

CHARLES C. KOKOROS
President
District 1

LELAND A. DINGEE
At Large

SEAN E. POWERS
At Large

CHARLES B. RYAN
At Large

JOHN C. MULLANEY
District 2



THOMAS M. BOWES
Vice President
District 3

HENRY N. JOYCE
District 4

RONALD E. DENAPOLI
District 5

PAUL "DAN" CLIFFORD
District 6

OFFICE OF THE TOWN COUNCIL

December 9, 2013

MINUTES

A meeting of the Town Council was held in the Johnson Memorial Chambers, Braintree Town Hall, on Monday, December 9, 2013 beginning at 7:30p.m.

Council President Kokoros was in the chair.

The Clerk of the Council conducted the roll call.

Present: Charles Kokoros, President
Thomas Bowes, Vice President
Leland Dingee
Sean Powers
Charles Ryan
John Mullaney
Henry Joyce
Paul Dan Clifford

Not Present: Ronald DeNapoli

Others:
Carolyn Murray, Town Solicitor
Joseph Powers, Town Clerk

CORRESPONDENCE

None

ANNOUNCEMENTS

None

APPROVAL OF MINUTES

- December 18, 2012 (Executive Session)

Motion: by Councilor Bowes to approve Executive Session Minutes of December 18, 2012

Second: by Councilor Ryan

Vote: For (8), Against (0), Absent (1- DeNapoli)

CITIZEN CONCERNS/COUNCIL RESPONSE

- **052 13 Council President: Discussion of Open Meeting Law Complaint filed on December 3, 2013 and take appropriate remedial action, if any : Joseph Powers**

Council President Kokoros informed members that in his personal opinion there was no violation of the Open Meeting Law as noted in the complaint. He asked that a motion be presented to allow the Council President and Town Solicitor, Carolyn Murray, prepare a response to the Attorney General on behalf of the Council stating that the Council does not believe a violation occurred however, the Council has taken remedial action on the charge.

Councilor Mullaney asked if members would be able to see the document prior to it being sent to the Attorneys Office.

Councilor Ryan made a motion that a letter be drafted and it be presented to the Council at its next meeting.

Motion: by Councilor Ryan

Second: by Councilor Bowes

Vote: For (8), Against (0), Absent (1- DeNapoli)

NEW BUSINESS

- **053 13 Council President: Consider adopting a Policy and Procedure for Travel, Conferences and Meetings for departments under the jurisdiction of the Town Council**

Councilor Bowes made a motion to refer Order 053 13 to the Committee on Ordinance & Rules

Motion: by Councilor Bowes

Second: by Councilor Ryan

Vote: For (8), Against (0), Absent (1- DeNapoli)

At 7:39pm, Councilor Bowes made a motion to go into recess until the Committee on Ordinance & Rules presents their recommendation.

Motion: by Councilor Bowes

Second: by Councilor Ryan

Vote: For (8), Against (0), Absent (1- DeNapoli)

At 8:17 pm the Council President called the meeting back in session.

OLD BUSINESS

- **039 13 Councilor Dingee: Financial Audit Meeting Expenses**

Councilor Bowes made a motion for acceptance of report findings.

Motion: by Councilor Bowes

Second: by Councilor Ryan

Vote: For (8), Against (0), Absent (1- DeNapoli)

- **053 13 Council President: Consider adopting a Policy and Procedure for Travel, Conferences and Meetings for departments under the jurisdiction of the Town Council**

Council President Kokoros informed members that Order 053 13 requires same night action and, unless some member of the Council Objects, the Order will be taken up this evening.

Councilor Dingee commented that this Order has been discussed for several weeks and he has no objections. No member of the Council objected.

Councilor Powers, Chairman of the Ordinance and Rules Committee reported that the Committee had made some minor changes to the proposed policy and recommends favorable action.

Councilor Clifford noted that it is a good policy and is good business practice.

Councilor Bowes commented that the Town Auditor should have been at the meeting. The report says no one approved travel however some documents show that some travel was authorized by the Council.

Councilor Ryan commented that the Clerk of the Council should amend these types of forms in the future. Councilor Clifford responded that the form was part of the audit findings and was not created on an ad hoc basis.

Council President Kokoros commented that all past travel has been submitted to him ahead of time but acknowledged that he should have done a better job of handling it. He apologized for not making it more transparent.

Councilor Dingee noted that it is important to have a policy in place to allow members to answer requests in the future.

The Clerk of the Council read the following policy as presented by the Committee on Ordinance & Rules:

“Travel for Town related business must be pre-approved during the budget process. The form entitled “Addendum A” shall be completed. For each conference or meeting attended, the form (Addendum A) requesting approval should be submitted accompanied with the budget. The form will ask for the following information: Conference Date, Description of Conference, Agenda or course description, number of days attended, relativity to job function, expected value to Council member or employee including continuing education credits, expected value to both the individual and the Town expressed both quantitatively and qualitatively, number of days out of the office, estimated costs broken out by lodging, travel, and conference/meeting expenses along with a comparison showing the most economical choice is presented for pre-approval. The form will be signed by the Council President if the budget is approved by the Town Council.

All Travel that has been approved during the budgetary process must again be approved by a vote of the Town Council before the Employee(s) attends the specific meeting/training. It does not need to be referred to or voted a second time by the Ways and Means Committee, only the Full Council.

The Council President shall sign all requests for payment submitted to the Town Accountant.

At the conclusion of the conference or meeting, the attendee shall give a detailed summary explaining if the objectives of the meeting or conference were met and what was accomplished at the meeting or conference to the Clerk of the Council to be distributed to all Council members at their next meeting.

Unanticipated requests not approved during the budget process shall be pre-approved by the Town Council at one of its meetings.”

Council President Kokoros asked Joseph Powers, the resident who filed the Open Meeting Complaint, if the policy addressed all his concerns. Mr. Powers asked if the policy for all departments or just one. The Council President responded all departments under the Town Council.

Councilor Mullaney commented that the seventh line of the paragraph indicated that the policy is all inclusive reading the following sentence “The form will ask for the following information: Conference Date, Description of Conference, Agenda or Course description, number of days attended, relativity to job function, expected value to Council member or employee.....”. Councilor Mullaney also noted that the Charter has a policy for Council members.

Councilor Bowes suggested that the second line of the second paragraph be modified as follows:

“All Travel that has been approved during the budgetary process must again be approved by a vote of the Town Council before **each Council member or Employee(s)**

attends the specific meeting/training. It does not need to be referred to or voted a second time by the Ways and Means Committee, only the Full Council. Members were in agreement with the recommendation.

Councilor Clifford asked Mr. Powers asked if the change resolved his request. Mr. Powers chose not to respond.

Councilor Bowes made a motion to accept the following Council Policy:

“Travel for Town related business must be pre-approved during the budget process. The form entitled “Addendum A” shall be completed. For each conference or meeting attended, the form (Addendum A) requesting approval should be submitted accompanied with the budget. The form will ask for the following information: Conference Date, Description of Conference, Agenda or course description, number of days attended, relativity to job function, expected value to Council member or employee including continuing education credits, expected value to both the individual and the Town expressed both quantitatively and qualitatively, number of days out of the office, estimated costs broken out by lodging, travel, and conference/meeting expenses along with a comparison showing the most economical choice is presented for pre-approval. The form will be signed by the Council President if the budget is approved by the Town Council.

“All Travel that has been approved during the budgetary process must again be approved by a vote of the Town Council before each Council member or Employee(s) attends the specific meeting/training. It does not need to be referred to or voted a second time by the Ways and Means Committee, only the Full Council.

The Council President shall sign all requests for payment submitted to the Town Accountant.

At the conclusion of the conference or meeting, the attendee shall give a detailed summary explaining if the objectives of the meeting or conference were met and what was accomplished at the meeting or conference to the Clerk of the Council to be distributed to all Council members at their next meeting.

Unanticipated requests not approved during the budget process shall be pre-approved by the Town Council at one of its meetings.”

Motion: by Councilor Bowes

Second: by Councilor Ryan

Vote: For (8), Against (0), Absent (1- DeNapoli)

ADJOURNMENT

It was unanimously voted to adjourn the meeting at 8:43p.m.

Respectfully submitted,
James M. Casey
Clerk of the Council

Documents provided for Meeting

- December 18, 2012 (Executive Session)
- 052 13 Council President: Discussion of Open Meeting Law Complaint filed on December 3, 2013 and take appropriate remedial action, if any : Joseph Powers
- 053 13 Council President: Consider adopting a Policy and Procedure for Travel, Conferences and Meetings for departments under the jurisdiction of the Town Council
- 039 13 Councilor Dingee: Financial Audit Meeting Expenses