

Sean E. Powers
President
At Large

Shannon L. Hume
At Large

CHARLES C. Kokoros
District 1

John C. Mullaney
District 2

Thomas M. Bowes
District 3



Charles B. Ryan
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 -

January 3, 2017 • Horace T. Cahill Auditorium, Town Hall • Starting Time: 7:30_{PM}

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

ANNOUNCEMENTS

- 067 16 Council President: A Lifeline for those concerned about a loved one's Addiction (MassBar)

APPROVAL OF MINUTES

- None

CORRESPONDENCE

- 001 17 Council President: Clerk of the Council - Annual Evaluation: Due Monday, January 23

COMMUNICATIONS AND REPORTS FROM THE MAYOR AND TOWN BOARDS

- 002 17 Town Clerk: Travel Policy - Town Clerk/Assistant Town Clerk - MMA Conference
- 003 17 Council President: Travel Policy - Councilors/Clerk of the Council - MMA Conference
- 004 17 Town Clerk: Travel Policy – Mass Town Clerks Conference, Feb. 1-3

OLD BUSINESS

- 16 071 Mayor: Acceptance of Donations or take up any action relative thereto
- 16 074 Mayor: Line Item Transfers to fund UWUA Collective Bargaining Agreement or take up any action relative thereto (Public Hearing)
- 132 16 Council President: Town Auditor Position or take up any action relative thereto

NEW BUSINESS

- None

Refer to the Committee on Ways & Means

- 16 075 Mayor: Reclassification Adjustments or take up any action relative thereto

Topics the Chair does not reasonably anticipate will be discussed

UPCOMING MEETINGS:

Next Council Meeting is to be held on - **TUESDAY, January 17, 2017 @ 7:30pm**

ADJOURNMENT

SEAN E. POWERS
President
At Large

SHANNON L. HUME
At Large

CHARLES C. KOKOROS
District 1

JOHN C. MULLANEY
District 2

THOMAS M. BOWES
District 3



CHARLES B. RYAN
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

001 17

MEMO

Date: December 28, 2016

To: Braintree Town Council

From: Sean Powers, Council President

Subject: Susan M. Cimino, Clerk of the Council – Annual Evaluation

Attached are the Employee Evaluation Forms for Clerk of the Council, Susan Cimino's annual performance review.

Per Council Rule, forms are due within 21-days of the above date or no later than Wednesday, January 18, 2017 to be included in the summary evaluation score. Please submit forms directly to the Director of Human Resource, Karen Shanley or drop in the Town Council office to be forwarded.

TOWN OF BRAINTREE
EVALUATION OF EMPLOYEES

- A. Each employee's performance shall be formally evaluated at least once each year by the appropriate Department Supervisor and/or Department Head. Such evaluation shall be recorded in writing on the attached Employee Performance Evaluation form utilizing the following criteria:
- 1) Effectiveness in performing assigned duties and responsibilities.
 - 2) Work attitudes.
 - 3) Work habits.
 - 4) Ability to cooperate and work effectively with co-workers.
 - 5) Supervisory ability (if employee supervises others).
 - 6) Compliance with recommendations of previous evaluations.
- B. In evaluating your total complement of personnel, it is expected that at maximum only 20% of your personnel would be rated Superior, 40% rated Excellent and 40% rated Good. A Superior rating could possibly warrant a two (2) step merit increase. Additional written justification for "Superior" and "Unsatisfactory" evaluations is required.
- C. Evaluations shall, to the extent they are available, be taken into consideration when granting a promotion or demotion and when deciding on the retention in employment of any employee. Each employee shall receive a written copy of each of his/her evaluations and shall, upon written request submitted to the Department Head within seven (7) days of such receipt, be entitled to meet with the Department Head and appropriate Appointing Authority to discuss the evaluation.
- D. The Personnel Director shall receive a copy of all evaluations from the Department Heads and retain such evaluations with any recommendations or other information in the employee's personnel file. The employee may request to review his/her own evaluation filed in the Personnel Department at any reasonable time upon prior written notice. Each employee shall have the right to file in his/her personnel file, a written statement in response to any such evaluation.

TOWN OF BRAINTREE
EMPLOYEE PERFORMANCE EVALUATION

DEPARTMENT: Braintree Town CouncilDATE: December 28, 2016NAME OF EMPLOYEE: Susan M. CiminoHIRE DATE: July 21, 2014POSITION TITLE: Clerk of the CouncilEVALUATION STATUS: PROBATION REVIEW 6 MONTHS MERIT REVIEW 12 MONTHS MERIT REVIEWPREVIOUS EVALUATION DATE: January 2016

PREVIOUS OVERALL EVALUATION: _____

Definition of rating to be applied:

SUPERIOR: Employee excels in all aspects of the position in a highly exemplary manner. Accomplishes all goals and tasks.

EXCELLENT: Employee should be meeting all of the job requirements in a manner indicating a full understanding of all required functions. The employee should be performing to the complete satisfaction of his/her supervisor, providing better than average solutions to problems associated with the position. Results achieved must be considerably better than one would normally expect of most employees with similar duties.

GOOD: Level of performance reflects that the employee is meeting most of the job requirements in a manner that is acceptable for the length of time in the position. The results achieved are those one would expect a typical employee to achieve in this position.

FAIR: Level of performance reflects that the employee "has not achieved the standard of performance normally expected for the length of time in the position. Below standard and improvement expected by next review period. Does not warrant merit increase.

UNSATISFACTORY: An unsatisfactory level of performance denotes that an employee's performance has reached an unacceptable level for the length of time in the position. Considerable improvement needed consider for re-assignment, probation, or termination.

NO BASIS FOR EVALUATION: Insufficient information to properly evaluate the employee at this time.

TOWN OF BRAINTREE
EMPLOYEE PERFORMANCE EVALUATION

	SUPERIOR	EXCELLENT (above average)	GOOD (standard)	FAIR (below standard)	UNSATISFACTORY	NO BASIS FOR EVALUATION
QUALITY OF WORK:						
a) demonstrates knowledge of job						
b) performs work with accuracy						
c) work is neat and presentable						
d) work is thorough						
QUANTITY OF WORK:						
a) completes work on time						
b) does extra work when asked						
WORK HABITS:						
a) is regular in attendance at work						
b) observes established working hours						
c) carries out tasks in an orderly and diligent manner						
d) demonstrates the ability to work without immediate supervision						
e) complies with instructions, rules and regulations including health and safety precautions						
WORK ATTITUDES:						
a) endeavors to improve work techniques						
b) accepts new ideas and procedures						
c) accepts constructive criticism and suggestions						
d) accepts responsibility willingly						
e) demonstrates interest in work						
f) acts with good judgment						
g) demonstrates initiative and drive						
h) is adaptable to emergencies and new situations						
RELATIONSHIPS WITH OTHERS:						
a) works well with co-workers						
b) cooperates with supervisors and fellow workers						
c) observes established channels of communication						
SUPERVISOR ABILITY:						
a) demonstrates leadership ability						
b) is fair and impartial in relationships with subordinates						
c) makes timely decisions						
d) trains and instructs subordinates						
e) evaluates performance of subordinates effectively						
f) maintains a high degree of discipline among employees						
OVERALL EMPLOYEE EVALUATION						

TOWN OF BRAINTREE
EMPLOYEE PERFORMANCE EVALUATION

Additional space for Evaluator's comments relative to employee's performance, i.e., recommendations, commendations, etc.

All employees are entitled to meet with their Department Head and appropriate Appointing Authority to discuss the evaluation and recommendation. A written request for such meeting must be submitted to the Department Head within seven (7) days from receipt of copy of this Performance Evaluation Form.

HAVE RECEIVED A COPY OF THIS EVALUATION REPORT:

Employee Signature _____
Date

Recommendation _____

For Retention	For Termination	Signature	Date	Supportive Documents	
				YES	NO
_____	_____	_____ Initial Evaluator	_____	_____	_____
_____	_____	_____ Department Head	_____	_____	_____
_____	_____	_____ Appointing Authority	_____	_____	_____
_____	_____	_____ Personnel Director	_____	_____	_____


REQUESTOR: Debra Starr

DEPARTMENT: Town Clerk

DATE OF MEETING OR CONFERENCE: January 20-21, 2017

_Name and Description of Conference: Massachusetts Municipal Association 2017 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 1
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working through board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$209 (Conference Registration/Friday Dinner Event)
 - b) Travel Cost: 0 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$209
 - e) Comparable costs showing the most economical choice is presented for pre-approval: Not Applicable – Annual Local Function



 Authorized Signature (Requestor)

 Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2017 Budget

Approval date _____

REQUESTOR: James Casey

DEPARTMENT: Town Clerk

DATE OF MEETING OR CONFERENCE: January 20-21, 2017

Name and Description of Conference: Massachusetts Municipal Association 2017 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 1
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working through board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$209 (Conference Registration/Friday Dinner Event)
 - b) Travel Cost: 30 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$239
 - e) Comparable costs showing the most economical choice is presented for pre-approval: Not Applicable – Annual Local Function



 Authorized Signature (Requestor)

 Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2017 Budget

Approval date _____

REQUESTOR: Susan Cimino

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 20-21, 2017

Name and Description of Conference: Massachusetts Municipal Association 2017 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 1
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$209 (Conference Registration/Friday Dinner Event)
 - b) Travel Cost: \$ 30 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$239
 - e) Comparable costs showing the most economical choice is presented for pre-approval: Not Applicable – Annual Local Function



 Authorized Signature (Requestor)

 Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2017 Budget

Approval date _____

REQUESTOR: Thomas Bowes

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 20-21, 2017

Name and Description of Conference: Massachusetts Municipal Association 2017 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 2
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$209 (Conference Registration/Dinner Events)
 - b) Travel Cost: \$ 30 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$239
 - e) Comparable costs showing the most economical choice is presented for pre-approval: Not Applicable – Annual Local Function

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2017 Budget

Approval date _____

REQUESTOR: Shannon Hume

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 20-21, 2016

Name and Description of Conference: Massachusetts Municipal Association 2017 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 1
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$209 (Conference Registration/Dinner Events)
 - b) Travel Cost: \$ 30 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$239
 - e) Comparable costs showing the most economical choice is presented for pre-approval: Not Applicable – Annual Local Function

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2017 Budget

Approval date _____

REQUESTOR: John Mullaney

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 20-21, 2017

Name and Description of Conference: Massachusetts Municipal Association 2017 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 1
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$209 (Conference Registration/Dinner Events)
 - b) Travel Cost: \$ 30 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$239
 - e) Comparable costs showing the most economical choice is presented for pre-approval: Not Applicable – Annual Local Function

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2017 Budget

Approval date_____

REQUESTOR: Stephen C. O'Brien

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 20-21, 2017

Name and Description of Conference: Massachusetts Municipal Association 2017 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 2
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$209 (Conference Registration/Friday Dinner Event)
 - b) Travel Cost: \$ 30 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$239
 - e) Comparable costs showing the most economical choice is presented for pre-approval: Not Applicable – Annual Local Function

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2017 Budget

Approval date _____

REQUESTOR: Michael Owens

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 20-21, 2017

Name and Description of Conference: Massachusetts Municipal Association 2017 Annual Meeting & Trade Show

- 1) Agenda or course description: Various workshops covering the latest developments affecting local government
- 2) Number of days for conference: 2
- 3) Relativity to job function: Opportunity to exchange ideas and problem solving with peers
- 4) Expected value to Council member or employee including continuing education credits: Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.
- 6) Number of days out of the office due to conference and meeting travel: 1
 - a) Meeting Cost: \$209 (Conference Registration/Friday Dinner Event)
 - b) Travel Cost: \$ 30 (Parking)
 - c) Lodging Cost: 0
 - d) Total Cost: \$239
 - e) Comparable costs showing the most economical choice is presented for pre-approval: Not Applicable – Annual Local Function

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2017 Budget

Approval date _____

REQUESTOR: Charles Ryan

DEPARTMENT: Town Council

DATE OF MEETING OR CONFERENCE: January 20-21, 2017

Name and Description of Conference: **Massachusetts Municipal Association 2017 Annual Meeting & Trade Show**

- 1) Agenda or course description: **Various workshops covering the latest developments affecting local government**
- 2) Number of days for conference: **1**
- 3) Relativity to job function: **Opportunity to exchange ideas and problem solving with peers**
- 4) Expected value to Council member or employee including continuing education credits: **Learning, problem-solving, and sharing ideas that increase the effectiveness and efficiency of local government throughout Massachusetts.**
- 5) Expected value to the Individual and Town expressed both quantitatively and qualitatively: **Exchanging ideas and problem solving with peers. Insight of working thru board collaboration as well as attend discussion forums on key emerging issues. Discussion with Exhibitors on the latest products and services tailored to Massachusetts communities.**
- 6) Number of days out of the office due to conference and meeting travel: **1**
 - a) Meeting Cost: **\$209 (Conference Registration/Dinner Events)**
 - b) Travel Cost: **\$ 30 (Parking)**
 - c) Lodging Cost: **0**
 - d) Total Cost: **\$239**
 - e) Comparable costs showing the most economical choice is presented for pre-approval: **Not Applicable – Annual Local Function**

Authorized Signature (Requestor)

Town Council President certifying favorable vote

Meeting Expense Line Item funded via FY2017 Budget

Approval date _____

POLICY #1 – DEPARTMENTAL TRAVEL**Policy # 1- Department Travel:**

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 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.

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.

**ADDENDUM A
REQUEST FOR TRAVEL EXPENSE APPROVAL**

REQUESTOR: James M. Casey

DEPARTMENT: Town Clerk

DATE OF MEETING OR CONFERENCE: February 1 – 3, 2017

- 1) Name and Description of Conference Massachusetts Town Clerks' Association Conference
Devens Common Center, Devens, MA
- 2) Agenda or course description See attached Program Overview
- 3) Number of days for conference 3
- 4) Relativity to job function Records Retention/Census
- 5) Expected value to Council member or employee including continuing education credits Build stronger organizational and implementation skills relating to municipal records retention requirements as well as legal & technical requirements of annual census. (education credits). Network with other Town Clerks and foster relationships to provide guidance in various areas of the position. Speak with vendors and evaluate new products which may.
- 6) Expected value to the Individual and Town expressed both quantitatively and qualitatively Obtain guidance and insight election law changes and implementation.
- 7) Number of days out of the office due to conference and meeting travel 3
 - a) Meeting Cost \$300.00 (Conference Registration/Lodging)
 - b) Travel Cost \$100.00 (estimated)
 - c) Meal Plan \$150.00
 - d) Total Cost \$550.00 (+/-)
 - e) Comparable costs showing the most economical choice is presented for pre-approval n/a


Authorized Signature (Requestor)

Town Council President certifying favorable vote

Approval date _____



CONFERENCE DETAILS

CONFERENCE OVERVIEW

- Wednesday**
- 10:00 AM Executive Board Meeting / Luncheon
 - 12:30 PM - 1:20 PM Registration
 - 1:30 PM Welcome from President
 - 1:45 PM - 4:45 PM Early Voting Wrap-up Session
 - Dinner on own
- Thursday**
- 7:00 AM - 9:00 AM Breakfast
 - 8:00 AM Registration
 - 9:00 AM - 12:00 PM Educational Courses
 - 12:00 PM - 1:45 PM Luncheon/Business Meeting & Overview from State Officials
 - 1:45 PM - 4:45 PM Educational Courses
 - 4:50 PM - 5:50 PM EV PTSD
 - 6:00 PM Cocktail Hour
 - 7:00 PM Banquet
- Friday**
- 7:00 AM - 9:00 AM Breakfast
 - 9:00 AM - 12:00 PM Educational Courses

VENDOR DISPLAYS WILL BE SET UP FROM WEDNESDAY NOON THRU THURSDAY AFTERNOON

HOTEL RESERVATIONS CAN BE MADE AT:

The Springhill Suites
Devens Common Center
27 Andrews Parkway
Devens, MA 01434
(978) 772-3030

[Click here to Book your MTCA group rate](#)

MTCA rate of \$119 if reserved by 01/10/2017

Educational courses are detailed in the next page.



EDUCATIONAL COURSES

Wednesday, February 1st at 1:45 PM - 4:45 PM

• **A. EARLY VOTING WRAP-UP SESSION (CMMC Credit Course)**

Presenters:

*Michelle Tassinari, Director/Legal Counsel, SOC Elections Division
Ramon Trinidad, Election Specialist, SOC Elections Division*

This session will review our first experience with Early Voting in Massachusetts. How can we work collaboratively to improve the process? Sharing our experiences and ideas will also provide valuable information for the Elections Task Force.

Thursday, February 2nd at 9:00 AM - 12:00 PM

• **B. NEW PUBLIC RECORDS LAW UPDATES (CMMC Credit Course)**

Presenter: Attorney Lauren Goldberg, Member & Managing Attorney, KP Law

This session will review changes to the Public Records Law which will be effective January 1, 2017. How is your Community going to best implement the new laws? Lauren will educate the class to effectively implement the new changes and highlight any recent changes that have been incorporated into the new law.

• **C. From Street List to Voter List - An In-Depth Review of the Legal & Technical Requirements (CMMC Credit Course)**

Presenters:

Brigid Battell, Supervisor of the Help Desk

Michelle Tassinari, Director/Legal Counsel, SOC Elections Division

This class will provide a complete review of the requirements of the Street List and Voter List. The class will go through the requirements under state law and how to process in VRIS. Topics to be discussed will include preparing street list forms, how to process returned forms with varying responses, inactivating voters and mailing confirmation notices. The class will also review using VRIS to facilitate local elections. If there are specific questions that you would like addressed, please email Brigid ahead of time to include in the presentation at Brigid.Battell@sec.state.ma.us

Thursday, February 2nd at 1:45 PM - 4:45 PM

• **D. NEW PUBLIC RECORDS LAW UPDATES (CMMC Credit Course)**

Presenter: Attorney Lauren Goldberg, Member & Managing Attorney, KP Law

This session will review changes to the Public Records Law which will be effective January 1, 2017. How is your Community going to best implement the new laws? Lauren will educate the class to effectively implement the new changes and highlight any recent changes that have been incorporated into the new law.

• **E. MUNICIPAL RECORDS RETENTION SCHEDULE: A TOOL FOR COLLECTION MANAGEMENT (CMMC Credit Course)**

Presenter: to be announced

Learn how to use municipal records retention schedules (now searchable online) as a guide to efficiently manage your record workflow. With changes to the Public Records Law It is more important than ever to declutter our records storage areas so that we only keep what we need and are able to quickly find what we have.



EDUCATIONAL COURSES

Thursday, February 2nd at **4:50 PM – 5:50 PM**

- **E. EV PTSD**

Presenter: Dawn Michanowicz, Sterling Town Clerk

The words "Early Voting" may evoke some raw emotions. We worked long days and ran an election 11 (or 12) consecutive days prior to the historical presidential election. For some, EV may have created PTSD or Post Traumatic Stress Disorder. How can we shed those frustrations, discard that baggage and transfer the negative energy into a positive or neutral response? Come to my seminar at DEVENS and find out.

Friday, February 3rd at 9:00 AM – 12:00 PM

- **G. "AG SUBMISSIONS...DEMYSTIFIED!" (CMMC Credit Course)**

Presenters:

Margaret J. Hurley, Chief of the Attorney General's Central Massachusetts Division & Director of the Attorney General's Municipal Law Unit

Keill E. Guegan, Assistant Attorney General & By-Law Coordinator for the Municipal Law Unit

Nicole B. Caprioli, Assistant Attorney General in the Government Bureau for the Municipal Law Unit

What needs to happen for a zoning warrant article to go before Town Meeting? How long does the Warrant need to be posted? Town Meeting is over - now what do I do? If these types of questions have crossed your mind - let the staff of the Attorney General's Municipal Law Unit (MLU) answer them at "AG Submissions...Demytified!" As the Town Clerk, you have the important job of complying with G.L. c. 40, § 32, and submitting the general and zoning by-laws amended or adopted at Town Meeting to the Attorney General's Office for review and approval. In this in-depth course, MLU staff will explain the process and procedure for submitting town by-laws for review, including the process for amending zoning by-laws pursuant to G.L. c. 40A, § 5. MLU staff will provide valuable handouts, including a "model" by-law submission package that will assist you in the by-law submittal process. In this interactive presentation, MLU staff will walk you through a sample by-law submission package, answer your questions about the by-law process and share tips and ideas for streamlining your by-law submittals. MLU has received feedback from even the most seasoned clerks that they always pick up some great tips at MLU trainings. Let us demystify this process for you!

- **H. Campaign Finance, Ethics & Open Meeting Law Updates (CMMC Credit Course)**

Presenters:

Jason Tail, Communications Director, MA Office of Campaign and Political Finance

David Giannotti, Public Education and Communications Division Chief, State Ethics Commission

Representative from the Open Meeting Law Division of the Attorney General's Office

This session will give Clerks information on important issues relating to Campaign Finance, Ethics, and Open Meeting Law. With local elections, Annual Ethics requirements and ongoing Open Meeting Law compliance issues this will be a very informative class for new and seasoned clerks. There will be one hour spent on each topic.

MTCA Winter 2017
MassTownClerks.org



Office of the Mayor
 One JFK Memorial Drive
 Braintree, Massachusetts 02184

1 6 - 0 7 1

Joseph C. Sullivan
 Mayor

781-794-8100

To: Sean Powers, President of the Council
 Clerk of the Council
 Town Clerk

Cc: Edward Spellman, Director of Municipal Finance

From: Joseph C. Sullivan, Mayor

JCS

Date: December 13, 2016

RE: Acceptance of Donations

RECEIVED TOWN CLERK
 BRAINTREE, MA
 2016 DEC 14 PM 12: 20

I submit the following request for acceptance of the following donations to the Substance Abuse Partnership to assist in the Town's mission to increase awareness of substance abuse within the community and enhance communication between youth, parents, educators and residents utilizing evidence-based data in order to promote education, encourage prevention and provide access to resources. Accordingly, your review and approval of the following motion is requested:

Substance Abuse Partnership:

MOTION: That the Town of Braintree accept the following gift upon the conditions attached and herein set forth:

<u>DONOR</u>	<u>GIFT</u>	<u>PURPOSE</u>
Friends of the Braintree Firefighters, Inc.	\$15,000.00	Substance Abuse Partnership
Liberty Bay Credit Union	\$1,000.00	Substance Abuse Partnership
Braintree Rotary Foundation	\$200.00	Substance Abuse Partnership



Office of the Mayor
One JFK Memorial Drive
Braintree, Massachusetts 02184

Joseph C. Sullivan
Mayor

781-794-8100

To: Sean Powers, President of the Council
Clerk of the Council
Town Clerk

Cc: Edward Spellman, Director of Municipal Finance

From: Joseph C. Sullivan, Mayor

Date: December 19, 2016

RE: Line Item Transfers to Fund UWUA Collective Bargaining Agreements

RECEIVED TOWN CLERK
BRAintree, MA
2016 DEC 20 PM 12:41

I am pleased to report that a collective bargaining agreement has been reached between the Town of Braintree and the Utility Workers Union of America, AFL-CIO, Local No. 466 (UWUA). The agreement with the UWUA includes a two percent (2%) wage increase for the current fiscal year, two and a half percent (2 1/2%) in year two and two and a half percent (2 1/2%) in year three. This is a fair and affordable agreement and stays within the fiscal parameters that we requested. In anticipation of approval of these agreements, funds were appropriated to a salary reserve account and the 9c reserve account in the previously approved Fiscal Year 2017 budget.

- 1) To approve and fund the Utility Workers Union of America, AFL-CIO, Local No. 466 contract

MOTION:

That the Town vote to amend the wage and salary classification schedules, as most recently amended by appropriating the sum of \$19,888.63 for the purpose of funding a wage increase and other items as detailed in the Memorandum of Agreement (MOA) for the Utility Workers Union of America, AFL-CIO, Local No. 466 (UWUA) effective July 1, 2016, and for this purpose, the sum of \$19,888.63 be transferred from the Finance Department /Program 01 Administration /9C Reserve Account and further, that the Director of Municipal Finance is authorized to allocate

said sums to and among the various accounts affected thereby in such amounts as are proper and required.

Since these requests involve the appropriation of funds within the fiscal year 2017 budget, advertising and a public hearing is required under the sections 2-9 and 6-7 of the Town Charter.

Memorandum of Agreement between the Town of Braintree and Local 466
For the Period of July 1, 2016 through June 30, 2019

This Agreement is entered into this ____ day of December, 2016 by and between the Town of Braintree (the “Town”), acting through its duly elected Mayor, and Utility Workers of America, Local 466 (the “Union”), as the recognized bargaining agent for certain employees of the Town of Braintree Department of Public Works Water and Sewer Division.

WHEREAS, the Town and the Union are parties to a collective bargaining agreement, which is due to expire on June 30, 2016;

WHEREAS, the Town and the Union met to negotiate a successor collective bargaining agreement for the period of July 1, 2016 through June 30, 2019:

NOW, therefore, the parties agree as follows:

1. Article XXII: Section A is amended by deleting the current wage schedule and inserting a new wage scheduling reflecting the following increases:
 - a. July 1, 2016: 2%
 - b. July 1, 2017: 2 ½ %
 - c. July 1, 2018: 2 ½ %
2. Article XIV: Delete “250 work days” in the first paragraph and replace with “with no limit.” Paragraph eight delete “: Year 1....\$10,000.00 and replace with “\$12,500 effective 7/1/17.”
3. Article VI: Clothing and Safety Equipment: The clothing allowance as outlined in this article shall be replaced with the following new schedule:

Fiscal Year 2017: \$600

Fiscal Year 2018: \$625

Fiscal Year 2019: \$650

The safety shoe/boot allowance as outlined in this article shall be replaced with the following new schedule:

Fiscal Year 2017: \$170

Fiscal Year 2018: \$250

Fiscal Year 2019: \$250

Add paragraph for stipend for the use of a personal cell phone for work purposes with the following stipend:

Fiscal Year 2018: \$180

Fiscal Year 2019: \$180

4. Article VII: Paragraph B shall be amended to increase the meal allowance as follows:

Fiscal Year 2017: \$14.00

Fiscal Year 2018: \$15.00

Fiscal Year 2019: \$15.00

5. New Article: Add a new article entitled "Reclassification" as follows: "A bargaining unit member or his/her Appointing Authority may initiate the process to reclassify an employee or position to a higher classification by filing a written request with the Human Resources Director. Upon receipt of a request, the Human Resources Director shall notify the Union, the Appointing Authority, and the Mayor. The Human Resources Director shall investigate the request, which may include, but is not limited to: interviewing the employee, immediate supervisor, Appointing Authority; reviewing materials submitted by the employee, immediate supervisor, and/or Appointing Authority in support of the request; reviewing job duties and qualifications for other positions within the bargaining unit; observing the subject employee at work; observing other bargaining unit employees at work; comparing the existing classification of the subject position to other positions within the bargaining unit, as well as other positions within comparable jurisdictions; and considering any other relevant evidence. The Human Resources Director shall make a determination as to the request and shall notify the employee, the Union, and the Appointing Authority in writing of such determination. In the event that the Union disagrees with the determination of the Human Resources Director, the Union may proceed to arbitration. However, the arbitrator's jurisdiction shall only extend to whether the determination of the Human Resources Director was arbitrary or capricious; the arbitrator shall not have the authority to determine a grade or step for the position subject to the reclassification arbitration."

6. New Article: Add a new article entitled "License Suspension" as follows: "Employees requiring a Driver's or Commercial Driver's License who have their license(s) suspended while on or off duty, are required to notify either the Chief of Staff /Director of Operations or the Human Resources Director before the beginning of their next shift."

7. Article XXIII: Night Differential: shall be amended to increase as follows:

Fiscal Year 2017: \$2.50

Fiscal Year 2018: \$2.75

Fiscal Year 2019: \$3.00

8. Article XIII: Amend: Holidays DT
9. Add New Year's Day to paragraph four after Independence Day in both sentences. : Amend "Holidays", fourth paragraph by deleting "any employee required to work" as it appears in two places in this paragraph with "any employee who actually works" on the holiday. Also insert a new paragraph as follows: "For the treatment plant only, if a holiday falls on any days that an employee is scheduled to work and the employee actually works on the holiday, the employee shall be paid 1 ½ times or twice his/her regular rate of pay, depending upon the applicable holiday and the compensation rate for that holiday as contained in this Article." Change "required" to "actually" in paragraph 4.
10. Article XVII: Overtime: Section 7. Add: "Must have 8 hours rest before returning back to work."
11. Article II: Working Schedule: Section A: Paragraph 4: Remove "Meter readers and" from sentence two and insert "Meter Technicians and" into sentence one. Section B: Paragraph 1: Add: "The relief shift employee who is assigned to the relief shift for a vacant position will be assigned to work the 2nd or 3rd shift. That person shall not remain on the 2nd or 3rd shift for more than sixty (60) working days. The shift will become overtime after the 60 working days.
12. Article VI: Clothing and Safety Equipment: Paragraph one: Remove: "which shall...job duty." Add "Work Appropriate shorts may be worn during working hours, if appropriate for the job tasks, by meter technicians only. Long pants must be available in vehicle."
13. Article XXI: Hazardous or Unpleasant Work: Replace \$1.00 per hour with \$2.00 per hour.
14. Article IX: Group Insurance: Change language to reflect PEC Agreement effective July 1, 2016 through June 30, 2019.
15. XVII: Amend "Overtime" section 1 by removing "that employee ...hours or." Add to the end of paragraph 2 "Overtime shall be paid for all hours worked over 40 hours as long as the employee has been compensated with accrued time, for example sick, vacation or personal time."
16. Agreement not in CBA: Add requirement for Driver's License to the Meter Technician job description.

- 17. Agreement not in CBA: The Town agrees to purchase the following safety equipment: Chainsaw protection (chaps), 17-Headlights, Per/truck/facility-First Aid Kits if needed, 17- Pull-on Ice Traction Overshoes and appropriate emergency breathing unit to replace the unit currently missing at the treatment plant.
- 18. Agreement not in CBA: Apprentice Program: The Town and the Union agree to form a sub-committee to address changes to the existing Side Letter of Agreement for the Apprentice Program.
- 19. Agreement not in CBA: The Town agrees to work with the Union with language regarding an existing plant closure should the plant closure occur during the term of this CBA.
- 20. Left out of MOA and CBA last contract: Change vacation carry-over by deleting “employee may carry forward ten (10) vacation days ...of the following year” and replacing with “employee may carry forward two times her/his annual credit of vacation from the previous year.”
- 21. Article XXXII: Amend “Duration and Termination” clause by inserting new term of agreement from July 1, 2016 through June 30, 2019.

For the Town of Braintree:

For Utility Workers of America, Local 466:

Joseph C. Sullivan, Mayor

Approved As to Form:

Lisa S. Maki, Town Solicitor

-
1. Vacation carryover days are missing from MOA
 2. Number 9 in the MOA, Article 13 paragraph 4, the word required appeared in three places. During last contract only two were changed.

“If an employee is **required** to work in excess of eight (8) hours on a holiday, two (2) time his/her regular pay will be paid for all hours in excess of (8) hours worked on said holiday.”

If an employee **works** in excess of eight (8) hours on a holiday, two (2) time his/her regular pay will be paid for all hours in excess of (8) hours worked on said holiday.

3. Number 11 Replace “Meter Reader” with Meter Technician.
4. Number 15 in the MOA article “VII” is a misprint should be article XVII.
5. Number 17 in the MOA change “16 headlights” to 17 headlamps, also change “16 pull on ice traction over shoes”, 17 pull on ice traction over shoes. There are actually 17 employees in the union not 16.



TOWN COUNCIL

TOWN AUDITOR

NATURE OF WORK:

The Town Auditor shall conduct, or cause to be conducted, financial and performance audits following government auditing standards as promulgated by the comptroller-general of the United States. The Town Auditor shall make periodic reports to the Town Council in such detail and with such frequency as the Town Council shall, by ordinance, by rule or by other vote, direct. All officials of the Town shall cooperate with the Town Auditor in the performance of this audit function. The Town Auditor shall have such other powers and duties as may be provided by the charter, by ordinance or by other vote of the Town Council.

The Auditor will conduct financial and operational/performance audits of Town agencies/departments and provide regular reports to the Town Council.

SUPERVISION:

Reports to the President of the Town Council (*directly*) AND All Councilors (*indirectly*)

JOB ENVIRONMENT:

Works under typical office conditions with minimal physical effort.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)

- Performs all duties of the Town Auditor as described in **Chapter 189 of the Acts of 2005**, also known as the "Braintree Charter or "The Charter".
- Conducts performance, operational, and financial audits. Issues detailed audit reports to the Town Council, for the Council to develop an action plan on each audit issue.
- Works with the Town's Chief Financial Officer in the review of current internal controls and the design, development and implementation of enhanced controls.
- On an ongoing basis, examines and reviews incoming and outgoing cash flow of the Town by obtaining evidentiary documentation (e.g. receipts, purchase orders, invoices, etc.)
- Provides analysis to the Councilors on the Mayor's proposed operating and capital budgets. Reviews/analyzes each financial measure proposed by the Mayor and provides a detailed recommendation to the Town Council.
- Conducts special projects and analyses as requested by the Councilors; for example, identifying cost components and cost drivers of various programs, expenditure trend analysis and comparative analyses of revenue and expenses.
- Coordinates the annual third-party independent audit of the Town's books and records resulting in the certification of the Town's annual financial statement. Recommends to the Council the hiring of a third-party independent audit firm and the supporting criteria for the recommendation.
- Reviews the total Town cash reconciliation between the treasurer and the accountant and the data provided to the Dept. of Revenue. This includes all bank accounts, investments and trust funds.
- Conducts an annual physical inventory of any and all Town-owned assets. Reconciles the inventory to Town capital asset records and department procurements back up.

- Attends meetings as requested by the Town Council and the Ways and Means Sub Committee, especially during budget discussions.
- Acts as the Town Council liaison with the administration regarding all financial issues (e.g. appropriation requests, expenditures, etc.) to be discussed during Town Council meetings.
- Reviews certain data prepared by the Assessor's office including the tax rate, recapitulation, tax levy limitation, tax burden shift worksheets, tax classifications and department of revenue estimated receipts and charges.
- When the proposed capital improvement program (CIP) is submitted to the Town Council by the Mayor, as required by the Charter, *section 6-10*, the Town Auditor shall review the proposed CIP and make detailed recommendations to the Town Council.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge: Thorough knowledge of the principles and techniques of accounting, including State accounting, auditing and internal controls. Working knowledge of municipal finance and the State/Federal Office of Fiscal Affairs policies/procedures. Considerable knowledge of the principles of business administration.

Skills: Excellent communication skills, both orally and in writing. Advanced computer application skills applicable to the Town's accounting software programs. Strong analytical and organizational skills.

Ability: Ability to plan, coordinate and conduct periodic audits of the Town's financial operations. Ability to work independently and effect improvements/recommendations in internal controls and financial operations. Ability to prepare complex financial reports and present them to Town Council.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance required.
- CPA preferred
- 5 years financial experience, through public accounting/auditing (Big 4 a plus) and/or industry experience.
- Strong analytical, written/verbal communication, interpersonal, and relationship building skills.
- Strong Municipal Finance experience preferred.

GRADE M17

7/1/2007	\$64,494 - \$74,550
7/1/2008	\$65,486 - \$76,041
7/1/2009	\$65,486 - \$76,041
7/1/2010	\$66,141 - \$76,801
7/1/2011	\$67,463 - \$78,337
7/1/2012	\$69,487 - \$80,687
7/1/2013	\$70,877 - \$82,301
7/1/2014	\$72,295 - \$83,947
7/1/2015	\$73,704 - \$85,626
7/1/2016	
7/1/2017	

<u>Town Auditor Costs</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
FY2009 (1/9/2009 – 6/30/2009)	\$37,000	\$36,156	\$ 844
FY2010 (7/1/2009 – 6/30/2010)	\$74,000	\$66,844	\$ 7,156
FY2011 (7/1/2010 – 6/30/2011)	\$74,000	\$34,281	\$39,719
FY2012 (7/1/2011 – 6/30/2012)	\$74,000	\$32,150	\$41,850
FY2013 (7/1/2012 - 6/30/2013)	\$74,000	\$43,106	\$30,894
FY2014 (7/1/2013 – 6/30/2014)	\$74,000	\$46,669	\$27,331
FY2015 (7/1//2014 – 6/30/2015)	\$74,000	\$39,463	\$34,537