

Thomas M. Bowes  
President  
District 3

Shannon L. Hume  
At Large

CHARLES B. Ryan  
At Large

CHARLES C. Kokoros  
District 1

JOHN C. MULLANEY  
District 2



Sean E. Powers  
Vice President  
At Large

Stephen C. O'Brien  
District 4

Michael J. Owens  
District 5

PAUL "DAN" CLIFFORD  
District 6

## OFFICE OF THE TOWN COUNCIL

### - AGENDA -

**March 4, 2014** • Horace T. Cahill Auditorium, Town Hall • Starting Time: **5:15PM**

#### PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

#### CORRESPONDENCE

#### ANNOUNCEMENTS

#### APPROVAL OF MINUTES

- February 25, 2014

#### CITIZEN CONCERNS/COUNCIL RESPONSE

#### COMMUNICATIONS AND REPORTS FROM THE MAYOR AND TOWN BOARDS

#### OLD BUSINESS

- 13 062 Elmlawn LLC: Street Acceptance – Elmlawn Road Extension or take up any action relative thereto (**PUBLIC HEARING**)
- 14 010 Mayor: Appointment-Chief of Staff and Operations – Michael Coughlin or take up any action relative thereto

#### NEW BUSINESS

##### Refer to Committee on Personnel Issues

- 013 14 Council President: Re-Appointment Clerk of the Council or take up any action relative thereto

### Executive Session

- 010 14 Council President: **Third Executive Session** pursuant to G.L. c. 30A, Sec. 21(a) purpose number 3: “To discuss with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
- 006 14 Council President: **Second Executive Session** pursuant to G.L. c. 30A, Sec. 21(a) purpose number 1: “To discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or changes brought against, a public officer, employee, staff member or individual.”

### Topics the Chair does not reasonably anticipate will be discussed

### ADJOURNMENT

- Next Council Meetings: **March 18, 2014 @ 7:30pm**

Thomas M. Bowes  
President  
District 3

Shannon L. Hume  
At Large

CHARLES B. Ryan  
At Large

CHARLES C. Kokoros  
District 1

JOHN C. MULLANEY  
District 2



Sean E. Powers  
Vice President  
At Large

Stephen C. O'Brien  
District 4

Michael J. Owens  
District 5

PAUL "DAN" CLIFFORD  
District 6

## OFFICE OF THE TOWN COUNCIL

### February 25, 2014

## MINUTES

A meeting of the Town Council was held in the Horace T. Cahill Auditorium, Braintree Town Hall, on Tuesday, February 25, 2014 beginning at 7:30p.m.

Council President Bowes was in the chair.

The Clerk of the Council conducted the roll call.

Present: Thomas Bowes, President  
Shannon Hume  
Charles Kokoros  
Stephen O'Brien  
Michael Owens  
Paul Dan Clifford

Not Present Sean Powers, Vice President  
Charles Ryan  
John Mullaney

### **CORRESPONDENCE**

- 017 14 Councilor Hume: Recognition of Christine Burke – Community Service Program
- 015 14 Councilor Kokoros: Recognition of 10<sup>th</sup> year Anniversary of Bayshore Athletic Club
- 014 14 Council President: Council Support of House Bill #1094

### **ANNOUNCEMENTS**

- 008 14 Council President: Rockefeller Center Bus Trip
- 011 14 Council President: White's Hill Subdivision Neighborhood Meeting
- 012 14 Councilor Kokoros: Super Saturdays Road Race
- 018 14 Councilor Owens: Recreation Department Upcoming Events
- Councilor Clifford: Highland School Road Race
- Council President: Braintree Historical Society – Former Mayor of Boston

## APPROVAL OF MINUTES

- February 4, 2014

**Motion:** by Councilor Kokoros to approve minutes of February 4, 2014

**Second:** by Councilor Clifford

**Vote:** For (5), Against (0), Absent (3-Mullaney, Powers, Ryan), Abstain (1- Hume)

## CITIZEN CONCERNS/COUNCIL RESPONSE

None

## OLD BUSINESS

- **14 006 Mayor: Appointment-Town Solicitor – Peter Morin or take up any action relative thereto**

Councilor O'Brien, Vice-Chairman of the Ways & Means Committee, reported the Committee has recommended favorable action.

Motion by Councilor Kokoros to approve the appointment of Peter Morin as Town Solicitor.

**Motion:** by Councilor Kokoros

**Second:** by Councilor Clifford

**Vote:** For (6), Against (0), Absent (3-Mullaney, Powers, Ryan)

- **14 007 Mayor: Appointment-Commission on Disabilities – Paul Wasil or take up any action relative thereto**

Councilor O'Brien, Vice-Chairman of the Ways & Means Committee reported, the Committee has recommended favorable action.

Motion by Councilor Kokoros to approve the appointment of Paul Wasil to the Commission on Disabilities.

**Motion:** by Councilor Kokoros

**Second:** by Councilor Clifford

**Vote:** For (6), Against (0), Absent (3-Mullaney, Powers, Ryan)

## NEW BUSINESS

**Refer to Committee on Ways & Means**

- 14 008 Mayor: Appropriation – East Middle School Feasibility Study or take up any action relative thereto
- 14 009 Mayor: Appropriations FY14 - Various Departments or take up any action relative thereto
- 14 010 Mayor: Appointment-Chief of Staff and Operations – Michael Coughlin or take up any action relative thereto
- 14 011 Mayor: Line Item Transfer – BPMA Collective Bargaining Agreement or take up any action relative thereto

**Motion:** by Councilor Kokoros to refer Orders 14 008 through 14 011 to Committee

**Second:** by Councilor Clifford

**Vote:** For (6), Against (0), Absent (3-Mullaney, Powers, Ryan)

**Refer to Committee on Ways & Means and Committee on Ordinance & Rules**

- 14 012 Mayor: Parking Tickets – Fines and Late Payment Penalties or take up any action relative thereto

**Motion:** by Councilor Kokoros to refer Order 14 012 to both Committees

**Second:** by Councilor Clifford

**Vote:** For (6), Against (0), Absent (3-Mullaney, Powers, Ryan)

**Refer to Committee on Public Safety**

- 016 14 Councilor Kokoros: South Shore Plaza Sub-Station or take up any action relative thereto

**Motion:** by Councilor Kokoros to refer Order 016 14 to Committee

**Second:** by Councilor Clifford

**Vote:** For (6), Against (0), Absent (3-Mullaney, Powers, Ryan)

**Executive Session**

- 010 14 Council President: **Third Executive Session** pursuant to G.L. c. 30A, Sec. 21(a) purpose number 3: “To discuss with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

At the conclusion of the executive session the Council will reconvene in open session only to adjourn the meeting.

On a roll-call vote to go into Executive Session:

Powers – Absent	Ryan – Absent	Hume - Yes
Kokoros – Yes	Mullaney – Absent	Bowes – Yes
O’Brien – Yes	Owens – Yes	Clifford – Yes

Councilor Kokoros made a motion to move the meeting to the Mayor’s Office for Executive Session.

On a roll-call vote

Powers – Absent	Ryan – Absent	Hume - Yes
Kokoros – Yes	Mullaney – Absent	Bowes – Yes
O’Brien – Yes	Owens – Yes	Clifford - Yes

At 8:30pm, on a roll-call vote, the Council came out of executive session.

Powers – Absent	Ryan – Absent	Hume - Yes
Kokoros – Yes	Mullaney – Absent	Bowes – Yes
O’Brien – Yes	Owens – Yes	Clifford - Yes

The Clerk of the Council requested that members move from the Mayor’s Office to the Cahill Auditorium and reconvene the meeting in open session. No one was in the auditorium prior to adjournment.

**ADJOURNMENT**

It was unanimously voted to adjourn the meeting at 8:34p.m.

Respectfully submitted,  
James M. Casey  
Clerk of the Council

## Documents provided for Meeting

- February 4, 2014 Minutes
- 14 006 Mayor: Appointment-Town Solicitor – Peter Morin or take up any action relative thereto
- 14 007 Mayor: Appointment-Commission on Disabilities – Paul Wasil or take up any action relative thereto
- 14 008 Mayor: Appropriation – East Middle School Feasibility Study or take up any action relative thereto
- 14 009 Mayor: Appropriations FY14 - Various Departments or take up any action relative thereto
- 14 010 Mayor: Appointment-Chief of Staff and Operations – Michael Coughlin or take up any action relative thereto
- 14 011 Mayor: Line Item Transfer – BPMA Collective Bargaining Agreement or take up any action relative thereto
- 14 012 Mayor: Parking Tickets – Fines and Late Payment Penalties or take up any action relative thereto
- 016 14 Councilor Kokoros: South Shore Plaza Sub-Station or take up any action relative thereto
- 010 14 Council President: **Third Executive Session** pursuant to G.L. c. 30A, Sec. 21(a) purpose number 3: “To discuss with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

REILLY BERCH

ATTORNEYS AT LAW  
19 SOUTH MAIN STREET  
RANDOLPH, MASSACHUSETTS 02368

TEL (781) 961-7313  
FAX (781) 961-7343

LEGAL ASSISTANT  
IRMA R. SANDS

KEVIN M. REILLY  
LISA H. BERCH

November 14, 2013

Town of Braintree  
Office of the Town Council  
One John Fitzgerald Kennedy Memorial Drive  
Braintree, MA 02184

Att: Mr. James Casey, Clerk of the Council

Re: Elmlawn Road Extension

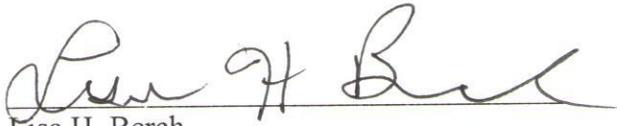
Dear Mr. Casey:

Enclosed please find the following documents for the Street Acceptance in the above matter:

1. Certified Abutters List for the above property;
2. Mylar and three copies of Street Acceptance Plan for Elmlawn Road Extension;
3. Twenty-two (22) envelopes that have all been addressed and stamped to the abutters.
4. Application for Street Acceptance –  
Please advise if there is anything further you may need.

Thank you and your staff for your courtesy and cooperation in this matter.

Yours very truly,

  
Lisa H. Berch

LHB/iss  
Enclosures

ORDER #:

**Application for Street Acceptance – Worksheet**

SECTION TO BE COMPLETED BY PETITIONER

Petitioner

Name: Elmlawn LLC

Address: 678 Depot Street  
Easton, MA 02356

Contact/Billing Information

Name: Lisa H. Berch, Esq.  
Attorney for Elmlawn LLC

Address: 19 South Main Street  
Randolph, MA 02368

\*Petition Submitted By:

*Lisa H. Berch Attorney for Elmlawn LLC.*

Date Received



# Office of the Board of Assessors

ONE JOHN FITZGERALD KENNEDY MEMORIAL DRIVE  
BRAINTREE, MASSACHUSETTS 02184  
TEL: (781) 794-8050 • (781) 794-8056  
FAX: (781) 794-8068

DATE: November 14<sup>th</sup> 2013

APPLICANT: Elmlawn LLC

PROPERTY LOCATION: Elmlawn Road Extension

MAP AND PLOT: 2072 0 60, 2072 0 61, 2072 0 62, 2072 0 63,  
2072 0 64, 2072 0 65, 2072 0 66 and 2072 0 67,  
consecutively.

This is to certify that at the time of submission of this form to the Board of Assessors, the names and addresses of the parties assessed as adjoining owners to the parcel of land shown and described are as written and are the parties according to the records of the Assessors.

*Office of the Board of Assessors*



**Robert M. Cusack**  
**Chairman**

## Abutters List

ParcelID	Location	Owner	Co-Owner	Mailing Address	City	State	Zip
2070 0 24	150 HOLMES ST	CARROLL CHARLES E/TERESA M	150 HOLMES ST REALTY TR	150 HOLMES ST	BRAINTREE	MA	02184
2070 0 47	120 HOLMES ST	GRAZIANO FIORE A	GRAZIANO CARMELA B TBY	120 HOLMES STREET	BRAINTREE	MA	02184
2070 0 48	130 HOLMES ST	DRAKE KEITH S	DRAKE VIVIAN	130 HOLMES ST	BRAINTREE	MA	02184
2070 0 49	140 HOLMES ST	TRETOLA CAROLYN M TRUSTEE	140 HOLMES STREET RLTY	140 HOLMES STREET	BRAINTREE	MA	02184
2072 0 1	19 CONRAD ST	CHIMINIELLO RALPH P		19 CONRAD STREET	QUINCY	MA	02169
2072 0 18	155 ELMLAWN RD	NGUYEN VAN VUONG	NGUYEN MAO TBYE	155 ELMLAWN RD	BRAINTREE	MA	02184
2072 0 2	3 CONRAD ST	LYONS JOHN F TRS	LYONS ANNETTE J TRS	3 CONRAD ST	BRAINTREE	MA	02184
2072 0 30	63 ROBERT ST	WONG JAMES L	WONG YONY L TBYE	63 ROBERT ST	BRAINTREE	MA	02184
2072 0 30E	198 ELMLAWN RD	SHEEHAN BRUCE P	SHEEHAN SAMANTHA L TE	198 ELMLAWN RD	BRAINTREE	MA	02184
2072 0 30F	202 ELMLAWN RD	CROWELL MARY ELLEN	CROWELL RICHARD W	202 ELMLAWN ROAD	BRAINTREE	MA	02184
2072 0 30G	55 ROBERT ST	GAUGHAN RICHARD J	GAUGHAN SUSAN M	55 ROBERT ST.	BRAINTREE	MA	02184
2072 0 4	15 CONRAD ST	RAFFA JOHN J	RAFFA JEAN TBYE	15 CONRAD ST	BRAINTREE	MA	02184
2072 0 6	27 ROBERT ST	HURLEBAUS THOMAS F	HURLEBAUS SUSAN E	27 ROBERT ST	BRAINTREE	MA	02184
2072 0 60	205 ELMLAWN RD	ANGELUCCI GIOVANNI	WOORI JOANNE JTS	205 ELMLAWN RD	BRAINTREE	MA	02184
2072 0 61	215 ELMLAWN RD	HYNES SHAWN	KELLY JESSICA A TBYE	215 ELMLAWN RD	BRAINTREE	MA	02184
2072 0 62	225 ELMLAWN RD	XU MING B		225 ELMLAWN ROAD	BRAINTREE	MA	02184
2072 0 63	235 ELMLAWN RD	SETO SHUI LUN	LEE JENNIFER K TBYE	235 ELMLAWN ROAD	BRAINTREE	MA	02184
2072 0 64	245 ELMLAWN RD	ZAHARAN SAMIEH	ZAHARAN REGINA NORTON	245 ELMLAWN ROAD	BRAINTREE	MA	02184
2072 0 65	230 ELMLAWN RD	NG PETER	NG JILL TBYE	230 ELMLAWN RD	BRAINTREE	MA	02184
2072 0 66	220 ELMLAWN RD	BAPTISTE ROLPH JEAN	WEISS RONALD J JTS	220 ELMLAWN ROAD	Braintree	MA	02184
2072 0 67	210 ELMLAWN RD	CESARZ JAMES J	CESARZ TRACEY C TBYE	455 MIDDLE STREET	BRAINTREE	MA	02184
2072 0 7	33 ROBERT ST	MCCLOUGHLIN MARY C	MCCLOUGHLIN ELIZABETH A	33 ROBERT STREET	BRAINTREE	MA	02184

*End of Report*

2012 060-67 ABUTTERS LIST

DATE: 11/14/13

LOCUS MAP & LOT:

LOCUS OWNER: Elmlawn LLC  
LOCUS ADDRESS: Elmlawn Road Extension

CONTACT PERSON: Lisa H. Berch, Esq.  
CONTACT PHONE #: 781-961-7313

PLEASE PRINT CLEARLY

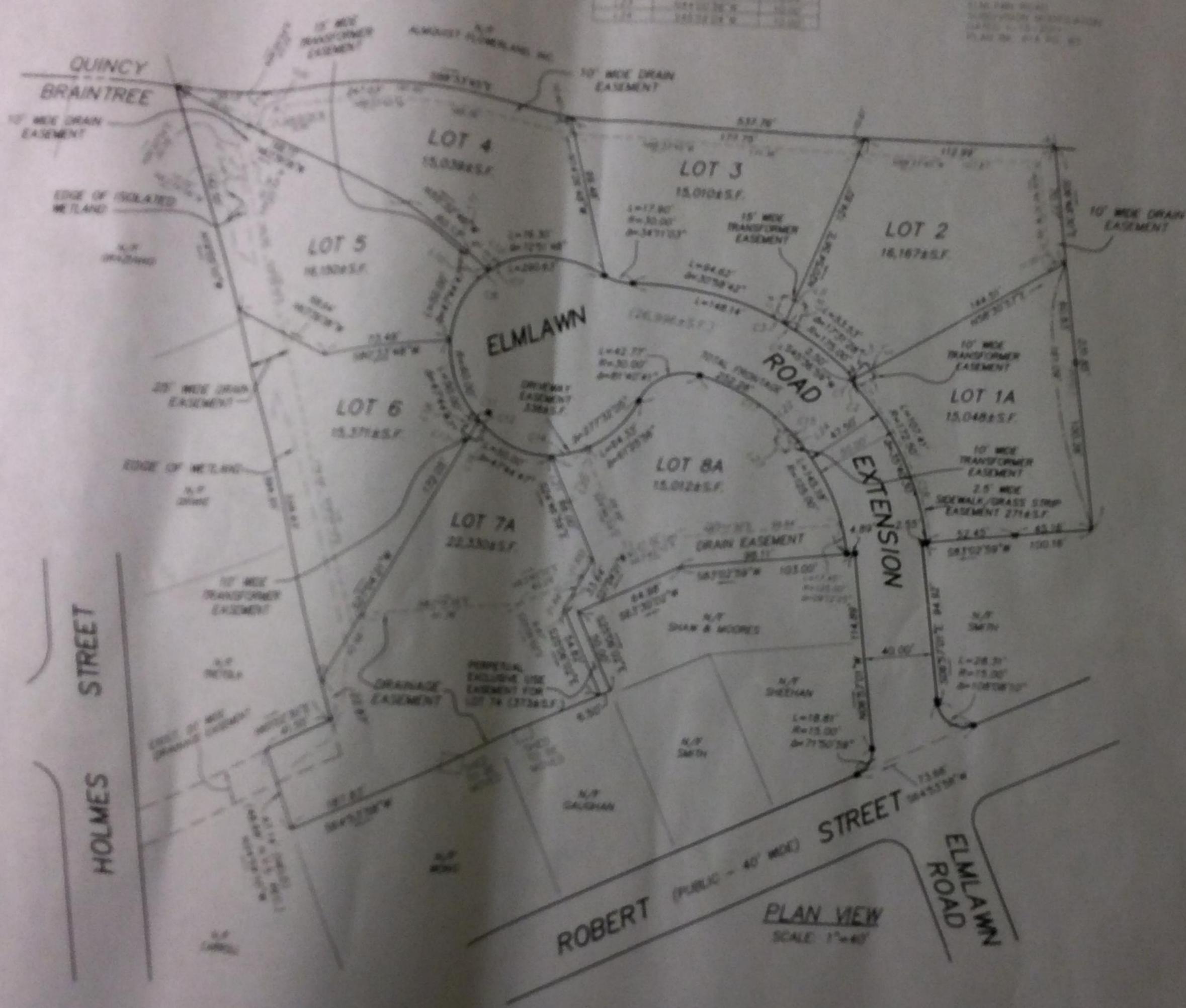
PARCEL ID / MAP AND LOT #'s	LOCATION OF PROPERTY	PROPERTY OWNER'S NAME AND MAILING ADDRESS
2070 047		
11 048		
11 049		
2070 024		
2072 030		
11 030G		
11 030D		
11 030E		

## ABUTTERS LIST

PARCEL ID / MAP AND LOT #'s	LOCATION OF PROPERTY	PROPERTY OWNER'S NAME AND MAILING ADDRESS
2072 0 30F		
2072 0 18		
2072 0 7		
2072 0 6		
" 0 4		
" 0 1		
" 0 2		
2072 0 63		
" 0 64		

" 0 65  
 " 0 66  
 " 0 67  
 " 0 60  
 " 0 61

2072 0 62

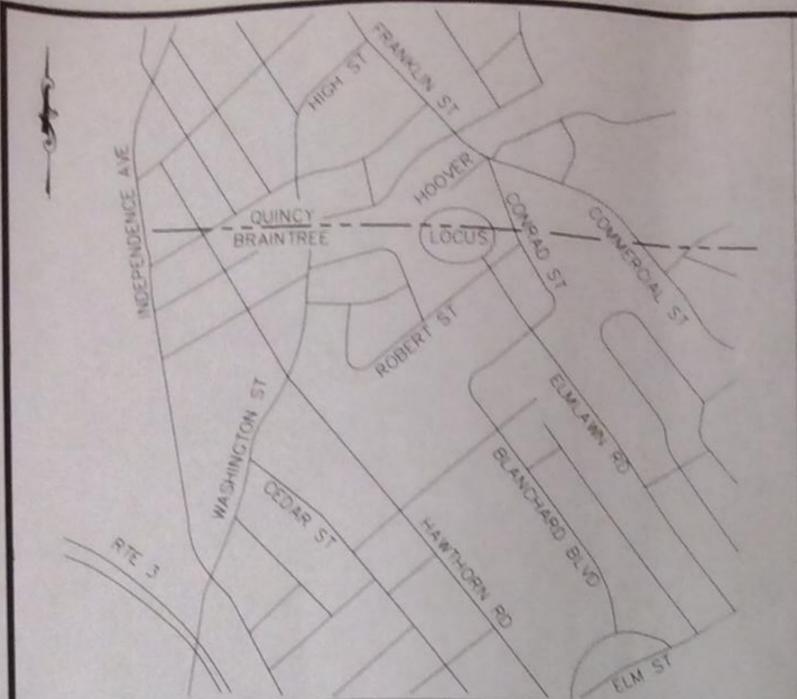


**PLAN VIEW**  
 SCALE 1"=40'

**BORDERLINE**  
 Civil Engineering  
 675 Pleasant Street  
 Springfield, MA 01105

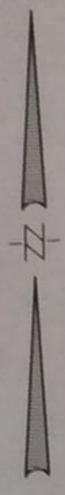
STREET  
 BRAINTREE  
 ELMLAWN

I CERTIFY THAT THIS PLAN HAS BEEN PREPARED BY ME OR UNDER MY SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MASSACHUSETTS.



**LOCUS MAP**  
1 INCH = 600± FEET

PLAN BK. 614 PG. 87



CURVE	LENGTH	RADIUS
C1	5.15'	175'
C2	5.11'	175'
C3	7.54'	175'
C4	7.58'	60'
C7	7.88'	60'
C8	7.63'	60'
C11	5.27'	60'
C12	5.14'	60'
C14	20.42'	60'
C15	10.00'	60'
C17	61.63'	60'
C18	109.04'	120'

**METES AND BOUNDS DESCRIPTION**

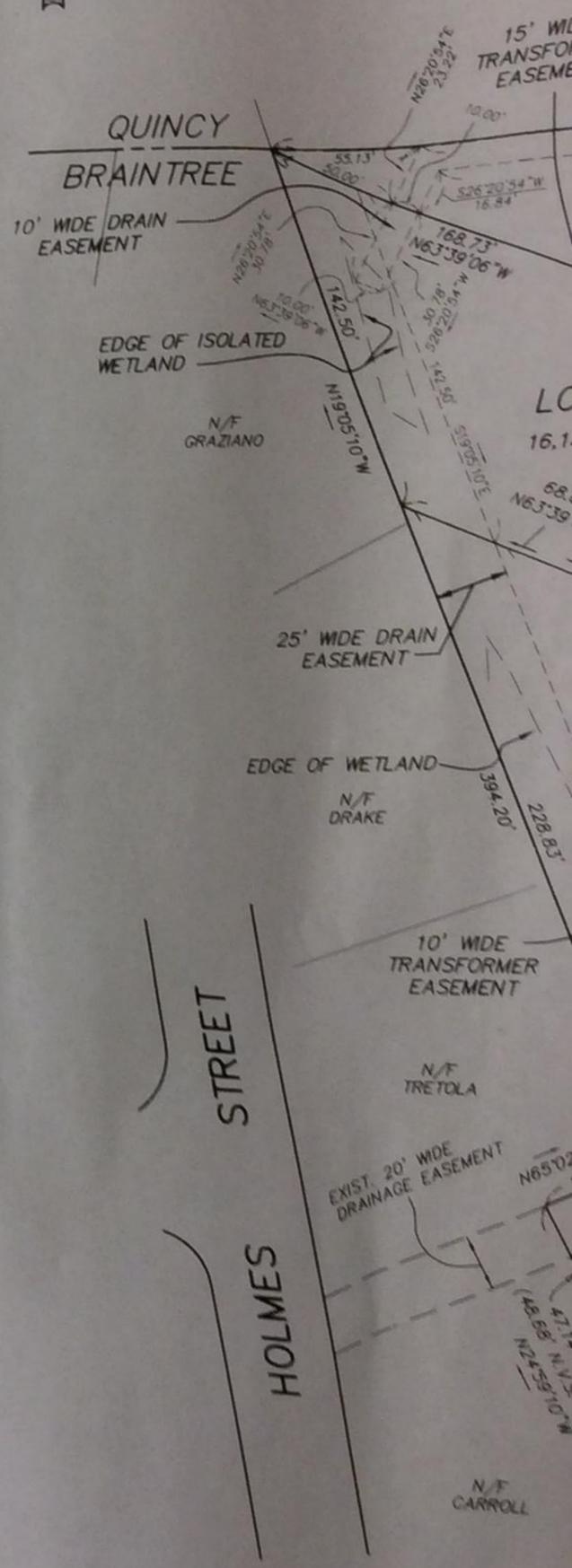
ELMLAWN ROAD MODIFICATION, BRAintree, MA

BEGINNING AT A POINT ON ROBERT STREET AT THE SOUTHWESTERLY CORNER OF ELMLAWN ROAD

- NORTHERLY ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 15.00 FEET AND A LENGTH OF 18.81 FEET ALONG ELMLAWN ROAD TO A POINT; THENCE RUNNING
- N06°57'01"W 114.89 FEET TO A POINT; THENCE TURNING AND RUNNING
- S83°02'59"W 4.89 FEET TO A POINT; THENCE TURNING AND RUNNING
- NORTHWESTERLY ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 125.00 FEET AND A LENGTH OF 145.18 FEET ALONG ELMLAWN ROAD TO A POINT; THENCE RUNNING
- WESTERLY ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 30.00 FEET AND A LENGTH OF 42.77 FEET ALONG ELMLAWN ROAD TO A POINT; THENCE RUNNING
- NORTHWESTERLY ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 60.00 FEET AND A LENGTH OF 290.63 FEET ALONG ELMLAWN ROAD TO A POINT; THENCE RUNNING
- EASTERLY ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 30.00 FEET AND A LENGTH OF 17.90 FEET ALONG ELMLAWN ROAD TO A POINT; THENCE RUNNING
- SOUTHEASTERLY ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 175.00 FEET AND A LENGTH OF 148.14 FEET ALONG ELMLAWN ROAD TO A POINT; THENCE RUNNING
- S45°36'59"W 2.50 FEET TO A POINT; THENCE TURNING AND RUNNING
- SOUTHERLY ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 172.50 FEET AND A LENGTH OF 107.41 FEET ALONG ELMLAWN ROAD TO A POINT; THENCE RUNNING
- S83°02'59"W 2.55 FEET TO A POINT; THENCE TURNING AND RUNNING
- S06°57'01"E 94.92 FEET TO A POINT; THENCE TURNING AND RUNNING
- EASTERLY ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 15.00 FEET AND A LENGTH OF 28.31 FEET ALONG ELMLAWN ROAD TO A POINT AT THE INTERSECTION OF ROBERT STREET; THENCE RUNNING
- S64°53'58"W 73.66 FEET ALONG ROBERT STREET TO THE POINT OF BEGINNING

**RECORD LOT OWNERS:**

- LOT 1A  
N/F ANGELUCCI & WUORI  
40 ALBERTINA STREET, QUINCY, MA
- LOT 2  
N/F HYNES  
215 ELMLAWN ROAD, BRAintree, MA
- LOT 3  
N/F MING  
225 ELMLAWN ROAD, BRAintree, MA
- LOT 4  
N/F SETO & LEE  
235 ELMLAWN ROAD, BRAintree, MA
- LOT 5  
N/F ZAHRAN  
245 ELMLAWN ROAD, BRAintree, MA
- LOT 6  
N/F PETER AND JILL NG  
230 ELMLAWN ROAD, BRAintree, MA
- LOT 7A  
N/F BAPTISTE & WEISS  
220 ELMLAWN ROAD, BRAintree, MA
- LOT 8A  
N/F CESARZ  
210 ELMLAWN ROAD, BRAintree, MA



LINE	BEARING	LINE
L1	N58°30'57"E	10.00'
L2	N31°29'03"W	10.00'
L3	N58°30'57"E	12.29'
L4	N20°54'36"E	15.00'
L5	S69°05'04"E	75.00'
L9	N14°26'48"W	18.71'
L10	N55°32'46"W	15.00'
L11	N34°27'14"E	15.00'
L12	N55°32'46"W	18.72'
L16	S27°04'21"W	10.00'
L17	N62°55'39"W	10.00'
L18	S27°04'21"W	12.85'
L20	S17°05'31"W	35.66'
L21	N24°46'59"W	30.02'
L22	S45°59'04"W	10.00'
L23	N44°00'56"W	10.00'
L24	S45°59'04"W	10.00'

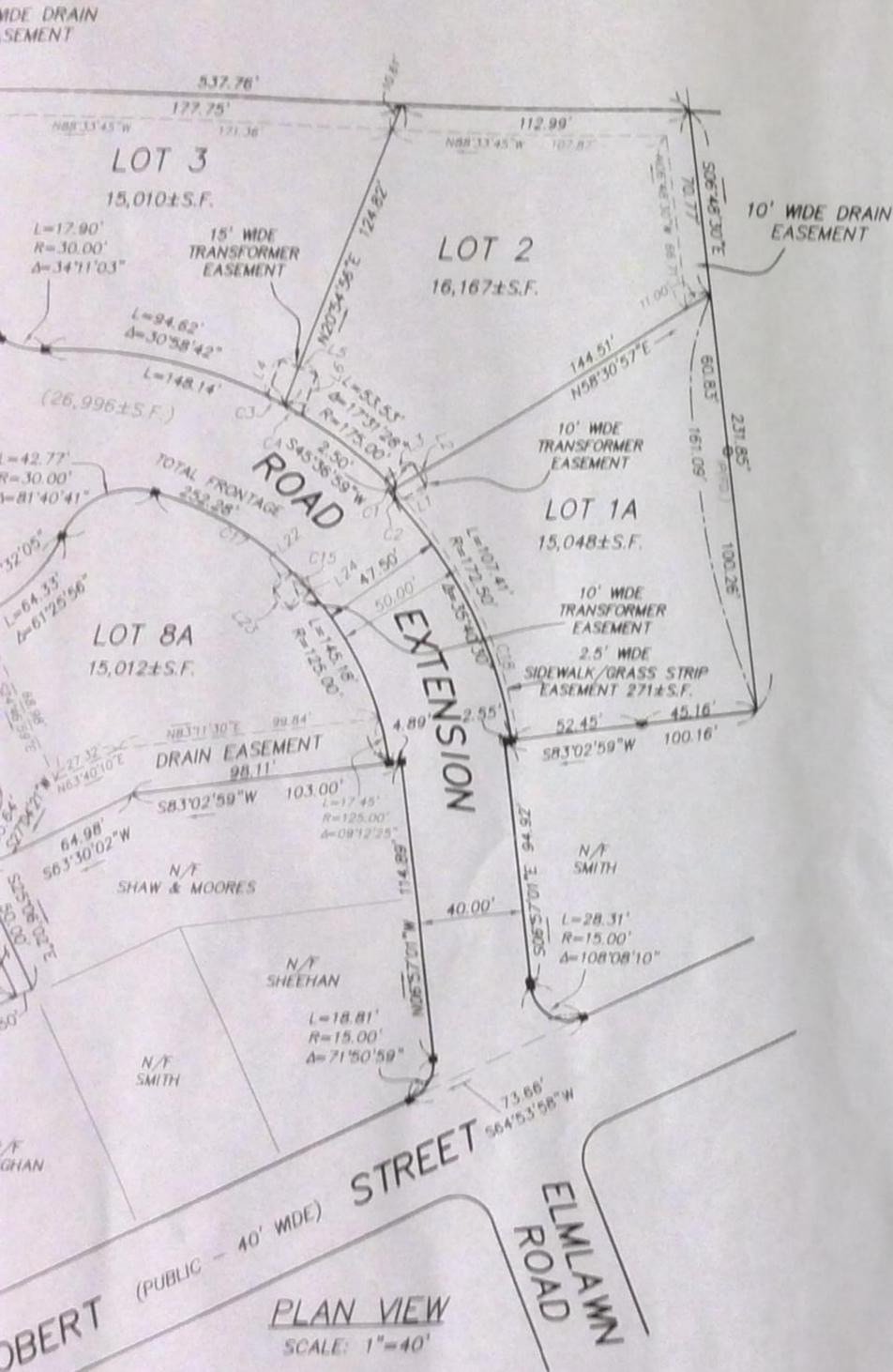
IRC(FD) - DENOTES IRON ROD CAP FOUND  
 ■ - INDICATES GRANITE BOUND SET

**ASSESSORS REFERENCE:**

BRAINTREE MAP 2072 LOTS 60-67

**PLAN REFERENCE:**

ELMLAWN ROAD  
 SUBDIVISION MODIFICATION  
 DATED 1-15-2011  
 PLAN BK. 614 PG. 87



I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.



8-15-12  
 DATE

RESERVED FOR REGISTRY USE

RECOMMENDED BY THE BRAINTREE PLANNING BOARD

DATE:

ACCEPTED BY THE BRAINTREE CITY COUNCIL-MAYOR

DATE:

APPROVED AND ADOPTED AS THE OFFICIAL CITY WAY LAYOUT OF THE CITY COUNCIL AND MAYOR OF BRAINTREE.

I CERTIFY THAT THIS LAYOUT WAS RECEIVED AND A COPY PLACED ON FILE AT THE OFFICE OF THE CITY CLERK IN ACCORDANCE WITH MASSACHUSETTS GENERAL LAWS, CHAPTER 82, SECTION 23.

BRAINTREE CITY CLERK

DATE

**REVISIONS**

No.	DATE	DESCRIPTION

**BORDERLAND ENGINEERING, INC.**

Civil Engineering · borderlandeng.com · Site Planning  
 61b Pleasant Street office 781-963-9500  
 Randolph, MA 02368 fax 888-566-4131

**STREET ACCEPTANCE PLAN  
 IN  
 BRAINTREE, MASSACHUSETTS  
 ELMLAWN ROAD EXTENSION**

**OWNER:**

N/F ELMLAWN, LLC  
 678 DEPOT STREET, EASTON, MA  
 DEED BK. 28337 PG. 260

**"ALMQUIST ESTATES MODIFICATION"**

DRAWING SCALE: 1 INCH = 40 FEET

PROJECT NUMBER: P1274

DATE: AUGUST 15, 2012

SHEET 1 OF 1



# Department of Planning and Community Development

Melissa M. SantucciRozzi, Principal Planner  
1 JFK Memorial Drive – Braintree, Massachusetts 02184  
Phone: 781-794-8234 Fax: 781-794-8089

Joseph C. Sullivan  
Mayor

## PLANNING BOARD

Robert Harnais, Chair  
Joseph Reynolds, Vice Chair  
James Eng, Clerk  
Darryl Mikami, Member  
Melissa B. McDonald, Member

**TO:** Braintree Town Council President Charles Kokoros  
**FROM:** Braintree Planning Board  
**DATE:** December 12, 2013  
**RE:** Recommendation for Street Acceptance  
Elmlawn Road Ext. - TCO #13-062

The Braintree Planning Board held a discussion at their December 10, 2013 Meeting. It was noted at the Meeting that this Roadway was created pursuant to the Subdivision Control Law as shown on a Definitive Plan Approved by the Planning Board in July of 2010 which was subsequently amended in March of 2012. The Subdivision has been completed in accordance with the Definitive Plan and received As-Built Approval from the Planning Board in July 2013. All Sureties being held by the Planning Board have been released and the Applicant's Attorney has turned over the Bank Account (\$1,000.00) to the Homeowners Association which is required to maintain the Drainage located outside of the Public Layout in perpetuity.

The Planning Board voted on December 10, 2013 to recommend favorable action to the Town Council on the Petition for Street Acceptance;

	<u>Favorable</u>	<u>Unfavorable</u>
Robert Harnais, Chair	X	
Joseph Reynolds, Vice-Chair	X	
James Eng, Member	X	
Darryl Mikami, Member	X	
Melissa B. McDonald, Member		NOT PRESENT

TOWN OF BRAINTREE STREET ACCEPTANCE  
ACCEPTANCE OF ELMLAWN ROAD 2014 EXTENSION

At the request of Elmlawn LLC that the Town Council vote to accept as a Town way layout of Elmlawn Road Extension.

Elmlawn Road was an accepted public way from Elm Street to Roberts Street. A subdivision plan extending Elmlawn Road was signed by the Braintree Planning Board October 12, 2010 and the subdivision was constructed. Before its completion, an error in the survey was discovered. A modification of the subdivision was signed by the Braintree Planning Board April 20, 2012 finalizing the plan of the extension of Elmlawn Road that is the subject of this acceptance. This extension of Elmlawn Road is a 450 foot long cul-de-sac roadway running northerly to westerly from Robert Street, opposite the already accepted portion of Elmlawn Road. The nominal width of this street is 40 feet for the first 120 feet, more or less, expanding to 50 feet beyond that point, and the street layout is shown on the one-sheet plan entitled "STREET ACCEPTANCE PLAN IN BRAINTREE MASSACHUSETTS, ELMLAWN ROAD EXTENSION", by BORDERLAND ENGINEERING INC., dated 08-15-2012 recorded herewith and also shown on THE plan "SUBDIVISION MODIFICATION IN BRAINTREE, MASSACHUSETTS, ALMQUIST ESTATES" dated 1/15/2011 and recorded at Plan Book 614 as Plan No. 87. The description of the easterly and westerly sidelines is as follows:

Along the westerly street line of Elmlawn Road

Beginning at a point on a stone bound on the northerly street line of Robert Street, in front of house number 198 Robert Street, said point being the most southwesterly corner of the herein described extension of the Elmlawn Road layout, said point also being 509.27' N 64°53' 58" E of a drill hole in a stone bound on the northerly street line of Robert Street where it intersects the westerly street line of Holmes Street;

Thence easterly to northerly 18.81 feet along the arc of a 15.00 foot radius curve to the left to a stone bound at a point of tangency;

Thence N 06° 57' 01" W 114.89 feet to a stone bound at an angle point;

Thence turning and running S 83° 02' 59" W 4.89 feet to a stone bound at an angle point;

Thence turning and running northerly to westerly 145.18 feet along the arc of a 125.00 foot radius curve to the left to a stone bound at a point of compound curvature for a cul-de-sac curve;

Thence westerly 42.77 feet along the arc of a 30.00 foot radius curve to the left to a stone bound at a point of reverse curvature;

Thence westerly to easterly 290.63 feet along the arc of a 60.00 foot radius curve to the right to a stone bound at a point of reverse curvature on the easterly line of Elmlawn Road;

Along the easterly street line of Elmlawn Road

Thence easterly 17.90 feet along the arc of a 30.00 foot radius curve to the left to a stone bound at a point of reverse curvature;

Thence easterly to southerly 148.14 feet along the arc of a 175.00 foot radius curve to the right to an angle point;

Thence turning and running S 45° 36' 59" W 2.50 feet to angle point;

Thence turning and running southerly 107.41 feet along the arc of a 172.50 foot radius curve to the right to a stone bound at an angle point;

Thence turning and running S 83° 02' 59" W 2.55 feet to an iron rod cap at an angle point;

Thence turning and running S 06° 57' 01" E 94.92 feet to a stone bound at a point of curvature;

Thence southerly to easterly 28.31 feet along the arc of a 15.00 foot radius curve to the right to a stone bound at a point of tangency with said northerly street line of Roberts Street;

Thence turning and running along said northerly street line of Robert Street S 64° 53' 58" W 73.66 to the point and place of beginning.

The above described extension of Elmlawn Road including the 2.5 foot wide "SIDEWALK/GRASS STRIP EASEMENT" shown on the "Street Acceptance Plan..." is hereby accepted as a Public Way in the Town of Braintree, County of Norfolk, Commonwealth of Massachusetts together with all benefits and responsibilities currently appurtenant to the status of "Public Way" within the Commonwealth. All easements for roadway drainage shown on the referenced plan, and ownership of the drainage system within the roadway and to its discharge point(s) or at its (their) entrance to any detention basins, retention basins or similar stormwater impoundments are also accepted with this acceptance as a Public Way. Ownership and maintenance of other drainage easements, detention basins, infiltration/storage systems or similar stormwater impoundments is specifically excluded from this acceptance. Ownership and maintenance of overhead and underground electric, telephone, gas, and cable utilities is specifically excluded from this acceptance. This acceptance shall not be considered a fee taking. No damages are awarded. The Town does not accept any maintenance responsibility for any of the five "TRANSFORMER EASEMENTS" or of the "10 FOOT WIDE DRAIN EASEMENT" across Lots 2,3,4 and 5 shown on the "Street Acceptance Plan..." but acknowledges their intent and requires their continued existence and their maintenance by the underlying property owners suitable for the intended purposes.

#14-010



# Office of the Mayor

One JFK Memorial Drive  
Braintree, Massachusetts 02184

RECEIVED TOWN CLERK  
BRAintree, MA

2014 FEB 11 AM 8:43

Joseph C. Sullivan  
Mayor

781-794-8100

Pursuant to the authority vested in the Office of The Mayor by Sections 3-3 and 3-5 of the Charter of the Town of Braintree I hereby appoint Michael Coughlin as Chief of Staff and Operations.

Dated this 10th day of February, 2014



\_\_\_\_\_  
Joseph C. Sullivan  
Mayor

## Michael T. Coughlin

18 Barry Street

Quincy, MA 02169

michaelcoughlin7@gmail.com

617.471.7844 (h)

---

*A progressive Human Resources leader with senior management experience and hands-on accomplishments across a diverse set of businesses, cultures and multi-site work environments.*

### Professional History

#### **Town of Weymouth, Weymouth, MA**

2012 – Present

*Municipal government and services with population of 53,000; 400 employees across multiple locations*

##### **Director Human Resources**

Provide HR direction and support to Town Departments and Divisions; staff of 3.

- Recruited to fill key senior management positions through traditional and assessment center testing and selection processes.
- Addressed and resolved a series of complex employee relation issues to meet management and operational needs.
- Participated in multiple collective bargaining sessions and labor management initiatives across numerous local unions, and successfully reached successor contracts and agreements.
- Directed renewals and changes to the Town's insurance and benefit programs to ensure more competitive rates and more representative services.

#### **Massachusetts Treasury/Lottery Commission, Braintree, MA**

2003-2011

*National gaming industry leader with 7300 sales agent locations, 420 employees, and \$4.2b annual revenues*

##### **Director Human Resources**

Direct Human Resources services statewide across five regional offices; supervise staff of 9.

- Designed and instructed OJT management skills seminars on performance appraisals, interviews and selection, workplace safety, corrective action and anti-discrimination for 120 supervisors and managers.
- Partnered with Massasoit Community College to create on-site Associates Degree program (21 participants).
- Oversaw new store owner (400 + annually) orientation and competencies training program.
- Chaired management negotiating team for four collective bargaining agreements and secured progressive language changes to union sick leave, seniority preference and reduce costs.

#### **Massachusetts Department of Mental Health**

1996- 2003

*Health/ human service provider, 4,900 employees in five state hospitals, nine mental health centers and numerous local sites*

##### **Assistant Commissioner for Human Resources**

Lead human resources, recruiting, labor relations, benefits, payroll, and training services with staff of 18

- Launched unique nursing and health care advertising and recruitment campaign with incentive based employment program to ensure market competitiveness and improved staffing levels.
- Managed internal and external CORI programs and ensured compliance with state and federal employment statutes, regulations and benefits.
- Developed a series of strategic HRIS program reporting requirements to measure effectiveness of recruitment and workforce diversity, resource management and retention, and performance recognition.
- Achieved 15% reduction in worker compensation active claims through aggressive case management, settlement negotiations and determination appeals.
- Directed complex 400 employee RIF partnering with union leaders to minimize staff impact.

**Massachusetts Department of Environmental Protection** 1987- 1996

*Ensuring protection of natural resources through regulation, permitting, compliance; 1100 employees in five sites*

**Deputy Assistant Commissioner for Human Resources**

Manage human resources, recruiting, labor relations, benefits, payroll, and training services; with staff of 12.

- Advanced new ombudsman program to mediate conflicts, foster organizational health and reduced formal union grievances and hearings.
- Operated as Lead Hay evaluator in classification/compensation determinations across multiple secretariats.
- Served as liaison and trainer for HR management development and certificate programs.
- Developed and directed annual Human Resources program planning goal setting process and budget.

**Massachusetts Highway Department** 1983- 1987

*Agency responsible for design, construction, and safe operation of the state's roads, bridges and tunnels; 3,500 employees*

**Director of Personnel**

Managed recruitment, employment, selection, payroll, benefits administration; supervised staff of 20.

- Established three year engineering recruitment program achieving 24% increase in diversity representation in departments of engineering and design.
- Designed (as team member) and inaugurated performance appraisal systems for exempt and non-exempt employees for enhanced supervisory-employee communications and objective performance standards.
- Procured and administered technical and supervisory professional development programs through UMASS, Donahue Institute
- Established and promoted first of its kind safety labor-management committee which produced tangible improvements in maintenance safety and facility operations.

**Provident Mutual/Selle Agency, Boston, MA** *Agent* 1982- 1983

Developed employee benefit plans, health coverage and insurance options for business groups.

**Corporation for A Cleaner Commonwealth, Boston, MA** *Regional Manager* 1980- 1982

Developed public and private sector coalitions and community grant programs focusing on employment, recycling and educational initiatives and presented to municipal officials statewide.

**City of Boston Employment/ Economic Policy Administration** *Worksite Coordinator* 1978- 1980

Managed daily field operations and Project YES program compliance for 200 youths at 18 worksites.

**Education**

- **Loyola University**, Los Angeles, CA - BA *Psychology*
- **Schiller College**, Heidelberg, Germany - (*year abroad*)

**Professional Development**

- **Harvard University**, Cambridge MA - Certificate, *Public Administration/Management*
- **Brandeis University**, Waltham, MA - Certificate, *Public Management*
- **Hay Evaluation and Classification Systems**/Certified Team Leader
- **Management Trustee**, Health and Welfare Labor/Mgmt. Insurance Plans
- **Trainer**, Human Resources Department Certificate Program
- **NEHRA** member - **SHRM** member
- **PHR** Certified

013 14

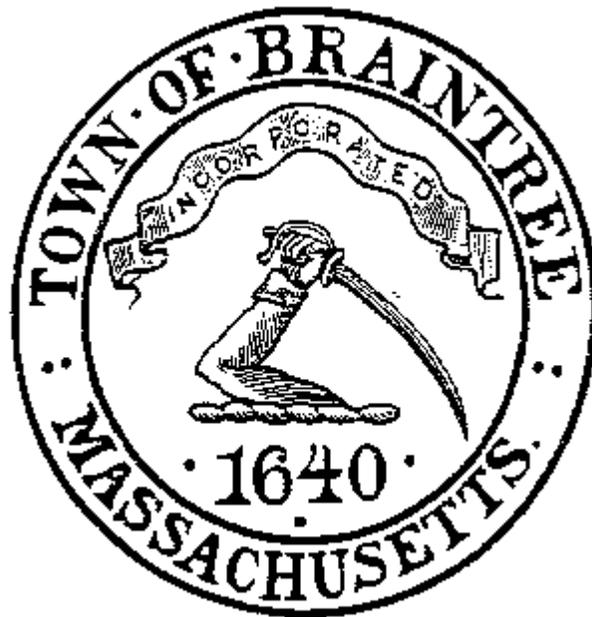
## Re-Appointment: Clerk of the Council

Pursuant to the authority vested in Braintree Town Council by Section 2-8(c) of the Charter of the Town of Braintree the Braintree Town Council re-appoints James M. Casey as Clerk of the Council for a term of three-years to be effective on May 1, 2014.

### SECTION 2-8: OFFICERS APPOINTED BY TOWN COUNCIL

(c) Clerk of the Council - The town council shall appoint a clerk of the council to serve for a term of 3 years and until a successor is chosen and qualified. The clerk of the council shall give notice of its meetings to its members and to the public, keep the journal of its proceedings and perform any other duties that may be provided by ordinance or by other vote of the town council.

**BRAINTREE  
TOWN COUNCIL  
Policy and Procedures  
2013**



**BRAINTREE  
TOWN COUNCIL  
Policy and Procedures  
Table of Contents**

Policy & Procedure 1: Travel, Conferences and Meetings ..... 3  
Policy & Procedure 2: Storm Communications ..... 4  
Policy & Procedure 3: Council Employee Performance Evaluation Procedure ..... 5  
Policy & Procedure 4: Reappointment Policy for Officers appointed by Town Council ..... 5

## **Policy & Procedure #1**

### **Travel, Conferences and Meetings**

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.

Order 053 13: Approved December 9, 2013

## **Policy & Procedure #2**

### **Storm Communications**

The Mayor's office will designate a Point of Contact (POC) to be reached during business hours and non-business hours. Councilor's may contact this person and make inquiries on behalf of constituents with concerns or specific issues, and or seek information regarding storm or weather related event operations at that time. The (POC) will report back information and answers to each councilor's inquiry as soon as possible in a reasonable amount of time.

The Mayor's Office will provide an oral briefing within 12 hours or next morning business hours for all councilors on storm or weather event related information on town operations either in person or via conference call and answer Councilor's questions and inquiries.

In severe or serious weather conditions or events the Mayor's office shall consider utilizing one or more communications methods to notify the Council and public; reverse 911 calling, Town Website, twitter or any other electronic communication methods.

The Mayor's Office will provide a general written briefing to all Town Councilors on storm operations and informational updates within 72 hours of a storm or weather related event commencing.

Councilor Clifford commented that at some point he would like to have the Committee discuss a uniform format on all future policies.

In an effort to promote communication to and from the Mayor's office with councilors during storms or other weather related events, the following policy and procedure is put forward for consideration:

The Mayor's office will designate a Point of Contact (POC) to be reached during business hours and non-business hours. Councilor's may contact this person and make inquiries on behalf of constituents with concerns or specific issues, and or seek information regarding storm or weather related event operations at that time. The (POC) will report back information and answers to each councilor's inquiry as soon as possible in a reasonable amount of time.

The Mayor's Office will provide an oral briefing within 12 hours or next morning business hours for all councilors on storm or weather event related information on town operations either in person or via conference call and answer Councilor's questions and inquiries.

In severe or serious weather conditions or events the Mayor's office shall consider utilizing one or more communications methods to notify the Council and public; reverse 911 calling, Town Website, twitter or any other electronic communication methods.

The Mayor's Office will provide a general written briefing to all Town Councilors on storm operations and informational updates within 72 hours of a storm or weather related event commencing.

Councilor Clifford commented that at some point he would like to have the Committee discuss a uniform format on all future policies.

**Policy & Procedure #3**  
**Council Employee Performance Evaluation Procedure**

The Council President shall provide a copy of the Town's Employee Performance Evaluation Form to each Council Member not more than 45 days and not less than 30 days prior to the anniversary date of any employee directly managed by the Town Council. Council Members shall have 21 days from the date they were provided a copy of the form to complete. Members shall complete the form and return the form to the Director of Human Resources. Forms not received within the 21 day time period shall not be included in the summary score for the employee. The Director of Human Resources shall summarize all evaluations received during the 21 day time period and provide a copy of the summary evaluation to all Council Members. Upon a satisfactory performance evaluation, the Council President is granted the power to approve a one-step wage increase to the employee to be effective on the anniversary date. Any increase above one-step shall be referred to the Committee on Ways & Means and be presented to the full Council for consideration. (Passed in Council as Council Rule Fifty-Eight – September 7, 2010)

Order 12 001 Amended as Council Policy June 5, 2012

**Policy & Procedure #4**  
**Reappointment Policy for Officers appointed by Town Council**

Officers appointed by the Braintree Town Council (Section 2-8, Braintree Town Charter) shall be entitled to notice by a majority vote of the Town Council of reappointment or non-reappointment as the case may be, a minimum of thirty (30) days prior to the completion date of the appointment.

Each employee covered by this Agreement shall notify the Council President in writing of intent to accept or reject a reappointment within two (2) weeks of receipt of written notice by certified mail. Failure to notify of acceptance shall be construed to mean an appointee does not intend to return. (Passed in Council – December 7, 2010)

Order 12 001 Amended as Council Policy June 5, 2012

## Executive Session

010 14

Council President: **Third Executive Session** pursuant to G.L. c. 30A, Sec. 21(a) purpose number 3: “To discuss with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

**006 14 Second Executive Session:** pursuant to Mass. General Laws Ch. 30A, §21(a)(1), which allows the Town Council Board to go into executive session “To discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or changes brought against, a public officer, employee, staff member or individual.”