

FINANCE COMMITTEE MINUTES

Notice is hereby given that a meeting of the standing committee on Finance was held on Monday November 18th, 2024 at 7:00PM in the Council Chambers, City Hall, 45 School St., Brockton, MA. The meeting was called to order at 7:15PM with eight members present and Councilor Rodrigues presiding. Councilors Asack, Minichiello and Tavares absent.

1. Re-appointment of Mr. Matthew Stanton, of 160 Tribou Street, Brockton, MA 02301, to the War Memorial Board of Trustees for a three (3) year term, ending in October 2027.

Invited: Mr. Matthew Stanton

Mayor Sullivan spoke in regard to Mr. Stanton and endorsed this re-appointment highlighting Mr. Stanton's dedication to the City as well as specifically the War Memorial Building.

Mr. Stanton then spoke of how much of an honor it is to be a part of this Board of Trustees and how thankful he is.

Councilor Nicastro mentioned how both she and Mr. Stanton share being on the Beautification committee and there Mr. Stanton has expressed the importance of the War Memorial Building and asked if he would do so to her colleagues.

Mr. Stanton responded by expressing the buildings beauty as well as its representation of the greatness of the city as well as the greatness of the country.

Councilor Derenoncourt then stated that he doesn't believe there is a better person to serve on this board and that he wanted to publicly express his support for this re-appointment.

Councilor Derenoncourt motioned to recommend this item favorably. Motion was properly seconded.

On the motion, Councilor Thompson asked what within the next year or so would we be able to expect to see at the War Memorial Building to which Mr. Stanton explained that he does not want to speak for anyone and that the next meeting, on the agenda, they plan to discuss these ideas and how to bring the Building back into the City.

Motion was carried by a hand vote.

2. Appointment of Mr. Abraham Belice, 49 Otis Street, Apt. 3, Brockton, MA 02302, to the Brockton License Commission for a three (3) year term, ending in October 2027.

Invited: Mr. Abraham Belice

Mayor Sullivan began by explaining he does not know Mr. Belice but that through the interview process and every interaction they have had together he has been blown away and he believes he is perfect for this appointment.

Mr. Belice began by thanking the Mayor and everybody else as well as providing some brief background about himself.

Councilor Nicastro stated that the Council did not receive a letter of interest or his resume and asked if he could provide more information on himself to which Mr. Belice explained more of his background and interests.

Mayor Sullivan wanted to briefly apologize for the Council not receiving Mr. Belice's resume and letter of interests and stated that he will get them both to the council tomorrow.

Councilor Derenoncourt stated that he believes the Mayor made the correct choice with this appointment as well as highlighting the significance of being on the License Commission.

Councilor Derenoncourt motioned to recommend this favorably. Motion was properly made in second and carried by a hand vote.

3. Appointment of Ms. Margaret "Marge" Shepard, of 29 Hancock Street, Brockton, MA 02301, to the Brockton Council on Aging as an alternate for a three (3) year term, ending in November 2027.

Invited: Ms. Margaret "Marge" Shepard

Mayor Sullivan began by stating Ms. Shepard is not here but that her and her husband are active members of the COA and that she requested to be on the board, as well as including his support for this appointment.

Councilor Derenoncourt motioned to recommend favorably. Motion was properly made in second and carried by a hand vote.

4. Ordered: In accordance with General Laws of Massachusetts, Chapter 44, recommending that the City Council approve the Tax Increment Exemption Agreement (TIE) between the City of Brockton and Bryant Hotel LLC, for the property located at 31 W Elm Street.

Invited: Chief Financial Officer Troy Clarkson
Chairman of Assessors John O'Donnell
Mr. Scott Butcher
Mr. Steven Young

Mayor Sullivan began by briefly showing his support for this.

Mr. Young began by providing a brief background of himself stating he is a licensed architect and a licensed builder who takes pride in renovating old buildings.

Mr. Butcher then briefly spoke and then stated he would gladly take any questions from the council.

Councilor Farwell raised a brief question regarding if the Mayor would execute required documents to which Mayor Sullivan explained that he would if the committee approves this.

Rob May then stated that the Bryant Hotel is already a part of a Housing Development Incentive Program.

Councilor Farwell stated his last question to be what the Market Rate in Brockton is for what is planned to which he was answered that based on appraisals, a one bed room unit would be \$1950 and the two bed room units would be \$2300.

Councilor Nicastro then stated that she is trained as a Real Estate Attorney as well as stated that she was impressed with Mr. Young's website and that he is doing great work. Councilor Nicastro also asked if the parking is planned out to which she was answered that that is still being figured out.

Councilor Thompson asked if he could receive a clear breakdown of the 48 units to which Mr. Young responded that there are 46 one bed rooms, and 3 two bed rooms.

Councilor Thompson then asked if it is functioning as a hotel to which Mr. Young responded that it is.

Mr. Young then stated that this building's history is significantly important to the City of Brockton.

Mayor Sullivan wanted to state that during the cold winter, Mr. Young actually provided those from Father Bill's a place to stay warm when they had no where else to go.

Councilor Derenoncourt asked what about those who have been staying there for years during the renovations that will be done to which Mr. Young explained that in other similar instances they were given opportunity and resources to relocate.

Councilor Derenoncourt then stated that the Market Rate and the Affordable Rate has a significant gap right now.

Councilor Nicastro motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

5. Ordered: That the City Council authorizes the acceptance and expenditure of the total grant funds in the amount of \$15,000.00.

FROM: OLD COLONY PLANNING COUNCIL \$15,000.00

TO: COUNCIL ON AGING \$15,000.00

Invited: Director of Council on Aging Janice Fitzgerald
Chief Financial Officer Troy Clarkson

Director Fitzgerald explained that this is a grant that will be used for offsetting the costs for some older adults to participate in certain programs

Councilor Lally motioned to recommend favorably and was properly made in second.

On the motion, Councilor Nicastro asked about the programs to which Ms. Fitzgerald explained that they offer workout classes for \$5 a person, and that this would allow them to significantly reduce this cost.

Motion was carried by a hand vote.

6. Ordered: That the City Clerk be directed to amend "Order #1" as voted by the Council on June 24, 2024 to amend the Order so that the language specifically states that the \$510,061,072 appropriation order for the FY25 revenue budget reflect that the appropriation included the line item for \$1,000,000 spending from the Stabilization Account, \$952,075.00 from Certified Free Cash, \$7,947,925.00 from Chapter 324 Reserve Fund, and \$650,000 from Ambulance Receipts as reflected in the FY25 budget book.

Be it further ordered that the City Clerk be directed to amend "Order #3" as voted by the Council on June 24, 2024 to amend the Order so that language specifically states that the \$23,766,360 appropriation order for the FY25 revenue budget reflect that the appropriation for certified retained earnings included the line item for \$2,606,668 from the DPW Water Enterprise account.

Be it further ordered that the City Clerk be directed to amend “Order #6” as voted by the Council on June 24, 2024 to amend the Order so that language specifically states that the \$2,396,174 appropriation order for the FY25 revenue budget reflect that the appropriation for certified retained earnings included the line item for \$510,967 from the Parks and Recreation Enterprise.

Invited: DPW Commissioner Patrick Hill
Superintendent of Parks Tim Carpenter
Chief Financial Officer Troy Clarkson

Councilor Derenoncourt stepped out.

CFO Clarkson spoke briefly and explained that this is just a request of a more formal expression of what the council had previously voted on.

Councilor Farwell explained that he acknowledges this is about clarifying language but wanted to also ask that it seems the Department of Revenue pays close attention to municipalities and that even during the issues that arose in FY23, stating that the state is watching what is going on.

Councilor Farwell motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

7. Ordered: In accordance with the General Laws of Massachusetts, Chapter 44, recommending that the City Council approve the expenditure of \$2,226,390.51.

FROM: DPW WATER – DESAL FIXED CHARGE \$2,226,390.51

TO: AQUARIA WATER LLC \$2,226,390.51

Invited: DPW Commissioner Patrick Hill
Chief Financial Officer Troy Clarkson

Councilor Derenoncourt stepped back in.

Councilor Griffin stepped out.

CFO Clarkson explained that this is the appropriation in regard to previous meetings that have been held with the members of Aquaria and himself and Commissioner Hill in the past and that this was the formal way to ask for that to be fulfilled.

Councilor Nicastro mentions the date of the bills being from April, May, & June, as well as asking why they were not paid to which Commissioner Hill responded that there was no money to pay them.

Councilor Farwell raised questions regarding the payment of this bill and what FY funds are being used to which Mr. Hill explained that they will be using funds from FY25.

Councilor Derenoncourt stated that he is against this as it is a large amount of money, and he is aware that it will pass but that he will be voting against it.

Councilor Thompson asked if last year when it was cut from the budget that there was no money lost it was retained earnings within the Enterprise Funds to which Commissioner Hill responded that that is correct.

President Rodrigues asked if, given the drought affecting the city and region, they have been able to draw water from Aquaria to which Commissioner Hill stated they took 1.5 million gallons a day from September to October with no issues.

Councilor Thompson motioned to recommend the item favorably. Motion was properly made in second and carried by a hand vote.

8. Ordered: In accordance with the General Laws of Massachusetts, Chapter 44, recommending that the City Council approve the expenditure of \$4,035.40.

FROM: DPW REFUSE – PURCHASE OF SERVICE	\$3,235.40
DPW REFUSE – GOODS AND SUPPLIES	\$800.00
TO: AMERICAN RETROWORKS INC.	\$3,235.40
FBS TIRE RECYCLING INC.	\$800.00

Invited: DPW Commissioner Patrick Hill
Chief Financial Officer Troy Clarkson

Councilor Griffin stepped back in.

Commissioner Hill explained that these are refuse bills and that the intent is to roll this money into this fiscal year's budget.

Councilor Lally motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

9. Ordered: In accordance with the General Laws of Massachusetts, Chapter 44, recommending that the City Council approve the expenditure of \$726,325.44.

FROM: DPW SEWER – PURCHASE OF SERVICE	\$726,325.44
TO:	
SOUTHWORTH-MILTON INC.	\$1,140.48
CONSTELLATION NEWENERGY INC.	\$160,191.92
VEOLIA WATER NORTH AMERICA – OPERATIONS INC.	\$539,336.17

PLYMOUTH COUNTY SHERIFF'S DEPARTMENT	\$4,788.00
BROCKTON POLICE	\$15,768.87
W ROBERT PATTERSON & ASSOCIATES	\$5,100.00

Invited: DPW Commissioner Patrick Hill
 Chief Financial Officer Troy Clarkson

Councilor Griffin stepped out.

Councilor Thompson motioned to recommend favorably. Motion was properly seconded.

Councilor Nicastro on the motion that's a lot of money can you please give detail on that.

President Rodrigues stated to hold off on #9 and go to item # 10 and comeback once CFO Clarkson has the information.

Mr. Clarkson found the information that was need.

Commissioner Hill stated that \$554,000 is for one month of treatment services at the sewer plant from Veolia. The \$34,533 was an emergency repair to a generator not an expected expense came later during the year.

Councilor Nicastro state why wasn't this \$554,000 in the budget?

Commissioner Hill stated they didn't have the adequate funds to support the budget that's why they put the sewer rate increases in front of them. They are confident this year that they will not only capture last years expenses but also get through this year as well.

Councilor Nicastro where is the sludge going to now?

Commissioner Hill stated half goes to New York the other half goes to Rhode Island.

The motion carries by a hand vote.

10. Ordered: In accordance with the General Laws of Massachusetts, Chapter 44, recommending that the City Council approve the expenditure of \$47,466.82.

FROM: DPW WATER – PURCHASE OF SERVICE	\$45,434.95
DPW WATER – GOODS AND SUPPLIES	\$2,031.87

TO:	
EAST BRIDGEWATER POLICE DEPARTMENT	\$7,727.50
CUMMINS INC.	\$815.15
BROCKTON POLICE DEPARTMENT	\$35,272.30
WHITMAN POLICE DEPARTMENT	\$660.00
TOWN OF HOLBROOK	\$960.00

REGAN SUPPLY/STILES CO. INC.	\$200.00
HD SUPPLY INC.	\$1,153.59
HOME DEPOT	\$79.98
CHADWICK-BAROSS	\$598.30

Invited: DPW Commissioner Patrick Hill
 Chief Financial Officer Troy Clarkson

DPW Commissioner state these are all road details. All SRF jobs are a reimbursable expense through the program. Usually don't see a police bill for 2-3 months because of a lot of confirmation back and forth through consultants.

Councilor Thompson motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

11. Ordered: That the following named sum be and the same is hereby transferred as the same was submitted by the Mayor as follows: Transfer of: \$99,556.00

FROM: CABLE REVOLVING FUND	\$99,556.00
TO: BROCKTON COMMUNITY ACCESS	\$99,556.00

Invited: BCA President Joe Miranda
 BCA Executive Director Scott Mercer
 Chief Financial Officer Troy Clarkson

Councilor Griffin stepped back in.

President Rodrigues stated that Mr. Miranda is out of state and Mr. Mercer has been out sick.

CFO Clarkson stated that he had met with the Mayor, Mr. Mercer, Mr. Miranda, and Chief of Staff Ms. Marrow and in the letter in packets sent to Councilors stated in the letter why they have requested \$99,556. It includes upgrade to two different teleprompters, devices, switchers, and some additional HVAC for the building. Ha confirmed with budget director that as of today there is \$940,000 in the cable revolving fund more then sufficient funds to approve this request.

Councilor Farwell motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

12. Ordered: In accordance with the General Laws of Massachusetts, Chapter 44, recommending that the City Council approve the expenditure of \$46,736.12.

FROM: FINANCE – PURCHASE OF SERVICE \$46,736.12

TO: PUBLIC CONSULTING GROUP LLC \$46,736.12

Invited: Chief Financial Officer Troy Clarkson

CFO Clarkson public consulting group has provided support for many years to the city and this was an invoice that was received after the year closed.

Councilor Farwell motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

13. Ordered: That the City of Brockton has been designated as a Gateway Community by the Commonwealth and that the Commonwealth has implemented the Housing Development Incentive Program ("HDIP") to encourage the development of market rate housing in Gateway Communities through state tax credits to qualified development projects. The Mayor, as Chief Executive Officer, is hereby authorized to submit an amendment to the Downtown Brockton Housing Development Incentive Plan and Zone to the Commonwealth of Massachusetts Department of Housing and Community Development for its review and approval. The Mayor, as Chief Executive Officer, and acting through the Director of Planning and Economic Development, is further hereby authorized to act as the City's administrator of the HDIP Plan and is authorized to enter into real estate tax increment exemption agreements between the City of Brockton and qualified Housing Development projects, subject to favorable recommendation by the Brockton TIF Committee and approval by City Council.

Invited: Honorable Mayor Robert F. Sullivan
Chief Financial Officer Troy Clarkson
Director of Planning and Economic Development Rob May

Mr. May stated that the Housing Development incentive program is a state sponsored project that provides tax credits for the creation of market rate housing and has been very successful project here in Brockton. Here this evening is asking for an expansion of current boundaries going north. The packets that were sent out provided maps.

Councilor Thompson is there a limit to the ability to expand the HDIP?

Mr. May it is the purview of the Council and the Mayor to expand. The state funding is allowing one to two projects per a year for each municipality.

Councilor Thompson stated that he is in support of this HDIP expansion and hopes to see more expansions.

Councilor Nicastro why would we not want to extend the HDIP?

Mr. May in order for a developer to be able to apply for the housing tax credits from the Commonwealth the community needs to enter into a tax increment exemption or tie agreement. Those tie agreements require the review of both the City's financial and TIF and TIE committee but also the review and acceptance of the City Council its not that we wouldn't want to, it just requires a couple of steps in order to fully vet these projects and the City know exact how much tax revenue that these projects are going to generate over time.

Councilor Farwell if you look at the map why would we have this little sliver of approved area?

Mr. May that picks up the Corkran building which is a city owned asset which is finishing up environmental remediation.

Councilor Thompson motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

14. Ordered: That the City Council authorizes the acceptance and expenditure of the total grant funds in the amount of \$150,000.00.

FROM: EXECUTIVE OFFICE OF ADMINISTRATION AND FINANCE \$150,000.00

TO: CITY OF BROCKTON \$150,000.00

Invited: Chief Financial Officer Troy Clarkson

CFO Clarkson stated all information was in the packets provided this is the Commonwealth Community Compact Grant Program it is part of the DOR's mentorship program where they provide technical assistance to communities throughout the commonwealth they encouraged us to put our application in.

Councilor Farwell motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

Councilors Griffin and Thompson stepped out.

15. Ordered: That the City Council authorize the revocation of the general fund subsidy to the Parks and Recreation department in the FY25 Budget in the amount of \$400,000.00.

Invited: Superintendent of Parks Tim Carpenter
Chief Financial Officer Troy Clarkson

CFO Clarkson stated this is another recommended action from the DOR. That stated this is essentially a wash and they should rescind that because the actually appropriation could potentially take us over the overall levy limit. He assures everyone that this does

not impact the Parks and Recreation Departments ability to do its job nor is it reducing their budget.

Councilor Farwell just on the wording instead of authorizing the revocation shouldn't we just revoke?

CFO Clarkson stated that his team and legislative council worked closely on the language for these.

The Clerk stated that attorney Resnick wrote this order and it is fine as worded.

Councilor Thompson stated he is just clarifying what the CFO has stated.

CFO Clarkson stated in the budget the city was providing a subsidy in that same budget the Enterprise was providing an administrative reimbursement back to the general fund which all of the enterprises do. This portion of it was essentially a wash. So rather than engage that complex exchange of funds which had a net impact of zero. The DOR has been paying more particular attention and providing feedback on ways they prefer to see that done.

Councilor Lally so DOR says this has to be done and this has no adverse effect on the Parks department. We vote on this and pass it when does the actually action take place?

CFO Clarkson stated correct. So this is all part of the FY 25 Budget the reason why its before you now is we got a letter from the DOR with a list of items that they would like to see addressed before we set the tax rate. Yes, shortly after being voted on it will be moved. He believes but not certain but, in those revenue, reports it says zero because usually aren't processed until later in the year.

Councilor Derenoncourt question for Mr. Carpenter what impact will this have on you?

Mr. Carpenter its sort of a reimbursement to the City looking at it he doesn't think it will have a negative impact on his current operating budget.

Councilor Derenoncourt the CFO was asked to remove money from these departments.

CFO Clarkson read the DOR's letter.

Councilor Derenoncourt what if we choose not to revoke it what are the consequences?

CFO Clarkson most likely the DOR would not certify our tax rate and tax bills will not go out.

Councilor Farwell motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

16. Ordered: In accordance with the General Laws of Massachusetts, Chapter 44, recommending that the City Council approve the expenditure of \$26,832.93.

FROM: POLICE DEPARTMENT – PURCHASE OF SERVICE \$26,832.93

TO:
VERIZON \$16,955.76
SUR-TEC INC. \$4,613.00
PLYMOUTH COUNTY SHERIFF’S DEPARTMENT \$4,564.00
NEW ERA TECHNOLOGIES \$300.00
GANNETT NEW ENGLAND LOCALIQ \$290.71
CITY OF BROCKTON \$110.00

Invited: Police Chief Brenda Perez or designee
Chief Financial Officer Troy Clarkson

The Clerk stated he received an email from the chief that Captain McNulty would be here tonight to answer any questions.

CFO Clarkson stated this is similar to the other orders these were bills received after the deadline.

Councilor Lally motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

Councilors Griffin and Thompson stepped in.

17. Ordered: That the City Council authorizes the acceptance and expenditure of a donation in the amount of \$1,000.00

From: NORTH EASTON SAVINGS BANK

To: BROCKTON POLICE DEPARTMENT

Invited: Police Chief Brenda Perez or designee
Chief Financial Officer Troy Clarkson

BPD Grant Writer Ms. Lopes stated that on behalf of the Police Department they liked to thank North Easton Savings Bank for their generous donation these funds will be utilized for food and giveaways for their Gymboree community event.

Councilor Lally motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

18. Ordered: That the City Council authorizes the acceptance and expenditure of the total grant funds in the amount of \$60,000.00.

FROM: EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY \$60,000.00

TO: BROCKTON POLICE DEPARTMENT \$60,000.00

Invited: Police Chief Brenda Perez or designee
Chief Financial Officer Troy Clarkson

BPD Grant Writer Ms. Lopes stated this is for the FY25 Municipal Road Safety Grant they received the max award which is \$60,000 and these funds are utilized for traffic enforcement and education and covered 173 shifts totaled 660 hours, six traffic enforcement campaigns as well six ped bike campaigns and there is no match for this grant.

Councilor Lally motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

Councilor Teixeira stepped out.

19. Ordered: That the City Council authorize the revocation of retained earnings to balance the Refuse Enterprise in the FY25 Budget in the amount of \$294,639.

Invited: Chief Financial Officer Troy Clarkson

CFO Clarkson stated in that same DOR letter to item number 22 3B read in letter explains that the council did vote increases in the refuse rates last year and so they do believe that there will be sufficient revenues in this year to address this year's budget for the enterprise and working with DOR they concur with that assessment so the revenue increases that you voted are sufficient to handle the budget. Unfortunately, though those increases did not sufficiently address the costs of the Enterprise for last year and so they are working with Legislative council and the Clerk to prepare a request from you once free cash is certified to use some free cash to cover the shortfall in the Enterprise from last year. The DOR is asking to resend so that the Enterprise for this year will survive simply on the rate charges.

Councilor Farwell motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

20. Ordered: That the City Council authorizes the acceptance and expenditure of the total grant funds in the amount of \$20,655.00.

FROM: LIEUTENANT JOSEPH P. DIBERNARDO FOUNDATION \$20,655.00

TO: BROCKTON FIRE DEPARTMENT \$20,655.00

Invited: Fire Chief Brian Nardelli
Chief Financial Officer Troy Clarkson

Chief Nardelli stated on January 23, 2005 the FDNY suffered the loss of three of its members in the Bronx who were trapped and had to jump out of a six-story building. Lt. Joseph Dibernado was a Lieutenant of truck 167 that was in the Bronx and he jumped and later succumbed to his injuries. His father who was a retired FDNY firefighter came up with the Joey Dibernado fund. There are two major training components throughout the country every year that firefighters gather one in Texas and one in two weeks again in Long Island. This grant is a non-matching grant and this fund goes to Fire Departments that are looking to increase safety and survival of their firefighters. This year they put in for self-escaping ropes and with this grant it will buy 45 stealth rescue kits one for each riding position on every truck.

Councilor Thompson motioned to recommend favorably. Motion was properly seconded and carried by a hand vote.

21. Resolve: WHEREAS, The residents of the city deserve full disclosure about significant issues in the school department which are impacting the city, operational activities, and our financial stability even after the audit and investigation recently published;

NOW, THEREFORE, BE IT RESOLVED:

City Solicitor Megan Bridges and Chief Financial Officer Troy Clarkson be invited to appear before the finance committee of the city council to present information on legal and financial matters relating to the public schools.

Invited: City Solicitor Megan Bridges
Chief Financial Officer Troy Clarkson

Councilor Farwell motioned to postpone to a Finance meeting in December and was properly seconded. The motion carried by a hand vote.

22. Resolved: To invite Brockton Fire Chief, Brian Nardelli, and anyone he may wish to be accompanied by, to appear at a Finance Committee to discuss the whole blood truck put on the road earlier this year with grant funding by the Town on Canton, how it is being used, how it has benefitted the City of Brockton, and other important related information.

Invited: Fire Chief Brian Nardelli

Councilor Nicastro motioned to take item 22 out of order. Motion was properly seconded and carried by a hand vote.

Fire Chief Nardelli began by introducing Dr. Volcanis and Dr. Torres as well as giving information on how beneficial the Blood Truck has been for the City of Brockton.

Councilor Nicastro asked for a brief description of how the truck works to which Dr. Volcanis explained that it took four years to create and that the bank is located in Canton due to its beneficial location which allows the truck to serve up to 20 communities right now.

Councilor Thompson asked who makes the call to go to the scene to which he was answered that the command staff has the birds eye view of the incident and that the first time it was used was in Braintree.

Councilor Nicastro motioned to recommend favorably. Motion was properly made and second and carried by a hand vote.

23. Resolve: WHEREAS, Signature Healthcare, Brockton Hospital provides a critical link between medical care for city residents and those in other communities, and,

WHEREAS, it's important to receive an update on the progress toward reopening of the hospital, especially given the financial challenges reported by Steward Health Group;

NOW, THEREFORE, BE IT RESOLVED:

That Fire Chief Brian Nardelli and other staff whom he may designate, a representative from the Administrator's Office of Signature Healthcare - Brockton Hospital and Building Commissioner James Plouffe appear at a meeting of the City Council to discuss progress and issues pertaining to restoration of full hospital services.

Councilor Teixeira stepped back in.

Councilor Farwell motioned to Table and was properly seconded. The motion carried a hand vote.

24. Resolved: To have Superintendent of Schools, Dr. Priya Tahiliani appear before a committee of the Brockton City Council to discuss the methods and policies of the Brockton School Department regarding CORI checks on employees that may have direct contact with the students of the Brockton Public Schools.

Invited: Superintendent of Schools Priya Tahiliani and any staff members as needed

Dr. Tahiliani demonstrated her PowerPoint presentation (see attached) on the CORI checks.

Councilor Griffin he had received calls that when the audit report came out that some people weren't Cori checked. What issues are you having with the vendors?

Dr. Tahiliani stated that weren't actually have any issues its just not tracked in the employee database the same way. Just making sure they have a tracking system where everything is housed in one place.

Councilor Farwell the school committee knows they have access to Cori checks as well. Its in chapter 71 section 38R. Tell me about the sped van drivers?

Dr. Tahiliani: they are required to get Cori checks and be on file.

Councilor Farwell: on November 13 at 3:19 in the afternoon there was an incident at the Baker School were apparently two vans collided. The police responded and arrested one driver on a warrant the driver lived in Stoughton and the other driver did not have a valid driver's license, so how often do we track driver's license status?

Dr. Tahiliani: correct. They do track driver license status for that specific incident where there was a substitute driver that they were unaware of. They since have severed ties with that provider since they violated the agreement.

Councilor Derenoncourt: How many other vendors that our transporting the children that may not have a license? He recommends going through and asking the drivers to provide an update on their license.

Councilor Thompson: Is that Cori check applicable to the members of this council? They often visit the schools.

Dr. Tahiliani: It applies to anybody who could be in a school building that may have any kind of unmonitored access to students. Only if they have events and invite members that wouldn't necessarily trigger a Cori.

Councilor Thompson: If she could reach out to the Clerk or Council President so that they can begin the Cori process so they don't miss out on upcoming events.

Dr. Tahiliani: Absolutely, its an easy process through their HR.

Councilor Derenoncourt: He doesn't have a problem with that, the problem he has is that they are elected officials and to go to an event over at the school they need to provide a Cori. They should have creditability.

President Rodrigues stated that working for a number of years in child protection at the Archdiocese of Boston he welcomes Cori.

Dr. Tahiliani: as she mentioned before there are some scenarios that it would be waived if you are invited to an event or a guest speaker that wouldn't need a Cori, but likes ideas of

Cori's on file and this policy has been existing. This isn't to undermine anyone stature in the community its just being vigilant towards the students.

Councilor Thompson motioned to recommend favorably. Motion was properly made and seconded.

Councilor Lally on the motion request that that those independent van drivers and the substitutions information be shared with the council and general public not Cori but those who are not suitable.

Councilor Farwell on the motion asked if she could provide them with a list of communities where the school committee requires elected officials to provide 3 days' notice before reporting to a public school unless they get a waiver from the chief elected official or the superintendent.

Councilor Griffin on the motion stated that he agrees with the Cori every year and the safety of the children is very important and no one is exempt.

The motion carried by a hand vote.

President Rodrigues acknowledged the School committee was in the chambers.

25. Resolve: Be it resolved by the Brockton City Council to invite Troy Clarkson, Chief Financial Officer, Priya Tahiliani, Superintendent of the School Department, and Jennifer Perez, Director of Transportation for Brockton Public Schools to appear before the Finance Committee to discuss and provide an update on the current status of the transportation budget and general update for the transportation department.

Invited: Chief Financial Officer Troy Clarkson
Superintendent Priya Tahiliani
Director of Transportation Jennifer Perez

Councilor Farwell stated this is Councilor Minichiello resolve and he is not here this should be postponed.

President Rodrigues stated that Dr. Tahilani is here and Councilor Minichiello can decide at council if he wants this to come back again before being voted on.

Dr. Tahiliani demonstrated her PowerPoint presentation (see attached) on the Transportation budget.

Councilor Farwell just a request from CFO Clarkson once you have this PowerPoint presentation in the next couple of weeks would you take a look at it and do some cost analysis and come back to the council with some real-world comments.

Councilor Thompson starting with driver's salary at 46% of the overall budget is that normal to be that high can we do something to renegotiate?

Dr. Tahiliani yes to all the questions. Salaries is always the largest cost. Yes, she does believe there could be some cost savings in their upcoming negotiations. Try to negotiation only one-year contracts.

Councilor Thompson two ideas that was never discussed to save money. Some school districts charge for transportation cost is that on the table?

Dr. Tahiliani they are transporting students that they are legally required to transport she doesn't know where they could potentially leverage that but certainly look into that.

Councilor Thompson secondly, we have a two-mile requirement?

Dr. Tahiliani: yes, its 1.5miles at one grade level and then 2 miles at another grade level.

Councilor Thompson: is this required by the state? We couldn't expand that at all?

Dr. Tahiliani: yes. That's what she is unsure about and has to figure that out.

Councilor Thompson: is the 6 million your seeking is the 5 million part of that or is it a total of 11million

Dr. Tahiliani: its 11 million but the 6 million is coming from the stabilization fund that she will be coming in front of city council for, figure out other ways to cover the costs for the 5 million. She understands the city is not in a position right now.

Councilor Thompson: how often is the transportation round table meeting?

Dr. Tahiliani: every other week.

Councilor Farwell point of information the lease agreement for the bus depot has not been signed by the Mayor. He just signed the order today so it will be coming before the City council.

Councilor Derenoncourt this transportation company has caused the city a lot of headaches. He thanked Dr. Tahiliani for the level of information it was more than they ever have gotten before. Hopes that they have a different view when coming about the transportation company in front of the City Council next year.

Councilor Lally: for the fleet you need 15%-20% as spares that sounds like a lot? Improving efficiency would help clean that up.

Dr. Tahiliani: that's the recommendation right now they only have 2 spares.

Councilor Lally: Improving efficiency with the routes would help clean that up. Out of district Sped how can we get a handle on this?

Dr. Tahiliani: yes, there are a lot of ways. They always want to provide the students with what they need to be success. They are reviewing those the who and why.

Councilor Lally motioned to recommend favorably. Motion was properly made and second and carried by a hand vote.

Councilor Farwell reminded everyone about the Ordinance Meeting Thursday November 21st at 6PM.

Meeting Adjourned: 11:08 PM

PRESENTATION TO BROCKTON CITY COUNCIL

BROCKTON PUBLIC SCHOOLS

CITY COUNCIL MEETING



Prepared By:
Dr. Priya Tahiliani

NOVEMBER 18, 2024

BPS School Committee Policies

DCJIS CORI POLICY

ADDA-R

- Criminal Offender Record Information (CORI) history screening is required for prospective and current employees, subcontractors, volunteers and interns, and professional licensing applicants.
- Unless otherwise provided by law, a criminal record will not automatically disqualify an individual.
- The individual shall be provided with a copy of the criminal history record prior to questioning the subject about his or her criminal history.
- If there is an adverse decision based on the results of a CORI, the individual will be promptly provided the BPS CORI policy, a copy of the criminal history, and the opportunity to dispute the accuracy of the CORI record.

BACKGROUND CHECK

ADDA

- A state and national fingerprint criminal background check will be conducted to determine the suitability of full or part time current and prospective school employees.
- School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children.
- BPS may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the School Committee, school or employed by the city or town to perform work on school grounds.
- School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state Criminal Offender Record Information (CORI) checks.

CORI Checks for New Employees

- All employees are required provided a new employee packet and are required to submit a signed CORI authorization form that allows the district to conduct a CORI check.
- Employees cannot be put entered into MUNIS unless a CORI and fingerprinting check has been reviewed and approved by Human Resources.
- All employees are required to sign and submit the CORI authorization form at least once every three years.



City of Brockton
BROCKTON PUBLIC SCHOOLS
Dr. Priya J. Tahiliani ♦ Superintendent of Schools

Dr. Kathleen F. Moran
Assistant Superintendent of Human Resources
Phone (508)580-7535 Fax (508) 580-7091
kathleenmoran@bpsma.org

Dear Sir or Madam:

The Brockton Public Schools has recently conducted a CORI check on you.

In accordance with Massachusetts General Laws, as a certified non-criminal justice agency receiving CORI information, we are required to provide CORI results to any individual whose CORI record is returned to us with a response other than a "No Record" response. In addition, the regulations require that we provide those individuals with a copy of the Department of Criminal Justice Information Services (DCJIS) Information Concerning the Process in Correcting a Criminal Record and a copy of DCJIS's Information on How to Establish Yourself as a Victim of Identity Theft for CORI Purposes.

The purpose of this letter is to inform you that there are entries on your CORI report, and you may wish to review them to ensure that they are accurate and not the result of identity theft.

Due to confidentiality issues, we will not mail CORI information. If you wish to obtain a copy of your CORI and the aforementioned documents, you may do so in the Human Resources Office. You will be required to present identification and sign for release of the CORI information.

If you have any questions, please visit the Human Resources Department at 43 Crescent St.

Sincerely,

Kathleen F. Moran, Ed. D.
Assistant Superintendent of Human Resources

Districtwide CORI Review



In accordance with BPS policies, the Human Resources department conducts pre-employment background checks and CORI checks on all non-employees who might have unmonitored access to students. Human Resources maintains a database which is updated daily. Periodic updates are sent to schools to remind staff of the background check requirements.



**CORI
Authorization
Forms**

Schools are provided a staff roster and sufficient amount of copies of the CORI Authorization forms for their staff to sign.



**Staff
Rosters**

Schools will indicate on staff rosters which staff are currently on leave.



**Submission
to Human
Resources**

Schools collect the signed CORI authorization forms and submit to BPS Human Resources department.



**CORI
Results
Review**

BPS Human Resources processes the CORIs in batches and reviews each of the results individually.



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Sincerely,

Kathleen F. Moran, Ed. D.
Assistant Superintendent of Human Resources

CORI Results

For systemwide CORI of employees, anyone without a result on their CORI would not get contacted.

Anyone with a result on the CORI gets a letter asking them to come pick up their results. Anyone can contact HR to request a copy of their CORI results at any time. They need to come to the office with their license and sign a form stating they picked it up.

If there is a finding on the CORI :

Human Resources meets with the staff to
address the issue



Review is based upon a case by case
determination on



Next steps contingent upon the CORI

Additional CORI Updates

CORI Compliance

01

Approved CORIs

5,709 CORIs entered on ACCESS database since 1/1/2022



02

List of Approved CORIs

P drive is an internal list available to pertinent staff to confirm individuals who are CORI approved



03

Previous Systemwide CORI

Systemwide CORI last completed January 2023



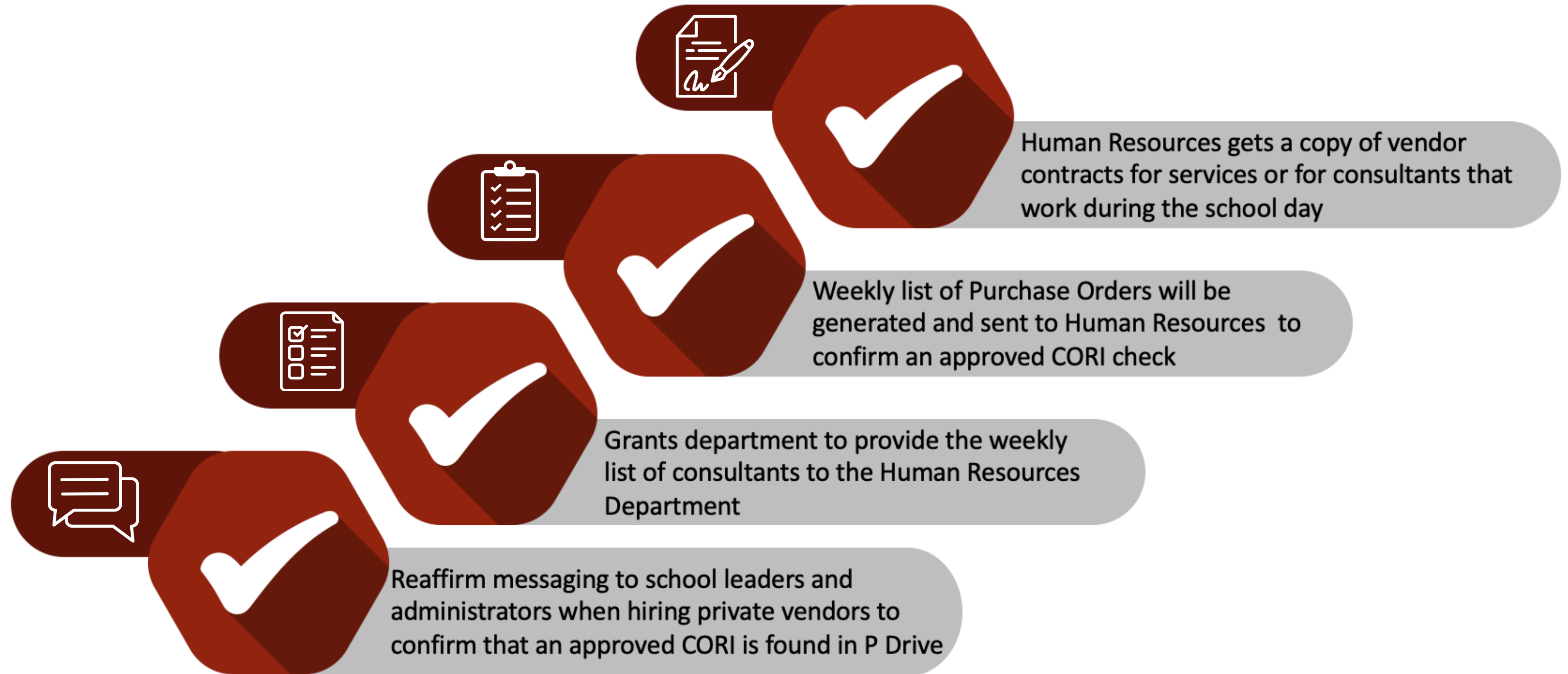
04

Next Systemwide CORI

Next systemwide CORI will begin before January 2026



Next Steps to Bolster Compliance



PRESENTATION TO BROCKTON CITY COUNCIL

BROCKTON PUBLIC SCHOOLS

CITY COUNCIL MEETING



Prepared By:
Dr. Priya Tahiliani

NOVEMBER 18, 2024



Projection Comparison Against Actual Costs

Budget Category	2020 Presentation Projection	FY24 Transportation Actuals	Variance
Supervisors/ Director	75,000.00	521,604.66	(446,604.66)
Administrative Assistant	45,000.00	62,937.50	(17,937.50)
Dispatchers	75,000.00	202,640.19	(127,640.19)
Mechanics	65,000.00	98,275.44	(33,275.44)
Bus Drivers	3,566,160.00	7,049,709.05	(3,483,549.05)
Warehouse & Bus Yard Lease	475,000.00	534,129.66	(59,129.66)
Gas/Fuel	238,125.00	744,476.80	(506,351.80)
Bus Maintenance	44,450.00	66,497.27	(22,047.27)
Total	4,583,735.00	9,280,270.57	(4,696,535.57)

TAS INITIAL FINDINGS: REPORT METHODOLOGY

Interviews with Staff and Stakeholders

- Transportation Supervisor
- IT Director
- School Principals
- Superintendent
- Mechanics
- Dispatchers
- Safety Coordinator
- Business Manager
- Bus Drivers

Data

- a) Enrollment data
- b) Line-item financial reports and various budget documents
- c) Board Transportation Policies
- d) Labor Agreements with the Non-Teaching Employees Organization
- e) Job Descriptions
- f) Transportation Department Employee Handbook
- g) Fleet listing with bus use data
- h) Busridership and runtime reports
- i) Attendance reports for District employees
- j) Detailed wage and benefit data for District employees
- k) Miscellaneous District-prepared analyses, forms and reports



STUDENT TRANSPORTATION PROGRAM REVIEW

FACILITY

The BPS transportation facility is currently operating with limited resources, which affects the overall efficiency and effectiveness of the department. This **shortage of maintenance space** may lead to **delays in servicing** the buses, which in turn causes **disruptions to daily operations**. Having a transportation facility without an on-site fueling station requires **fuel and labor costs to refuel and subject to fluctuating gas prices** and thereby hampering the ability to monitor fuel prices accurately.



Insufficient Infrastructure

The current infrastructure is inadequate to meet the demands.

01



Limited Maintenance Bays

There are not enough bays available for proper maintenance, leading to delays and inefficiency.

02



High Operational Costs

The limited facilities drive cost the district.

03



Lack of Training Space

There is not sufficient area for driver training, impacting safety and skill development.

04



Driver Accommodation Issues

The facility does not have enough space to accommodate or support drivers effectively.

05



Lack of Organization

The current facility is new but there is an apparent lack of organization and items do not have a home.

06



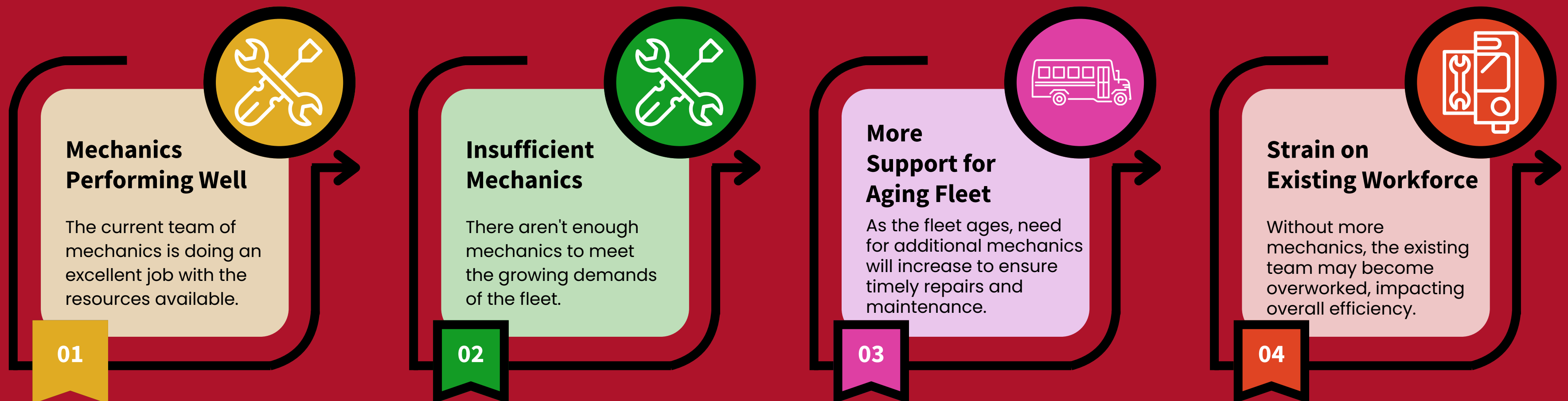
Staff Collaboration

Continue to meet to share ideas and provide input to meet the needs of the department.

07

MAINTENANCE

- There are currently 3 mechanics and 141 buses.
- Current Ratio is 1 mechanic for every 47 buses.
- A common recommendation is a ratio of approximately **1 mechanic for every 15 buses**.
- To optimize operations, enhance maintenance effectiveness, and improve service reliability, hiring additional mechanics to achieve a ratio closer to **1:18 or 1:15 would be beneficial**. This means that there should be **at least 8–10 mechanics** to ensure that the transportation needs of the school are met efficiently and safely.
- Having sufficient mechanics means that **maintenance and repairs can be conducted more thoroughly and efficiently**, ensuring that buses are in good working order and reducing downtime.
- A lower ratio allows mechanics to respond quickly to bus issues and perform regular inspections, **minimizing disruptions to transportation schedules**.
- Having a reasonable number of buses per mechanic helps prevent burnout and ensures that mechanics can **maintain high-quality service**.



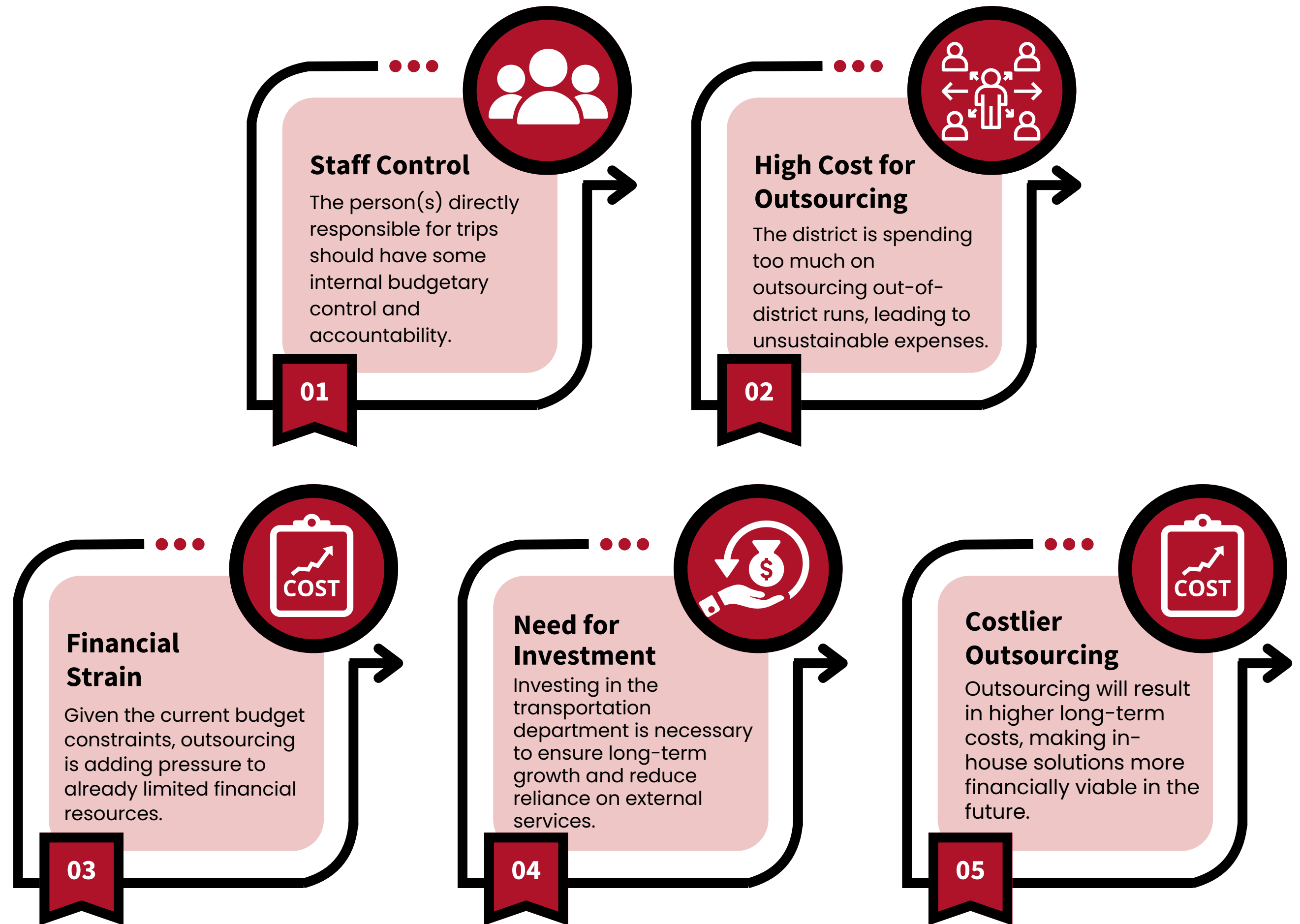
FINANCIAL

BPS' reliance on **outsourcing** is a step toward achieving efficiency but **requires accountability** at every level.

Regularly **reviewing and renegotiating** based on **performance metrics** can prevent cost overruns.

Outsourcing transportation services in Brockton accounts for over 50% of the total transportation budget, a **much higher portion** than many districts, which may rely more on in-house fleets.

By implementing a **strategic adjustment to school start times** can significantly reduce these transportation costs but **adjusting bell times could disrupt established routines** and impact childcare and after-school activities.



FLEET

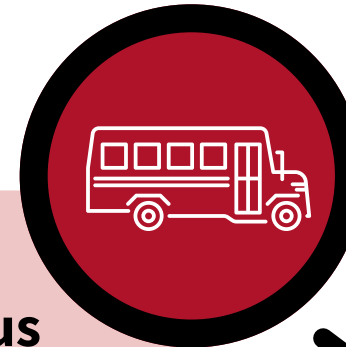
The district's transportation fleet is composed of **65 vans, 8 wheelchair buses, 6 minivans, and 62 large buses**, representing a diverse range of vehicles tailored to various needs.

Having **15-20% spare vehicles is critical** for ensuring that school transportation runs smoothly, efficiently, and safely.

BPS should **consider leasing** school buses moving forward due to several financial and operational benefits. The predictable monthly payments allow for more **accurate budgeting**, and the inclusion of maintenance in some leasing agreements can reduce the strain on operational resources.

01 No Spare Bus Available

The district lacks spare buses, creating operational challenges when unexpected issues arise.



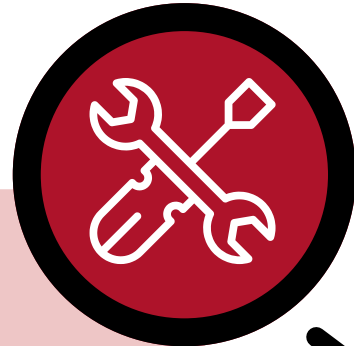
02 Aging Fleet Risks

Without a bus replacement plan, the aging fleet will lead to more breakdowns and higher maintenance.



03 Fleet Replacement is Critical

Implementing a strategic plan to replace older buses is essential to maintain reliable service.



04 Self Sufficiency is Critical

Achieving self-sufficiency by maintaining a modern fleet will improve long-term cost efficiency.



05 Factors for Fleet Replacement

Factors include age of vehicle, maintenance cost, capacity needs, wheelchair accessibility needs, trade-in options.



LABOR

It is important that any agreements or procedures provide the District with the **flexibility needed to adjust programs to change service levels** and should support and facilitate the provision of quality services to the students and the education community with a focus on student safety and student needs.

Of **particular concern** are any provisions or procedures which may limit an emphasis on student safety, or provisions which **limit the District's ability to maximize the efficiency** of the program through inappropriate historical practices.

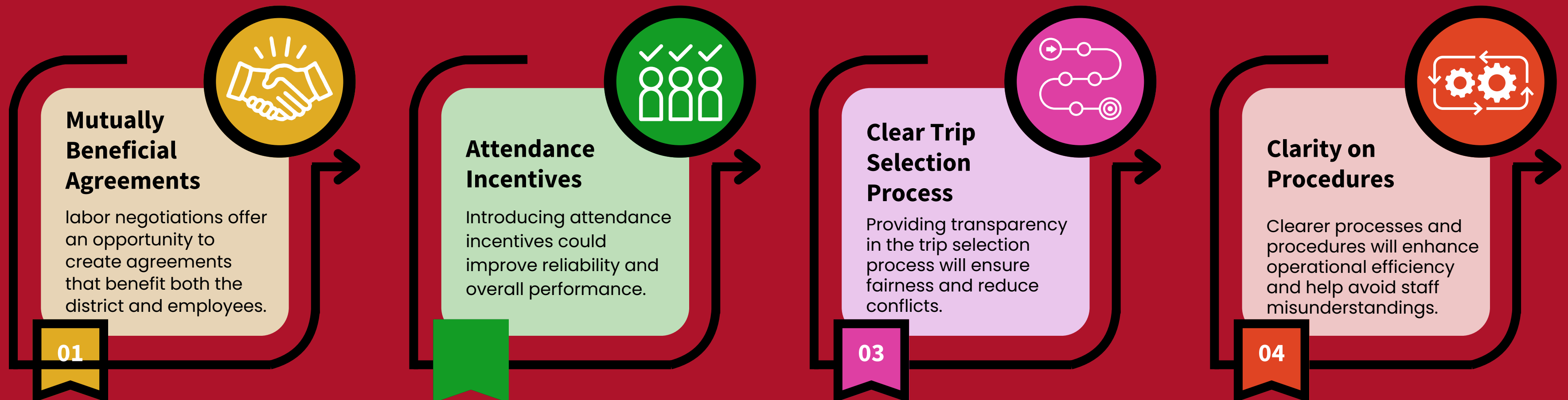
There has been a **shortage of qualified sub drivers and monitors** when needed. In those instances where subs are necessary, it has required the Transportation Supervisor to drive, unless runs can be merged, which is not typically the case.

Paid personal days, union business, and family illness days should not be acceptable in an **attendance incentive program** as this absence requires the District to employ a sub driver for the day.

Once Drivers are assigned their route(s), they should **not be allowed to change their assignments** once the school year has started.

Drivers with **more years of service are given priority** in choosing routes to help retain experienced drivers and allows selecting routes that align with their expertise and comfort levels.

Transportation Supervisor should have the **absolute management right to assign drivers and monitors** based on student needs, regardless of "run-bidding" or seniority.



MANAGEMENT

The transportation department is overseen by a supervisor who previously reported to the Deputy Superintendent of Operations but now **reports to the Superintendent and Chief Financial Officer**, which is **typical for the industry**. This additional layer of management supports those issues that require third-party considerations or determinations.

We recommend that there be an **annual meeting** attended by various pertinent staff to discuss issues related to **student transportation policies and procedures**, additional potential **training**.

We commend the District for providing training and suggest this practice continue to provide these **valuable training sessions** for mandated training programs as well as more specialized sessions.

01 Annual Meeting

There should be an annual meeting between transportation staff, Building Principals, Director of Special Education, and the Athletic Coordinator.



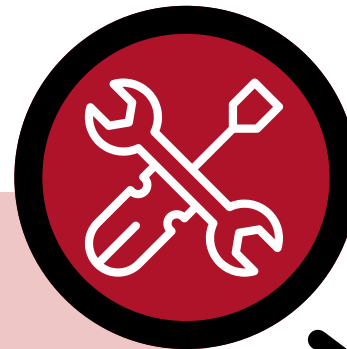
02 Clear Reporting Structure

A defined organizational hierarchy is essential to streamline communication and accountability in the transportation department.



03 Need for Additional Mechanics

More mechanics will improve the department's ability to manage fleet maintenance and prevent service disruptions.



04 Increased Office Staff Required

Expanding the office staff will support administrative tasks, scheduling, and coordination, improving overall efficiency.



05 Improved Oversight and Management

A structured organization will enhance oversight of operations, leading to better decision-making and performance management.



POLICY AND PROCEDURES

An important issue in the operation and provision of student transportation services is the **development, adoption and implementation of policy.**

Policy identifies for the community the level of service to be provided to the residents while clarifying for the Administration and the Transportation Department the parameters to be utilized to offer **equitable and safe services.**

Additionally, policy is required to meet various State regulations.

There is an identified need to develop and implement structured processes and policies pertaining to **compliance, maintenance and inspection, routing and scheduling, feedback systems, technology, monitoring, trips and incident response plans.**



01 Formalized Routing Process

Implementing standardized procedures for routing will ensure consistency and efficiency in daily operations.

01



02 Clear Trip Selection Process


Establishing transparent criteria for trip selection and out- of-district placements will improve fairness and reduce confusion.

02



03 Accountability Measures

Introducing formal accountability procedures will ensure staff are responsible for their roles and duties.



04 Internal and External Communication

Enhancing clear communication in the department and with external stakeholders will minimize errors and improve coordination.

04



05 Assignment Clarity

A defined process for assigning out-of-district runs will reduce ambiguity and ensure appropriate resource allocation.

05

ROUTING

BPS should be utilizing the **routing software** to its capability. Routes should be **analyzed and adjusted** to maximize the bus capacity while minimizing time spent on the route by the students.

Routes should be **analyzed on a regular basis** with potential changes every year based on the needs of the District.



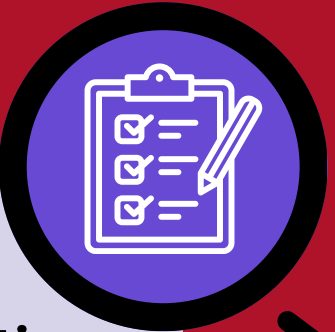
01 Utilization of Routing Software

Defining project scope, objectives, and Implementing routing software will allow for optimized route planning, reducing operational efficiencies & costs.



02 Regular Ridership Audits

Conducting ridership audits at least three times per year ensures accurate data on bus usage, which can lead to potential route consolidation.



03 Data Driven Route Evaluations

Using actual ridership data from audits will enable the district to streamline routes, ensuring buses are utilized efficiently.



04 Regional Sharing for Out-of-District Runs

Collaboration with nearby districts for out-of-district runs should be pursued to reduce costs and enhance service.



05 Driver Involvement in Route Changes

Drivers should actively participate in route reviews, with trial runs conducted to assess efficiency and effectiveness.



06 Best Practices in Routing

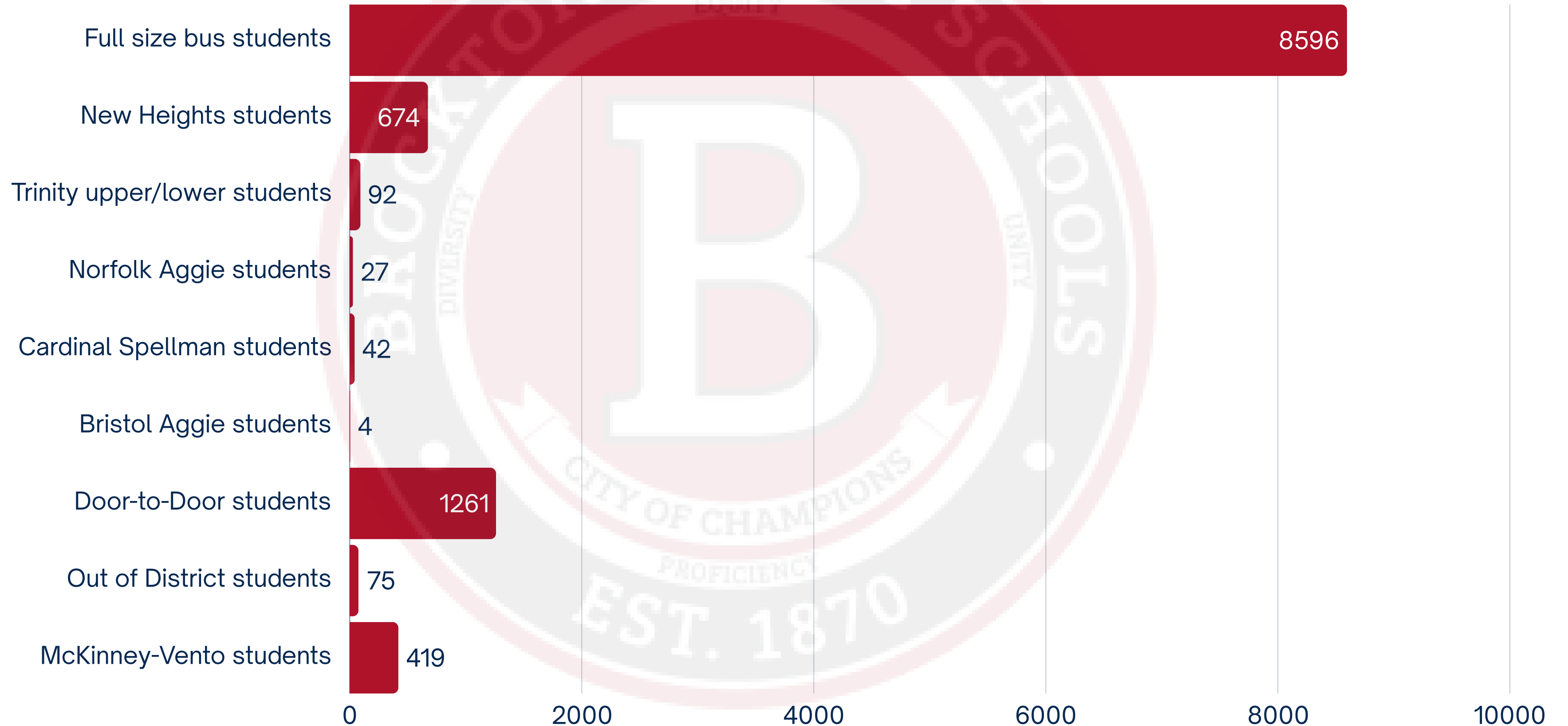
Routes should minimize turnaround points and limit the time students spend on the bus, improving overall transportation quality.



07 Year Over Year Unique Routing

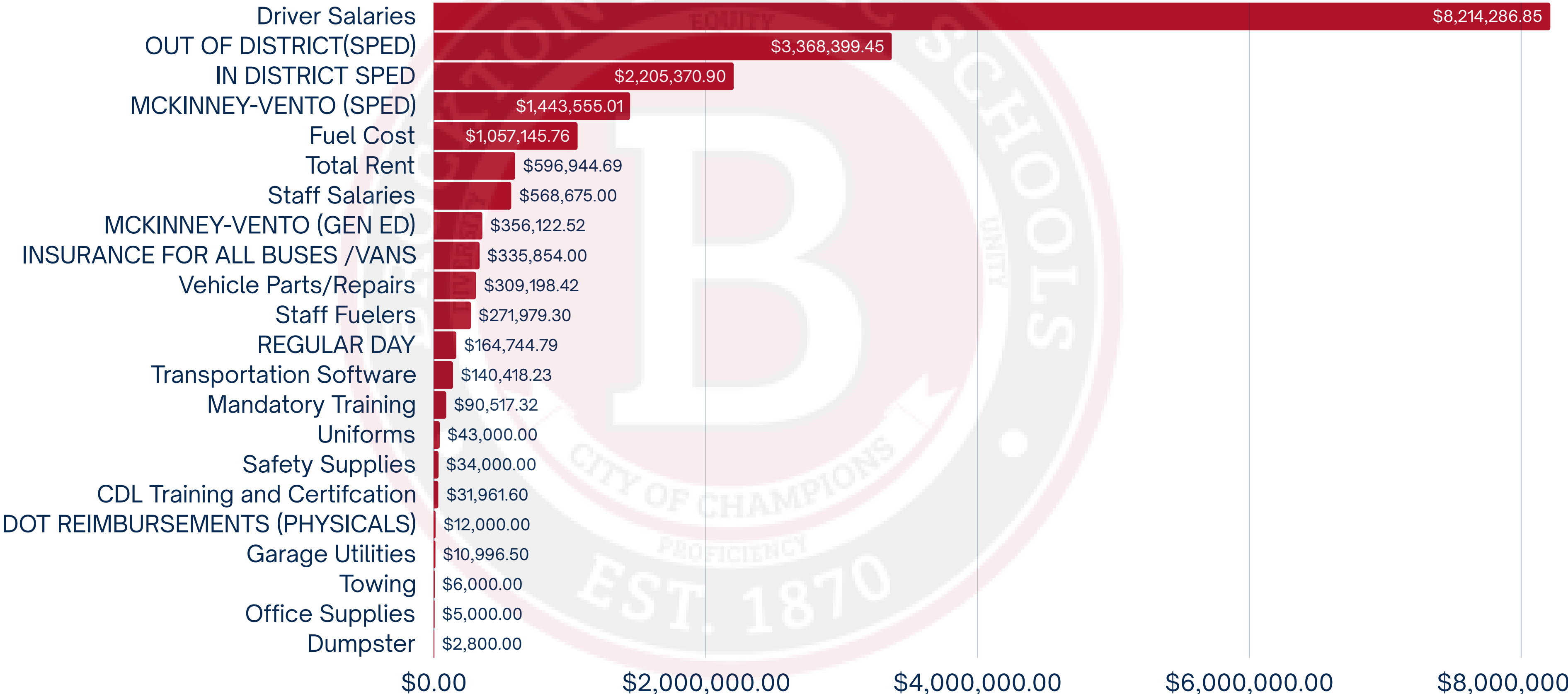
Routes should be redesigned each year based on current needs, rather than slightly modifying annually to ensure optimal performance.

Students Transported



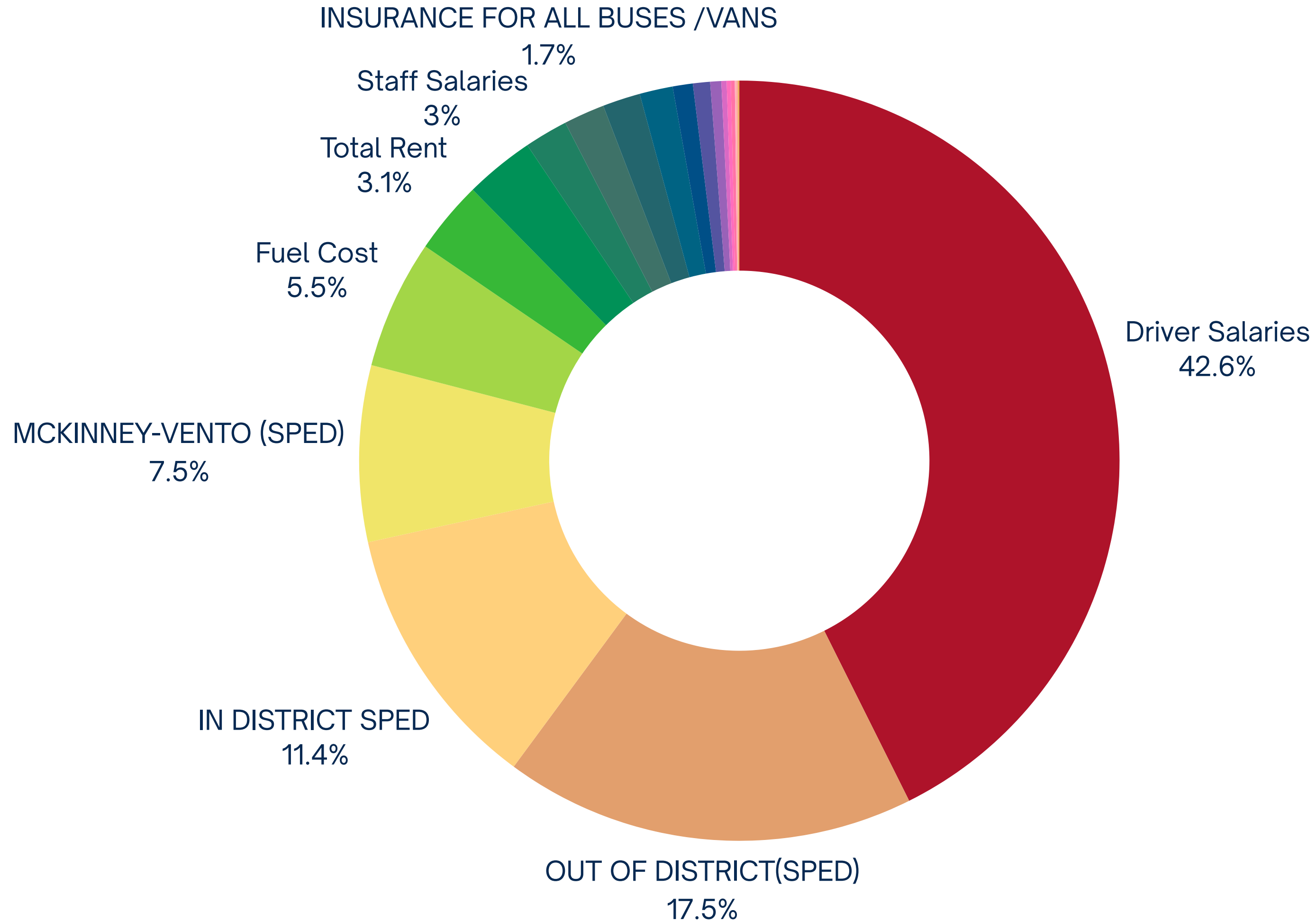
Previously Presented Projected Budget

■ BPS Projected 2024-2025

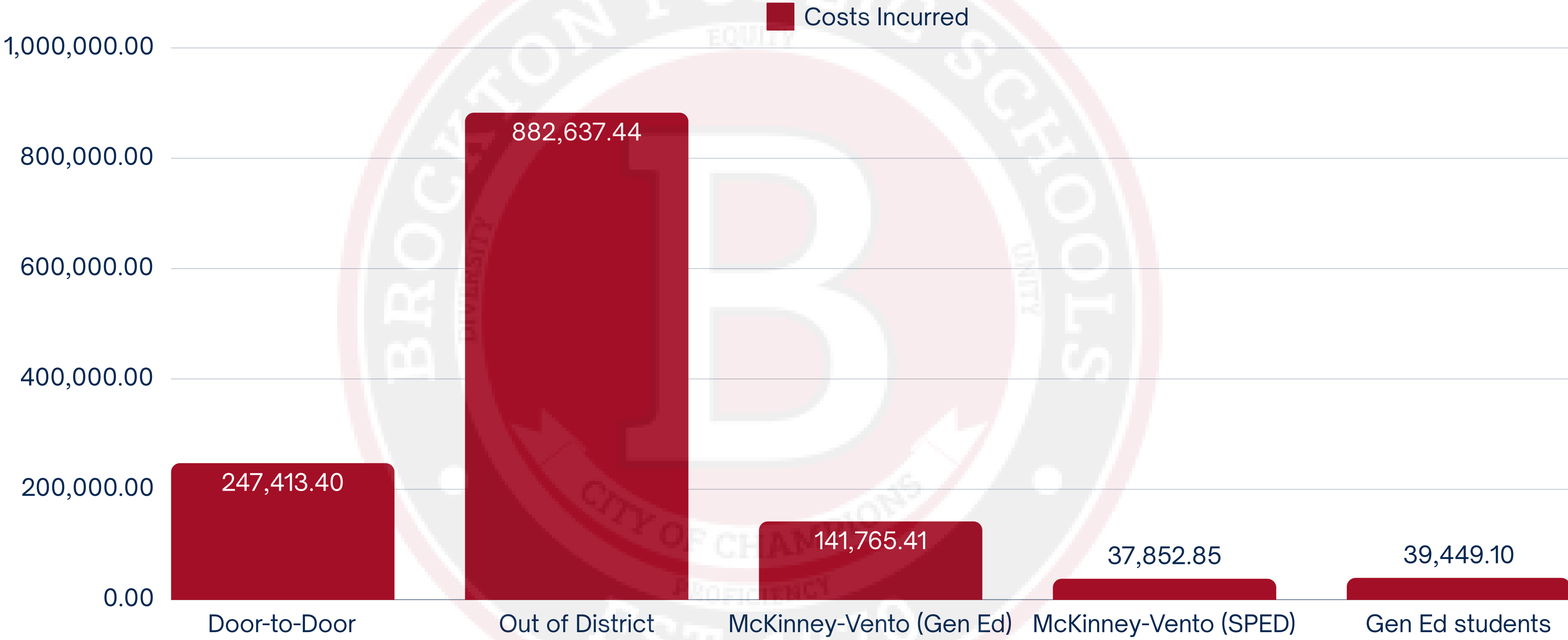


Previously Presented Projected Budget

Demonstrated by largest budget categories and by percentage.



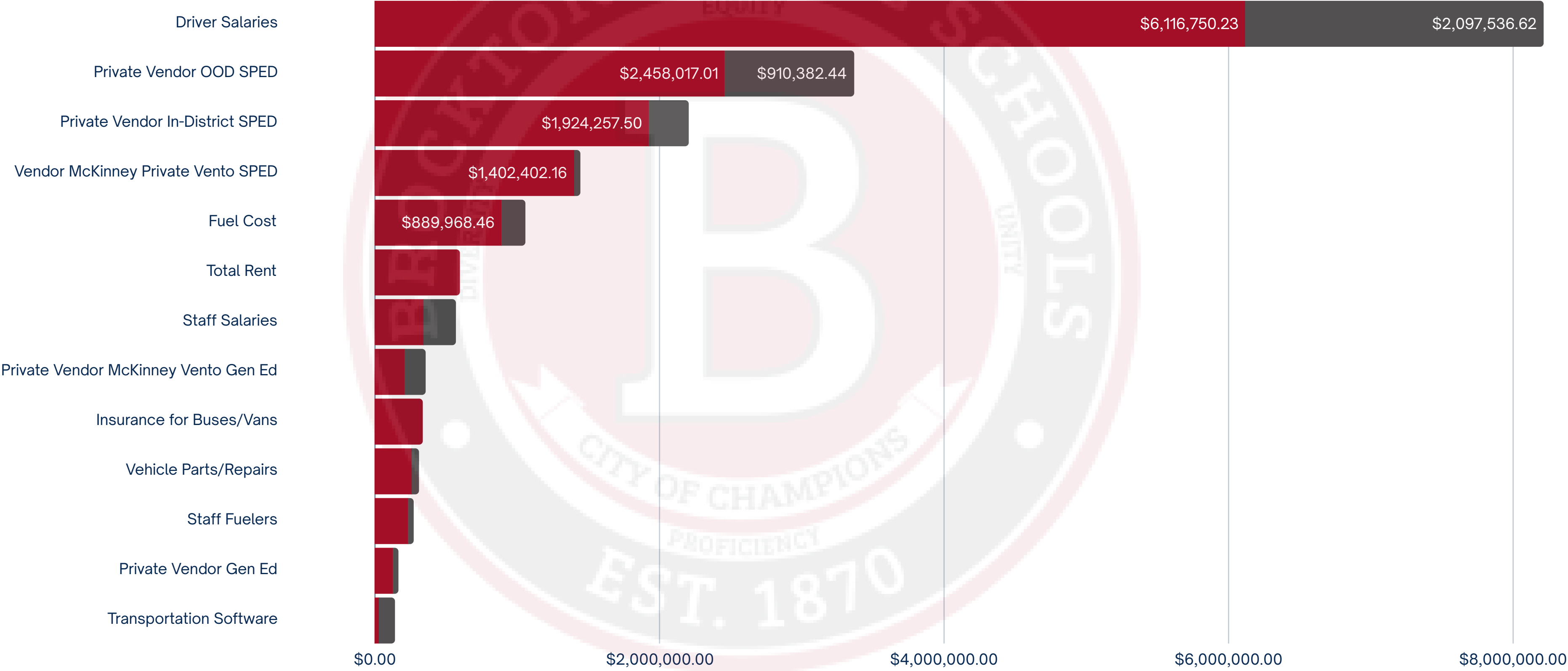
Private Transportation Costs Incurred



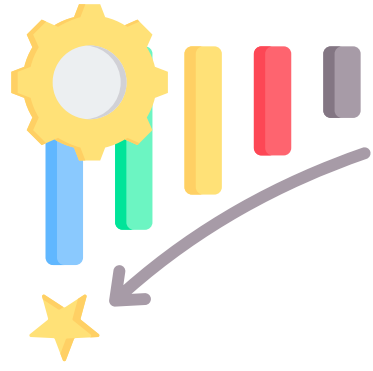
Total spent on Private Vendor Cost from July 1 through November 15, 2024 is \$1,349,118.20.

Cost Analysis of BPS Projected vs Actual Spent as of November 18, 2024

■ BPS Projected 2024-2025 ■ Costs Incurred



COMPLETED & ONGOING IMPROVEMENTS



COMPLETED

- ✓ Negotiated MOA to designate driver as trip steward
- ✓ Secured lease for bus depot
- ✓ Engaged competitive process for special ed transportation
- ✓ Transparently communicated to Transport Roundtable that we would delay going out to bid for special ed transport as we awaited audit.
- ✓ Created fueling schedule for DPW & obtained state issued fuel cards

ONGOING

- ✓ Participating in biweekly Transportation Roundtable Meetings
- ✓ Beginning negotiations for 1 year agreement
- ✓ TAS supporting creation of RFP for special education transportation
- ✓ Garnering feedback from bus drivers
- ✓ Tracking costs for various transportation to better inform future decision-making
- ✓ Determining our future model

Request for Support & Consideration



Allocation

Allocating \$6 million from stabilization account



Consideration

An additional \$5 million will be required in order to fully fund transportation for SY24-25



Additional Efforts to Increase Efficiencies

Opportunities for Growth

- We are doing our best to provide transportation without spare drivers.
- There are currently 4 open big bus routes and 4 open van routes.
- Attendance shortages leads to the need to use private vendors to cover bus routes.
- The hours of operation for transportation is 5:30 AM -7:00 PM. The early start is needed for inspections and safety checks and there is a need at the end of the day for drivers to cover athletic programs and other school related events.

Solutions Implemented

- Implemented the process to stagger staff hours to better cover the operational needs of the transportation department and to minimize and monitor overtime.
- Routes are being changed and reworked as new students are enrolled since the start of the year and throughout.

Potential Next Steps

- Need to increase number of drivers and hire another trainer not only to train drivers but to support drivers in obtaining their CDL license.
- An additional office staff member would be beneficial to support with the extended hours of operations.
- Implementing audit recommendations such as increasing mechanics for aging fleet.
- Adding newly enrolled students that require transportation is cumbersome and leveraging Versa Trans software would be more efficient so that students are automatically routed. The new software should also be able to account for the new neighborhood developments.
- Exploring random attendance audits with the use of software.

PRIORITIZING SAFETY

- DVIR Books are essential as pre-trips and post-trips checklist is entered and recorded daily. This is how mechanics will know what needs to be repaired on buses.
- Post collision training is provided which consists of a full retraining to reinforce the rules of the road and rules for their DOT license as well as other safety measures.
- Cameras are installed on the interior and exterior of buses and record audio and video to monitor the safety of students, drivers and bus monitors.



- Monthly meetings are held to review administrative and operational processes. External stakeholders are also invited to present on various matters such as the use of the EPI pens and promoting health safety as well as presentations by the Brockton Police Department.

REQUIREMENTS FOR PRIVATE VENDORS



City of Brockton
BROCKTON PUBLIC SCHOOLS
Dr. Priya J. Tahiliani ♦ Interim Superintendent of Schools

Jennifer Perez, Director of Transportation
Office of Transportation
433 Forest Ave, Brockton 02301
Phone (508) 580-7004
jenniferperez@bpsma.org

Welcome to Brockton Public Schools!

Dear Transportation Vendors,

We look forward to a year of working with reliable companies that transport our students to school safely, and on time. Please be aware of the following policies and procedures:

QUOTES: Please look over *QUOTE REQUESTS CAREFULLY* before submitting for a route.

- You must adhere to the QUOTE schedule (unless otherwise discussed with the Transportation Office.) An accepted QUOTE is an agreement made by BPS and the Transportation Company. Students are not to be dropped off too early and/or left unattended at the school. Vendors will call the parents upon acceptance and explain the policy. Brockton's Policy is that transportation will arrive at the scheduled pick-up time and wait 2-3 minutes. If no one comes out, this transportation office will need to be notified the no-show, and transportation will move on. Students are only to be picked up and dropped off at the designated areas & times listed on the QUOTE. Any changes to these designated areas, must be approved by the Transportation Office *prior* to transportation. If a parent/school request any changes, please instruct them to contact us directly for approval. If we find the request to be reasonable, we will contact you to see if you can accommodate.

**Vendors will not be paid if they do not follow specific instructions provided by this office.*

- If a student is to be picked up late in the AM or PM due to circumstances beyond your control (ex. traffic, detours, etc.) the Transportation Office must be notified immediately. We will contact the parents and/or school that needs to be aware of the delay.

- It is the Private Transportation Company Owner's Responsibility to make sure all drivers & vehicles are following the rules set forth by this office, all drivers are 7D Compliant, all drivers are current with CORI's (must be completed every 3 years) and Fingerprint approvals. **Using Substitute Drivers Is Not Allowed.* Please make sure to follow the BPS calendar for half days, school vacation weeks, etc. Snow days will be announced by local news or weather channels. Please be sure to make yourself aware of any cancellations or delays, and plan accordingly.

BPS will only pay for transportation on days that school is in session.

- Any no-call / no-shows or incidents involving Brockton Public School students must be reported to the Transportation Office ASAP (same day of occurrence). In case of an emergency, the Transportation Office must be notified immediately. Some incidents may include: student misbehaving, accident with the vehicle, any safety concerns, etc.

- The Transportation Company's Name must be easily identified and secured on vehicles. BPS Temporary Vendor sign must be posted in the window and put in a location that is visible. Please see transportation of you need more signs. Pupil plates must be displayed on the front and rear of the vehicle and the school bus sign must be in the upright position while transporting students. There are not to be any gas fill-ups or unscheduled stops while transporting BPS students, and students are not to be on the vehicle for more than an hour. **Please see your 7D Manual for all rules and regulations.*



City of Brockton
BROCKTON PUBLIC SCHOOLS
Dr. Priya J. Tahiliani ♦ Interim Superintendent of Schools

NEW STUDENT TRANSPORTATION VENDOR CHECKLIST

COMPANY NAME: _____

VENDOR NAME: _____

PHONE# _____ EMAIL: _____

Transportation Dept. – 433 Forest Ave, Brockton 508-580-7004

Driver's License
(each driver must personally bring in the original)

7D License
(each driver must personally bring in the original)

Brockton CORI
(please allow 7-10 business days to process)

Registration
(for Each vehicle)

Certificate of Liability Insurance

W9 Form

Fingerprinting Scheduled Date _____

Driving Record
(Download from RMV – for *each driver.*)

READY FOR CONTRACT TO BE CREATED _____

Vendor needs to provide yearly updated copies of the following:

*7D Licenses

*Registrations for all vehicles

*Driving Records

*Inspection Certificates for all vehicles transporting BPS students

Vendor is responsible to keep their staff up to date on all CORI's (good for 3 years) and Fingerprinting (good for 7 years – *without a break in service*)

Transportation Office ♦ 433 Forest Ave ♦ Brockton, Massachusetts 02301-4311
www.bpsma.org



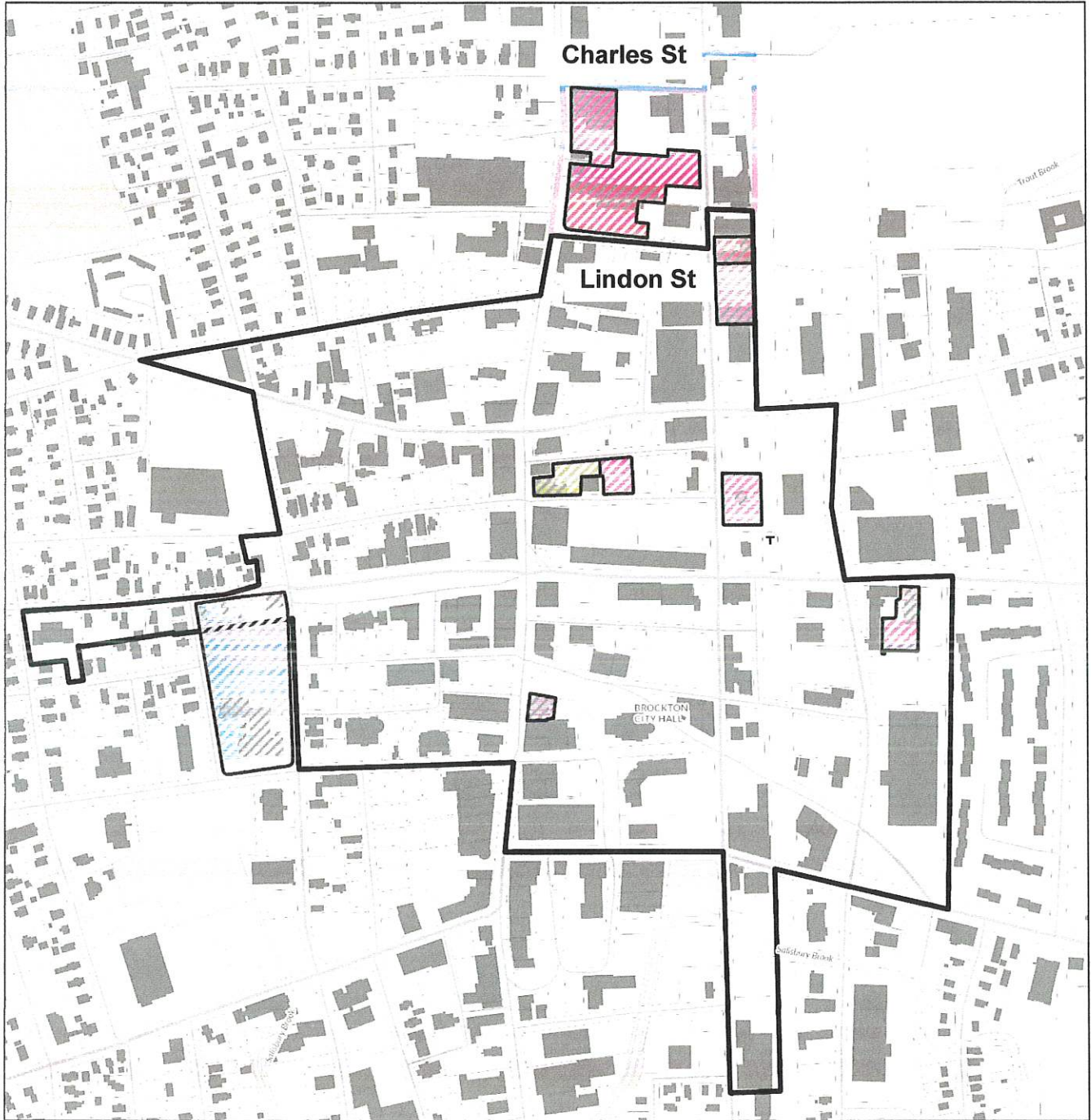
If a student is to be picked up late in the AM or PM the Transportation Office must be notified immediately to contact parents and/or school.



It is the Private Transportation Company Owner's Responsibility to make sure all drivers & vehicles are following the rules, all drivers are 7D Compliant, all drivers are current with CORI's (must be completed every 3 years and Fingerprint approvals). Using substitute drivers is never allowed.



Invoices must be received within 45 days of service.



- | | | |
|----------------|---|---|
| ★ Schools | ▭ HDIP Zone Existing Boundary | ▭ Proposed Public Development - Mixed Use |
| ▭ Buildings | ▭ HDIP Proposed Zone Amendment Boundary | ▭ In-Progress Public Development - Government Use |
| ▭ Parcels | ▭ Proposed Private Development - Residential Uses | ▭ Proposed Private Development - Mixed-Use |
| ~ Trails | | |
| ~ Water bodies | | |
| ~ Open space | | |



-  Schools
-  Buildings
-  Parcels
-  Trails
-  Water bodies
-  Open space
-  HDIP Zone Existing Boundary
-  HDIP Proposed Zone Amendment Boundary
-  Proposed Private Development - Residential Uses
-  Proposed Public Development - Mixed Use
-  In-Progress Public Development - Government Use
-  Proposed Private Development - Mixed-Use