

BRAINTREE BOARD OF SELECTMEN

MINUTES

August 14, 2006

IN ATTENDANCE: Charles B. Ryan, Chairman; Joseph W. Hubbard, Vice Chairman; Darrin M. McAuliffe, Clerk; Charles Kokoros

ABSENT: Joseph Powers

ALSO PRESENT: Sue Kay, Interim Executive Secretary; Carolyn Murray, Town Counsel; Deborah Carlino, Recording Secretary; members of the press and public

Chairman Ryan opened the meeting at 7:00 p.m.; all members of the Board who were present answered to a roll call. Chairman Ryan then led those present in a moment of silence and the Pledge of Allegiance. The Board also held a moment of silence for Bob Salvaggio and Joseph Barry who both recently passed away.

Chairman Ryan read the announcements:

-Senator Brian Joyce will be holding office hours in the Selectmen's Chambers of the Town Hall on Tuesday, August 15, 2006, from 11:30 am. To 12:30 p.m. If anyone has an issue to discuss with the Senator, please stop by.

-There are several vacancies: Fair Housing Committee (several vacancies); Conservation Commission (1 vacancy).

-due to recent newspaper articles on dirty beaches; the Board of Health as tested Sunset Lake and Smith Beach and both beaches test acceptable. There were only two occasions that the test levels exceeded the accepted level at Sunset Lake; and once at Smith Beach. Testing will continue at both sites until after Labor Day.

APPROVAL OF MINUTES:

MOTION: by Mr. Hubbard to approve the minutes of July 24, 2006

SECOND: by Mr. McAuliffe
UNANIMOUSLY VOTED

NEW BUSINESS:

RE: Request from Veteran's Director to Run a Support Group for Families of Active Service People

IN ATTENDANCE: June Newman, Veteran's Director

Ms. Newman was before the Board asking to start a support group for families and friends of Veterans serving in Iraq and other dangerous areas. There have been calls requesting a support group to be started in this area. The other groups meet in Whitman/Hanson and Norwood which is quite a distance away. We would like to start this support group on Tuesday, September 5, 2006, from 7 p.m. to 9 p.m.; meeting in her office; and if this becomes a large group, then eventually move to the Town Hall Auditorium

RE: Request from the Braintree Educators and Municipal Employees Federal Credit Union to:

- 1. Explain Merger with Quincy Credit Union**
- 2. Possible Placement of an ATM in the Town**

IN ATTENDANCE: Ken McHugh, President of Braintree Credit Union; Stewart Steele, Quincy Credit Union; Christine Tobin, Braintree Credit Union, Manager

Mr. Steele explained that the Braintree Credit Union is currently located at the Hollis School and will be closed by the Quincy Credit Union as their office is 2.3 miles away. They would like to locate an ATM in Town on Town owned land. They are in the process of doing a feasibility study of the best location of

either a branch office or an ATM. However, due to the large cost (\$50,000 to \$175,000) of an ATM machine, they are looking to see if Braintree could provide land or a location in which to place same. They are looking at sites in order to be located in Braintree or also Weymouth or as far south as Hanover. The need is there for another location; they are in the process of looking as to where the best location would be.

The Board would ask for an update in a few months re: the status of this study and potential location of either an ATM or branch office.

Mr. Kokoros arrived at the meeting

RE: Request from St. Catherine's Greek Orthodox Church, 119 Common Street for Annual Festival with a Special Wine and Malt License

IN ATTENDANCE: Arthur Sakellaris, Parish Council President

The Board received a request from St. Catherine's Greek Orthodox Church to hold their annual festival and associated outdoor activities with a special four day wine and malt license on the grounds or the church. The scheduled dates and operational hours are: September 7th (Thursday) 11 a.m. to 10 p.m.; September 8th (Friday) 11 a.m. to 10 p.m.; September 9th (Saturday) 11 a.m. to 10 p.m.; September 10th (Sunday) 11 a.m. to 8 p.m. There will set ups for tables and chairs for approximately 400 people as well as a band music set up. Parking will be within the site with coordinators to assist directing parking and people movement.

The Board received memos from: Police Dept. (would recommend the following detail schedule: Thursday 09/07 1100-1900 hrs. 1 PO, 1800-2200 hrs. 1 PO; Friday 09/08 1100-1900 hrs. 1 PO, 1800-2200 hrs. 2 PO's; Saturday 09/09 1100-1900 hrs. 2 PO's, 1800-2200 hrs. 2 PO's; Sunday 09/10 1100-1900 hrs. 1 PO, 1600-2000 hrs. 1 PO). When there are two officers on scene at the same time, one should be circulating throughout the Festival and the second one should be out on Common Street for any traffic related needs); Fire Dept. (no objection to this license; but would request that fire extinguishers be placed near any grill or open flame. There will be no open flame or grill under the tent); Building Dept. (no objection to the temporary tent provided the necessary Building Permit is obtained and an inspection of the tent is conducted by our Dept. prior to the event); Board of Health (this Dept. is working with the Applicant re: this license. Additionally, adequate and proper waste receptacles for disposal of trash shall be provided. Said trash shall be properly removed for disposal, as frequently as necessary to prevent a nuisance); Planning Board (recommended favorably).

MOTION: by Mr. Kokoros to move approval of the Special Wine and Malt License as requested, subject to staff's recommendations

SECOND: by Mr. Hubbard
UNANIMOUSLY VOTED

RE: Appointment of Robert James as Director for Braintree Emergency Management Agency

Ms. Kay advised that due to the recent passing of Robert Salvaggio, there have been many requests from BEMA, MEMA and residents to fill the position of BEMA Director with Robert James. Ms. Kay advised that back in June, Mr. Salvaggio had appointed Mr. James as Interim Director due to Mr. Salvaggio's illness.

MOTION: by Mr. Kokoros to appoint Robert James as the new BEMA Director

SECOND: by Mr. Hubbard
UNANIMOUSLY VOTED

RE: Reappointment of Constable Kenneth Scarry for another 3 year term

MOTION: by Mr. Hubbard to reappoint Constable Kenneth Scarry for another 3 year term

SECOND: by Mr. McAuliffe
UNANIMOUSLY VOTED

RE: Open Warrant for Special Town Meeting

MOTION: by Mr. Hubbard to open the warrant for the October Special Town Meeting

SECOND: by Mr. Kokoros
UNANIMOUSLY VOTED

RE: PUBLIC HEARING: Request from Uno Restaurant LLC, 250 Granite Street for:

- 1. Change of Corporate Officers**
- 2. Amend the Trade Name from Pizzeria Uno Chicago Grill to Uno Chicago Grill**

MOTION: by Mr. Kokoros to open the public hearing

SECOND: by Mr. Hubbard
UNANIMOUSLY VOTED

Ms. Kay advised that there was a public hearing held on July 24th, 2006, re: this matter, however due to an inadvertent incorrect advertisement placement by the Patriot Ledger, it has to be revoked.

Chairman Ryan noted that there was no one present re: this matter and the public hearing was thereafter closed.

MOTION: by Mr. Hubbard to close the public hearing

SECOND: by Mr. Kokoros
UNANIMOUSLY VOTED

MOTION: by Mr. Kokoros to approve the Change of Corporate Officers and to Amend the Trade Name from Pizzeria Uno Chicago Grill to Uno Chicago Grill

SECOND: by Mr. Hubbard
UNANIMOUSLY VOTED

RE: Request from DPW-Water/Sewer Division for the following:

- 1. Approval to Institute a Fire Protection Service Fee**
- 2. To Increase the current sewer fees performed by the Water/Sewer Dept.**

IN ATTENDANCE: Tom Reynolds, Acting Water/Sewer Director

Mr. Reynolds advised that after researching surrounding communities to determine how and if they charge commercial customers a service fee for fire protection, the results have indicated that most communities do have a fee and an average rate of \$100 per inch of the service pipe that feeds the building is charged. Therefore, the recommendation of the Dept. is to implement this annual fire protection fee, per active connection, effective January 1, 2007 and allow the customers to pay the annual protection fee in four payments through their current quarterly billing statement. The current fees were approved by the DPW Advisory Board at the July 18th, 2006 meeting.

Size	Charge
4"	\$400.00
6"	\$600.00
8"	\$800.00
10"	\$1000.00
12"	\$1200.00

MOTION: by Mr. Kokoros to approve the fire protection fees as recommended by Staff

SECOND: by Mr. Hubbard
UNANIMOUSLY VOTED

2. To Increase the current serve fees performed by the Water/Sewer Dept.

Mr. Reynolds advised that the current fees for services that are performed by the Water/Sewer Dept. using Dept. equipment and materials has been in place since 2002. With the ever growing costs of labor, materials, and fuel the need to increase these service fees has become evident. The current fees were approved by the DPW Advisory Board at the July 18th, 2006 meeting.

Water Main Taps

3/4" tap	\$175.00 labor included
1" tap	\$200.00 "
1 1/2" tap	\$500.00 "
2" tap	\$500.00 "

Temporary Meters

5/8" meter	\$125.00 fee plus usage
3/4" meter	\$150.00 "
1" meter	\$200.00 "
2" meter	\$500.00 "

New Meter Installation

5/8" meter	\$350.00 parts and labor included
3/4" meter	\$350.00 "

Frozen Meters

5/8" meter	\$350.00 parts and labor included
3/4" meter	\$350.00 "

Hydrant Flow Test

1 test	\$300.00 (minimum 2 hydrants) \$150.00 each additional hydrant Between the hours of 10 a.m. and 3 a.m. *plus overtime
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Water Service Off and On

Each	\$50.00
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Water and Sewer Inspections

Per Visit	\$50.00
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Pressure Test

Done by contractor	\$250.00 to witness pressure test, chlorination and Flush the line. We take the sample.
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Done by Dept.	\$550.00 plus parts and labor
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New Sewer Service

Sewer testing	\$50.00 per visit
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Final Read for Real Estate Closing

Inspection of Cut and Cap	\$50.00
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Equipment

*Rates are based per hour
(subject rates are based on straight time)
4 hour minimum overtime will be charged after regular
work shift

Backhoe with operator	\$100.00
Vac Truck	\$165.00
10 Dump Truck	\$100.00
Camera VA	\$100.0.0
Utility Truck	\$75.00
Mini-Excavator	\$100.00
Bobcat	\$75.00
6W Dump	\$80.00
Small Dump	\$80.00
Compressor	\$80.00

Treatment \$50.00 Lead Test

MOTION: by Mr. Kokoros to approve the service fees as recommended by Staff
 SECOND: by Mr. Hubbard
 UNANIMOUSLY VOTED

RE: Request from DPW-Water/Sewer Division for Approval of Engineering Amendment to Rehab Water Tank

IN ATTENDANCE: Tom Reynolds, Acting Water/Sewer Director

MOTION: by Mr. Kokoros to approve the Engineering Amendment to Rehab the Water Tank contingent upon signatures by the Town Accountant and Town Counsel
 SECOND: by Mr. Hubbard
 UNANIMOUSLY VOTED

RE: Request from DPW-Water/Sewer Dept. to purchase four additional sewage flow meters

IN ATTENDANCE: Tom Reynolds, Acting Water/Sewer Director

MOTION: by Mr. Kokoros to approve the purchase of four additional sewerage flow meters at a cost of \$119,793; contingent upon signatures by the Town Accountant and Town Counsel
 SECOND: by Mr. Hubbard
 UNANIMOUSLY VOTED

RE: Request from Water/Sewer Dept. for Amendment No. 1 to Contract for Consulting Services with Bethlehem Map Works

IN ATTENDANCE: Tom Whalen, DPW Director

Mr. Whalen advised that the job description for this in house position has been negotiated with the Union and will come before Town Meeting for a vote in October. This amendment is to extend 30 days after Town Meeting to help keep the GIS moving.

MOTION: by Mr. Kokoros to approve Amendment No. 1 for Consultant Services with Bethlehem Map Works in the amount of \$3,185; contingent upon signatures by the Town Accountant and Town Counsel
 SECOND: by Mr. Hubbard
 UNANIMOUSLY VOTED

RE: Update: Response to Water/Sewer Audit and Recommendations

IN ATTENDANCE: Tom Reynolds, Acting Water/Sewer Director

Mr. Reynolds made a presentation to the Board re: an update on the responses to the Water/Sewer Audit and those recommendations re: same:

BILLING PROCESS AND PROCEDURES:

Recommendation #1: Perform periodic reconciliation of the total number of water and sewer accounts to Board of Health records and reconcile new accounts to work orders.

The issuance of a work order to install a new meter is the final process of setting up a new account. The return of this work order to the Office Manager or Billing Clerk provides the information needed to set up the water service on the new account. To further extend the control of this process this department will request monthly reports from Board of Health, Building Department and BELD for new accounts. MIS may be able to provide departments with a link for this information.

Recommendation #2: Improve and expand use of Harris billing checklist and compare actual billing progress to the billing schedule.

The read/download/reconciliation/transfer and posting process currently have checklists in place for each step. Totals however will not agree due to reconciliation requirements or removal of a bill from the billing route to correct problems with the read. There are reports that need to be maintained and some that probably need creating. Perhaps key department personnel should meet with the Town Accountant and Finance Director once a month when the monthly report is due. A face to face meeting is best for the short term so that the issues can be worked through quicker. It is quite possible that MIS may need to be involved to examine the use of existing technology to expedite monthly report processes.

Recommendation #3: Improve internal control over the manual editing of bills.

The manual editing of bills is a crucial process of maintaining accurate information on accounts. The recommendations made are already in place and needs to remain in place. Many adjustments are made due to the Harris systems inability to accommodate register change outs. Adjustments will continue to be made with the Office Manager's approval.

Recommendation #4: Require department head to approve water and sewer commitments.

We have found it is more efficient that the Office Manager review and approve the verification/journal reports and posting all billing journals and cash receipt journals. The department head is not always available for the review of these journals before the proising process. This will delay the work flow of the office and the timely transmittal of invoices to the printing/mailing vendor.

Recommendation #5: Request proof of billing from third party billing agency.

A new printing/mailing vendor is now in place. This vendor will provide us with samples from each flat file printed, an error listing of invalid addresses via software from US Post Office's CASS Summary report and a Postage Statement from the US Post Office detailing the units mailed and the postage cost.

Recommendation #6: Consider plan to replace old meters with radio meters or some other form of telemetry.

We have been replacing existing meters with radio meters on a limited basis for the past eight months. Fiscal 2007 Town Meeting approved and Article with \$100,000 for implementation of radio read installations. We plan on establishing a working committee to discuss large scale, community wide replacement for FY08 - FY09.

Recommendation #7: Review the practice of providing monthly reads on large accounts.

Monthly read accounts have been converted to quarterly reads with the exception of four gray water accounts under contract with South Shore Plaza.

COLLECTION PROCESS AND PROCEDURES

Recommendation #1: Require issuance of billing system generated receipt for cash payments.

There is and has been a receipt system in place for all payments received directly over the counter in the office since the implementation of Harris. Not only is a receipt issued, the payment stub as well as the bottom of the invoice is stamped paid. Also on the payment stub it is noted check or cash as the type payment received.

Recommendation #2: Outstanding bill collection should be an on-going process, not a periodic event.

Upon the implementation of Harris it was recommended that we need a full-time delinquent collections clerk. Delinquent collection process begins 15 days after the due date of the invoice as each route is billed. For non responsive customers stickers are placed on their door notifying them of pending water shut off, allowing for 48 hour response. Non responsive customers that are not exempt from the process are shut off. We are in the process of re-implementing the once-a-year lien process. This implementation will take time due to reprogramming of Harris software, billing vendor programs and staff training.

Recommendation #3: Consider offering on-line bill payment.

Key personnel will need to meet to discuss this and the availability for our software to accommodate this process.

Recommendation #4: Provide departmental turnovers directly to the Town Accountant.

Current procedure provides a Treasurer's Report to the Treasurer's Office with a copy to the Town Accountant's office each Thursday.

Recommendation #5: Consider a consolidation of the collection function

A central collection office has already been proposed and is being planned.

OTHER BUSINESS PRACTICES

Recommendation #1: Identify variance to detail receivable lists and begin reconciling to detail records monthly.

Current Office Manager has been in place since June 29, 2006. This is a larger issue because December, February as well as other months since have not balanced. Required statistical reports cannot be regenerated if the month is closed. Summary reports can be printed on a closed month. It has been noted that summary reports of statistical reports do not agree. Again, a monthly meeting with Town Accountant would be beneficial. The current Office Manager will work with the Town Accountant and Finance Director to rectify these problems.

Recommendation #2: Communicate all financial information to Town financial offices in a timely manner.

We agree that communication from all financial departments is critical to insure timely month end reporting. The current Office Manager is working with the Finance Director and the Town Accountant to have accurate spreadsheets and reports in place to streamline the month end reporting.

Recommendation #3: Improve financial reporting and financial analysis of date.

This again is reflected in previous recommendations. Spreadsheets are in place.

Recommendation #4: Consider a business manager to oversee the financial operations of the department.

It was requested at Town Meeting that a DPW Business Manager be put in place. This request was voted down.

Not only is a Business Manager for the entire DPW departments needed, the Water & Sewer Department is understaffed to fully perform the tasks of the department as well as necessary follow-up to problems within billing, cash receipts, bills payable, article and budget balancing in a timely manner. The current Office Manager and Billing Clerk, both newly hired, have been working to resolve old meter reading issues and billing problems. The implementation of the discounts effective on the July 1, 2006 bill-print has resulted in numerous problems with Harris bill print files, Harris export/flat files to printer, the printer's program set up and our lockbox scan line program. The Harris system is not designed to implement changes in a short period of time as it involves many program changes. It is also my recommendation that this department needs to employ or contract with an IT person who can deal with the day-to-day programming and systems issues that continually interfere with the performance of work in this office.

There was discussion re: getting the MIS Director more involved re; the Harris System.

RE: Request to move forward with the auction of tax title properties

The Board received a memo from Town Counsel re: a list of properties acquired by the Town through tax title proceedings which may be appropriate for sale. The final list is as follows: Totnes Road (Map 2014/079); Union Street (Map 3023/008); 1486 Liberty Street (Map 1095/142); Grove Street (Map 1086/037); 48 Marietta Avenue (Map 3050/079); Sterling Park (Map 3020/060); Marietta Avenue (Map 3050/046); Glenrose Avenue (Map 3040/136); Hamilton Street (Map 2011/035); Bradley Road Ext. Rear (Map 2014/022); Walnut Avenue (Map 3020/014); Arnold Street (Map 2003/032); Essex Road (Map 3029/014); Avery Road (Map 3022/049); Prospect Street (Map 2027/081); Liberty Street (Map 3029/016).

MOTION: by Mr. Kokoros to authorize the auction of the properties as listed above

SECOND: by Mr. Hubbard
UNANIMOUSLY VOTED

It was discussed that at a later meeting, that a vote be taken by the Board re: a minimum amount for each parcel.

OTHER BUSINESS:

There was none at this time.

RE: Executive Session

MOTION: by Mr. Hubbard to go into Executive Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. Also, to conduct strategy sessions in preparation for negotiations with non-union personnel; to actually conduct collective bargaining and contract negotiations with non-union personnel.

SECOND: by Mr. McAuliffe

ROLL CALL VOTE: 4:0 (Mr. McAuliffe; Mr. Hubbard; Mr. Ryan; Mr. Kokoros)

MOTION: by Mr. Hubbard to come out of Executive Session to adjourn
SECOND: by Mr. Kokoros
ROLL CALL VOTE: 4:0 (Mr. Hubbard; Mr. Ryan; Mr. Kokoros; Mr. McAuliffe)

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,
Deborah Carlino
Recording Secretary