relative thereto (Public Hearing April 5, 2023)**

Chairman Reynolds asked for a Motion to take off the table Order 23 012.

Motion: by Councilor Flaherty to take off the table Order 23 012

Second: by Councilor Maglio

Vote: For (3–Flaherty, Maglio, Reynolds), Against (0), Absent (0), Abstain (0)

Chairman Reynolds asked if there was anyone from the Mayor’s office who would like to speak on Order 23 012.

It was explained as we approach the end of Fiscal Year 2023, we have identified several additional areas that require supplemental funds to support operations to the end of the fiscal year (June 30, 2023). The major items requiring funding are fire overtime, DPW expenses related to the maintenance consolidation with BPS, School Facilities for maintenance and repairs, equipment replacement/repairs and fuel/gasoline related line items for multiple departments.

We have worked with the Fire Chief to fund the overtime account at a more realistic number; however, injuries and sick time have resulted in overtime to cover the mandatory level of firefighters per shift. A new group of four firefighters has just graduated from the academy and is expected to reduce overtime costs through the end of the fiscal year, but additional funding is required to close out this year.

Furthermore, the Maintenance Consolidation between Town and School Facilities Departments has required salary adjustments due to the merger. Additionally, due to the unanticipated rising costs of gasoline and diesel, Police, Fire, and the DPW require additional financial support. Further, Police, Fire and DPW have experienced increased costs for necessary equipment repairs and maintenance of an aging vehicle fleet. Both Fire and DPW have had to replace aged equipment; for example, one set of tire tubes for the DPW's heavy equipment costs \$4,000. School Facilities has experienced inflationary pressure on necessary custodial supplies and requires further additional funding for building repairs, asbestos abatement, and ongoing building maintenance. Finally, additional funding is required for Human Resources for drug testing and pre-employment screening, Finance for increased insurance premiums and debt service on certain funds, Elder Affairs for fuel, utilities and building maintenance, and Licensing and Inspection for fuel and mileage.

As with prior supplemental appropriations, Finance Director Ed Spellman and the Mayor have worked closely 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 \$1,104,994.30. This funding is available due to decisions to not fill positions immediately after they were vacated, delaying hiring in certain

departments, setting aside funds in the 9C account at the beginning of the year and other savings resulting directly from our continued conservative fiscal management throughout the year.

In total, the current amount of supplemental funding required is \$1,587,081. The savings identified in the Departments of \$670,329 and \$434,655.30 from the County ARPA will reduce the amount required from free cash to \$482,086.70. A detail of the line items and transfers are attached to this memorandum for your review.

The supplemental request is broken down as follows:

- School Facilities--\$512,000
- DPW--\$464,770
- Fire Department--\$449,810
- Police Department--\$86,001
- Finance/ HR--\$66,300
- Elder Affairs--\$7,400
- License and Inspections--\$800

Chairman Reynolds asked if any Committee members would like to speak on Order 23 012.

Ed Spellman, Finance Director stated for item #2 the Fire Chief is here to answer any questions regarding his supplemental budget request.

Councilor Flaherty stated the main concern regarding the fire supplemental is the extent of overtime which Chief O'Brien has already supplied a fair amount of information on the overtime. With four new firefighters coming on since December that's a good reason to hope there will be less overtime costs. Your overtime cost was at about \$1 million this year. With the additional staff what do you think it will be next year.

Chief O'Brien stated I can only go by the contractual numbers. If we go about 21 per group. We are already down one per group and usually two. When you hire new firefighters they're very limited in their benefits as far as vacation time; which would reduce the overall need to hire overtime. You are allowed 5 to take vacation per day which brings numbers down to 16 which triggers automatically to hire for overtime. Now if you have people that are out injured or people using sick time all adds up. It all goes back to contractual number of 17 men per shift. I can't avoid that. Last week we gained one back from injury but lost two in a mutual aid in Holbrook with foot injury and knee injury. Our average age is 51 which is really old for a fire department. There may be retirements coming so we would then have new hires with hopefully less injuries and less vacation time.

Councilor Flaherty asked is there a number of overtime you can reduce when you hire more.

Chief O'Brien stated it is hard to get a spot in the Academy. You cannot hire before we have a spot. There are so many variables here. My department uses the most FMLA including schools.

Councilor Maglio asked about civil service and if it has anything to do with us getting or not getting a spot in the Academy.

Chief O'Brien stated no it is first come basis when you submit the information the Academy needs only then can you secure the spots you need to replace retired personnel. I am glad we are not civil service. Our firefighting exams are tougher than the civil service exams. The civil service individuals may be committed to armed forces in some way and they have time that needs to be taken away from the fire department. This would cause even more overtime. I hire the best candidate.

Chairman Reynolds asked about the firefighter shifts.

Chief O'Brien stated we have 24 hour shifts. It has become the norm. It is in the contract.

Chairman Reynolds asked if you have more hires would that help overtime?

Chief O'Brien stated with more manning that would have a drastic effect.

Councilor Flaherty stated I hope you're able to get the manpower you need to reduce the overtime.

Councilor Maglio asked how people get promotions and if there are exams.

Chief O'Brien stated we are seniority based and there are no physical exams for promotions. When you become an officer, you do have to go to officer school which is two weeks. That is a requirement.

Chairman Reynolds stated this request I will be in favor of.

Chairman Reynolds asked if there is a Motion to TABLE Order 23 012 to our next Ways & Means meeting.

1 School Facilities

Motion: That the sum of \$119,313.30 be transferred from Finance/ Administration Program 01/ 9C Reserve Account; \$5,000 be transferred from Human Resources/ Veterans Benefit Program 06/ Veterans Benefits Account; and \$387,686.70 be transferred from Fiscal Year 2022 Certified Free Cash for a total of \$512,000 to the following accounts \$50,000 be transferred to DPW/ School Facilities Program 07/ Custodial supplies Account; \$150,000 be transferred to DPW/ School Facilities Program 07/ School Building Repairs Account; \$40,000 be transferred to DPW/ School Facilities Program 07/ School Asbestos Management Account; \$10,000 be transferred to DPW/ School Facilities Program 07/ Electric Supplies Account; \$9,000 be transferred to DPW/ School Facilities Program 07/ School Time clock/ PA System Account; \$30,000 be transferred to DPW/ School Facilities Program 07/ School Plumbing Supplies Account; \$90,000 be transferred to DPW/ School Facilities Program 07/ School Heat Ventilation Supplies Account; \$30,000 be transferred to DPW/ School Facilities Program 07/ School Security Alarms Account; \$3,000 be transferred to DPW/ School Facilities Program 07/ School Fire Extinguishers Account; \$100,000 be transferred to DPW/ School Facilities Program 07/ Plumbing Hot water System Account.

2 Public Works Department

Motion: That the sum of \$226,071.30 be transferred from Fiscal Year 2023 County ARPA Revenue Loss Fund; \$12,284.70 be Transferred from Finance/ Administration Program 01/ 9C Reserve Account; \$75,000 be Transferred from Library/ Current Topics Program 05/ Librarians Account; \$3,000 be transferred from Planning and Development/ Administration Program 01/ Internships Account; \$6,000 be transferred from Planning and Development/ Administration Program 01/ Administration Expense Account; \$41,000 be transferred from Planning and Development/ Zoning Board of Appeals Program 06/ Administration Account; \$250 be transferred from Planning and Development/ Planning Board Program 04/ Eyeglasses Account; \$200 be transferred from Planning and Development/ Planning Board Program 04/ Clothing Account; \$10,000 be transferred from Planning and Development/ Economic Development Program 07/ Consultant Account; \$1,000 be transferred from Planning and Development/ Economic Development Program 07/ Legal Ads Account; \$1,952 be transferred from Planning and Development/ Economic Development Program 07/ Dues and Membership Account; \$75,000 be transferred from Human Resources/ Veterans Benefit Program 06/ Veterans Benefits Account; and \$13,012 of FY 2022 Certified Free cash for a total of \$464,770 to be transferred to the following accounts \$15,986 be transferred to DPW/ Facilities Program 02/ Department Head Account; \$15,784 be transferred to DPW/ Facilities Program 02/ Assistant Department Head Account; \$68,000 be transferred to DPW/ Facilities Program 02/ Laborer- Custodian Account; \$50,000 be transferred to DPW/ Facilities Program 02/ Casual Employee Account; \$30,000 be transferred to DPW/ Facilities Program 02/ Overtime Account; \$20,000 be transferred to DPW/ Facilities Program 02/ Lighting Account; \$21,000 be transferred to DPW/ Facilities Program 02/ Water- Sewer Account; \$80,000 be transferred to DPW/ Facilities Program 02/ Outside Motor Vehicle Repairs Account; \$4,000 be transferred to DPW/ Facilities Program 02/ Tires - Tubes Account; \$50,000 be transferred to DPW/ Equipment Maintenance Program 03/ Outside Motor Vehicle Repairs Account; \$20,000 be transferred to DPW/ Equipment Maintenance Program 03/ Equipment Maintenance Account; \$15,000 be transferred to DPW/ Equipment Maintenance Program 03/ Tire - Tube Account; \$75,000 be transferred to DPW/ Environmental Affairs Program 12/ Recycling Processing Account.

3 Fire Department

Motion: That the sum of \$208,584 be transferred from Fiscal Year 2023 County ARPA Revenue Loss Fund; \$48 be transferred from Planning and Development /Economic Development Program 07/ Dues and Memberships Account; \$45,000 be transferred from DPW/ Engineering Program 04/ Department Head Account; \$6,000; DPW/ Engineering Program 04/ Engineering Intern Account; \$2,000 be transferred DPW/ Cemetery Program 13/ Part Time employee Account; \$30,000 be transferred from DPW/ Recreation and Community Events Program 15/ Department Head Account; \$200 be transferred from DPW/ Recreation and Community Events Program 15/ Meeting and Seminars Account; \$530 be transferred from DPW/ Recreation and Community Events Program 15/ Dues and Memberships account; \$35,000 be transferred from DPW/ Summer Program 20/ Summer Part time Account; \$91,933 be transferred from Finance/Principal on Debt Program 50 / Principal on Debt Account; \$15,566 be transferred from Finance/ Interest on Debt Program 51 / Interest on Debt Account; \$14,949 From Finance/ Assessors Program 07 /Department Head Account for a total of \$449,810 to be transferred to

the following accounts \$250,000 to be transferred to the Fire/ Fire Suppression Program 04/ Overtime Account; \$9,695 to be transferred to the Fire Administration Program 01/ Telephone Account; \$12,328 be transferred to Fire/ Building Maintenance Program 02/ Lighting Account; \$ 7,728 be transferred to Fire/ Building Maintenance Program 02/ Natural Gas Account; \$27,490 be transferred to Fire/ Building Maintenance Program 02/ Custodial Supplies Account; \$5,353 be transferred to Fire/ Building Maintenance Program 02/ Water- Sewer Account; \$3,123 be transferred to Fire/ Equipment Maintenance Program 03/ Equipment Maintenance Account; \$10,346 be transferred to Fire/ Equipment Maintenance Program 03/ Gas Account; \$29,018 be transferred to Fire/ Equipment Maintenance Program 03/ Diesel Account; \$5,702 be transferred to Fire/ Fire Suppression Program 04/ Deskman Account; \$32,393 be transferred to Fire/ Fire Suppression Program 04/ Out of Grade Account; \$48,047 be transferred to Fire/ Fire Suppression Program 04/ Replacement Equipment Account; \$8,587 be transferred to Fire/ Fire Boat Program 09/ Boat Maintenance Account.

4 Police Department

Motion: That the sum of \$3,001 be transferred from the Waterways Improvement fund; \$63,389 be transferred from Blue Hills/ Regional School Assessment account and; \$19,611 be transferred from Fiscal Year 2022 Certified Free Cash for a total of \$ 86,001 to the following accounts \$3,465 be transferred to Police/ Building Maintenance Program 02 / Natural Gas Account; \$1000 be transferred to Police/ Building Maintenance Program 02 /Water- Sewer Account; \$16,730 be transferred to Police/ Building Maintenance Program 02 / Equipment Maintenance Account; \$7,501 be transferred to Police/ Building Maintenance Program 02 /Building Repairs Account; \$10,678 be transferred to Police/ Equipment Maintenance Program 03 /Outside Motor Vehicle Repairs Account; \$3,197 be transferred to Police/ Equipment Maintenance Program 03 /Tire/ Tubes Account ; \$40,429 be transferred to Police/ Equipment Maintenance Program 03 /Gasoline Account; 5360 be transferred to Police/ Harbormaster Program 09 /Outside Motor Vehicle Repairs Account; 52,000 be transferred to Police/ Harbormaster Program 09 /Gasoline Account and \$641 be transferred to Police/ Harbormaster Program 09 / Uniform Allowance Account.

5 Finance Division

Motion: That the sum of \$9,268 be transferred from the Sewer Fund/ Principal on Debt Program 50/ Principal on Debt Account; \$3,445 be transferred from FY 2022 Certified Golf Retained Earnings and \$53,587 be transferred from FY 2022 Certified Free Cash for a total of \$66,300 to the following Accounts \$26,000 be transferred to Finance/ General Insurance Program 09/ General Insurance Account; \$7,000 be transferred to Finance/ Principal on Debt Program 50 / Principal on Debt Account; \$587 be transferred to Finance/ Interest on Debt Program 51/ Interest on Debt Account; \$2,451 be transferred to Water Fund/ Principal on Debt Program 50 / Principal on Debt Account; \$6,328 be transferred to Water Fund / Interest on Debt Program 51/ Interest on Debt Account; \$489 be transferred to Sewer Fund/ Interest on Debt Program 51 / Interest on Debt Account; \$2,000 be transferred to Golf Fund/ Principal on Debt Program 50 / Principal on Debt Account; \$1,445 be transferred to Golf Fund/ Interest on Debt Program 51/ Interest on Debt Account; \$10,000 be transferred to Human Resources/ Employee Benefits Program 04/ Drug Testing

Account; \$10,000 be transferred to Human Resources/ Employee Benefits Program 04/ Pre Employment Screening Account.

6 Elder Affairs Department

Motion: That the sum of \$7,400 be transferred from Fiscal Year 2022 Certified Free Cash to the following accounts \$1,200 be transferred to Elder Affairs/ Administration Program 01 / Office Supplies Account; \$1,200 be transferred to Elder Affairs/ Equipment Maintenance Program 02 / Gas Account; \$2,000 be transferred to Elder Affairs/ Equipment Maintenance Program 02 / Outside Motor Vehicle Repairs Account; \$1,200 be transferred to Elder Affairs/ Building Maintenance Program 03 / Building Repairs Account; \$1,200 be transferred to Elder Affairs/ Building Maintenance Program 03 / Telephone Account; \$600 be transferred to Elder Affairs/ Building Maintenance Program 03 / Water Sewer Account.

7 License & Inspections Department

Motion: That the sum of \$800 be transferred from Fiscal Year 2022 Certified Free Cash to the following accounts \$200 be transferred to License & Inspections / Health Program 02/ Mileage Account; \$600 be transferred to License & Inspections/ Equipment Maintenance Program 03/ Motor Vehicle Fuel Account.

Chairman Reynolds asked for a Motion to table Order 23 012 to our next Ways & Means meeting.

Motion: by Councilor Flaherty to table Order 23 012 to our next Ways & Means meeting

Second: by Councilor Maglio

Vote: For (3–Flaherty, Maglio, Reynolds), Against (0), Absent (0), Abstain (0)

It was unanimously voted to adjourn the meeting at 10:39p.m. by Roll Call Vote.

Respectfully submitted,
Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- 23 012 Mayor: FY23 Supplemental Appropriation #1 or take up any action relative thereto